



# Rendlesham

## Parish Council

Members of the Council are hereby summoned to attend a Meeting of the Parish Council at 7pm on Monday 4<sup>th</sup> August 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 & MAY BE RECORDED**

#### **AGENDA**

**1. To receive and approve apologies for absence**

**2. 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

**3. 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.

**4. Co-option of new councillors**

To note that there is currently one vacant council seat. This vacancy is available for co-option.

**5. Minutes of the last meeting**

To agree the minutes of the Full Council meeting held on 7<sup>th</sup> July 2025 as a true record of the meeting.

**6. County and District Councillor Reports**

To receive reports from County and District Councillors

**7. FIOR Request.**

To review and discuss the Freedom of Information Request received from a former councillor, and to agree on an appropriate response. **FOIR Request attached for Agenda pack.**

**8. To review the current status of the Bottle Bank lease at The Mews and consider options for renewal or alternative next steps.**

**9. Allotments**

- a. To approve authorising the Clerk to appoint a solicitor to manage the transfer of ownership of the allotments from Persimmon to Rendlesham Parish Council.
- b. To approve the appointment of Cllr Jerry Bird as lead for the allotment setup and the formation of a committee or Working Party to support this project.

**10. CIL Funding update**

- a. Clerk to update on where we are with current CIL funded projects and CIL Wishlist. **Wishlist attached to Agenda pack**

**The Parish Office, Rendlesham Community Centre, Walnut Tree Avenue, Rendlesham, Suffolk, IP12 2GG**

- b. To agree and approve next set of CIL funded projects. **List and Quotes attached in Agenda Pack.**

**11. To consider two requests for CIL Spend donations from Rendlesham Community Radio and Rendlesham Primary School – Proposal with costs attached to pack.**

**12. Skatepark**

To receive an update on the Skatepark project.

**13. To agree a budget allocation for the November Fireworks Event. Proposal attached to Agenda pack.**

**14. Jubilee Park Update**

- a. To approve the new Terms of reference for Jubilee Park Committee.
- b. To receive update from Chair of JP Committee.
- c. To consider disputed additional work invoice for £800 from M Proctor for work carried out at Jubilee Park.
- d. To discuss and agree for Clerk to investigate and negotiate new energy contract for Jubilee Park, given current high energy bills.
- e. To discuss and agree to create working Party to start negotiations of new contract for Rendlesham Good Neighbour Scheme and Rendlesham Community Radio
- f. To receive update on Portacabin from Clerk.
- g. To consider proposal from Rendlesham Community Radio to take over Room 2 in Pavilion and vacate Portacabin.

**15. Community Centre Update**

- a. To receive update from Chairperson of RCC Committee.
- b. To Approve submission of funding proposal to Tim Wilson, East Suffolk for 55k towards Solar Panels and Air con at the Community Centre. Proposal attached to Agenda Pack.
- c. To receive updates on the Door access project at the Community Centre and consider further quotes.
- d. To approve adding Ass Clerk Kirsty Morgan onto RYG accounts to enable completion of Annual return.
- e. To consider an amendment to the ToRs of the Community Centre and IT Committee - adding the written report element from the JP ToR pending approval

**16. Clerk update**

To receive any updates from Clerk.

**17. Financial Report**

- a. To receive an updated financial report from the Responsible Finance Officer
- b. To approve the payments for July/August 2025
- c. To review CIL spend to date
- d. To review Budget.
- e. To consider opening an additional savings account to hold CIL funds.

**18. IT Update**

- a. To receive update from Chairman of IT committee
- b. To approve the 'Terms of Use' of the RPC Free WiFi as there are no approved terms in place.
- c. To approve an updated 'Privacy Policy' for RPC (the current one is not legally sufficient and doesn't cover our data partners)
- d. To consider IT Grant applications for further upgrades - potentially avoiding needing CIL for CCTV expansion

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- e. To approve the selling of existing IT equipment (DrayTek router, 4G Router and SIP Phones + spare bits) as they are now unused
19. To consider an amendment to the standing orders so that:
- a. The Clerk can self-approve their holiday with pre-defined safeguards considering council when booking time off
  - b. To authorise the Clerk to delegate responsibilities of the 'Proper Officer' where operationally efficient (at present it's only when Clerk is absent)
  - c. To consider the adoption a digital holiday booking system 'WhosOff' at £16.50 per month. This would also be used for holiday for the Community Centre staff (price is the same up to 10 users)

Mrs Louise Rayment

*Louise Rayment*

Clerk to the Council and Responsible Finance Officer.  
Rendlesham Parish Council