



# Rendlesham

## Parish Council

Members of the Council are hereby summoned to attend the Annual Meeting of Rendlesham Parish Council at 7:00pm on Monday 19th May 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. Election of Chair for the municipal year 2025–2026**

To receive nominations and elect the Chair. Declaration of Acceptance of Office to be signed.

**2. Election of Vice-Chair**

To receive nominations and elect the Vice-Chair for 2025–2026

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

**4. 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.

**5. Minutes of the last Annual Meeting of Rendlesham Parish Council**

To approve the minutes of the last Annual Meeting of Rendlesham Parish Council

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

To note that there are currently 2 vacant council seats due to recent resignations. These vacancies are available for co-option. Any received applications will be considered.

**7. Review of Council Governance Documents**

To adopt the updated versions of the following documents, based on the 2025 NALC/SALC model templates and amended where necessary to suit local needs, and to re-confirm those remaining unchanged:

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

**8. Review of Committees and Appointments**

To approve and re-confirm the following:

- a. Personnel Committee
- b. Jubilee Park Committee
- c. Community Centre Committee
- d. IT Committee
- e. Any working groups or ad hoc panels

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

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- f. To appoint representatives to outside bodies (e.g., SALC, Greenprint Forum, Police Liaison etc.)

**9. Review of Bank Mandates and Financial Controls**

To confirm current bank signatories and authorisations, including Unity Trust access.

**10. Schedule of Meetings**

To approve the schedule of Full Council and committee meetings for 2025–2026.

**11. AGAR 2024–2025**

To note internal audit is scheduled for w/c 9th June 2025 and confirm a meeting date in June for AGAR approval.

**12. Any other business**

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