



Rendlesham

Parish Council

Draft Minutes of the Annual Meeting of Rendlesham Parish Council held at 7:00pm on Monday 19th May 2025 in Room 16, Rendlesham Community Centre, Walnut Tree Avenue, Rendlesham, Suffolk IP12 2GG.

Present: Cllrs. Martin Eley-Kemp (Chair) Edmund Points, James Carter, Dave Moore, Jules Oliver, Janice Weller, Mike Stevenson, Fan Johnson, Louise Rayment (Clerk & RFO), Kirsty Morgan (Assistant Clerk), Cllr Alexander Nicoll

1. Election of Chair for the municipal year 2025–2026

ELECTION of the Chair of the Parish Council – **Cllr. Martin Eley-Kemp** was nominated by **Cllr Points** and, in the absence of another nomination, Cllr. Eley-Kemp was **ELECTED** unanimously and then signed his Declaration of Acceptance of Office.

2. Election of Vice-Chair

ELECTION of the Vice-Chair of the Parish Council. **Cllr Edmund Points** was nominated by **Cllr Eley-Kemp** and in the absence of another nomination, was **ELECTED** unanimously and then signed his Declaration of Acceptance of Office.

3. Apologies for absence

Cllr J Bird

4. Declarations of Interest

None.

5. The Minutes of the meeting of the Council held on **20th May 2024** were **APPROVED** as a true and accurate record.

6. Co-option of new councillors

One application has been received but applicant can't be at today's meeting, so agreed to wait until next Full Council meeting to consider co-option.

7. Review of Council Governance Documents

It was **unanimously agreed** to adopt the revised versions of the following documents, based on the 2025 NALC/SALC model templates and modified as necessary to reflect local requirements, and to reaffirm those documents that remain unchanged

- Standing Orders (*2025 model template with amendments*)
- Financial Regulations (*2025 model template with amendments*)
- Code of Conduct (*2025 LGA model code*)
- Risk Management Policy (for re-confirmation)
- Asset Register (for re-confirmation)
- Insurance cover for 2025–2026 (for re-confirmation)

8. Review of Committees and Appointments

Approved and **re-confirmed** the following:

- Personnel Committee** – **Cllrs E Points** (Chair), **J Carter** and **D Moore**
- Jubilee Park Committee** – **Cllrs D Moore** (Chair), **J Carter**, **F Johnson**, **J Oliver**.
Cllr D Moore will absent from negotiations of contract renewal as Chair of GNS and hirer of Pavilion.

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

- c. **Community Centre Committee – Cllr J Weller (Chair), M Stevenson, F Johnson & J Bird**
- d. **IT Committee – Cllr E Points (Chair), M Eley-Kemp, J Weller, D Moore**
- e. **Working groups Approved and re-confirmed –**
 - Events working party – Cllrs M Eley-Kemp, E Points, D Moore, F Johnson, J Oliver, L Clerk Rayment, Asst Clerk K Morgan**
 - Planning Working Party – Cllrs M Stevenson, D Moore, J Carter, F Johnson, Clerk L Rayment**
 - Skatepark – Cllrs J Carter, D Moore, Clerk L Rayment, Asst Clerk K Morgan**
- f. **Approved** representatives to outside bodies
 - Green print Forum – Cllr J Oliver**
 - Police Liaison – Cllr D Moore**
 - Traffic Liaison Group – Cllr M Stevenson**
 - Community Partnership – Cllr D Moore** (Declared interest that the company called Repair Shed that D Moore is director of was funded by CP for startup)
 - Integrated Health Service – Cllr J Weller**

9. Review of Bank Mandates and Financial Controls

APPROVED - the Bank Mandates (signing authorities and signatories) as follows:

Parish Council – Cllrs M Stevenson, E Points, M Eley-Kemp, J Weller (all View/Submit/Authorise), **Clerk/RFO L Rayment** (View/Submit), **Asst Clerk K Morgan** (View/Submit - To be added)

Youth Group Cllrs. Stevenson (View/Submit/Authorise) Dormant Account. Two more names to be added to account - **Cllrs M Eley-Kemp and E Points.**

Rendlesham Community Centre Charity – Cllrs J Weller, M Stevenson, M Eley-Kemp (All View, Submit/Authorise), **Accountant Eleanor** (Submit/View), Centre Manager **Kylie Scurrall** (Application in for View/Submit)

Unity Card – Cllr M Eley-Kemp, Clerk L Rayment, Asst Clerk K Morgan, Event Co-ord E Hutchinson. All to have same limit of £2000 to be used in accordance with Financial Regs.

Barclaycard – To add Cllr M Eley-Kemp and M Stevenson

10. Schedule of Meetings

First Monday of every month for Full Council Meeting, except for next meeting planned for 9th June 2025. Committees to send dates for rest of year to Clerk.

11. AGAR 2024–2025

To note internal audit is scheduled for w/c 9th June 2025.

Mrs Louise Rayment

[Louise Rayment](#)

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