



Rendlesham Parish Council

Heather Heelis FILCM DipHE
Parish Clerk

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SUMMONS TO ATTEND THE ANNUAL MEETING OF RENDLESHAM PARISH COUNCIL TO BE HELD IN ROOM 16, COMMUNITY CENTRE ON MONDAY 15 MAY 2023 at 7PM

The Press and Public are invited to attend

In accordance with Standing Order No: 38 any matter relating to an employee shall not be considered until the Council or Committee has decided whether or not the public shall be excluded (See SO No: 67). Due to the nature of the business to be transacted the meeting, or parts of it, may be closed to the press and public.

Under Standing Order No. 1. c) Meetings will last no longer than 2 hours and 1. d) If the business of the meeting has not been concluded after 2 hours a resolution will be taken to continue to conclude or defer the business in hand. In any event the meeting will last no longer than 2 hours 30 minutes.

Members: Mike Stevenson; Victoria Proctor; Dave Moore;
Mike Parry; Gareth Moir; Nikki Delacamp;

In Attendance: Mrs Heelis – Parish Clerk

PUBLIC FORUM – 15 minutes

AGENDA

- 1. ELECTION OF CHAIRMAN** (This item is taken by Mike Stevenson as outgoing Chairman)
- 2. SIGNING OF CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**
- 3. APPOINTMENT OF VICE CHAIRMAN**
- 4. ACCEPTANCE OF APOLOGIES**
To receive and accept apologies for absence
- 5. MEMBERS' DECLARATION OF INTEREST**
To receive and record members' declaration of interest on any other matter on the agenda.
- 6. TO REVIEW THE COMMITTEE STRUCTURE**
- 7. TO APPROVE COMMITTEE TERMS OF REFERENCE**

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

8. TO REVIEW AND APPROVE BANK SIGNATORIES

- a) Parish Council accounts
- b) Community Centre accounts
- c) Youth Group account

9. APPOINTMENT OF REPRESENTATIVES TO THE FOLLOWING OUTSIDE BODIES:

- a) Suffolk Association of Local Councils (2 representatives)
- b) Safer Neighbourhood Team (1 representatives)
- c) Greenprint Forum (1 representative)

10. YOUTH GROUP CHARITY APPOINTMENTS

- a) Health & Safety Officer
- b) Designated Safeguarding Lead
- c) Data Protection Officer

11. RENDLESHAM PARISH COUNCIL APPOINTMENTS

- a) Health & Safety Officer
- b) Designated Safeguarding Lead
- c) Statutory Duty Holder for Water Services
- d) Data Protection Officer

12. COMMUNITY CENTRE CHARITY APPOINTMENTS

- a) Health & Safety Officer
- b) Statutory Duty Holder for Water Services
- c) Data Protection Officer

SIGNED *H Heelis* DATED 9 May 2023