



# Kesgrave Town Council

Clerk: Mrs Joanna Abbott

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## Town Council Meeting, Monday 24 June 2024 at 7.15pm

Dear Councillors

### Notice of Meeting

You are summoned to attend the Full Town Council meeting which will take place on Monday 24 June 2024 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

*J Abbott*

Joanna Abbott  
Town Clerk  
19 June 2024

## AGENDA

1. **Welcome and Apologies for Absence** – welcome and to receive and accept any apologies for absence.
2. **Declarations of Interest** – To receive, any interests, (these can be made at any point during the meeting).
3. **Minutes of the Annual Town Council meeting** held on the 13 May 2024 – to receive, consider and agree. (Copy attached).
4. **Chairman’s Communication** – to note.
5. **Clerks/Officer Report/Update** – to note any matters arising and updates following on from the last meeting, not dealt with under any other agenda item.
6. **Members of the Public** – to welcome members of the public who may wish to speak or ask any questions.
7. **Finance & Governance** –
  - a. Schedule of Accounts –
    - List of Payments for the period 01/04/2024 to 30/04/2024 – to consider and approve (details attached).
    - List of Receipts for the period 01/04/2024 to 30/04/2024 – to consider and approve (details attached).
  - b. Transfer from the KTC Card Payments Account to Current Account for April 2024 – to consider and approve (details attached).
  - c. Internal Audit Report 2023-24 – to receive year-end Internal Audit Report and any responses to recommendations.
  - d. Annual Return year ended 31 March 2024 (AGAR Form 3) – to approve the Annual Return (AGAR) along with any supporting documents (as listed below), and to authorise the Chairman to sign the return on behalf of the Town Council. (Copies attached).
    - Supporting Statement for the year ended 31 March 2024
    - Summary of Performance against Budget for 23/24 – for information only
    - Balance Sheet as of 31 March 2024
    - Income & Expenditure Account for the year ended 31 March 2024
    - S137 Report – for information only
    - Earmarked Reserves as of 31 March 2024 – for information only
    - AGAR 2023\_24 Form 3 - Annual Internal Audit Report (page 3)
    - AGAR 2023\_24 Form 3 – Section 1 Annual Governance Statement 2023\_24 (page 4)
    - AGAR 2023\_24 Form 3 - Section 2 Accounting Statements for 2023\_24 (page 5)
    - Supporting documents for the External Auditor:-
      - Explanation of any significant variances in section 2
      - Reconciliation between Box 7 and Box 8 in section 2
      - Reserves reconciliation for the Annual Return 31 March 2024
      - Bank: Cash and Investment reconciliation as at 31 March 2024
    - Confirmation of the dates of the period for the exercise of public rights form
  - e. Asset and Inventory Registers as at 31 March 2024 (updated with March amendments) with a summary report for the website – for review and approve (copies attached)
  - f. CIL Reports as at 31 March 2024 - to review and approve (report for the website and summary report)
  - g. Flagstone Saving Account – to receive an update and review.
  - h. Election of Finance & Governance Committee Chair and Vice Chair – to agree.
  - i. Grant Application, Kesgrave Kestrels FC – to review and agree.
8. **Planning & Development** –
  - a. Committee meeting minutes; 13 May 2024, 3 June 2024 and 17 June 2024. (copies attached) – to receive and note.
  - b. Pump Track Application – to receive any update.
9. **Community & Recreation** –
  - a. Committee meeting minutes; 17 June 2024 (copy attached).

- b. Kesgrave, Rushmere St Andrew, Martlesham, Calford and Fynn Valley Community Partnership meeting 10 June 2024 – to receive a verbal update from the Clerk.
- 10. **KTC Business Plan, second annual review** – to consider and agree (paper attached).
- 11. **Engagement Strategy: next step; - review of other Town/Parish Council websites, proposal for resident survey** – to consider and agree (paper attached).
- 12. **Other/Urgent Communications** – to receive and consider any other matters of sufficient urgency and importance that the Chairman will allow for discussion. (To be notified to the office by 12 noon on the day of the meeting).
- 13. **Date of Next Meeting** – Monday 22 July 2024 at 7.15pm, Town Council Office.
- 14. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
- 15. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
- 16. **Confidential Minutes** –
  - a. Annual Town Council meeting held on 13 May 2024 (copy attached). To receive, consider and agree.
- 17. **Public Open Space and Land Ownership** –
  - a. Long Straps – to receive any update.
  - b. Privately owned and managed areas – to receive any update.
  - c. Aerial Green – to receive an update.