



# Rendlesham Parish Council

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Dear Councillors,

You are duly summoned to the Meeting of the Parish Council at 7.30pm on Monday 25<sup>th</sup> March 2024 in Room 16, Rendlesham Community Centre, Walnut Tree Avenue, where the undermentioned business will be conducted.

Yours sincerely,

*David Lines*

Locum Clerk and RFO

19<sup>th</sup> March 2024

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Members of the Public are welcome to attend the meeting and use the opportunity to speak in the Public Forum.

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## AGENDA

1. **Welcome by the Chair and formal notice about recording of the meeting (if applicable).**
2. **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.**
3. **Minutes of the last meeting**  
To **APPROVE** the Minutes of the Meeting of the Council held on **15<sup>th</sup> January 2024** (previously circulated) as a true and accurate record.
4. **Co-option**  
To **RECEIVE** applications for the role of Parish Councillor.
5. **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.**
6. **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
7. **Planning and Development**  
To **CONSIDER** any correspondence or planning applications received by the Council for comment, including those received after the publication of this agenda - **NONE**
8. **Community Matters**
  - a. To **RECEIVE** an update on matters relating to the Council's responsibilities in the Parish.
  - b. To **DISCUSS** Footpath and Highways matters.
9. **Clerk's Report**
  - a. To **REVIEW** and **RESOLVE** on action points from previous meetings.
  - b. **Training** – for councillors and staff

# *Rendlesham Parish Council*

## **AGENDA 25<sup>th</sup> March – continued**

### **10. RFO Report**

- a. To **RECEIVE** and **APPROVE** a list of payments, the Bank Reconciliation and a Statement of Accounts (documents to follow).
- b. To **APPROVE** any virements across Cost Codes and from Reserves to regularise the year-to-date budget.
- c. To **CONFIRM** the Suffolk Association of Local Councils as the **Internal Auditor** for FY 2023/24 and to **NOTE** the correspondence from PKF Littlejohn, the Parish Council's appointed **External Auditor**.

### **11. Agenda items for future meetings.**

**12.** To **CONFIRM** the dates of the **Annual Council Meeting** and **Annual Parish Meeting**.

**13.** 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**.

**14. Staff Matters** – to **RECEIVE** an update on all staff matters, including the appointment of the Locum Clerk and the new administrative assistants.

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