



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

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Town Council Meeting, Monday 31 March 2025 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Full Town Council meeting which will take place on Monday 31 March 2025 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
26 March 2025

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 Town Council meeting** held on the 17 February 2025 – 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. **County and District Councillor Reports** – to receive and note.
8. **Finance & Governance** –
 - a. Finance & Governance committee meeting minutes 3 March 2025 (copy attached). To receive, consider and agree the following recommendations:
 - Draft KTC Standing Orders 2025/26
 - Draft KTC Terms of Reference 2025/26
 - b. NALC update 5 March 2025 to the KTC Financial Regulations - to receive, consider and agree (paper attached).
 - c. Draft Internal Audit Review and Plan for year ending 31 March 2025 – to receive, consider and agree (paper attached).
 - d. Draft Risk Register 2025/26 – to receive, consider and agree (paper attached).
 - e. Draft Risk Assessment Folder front sheets (Estate and Play) – to receive, consider and agree (papers attached).
 - f. Internal control checks by Councillor(s) on the financial procedures for the year ending 31 March 2025 – to consider and assign person to conduct tests.
 - g. Schedule of Accounts
 - List of Payments for the period 01/02/2025 to 28/02/2025 – to consider and approve (details attached).
 - List of Receipts for the period 01/02/2025 to 28/02/2025 – to consider and approve (details attached).
 - h. Transfer from the KTC Card Payments Account to Current Account – to consider and approve (details attached).
 - i. Action Plan for the 2023/24 Internal Audit Report (year ended 31 March 2024) - to receive, consider and agree (paper attached).
 - j. Just42 SLA Funding – to receive and agree payment (paper attached).
 - k. Kesgrave Library; service contract change – to consider and agree future funding.
 - l. Draft KTC 2025/26 Meeting Calendar – to consider and approve (paper attached).
9. **Planning & Development** –
 - a. Committee meeting minutes; 17 February 2025, 3 March 2025 and 17 March 2025 – to note (copies attached).
10. **Community & Recreation** –
 - a. Pump Track Project – to receive an update.
 - b. Millennium Jubilee Hall (MJH) –
 - Commercial Food and Waste recycling – to receive a report from the Clerk.
 - Redecoration of the premises – to consider and approve (paper attached).
 - c. Kesgrave Fireworks, admission prices – to consider and approve.
11. **Devolution/Local Government Reorganisation (LGR)** – to receive an update and agree responding and promoting the HM Government Devolution Public Consultation (papers attached).
12. **Kesgrave Town Council Business Plan** –
 - a. Draft Plan 2025-28 – to consider and approve (paper attached).
 - b. Plan 2021-24 Third/Final Annual Review – to consider and approve (paper attached).

13. **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).
14. **Dates of Next Meetings** – Monday 28 April Annual Town Meeting at 7.15pm, held at the Millennium Jubilee Hall (MJH) and Monday 12 May the Annual Town Council meeting at 7.15pm, Town Council Office.
15. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
16. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
17. **Confidential Minutes** –
 - a. Town Council meeting held on 17 February 2025 (copy attached). To receive, consider and agree.
18. **Public Open Space and Land Ownership** –
 - a. Long Strops and associated privately owned and managed areas – to receive an update.
 - b. ESC Land Adoption – to consider and agree proposals.
 - c. Kesgrave Land Consultation Review – to receive an update.
19. **Staffing Matters** –
 - a. New staff member – to receive a report from the Clerk.
 - b. Holiday / annual leave 2024/25 – to receive a report from the Clerk.