



# Rendlesham Parish Council

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Dear Councillors,

You are duly summoned to the Annual General Meeting of the Council at 7.00pm on Monday 20<sup>th</sup> May 2024 in Room 16, Rendlesham Community Centre, Walnut Tree Avenue, where the undermentioned business will be conducted.

Yours sincerely,

Locum Clerk and RFO

14<sup>th</sup> May 2024

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Members of the Public are welcome to attend the meeting but should note that the majority of the meeting will be *in camera*

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## AGENDA – PART 1

1. **Welcome by the Chair and formal notice about recording of the meeting (if applicable).**
2. To **ELECT** the Chair of the Parish Council for the coming Civic Year and Declaration of Acceptance of Office.  
To **ELECT** the Vice-Chair of the Parish Council and Declaration of Acceptance of Office.
3. To **RECEIVE apologies for absence and declarations of interest**, and  
To **RECEIVE** delegated Declarations of Interest Dispensation decisions or **APPROVE** such dispensation requests where required.  

**Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.**
4. **Minutes of the last meeting**  
To **APPROVE** the minutes of the previous meeting of the Council held on **25<sup>th</sup> March 2024** (already circulated) as a true and accurate record.
5. To **REVIEW and APPROVE** the Committee structure, Membership and Terms of Reference
6. To **REVIEW and APPROVE** the Bank Mandates (signing authorities and signatories)
  - Parish Council
  - Community Centre Charity
  - Youth Group
7. To **APPOINT** representatives to outside bodies
  - Suffolk Association of Local Councils (2)
  - Safer Neighbourhood Team (1)
  - Greenprint Forum (1)
8. To **CONFIRM or MAKE** the following appointments to the **Parish Council**
  - **David Lines** as the **Proper Officer and Responsible Financial Officer** (1972 LGA s151) to the Council
  - Health & Safety Officer
  - Safeguarding Lead
  - Data Protection Officer
9. To **MAKE** the following appointments to the **Community Centre Charity**
  - Health & Safety Officer
  - Safeguarding Lead
  - Data Protection Officer
10. To **MAKE** the following appointments to the **Youth Group Charity**
  - Health & Safety Officer
  - Safeguarding Lead
  - Data Protection Officer

# Rendlesham Parish Council

## AGENDA – PART 2 (commencing approximately at 7.30 pm)

11. To **RECEIVE** applications for co-option to the role of Parish Councillor (if any).

### 12. Public Forum

The Chair to invite members of the public to indicate if they wish to speak at this meeting, either on an item on the Agenda or on a general matter. Public questions are permitted for a maximum of 15 minutes and are generally limited to around three minutes per person, at the discretion of the Chairman.

The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting.

### 13. County, District and Parish Councillors' Reports

To **RECEIVE** an oral or written report from **Cllr. Alexander Nicoll** (Suffolk County Council) and to give him the opportunity to respond to any matters raised in the Public Forum.

To **RECEIVE** an oral or written report from **Cllr. Tim Wilson** (East Suffolk District Council) and to give him the opportunity to respond to any matters raised in the Public Forum.

To **RECEIVE** reports from Parish Councillors representing the Council on other organisations

14. To **NOTE** the (draft) minutes from Committee meetings held since the last Council meeting.

[Committees - Rendlesham Parish Council \(suffolk.gov.uk\)](https://www.suffolk.gov.uk/committees-rendlesham-parish-council)

### 15. Clerk's Report

To **REVIEW** and **RESOLVE** on action points from previous meetings.

To **REVIEW** and **APPROVE** the Parish Council's updated Standing Orders

To **APPROVE** Meeting Dates for the coming Civic Year.

### 16. RFO Report

To **RECEIVE** the end of year Financial Reports, including the Bank Reconciliation on 31<sup>st</sup> March 2024 and

a) To **CONSIDER** and **APPROVE** the **Annual Governance Statement** for 2023/2024.

b) To **CONSIDER** and **APPROVE** the **Accounting Statements** for 2023/2024.

c) To **NOTE** that the Internal Audit Review is scheduled for the week commencing June 24<sup>th</sup> 2024.

d) To **RECEIVE** and **APPROVE** a list of payments, the Bank Reconciliation, and a Statement of Accounts (to follow).

To **CONSIDER** an application for a grant from the Eyke School and the Stay and Play Group.

e) To **REVIEW** and **APPROVE** the Parish Council's updated Financial Regulations

f) To **CONFIRM** the extant Insurance Policy with Hiscox, due for review and renewal on 31<sup>st</sup> October 2024.

g) To **REVIEW** the Asset Register of the Parish Council.

h) To **APPROVE** the list of Standing Orders and Direct Debits for the coming financial year.

i) To **CONSIDER** the appointment of the Suffolk Association of Local Councils as the Parish Council's Internal Auditor for the coming year.

### 17. Agenda items for future meetings.

Internal Audit Report 2024 (to be distributed and released upon publication)

18. To **RESOLVE**, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential in the remainder of the agenda may be discussed and decided – **Staff matters**.

19. **Staff Matters** – to **RECEIVE** an update on all staff matters and to **CONSIDER** any recommendations therein.

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