



# Rendlesham

## Parish Council

Members of the Council are hereby summoned to attend a Meeting of the Parish Council at 7pm on Monday 1<sup>st</sup> September 2025 in Room 1, 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 no vacant council seats.

**5. Minutes of the last meeting**

To agree the minutes of the Full Council meeting held on 4<sup>th</sup> August 2025 as a true record of the meeting.

**6. County and District Councillor Reports**

To receive reports from County and District Councillors

**7. To review request for £1000 donation from Citizen Advice Bureau**

**8. To determine the Parish Council's overarching approach to discretionary grant funding for the remainder of the 2025–2026 financial year**

**9. To approve expenditure for three poppy wreaths for Remembrance Sunday and to nominate councillor representatives to attend local Remembrance services**

**10. Allotments**

- a. To receive brief update on allotments from Clerk.

**11. CIL Funding update**

- a. Clerk to update on where we are with current CIL funded projects and CIL Wishlist.  
**Wishlist attached to Agenda pack**
- b. To agree and approve next set of CIL funded projects.
- c. To Agree and approve next steps on the Teenage Wish list project  
**Wishlist attached to agenda pack**

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

**12. Skatepark**

To receive an update on the Skatepark project.

**13. To receive brief update on November Fireworks Event from Assistant Clerk**

**14. To Approve date of Christmas Light Switch on as 30<sup>th</sup> November 2025.**

**15. To Approve date of Santa Tour for 13<sup>th</sup> December 2025**

**16. Jubilee Park Update**

- a. To receive update from Chair of JP Committee.
- b. To consider a £200 **gesture of goodwill payment** to Mark Proctor in relation to the Jubilee Park patio works, to enable closure of this matter. This is not authorisation of his additional invoice, but a discretionary goodwill payment by Council.
- c. To receive update on Portacabin from Clerk.
- d. To approve yearly inspection/maintenance of outdoor Gym (last done July 2024)
- e. To receive brief update on Energy contract, change from Clerk
- f. To approve an inspection of the Jubilee park play equipment and to the repair of noted damaged equipment.

**17. Community Centre Update**

- a. To receive update from Chairperson of RCC Committee.
- b. To receive updates on the Door access project at the Community Centre and consider further quotes.
- c. To approve the transfer of Community Centre staff line management to Parish Clerk
- d. To receive update on building works from Clerk.
- e. To receive update on Just 42 and Youth Club due to start in September.
- f. To confirm ownership of CIL purchased Tables & Chairs for use at Community Centre.

**18. Clerk update**

To receive any updates from Clerk.

**19. Financial Report**

- a. To receive an updated financial report from the Responsible Finance Officer
- b. To approve the payments for August/September 2025
- c. To review CIL spend to date
- d. To review Budget.
- e. To appoint members to a working group to prepare for the 2026–2027 budget and Precept request

**20. To consider appointments of new councillors to existing Parish Council committees.**

**21. NALC has confirmed agreement on the NJC salary award for 2025–2026. To approve adoption of the new NJC salary scales, backdated to April 2025, in line with the recently confirmed agreement**

**22. To Consider and approve Clerk attending 'Approved IOSH Managing Safely in Events & Exhibitions Course'. Cost is £1045+VAT out of pre-approved staff training budget.**

**23. IT Update**

- a. To receive update from Chairman of IT committee

## Rendlesham Parish Council

Mrs Louise Rayment

*Louise Rayment*

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