



# Rendlesham Parish Council

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Parish Clerk

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## MINUTES OF THE ANNUAL MEETING OF RENDLESHAM PARISH COUNCIL HELD IN ROOM 16, COMMUNITY CENTRE ON MONDAY 15 MAY 2023 at 7PM

*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;

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

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

1. **ELECTION OF CHAIRMAN** (This item is taken by Mike Stevenson as outgoing Chairman)

Dave Moore proposed. Victoria Proctor seconded. **Agreed.**

2. **SIGNING OF CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**

3. **APPOINTMENT OF VICE CHAIRMAN**

Mike Parry proposed. Victoria Proctor seconded. **Agreed** unanimously.

4. **ACCEPTANCE OF APOLOGIES**

To receive and accept apologies for absence – none.

5. **MEMBERS' DECLARATION OF INTEREST**

To receive and record members' declaration of interest on any other matter on the agenda. None.

6. **TO REVIEW THE COMMITTEE STRUCTURE**

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

Mike Stevenson proposed to continue bi-monthly full council meetings and absorb F&A and Planning into full Council meetings. Personnel Committee, Jubilee Park and the 2 x charities continue as is.

Victoria Proctor and Nikki Delacamp preferred shorter and more meetings.

Mike Parry proposed staying with the current model and try to make the meeting shorter.

Victoria Proctor seconded. **Agreed.**

The following were appointed to Committees:

- a) Finance & Asset Committee – Mike Steveson, Dave Moore, Mike Parry, Nikki Delacamp
- b) Personnel Committee – Mike Stevenson, Victoria Proctor, Dave Moore, Nikki Delacamp
- c) Planning – Mike Parry, Mike Stevenson, Victoria Proctor
- d) Rendlesham Youth Group – Nikki Delacamp, Gareth Moir, Dave Moore
- e) Jubilee Park – All Councillors and Mike Stevenson – ex-officio
- f) Rendlesham Community Centre – Nikki Delacamp, Victoria Proctor, Mike Parry, Mike Steveson

**Action:** Clerk to circulate meeting dates and update the WhatsApp groups.

#### **7. TO APPROVE COMMITTEE TERMS OF REFERENCE**

Terms of Reference for all Committees were duly approved.

Dave Moore requested papers and Agendas are issued earlier. The Clerk confirmed that the agenda was sent with the statutory 3 clear days. Papers were also to be issued at the same time as the agenda. It was **agreed** that there would be 5 clear working days for councillors to add things to the agenda.

#### **8. TO REVIEW AND APPROVE BANK SIGNATORIES**

- a) Parish Council accounts – Mike Stevenson, Dave Moore, Victoria Proctor, Gareth Moir.
- b) Community Centre accounts – Mike Stevenson, Dave Moore, Victoria Proctor, Gareth Moir.
- c) Youth Group account – Mike Stevenson, Dave Moore, Victoria Proctor, Gareth Moir.

**Action:** Clerk to remove Martyn Redfern and add Gareth Moir.

#### **9. APPOINTMENT OF REPRESENTATIVES TO THE FOLLOWING OUTSIDE BODIES:**

- a) Suffolk Association of Local Councils (2 representatives) – Mike Stevenson, Victoria Proctor.
- b) Safer Neighbourhood Team (1 representatives) – Mike Parry.
- c) Greenprint Forum (1 representative) – Victoria Proctor.

#### **10. YOUTH GROUP CHARITY APPOINTMENTS**

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

#### **11. RENDLESHAM PARISH COUNCIL APPOINTMENTS**

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

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

**12. COMMUNITY CENTRE CHARITY APPOINTMENTS**

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

Meeting closed at 20:00

SIGNED

DATED