



# Kesgrave Town Council

Clerk: Mrs Joanna Abbott

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## Town Council Meeting, Monday 30 June 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 30 June 2025 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

*J Abbott*

Joanna Abbott  
Town Clerk  
25 June 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 Annual Town Council meeting** held on the 12 May 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. **Co-option of a Town Councillor** – to receive and consider.
9. **Finance & Governance** –
  - a. Finance & Governance committee meeting minutes 2 June 2025 (copy attached). To receive, and note the following;
    - KTC Policies – reviewed and agreed.
  - b. Schedule of Accounts –
    - List of Payments for the period 01/04/2025 to 30/04/2025, 01/05/2025 to 31/05/2025 and 01/01/2025 to 31/01/2025– to consider and approve (details attached).
    - List of Receipts for the period 01/04/2025 to 30/04/2025, 01/05/2025 to 31/05/2025 and 01/01/2025 to 31/01/2025 – to consider and approve (details attached).
  - c. Transfer from the KTC Card Payments Account to Current Account March to May 2025 – to consider and approve (details attached).
  - d. Internal Audit Report 2024-25 – to receive year-end Internal Audit Report and any responses to recommendations.
  - e. Annual Return year ended 31 March 2025 (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 2025
    - Summary of Performance against Budget for 2024/25 (with amendments as agreed at F&G 02/06/2025) – for information only
    - Balance Sheet as of 31 March 2025
    - Income & Expenditure Account for the year ended 31 March 2025
    - S137 Report – for information only
    - AGAR 2024\_25 Form 3 - Annual Internal Audit Report (page 3)
    - AGAR 2024\_25 Form 3 – Section 1 Annual Governance Statement 2024\_25 (page 4)
    - AGAR 2024\_25 Form 3 - Section 2 Accounting Statements for 2024\_25 (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 2025
      - Bank: Cash and Investment reconciliation as at 31 March 2025
    - Confirmation of the dates of the period for the exercise of public rights form
  - f. CIL Reports as at 31 March 2025 - to review and approve (report for the website and summary report)
  - g. Flagstone Saving Account – to receive an update and review.
10. **Planning & Development** –
  - a. Committee meeting minutes; 12 May 2025, 2 and 16 June 2025 – to note (copies attached).
  - b. KTC Speed Indication Devices (SID's) Data – to receive (paper attached).
11. **Community & Recreation** –
  - a. Committee meeting minutes; 16 June 2025 – to note (copy attached).
  - b. Pump Track Project – to receive an update.

12. **Devolution/Local Government Reorganisation (LGR)** – to receive a verbal update from the Clerk.
13. **Kesgrave Town Council Business Plan 2025-28 Consultation** – to review and agree adoption.
14. **Suffolk County Council Proposal for Bell Lane / Foxhall Road junction improvements with Bid of Community Infrastructure Levy (CIL) application** – to receive and agree a response (paper attached).
15. **Website review / upgrade, incorporating domain upgrade to .gov.uk** – to receive a verbal update from Cllr Beecroft-Smith and agree next step.
16. **Suffolk Association of Local Council (SALC) Area Forum meeting 17 June 2025** – to receive a report from Cllr Gibson (paper attached).
17. **Industry Partner Proposal Program with Suffolk New College** – to consider and agree (paper attached).
18. **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).
19. **Dates of Next Meeting** – Monday 21 July 2025 at 7.15pm, Town Council Office.
20. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
21. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
22. **Confidential Minutes** –
  - a. Annual Town Council meeting held on 12 May 2025 (copy attached). To receive, consider and agree.
23. **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 receive an update.