



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

Tel: 01473 625179 Email: enquiry@kesgravetowncouncil.org.uk

Annual Town Council Meeting, Monday 12 May 2025 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Annual Town Council meeting which will take place on Monday 12 May 2025 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
7 May 2025

AGENDA

1. **Election of Chairman and Declaration of Acceptance of Office** – to agree and complete.
2. **Election of Vice Chairman and Declaration of Acceptance of Office** – to agree and complete.
3. **Welcome and Apologies for Absence** – welcome and to receive and accept any apologies for absence.
4. **Declarations of Interest** –
 - a. To receive, any interests, (these can be made at any point during the meeting).
 - b. Reminder to all Councillors to check and update 'register of interest' via the ESC website.
5. **Appointment of Committee Members** –
 - a. Planning & Development (to agree).
 - b. Community & Recreation (to agree).
 - c. Finance & Governance (to agree).
6. **Appointment of Council Representatives** – to receive, consider and agree (copy attached).
7. **Minutes of the Full Town Council meeting** held on the 31 March 2025 – to receive, consider and agree. (Copy attached).
8. **Chairman's Communication** – to note.
9. **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.
10. **Members of the Public** – to welcome members of the public who may wish to speak or ask any questions.
11. **County and District Councillor Reports** – to receive and note.
12. **Finance & Governance** –
 - a. Schedule of Accounts
 - List of Payments for the period 01/03/2025 to 31/03/2025 – to consider and approve (details attached).
 - List of Receipts for the period 01/03/2025 to 31/03/2025– to consider and approve (details attached).
 - b. Detailed Income and Expenditure to 31 March 2025 – to receive and review (copies attached).
 - c. Draft KTC Asset Register and Inventory List for the year ending 31 March 2025 - to consider and approve (papers attached).
 - d. Draft Earmarked Reserves as at 31 March 2025 – to consider and approve (paper attached).
 - e. GDPR Data Protection Privacy Impact Assessment for CCTV at KTC Offices – to consider and approve (paper attached).
 - f. NALC Civility and Respect Pledge – to consider and agree (paper attached).
 - g. Kesgrave Library 2024/25 funding; quarters 3 and 4 – to consider and agree (see report attached).
13. **Planning & Development** –
 - a. Committee meeting minutes; 31 March 2025, 14 and 28 April 2025 (copies attached) – to receive and note.
14. **Community & Recreation** –
 - a. Pump Track Project – to receive any update.
 - b. Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley ESC Community Partnership meeting 29 April 2025 – to receive a verbal report from Cllr Comber.
15. **Devolution/Local Government Reorganisation (LGR)** – to receive a verbal update from the Clerk.
16. **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).
17. **Date of Next Meeting** – Monday 30 June 2025 at 7.15pm, Town Council Office.
18. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
19. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.

20. **Confidential Minutes –**
 - a. Full Town Council meeting held on 31 March 2025 (copy attached). To receive, consider and agree.
21. **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 next action.
22. **Staffing Matters –**
 - a. Staff Resignation – to receive a report from the Clerk.