

**MEETING OF RENDLESHAM PARISH COUNCIL  
HELD IN ROOM 16, RENDLESHAM COMMUNITY CENTRE  
ON MONDAY 6 MARCH 2023 AT 7.30PM**

**MINUTES**

*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 (Chairman); Victoria Proctor (Vice Chairman);  
Martyn Redfern, James Carter; Mike Parry;  
Dave Moore;

**Present:** Mike Stevenson (Chairman); Victoria Proctor (Vice Chairman);  
James Carter; Dave Moore;

**In Attendance:** Mrs Heelis – Parish Clerk

**PUBLIC FORUM – 15 minutes**

- County Councillor Report – Apologies received.
- District Councillor Report – None.

One member of the public.

**1. ACCEPTANCE OF APOLOGIES.**

To receive and accept apologies for absence. Martyn Redfern, Mark Stones, Mike Parry and Cllr Alexander Nicoll.

**2. MEMBERS' DECLARATION OF INTEREST AND REQUEST FOR DISPENSATION.**

To receive and record members' declaration of interest on any other matter on the Agenda.

None

**3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON:**

a) 9 January 2023 - **Agreed**

**4. RENDLESHAM COMMUNITY RADIO**

Preparing for the future (report attached)

It was noted that the community radio now have their own bank account. The Clerk has contacted Malcolm Clark regarding the Amazon Music account and website domain.

**Action:** Clerk to put Community Radio on the Jubilee Park Committee meeting.



**5. SAFER RENDLESHAM PROJECT**

- a) Anti-Social Behaviour – there was little to report.
- b) SID – update – the Clerk reported that the two posts have been installed and the SID unit will be in situ in the next couple of weeks.

**6. PURCHASE OF A 10FT CONTAINER – Dave Moore**

Dave Moore reported that 20ft containers are the best value. He has 3 requests for quotes. **Agreed** to delegate this to Jubilee Park Committee.

**7. ANNUAL PARISH MEETING**

To consider the date for the Annual Parish Meeting in light of Purdah

Thursday 25 May 2023 at 7pm in Room 16.

**8. COUNTY BROADBAND**

Update – Dave Moore

Dave Moore reported that the installation has now been passed to the Implementation Team. He is waiting for a call back. Dave Moore will keep up the pressure on County Broadband.

**9. RPC/RCC ACCOUNTING SOFTWARE**

To review the accounting software for the Parish Council and Community Centre

**Agreed** to get a quote for payroll services from Scribe for RPC.

**Action:** Clerk.

**Agreed** unanimously to change the accounting software from RBS to Scribe.

**Action:** Clerk to oversee the change to Scribe accounting software.

**10. ARMED FORCES COVENANT**

**Agreed** to defer to the incoming council.

**11. ANNUAL REVIEW OF THE RISK ASSESSMENT**

It was **agreed** to remove the swings at the Jubilee Park following the RoSPA report. Notify the public.

**Action:** Add SID to the Risk Assessment after it is installed.  
The Risk Assessment was reviewed and approved unanimously.

**12. EXTERNAL AUDIT**

To receive the External Audit certificate

The Clerk reported that the Council obtained a clear audit for 2021-2022. The Internal Audit report was also circulated.

**13. REVIEW OF EFFECTIVENES OF THE INTERNAL AUDIT**

Approval of the Audit Plan

The Audit Plan was **approved**. It was **resolved** to appoint Maddie Gallop as Internal Auditor.



**14. PROMOTION OF THE 2023 PARISH COUNCIL ELECTIONS**

**Agreed** to hold a council surgery on Wednesday 15 March 2023. 6-8pm at the Pavilion.

**15. PARISH MATTERS FOR THE NEXT MEETING.**

To raise any matters for inclusion on the next full Council agenda.

None.

**16. DATE OF NEXT MEETING:**

b) 2023 Meeting dates:  
15 May      10 July      4 September      6 November

Meeting closed at 20:36

SIGNED



DATED

18/5/23.