



Rendlesham Parish Council

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Members of the Council are hereby summoned to attend a Meeting of the Parish Council at 7pm on Monday 10th February 2025 in Room 16, Rendlesham Community Centre, Walnut Tree Avenue, Rendlesham Suffolk IP12 2GG for the purpose of transacting the following business set out on the agenda

THIS MEETING IS OPEN TO THE PUBLIC

AGENDA

- 1. To appoint a Proper Officer for the purpose of this meeting**
- 2. To formally appoint a new Parish Council Chairman for the remainder of the municipal year (to May 2025)**
- 3. To formally appoint a new Parish Council Vice-Chairman for the remainder of the municipal year (to May 2025)**
- 4. To receive and approve apologies for absence**
- 5. Public Forum**

There will be 15 minutes available for this session where members of the public may address the Council, including items for discussion on the agenda. A maximum of 3 minutes per speaker will be permitted
- 6. Declarations of Interest**

To note the nature and type of declarations of interest in accordance with the Council's Code of Conduct (and section 106 of the Local Government Finance Act 1992) relating to items on this agenda.
- 7. Councillor Resignations**

To note the resignation of councillors Nickie Delacamp, Olivia Johnston, Gareth Moir, and Rob Routledge with effect from 30 January 2025
- 8. Co-option of new councillors**

To note that there are currently multiple vacant council seats due to recent resignations. These vacancies must be advertised before co-option can take place. If no election is called for these seats, the vacancies may be filled through co-option at a future council meeting.

To consider how to advertise the vacancies to encourage applications for co-option.
- 9. Minutes of the last meeting**

To agree the minutes of the Extraordinary Full Council meeting held on 24th January 2025 as a true record of the meeting for signature by the Chairman of this meeting (previously circulated)
- 10. Appointment of Community Centre Committee Chairman**

To appoint a new Chairman for the Community Centre Committee following recent resignations and to receive any updates or reports related to the committee's operations
- 11. County and District Councillor Reports**

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To receive reports from County and District Councillors

12. Clerk's report

To receive the Clerk's report (to be circulated)

13. Reduce Printer Costs

To consider 3 quotes received for reducing printer costs (previously circulated)

Recommendation: EVOLVE as they will deal with returning existing printer, cancelling lease etc

14. Donation for FORS

To consider £50 donation to FORS as thanks for organising Santa's Grotto for Christmas event

15. Tractor Repairs

To consider approval of costs for tractor service and repairs (£1200) with due regard to available funds.

16. Coat for Handyman

To consider a request for the purchase of new winter workwear £30.

17. Jubilee Pavilion Health and Safety Audit

To consider the cost of a Health and Safety audit (£420)

18. Playground Safety Inspection

- a. To consider the recently received inspection report and consider quotes/timelines for repairs with due regard to council finances before committing to expenditure
- b. To consider immediate action for equipment labelled High Risk and requiring immediate works

19. Funfair - June 2025

- a. To consider a request from Stocks funfair to use Jubilee Park in June 2025
- b. If approved to organise a working party to set up hiring agreements detailing hirers responsibilities re insurance/risk assessments etc.

20. Financial Report

- a. To receive an updated financial report from the Responsible Finance Officer
- b. To approve the payments for February 2025 (details circulated)

21. Local Government Pension Scheme

To confirm that the LGPS will apply to the role of Assistant to the Clerk to the Council effective from 1st January 2025

22. Exclusion of the Public and Press

To RESOLVE that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public and press shall be excluded due to the confidential nature of the items to be discussed

23. Assistant to the Clerk to the Council

To ratify contract details (details circulated) agreed November 2024.

24. Clerk to the Council

To confirm accrued holiday and overtime claim for February 2025.

25. Ongoing HR Matters

To receive an update from the working party and agree any necessary action

26. Clerk and RFO position

To receive an update with regards to recruitment from the working party

To approve any fees for locum support for the role if necessary