



Rendlesham

Parish Council

Members of the Council are hereby summoned to attend a Meeting of the Parish Council at 7pm on Monday 10th March 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 are currently 4 vacant council seats due to recent resignations. These vacancies are available for co-option.

5. Minutes of the last meeting

To agree the minutes of the Full Council meeting held on 10th February 2025 as a true record of the meeting (previously circulated)

6. County and District Councillor Reports

To receive reports from County and District Councillors

7. Community Centre Committee Update

- a. To receive any updates or reports related to the committee's operations
- b. To consider the terms of reference for the committee
- c. To receive the community centre accounts paperwork for the 2023 submission to the Charity commission.
 - i. The community centre committee chair will provide a report on the situation and the impact this is having on our ability to get quotes to reduce utility costs and apply for grants
- d. To consider a request to set up an online booking system to streamline the community centre hiring
- e. To consider the appointments to the community centre roles and related work to complete this process

- 8. To receive an update on the Electric Vehicle Charging point at the community centre and consider any actions needed to progress restoring it**
- 9. To consider additional committees to expediate the work of the Council**
 - a. To consider the establishment of a personnel committee
 - b. To consider the establishment of an IT committee
 - c. To consider the establishment of a Jubilee Park committee to manage the park and pavilion
 - d. To consider the establishment of any other committees
- 10. Clerk's report**

To receive the Clerk's report
- 11. Playground Safety Inspection**
 - a. To receive an update on the Jubilee Park, play area repairs
- 12. Funfair - June 2025**
 - a. To receive an update from the working party on the funfair arrangements with Stokes
- 13. Adoption of policies**
 - a. To consider the adoption of the Transparency Statement and Policy
- 14. Annual Governance and Accountability Return (AGAR)**
 - a. To appoint an internal auditor (SALC were previously appointed in 2024)
 - b. To consider establishing a working party to prepare for the AGAR return
- 15. Financial Report**
 - a. To receive an updated financial report from the Responsible Finance Officer
- 16. To approve the payments for March 2025**
- 17. To consider renewing the Small Society Lotteries L&A2170 for £20 for the year**
- 18. To consider the request from Birkett's solicitors**

To review the details of the invoice received (£1600.00) and the work provided and review documentation about the authorisation of the work
- 19. To consider options for the use of CIL (Community Infrastructure Levy) monies**

To review various options to use the money before it expires and must be returned. Approximately £4000 is set to expiry at the end of March 2025
- 20. To consider forming a working party to apply for a zebra crossing to be installed on the road in front of Rendlesham Primary School**
- 21. To consider the proposed IT upgrade**

To consider an IT upgrade to:

 - a. Provide Parish Council email accounts for Councillors to use for official business and communication
 - b. Migrate the existing infrastructure to Microsoft 365 Business to reduce overall IT costs and centralise various separate systems (including staff emails and storage accounts)
 - c. Migrate telephony infrastructure to Microsoft Teams
 - d. Create WhatsApp groups from the Council phones to ensure continued access for FOIA
- 22. To review deferred items from the previous meeting**

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- a. To receive an update on printer costs reduction
 - i. To consider purchasing the existing printer for £500.00 and retaining Tudor to service it
- b. To receive an update on the tractor service
- c. To receive an update on the Health and Safety Audit
- d. Local Government Pension Scheme for the role of Assistant to the Clerk of the Council

23. Any other business

To discuss any emergency or time-sensitive business which could not be included in the agenda

24. 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

25. Assistant to the Clerk to the Council

To review and ratify contract details agreed November 2024.

26. Ongoing HR Matters

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

27. Clerk and RFO position

To receive an update with regards to recruitment from the working party and agree any necessary action