



Rendlesham Parish Council

David Lines – Locum Clerk & RFO
E: clerk@rendleshampc.gov.uk
P: 01394 420207
www.rendlesham.suffolk.gov.uk

24.05.01

Minutes of the ANNUAL GENERAL MEETING held on Monday 20th May 2024

Present: Cllrs. Mike Stevenson (Chair) – after Item 2, Dave Moore (Vice-Chair), Nickie Delacamp, Gareth Moir, Mike Parry, Rob Routledge, Vickie Waring and David Waring, ESC Cllr. Tim Wilson and the Locum Clerk

1. Cllr. Moore took the chair at 7.10pm pending the arrival of Cllr. Stevenson and welcomed all to the meeting, giving formal notice about the recording of the meeting.
2. **ELECTION** of the Chair of the Parish Council – Cllr. David Waring was nominated by Cllr Moore and, in the absence of another nomination, Cllr. Waring was **ELECTED** unanimously and then signed his Declaration of Acceptance of Office.
ELECTION of the Vice-Chair of the Parish Council. Cllrs. Delacamp and Moore were both nominated and seconded. Cllr. Delacamp was **ELECTED** by 3 votes to 2 and signed her Declaration of Acceptance of Office.
The Chair thanked Mike Stevenson and Dave Moore for their dedication and service to the Parish Council, particularly over the last, very difficult twelve months.
3. **Apologies for absence and declarations of interest**, and to **RECEIVE** delegated Declarations of Interest Dispensation decisions or **APPROVE** such dispensation requests where required - **NONE**
4. **The Minutes** of the meeting of the Council held on **25th March 2024** were **APPROVED** as a true and accurate record.
5. **APPROVED** - the Committee structure and membership per the attached list. Terms of Reference to be reviewed by the Finance and Assets Committee.
6. **APPROVED** - the Bank Mandates (signing authorities and signatories) as follows:
 - Parish Council – Cllrs. Delacamp, Moir, Moore, Stevenson and D Waring (all V/S/A), D Lines & E Harrington (V/S)
 - Community Centre Charity - Cllrs. Delacamp, Moir, Moore, Stevenson and D Waring (all V/S/A), D Lines & E Harrington (V/S)
 - Youth Group Cllrs. Delacamp, Moir, Moore, Stevenson and D Waring (all V/S/A), D Lines & E Harrington (V/S)
7. **APPOINTED** – the Council’s representatives to outside bodies
 - Suffolk Association of Local Councils (2) – **Cllrs. Stevenson/D. Waring and the Clerk** (or deputy)
 - Safer Neighbourhood Team (1) – **Cllr. Parry.**
 - Greenprint Forum (1) – **Cllr. Moore.**
8. **CONFIRMED** - the following appointments to the **Parish Council**
 - **David Lines** as the **Proper Officer and Responsible Financial Officer** (1972 LGA s151) to the Council
 - Health & Safety Officer – Cllr. V. Waring
 - Safeguarding Lead – Cllr. Moore
 - Data Protection Officer – Emma Harrington
9. **CONFIRMED** - the following appointments to the **Community Centre Charity**
 - Health & Safety Officer – Cllr. V. Waring
 - Safeguarding Lead– Cllr. Moore
 - Data Protection Officer– Emma Harrington
10. **CONFIRMED** - the following appointments to the **Youth Group Charity**
 - Health & Safety Officer – Cllr. V. Waring
 - Safeguarding Lead – Cllr. Moore
 - Data Protection Officer– Emma Harrington

N.B. Appointed Councillors in 8 - 10 will act as mentors to the Administrative Officers pending their formal training (e.g. CAS Safeguarding courses)
11. **Applications for co-option** to the role of Parish Councillor - **NONE**
12. **Public Forum** – no members of the public were present

Draft until signed.....Chair. Date...../...../..... This page.....of.....

Rendlesham Parish Council

24.05.02

13. County, District and Parish Councillors' Reports

Cllr. Alexander Nicoll (Suffolk County Council) provided a report (*which was unfortunately not identified prior to the meeting but was circulated subsequently*).

Cllr. Tim Wilson (East Suffolk District Council) thanked Cllrs Stevenson and Moore (former Chair & Vice Chair respectively) for their service to the Parish Council. He also congratulated and offered his support to Cllrs Waring and Delacamp on their appointments. Tim then spoke to his report, highlighting ESC's good financial position, leading to the setting up of a £500,000 Resilience Fund, and ESSL, the new Services and Facilities offshoot. He spoke about the disproportionate number of major (and disruptive) energy projects in the District, as well the audit of Rendlesham's community facilities.

Reports from Parish Councillors

Cllr. Moore elaborated on the work of the local ESC Community Partnership and its support for the Rendlesham Coffee Shop, the Repair Shed and the Youth Group, using a commissioning policy rather than grants.

14. **NOTED** - (draft) minutes from Committee meetings held since the last Council meeting.

15. Clerk's Report

Action points from previous meetings - NONE.

APPROVED - the Parish Council's Standing Orders (for review later in the Civic Year)

APPROVED - Meeting dates for the coming civic year per the attached report, with the alternating Council/F&A meetings on the second Monday of the month. Other meetings predominantly on Mondays.

16. RFO Report

RECEIVED and NOTED - the end of year Financial Reports, including the Bank Reconciliation on 31st March 2024.

a) **APPROVED and SIGNED** - the **Annual Governance Statement** for FY 2023/2024.

b) **APPROVED and SIGNED** - the **Accounting Statements** for FY 2023/2024.

c) **NOTED** - the Internal Audit Review scheduled for the week commencing June 24th 2024

d) **APPROVED** – the appended list of payments, the Bank Reconciliation, and a Statement of Accounts.

It was **AGREED** that a Contingency Reserve of £20,000 should be created, funded from General Reserves

APPROVED – grants for the Eyke School (£150) for IT equipment and for the Stay and Play Group (£160, to be paid to the Community Centre to fund room hire for 8 one-hour sessions).

e) **APPROVED** - the Parish Council's Financial Regulations (to be reviewed by F&A later in the civic year)

f) **CONFIRMED** - the extant Insurance Policy with Hiscox, auto-renewed on 31st October 2024, part of a 3-year agreement.

g) **REVIEWED** - the Asset Register of the Parish Council.

h) **APPROVED** - the list of Standing Orders and Direct Debits for the coming financial year.

i) **AGREED** - the appointment of the Suffolk Association of Local Councils as the Parish Council's Internal Auditor for the coming year.

17. Agenda items for future meetings.

Internal Audit Report 2024 (to be distributed and published upon receipt)

18. **RESOLVED**, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, to exclude the Public, including the Press, from the meeting so that the following item containing exempt and confidential in the remainder of the agenda may be discussed and decided – **Staff matters**.

19. **Staff Matters – RECEIVED** - an update on all staff matters.



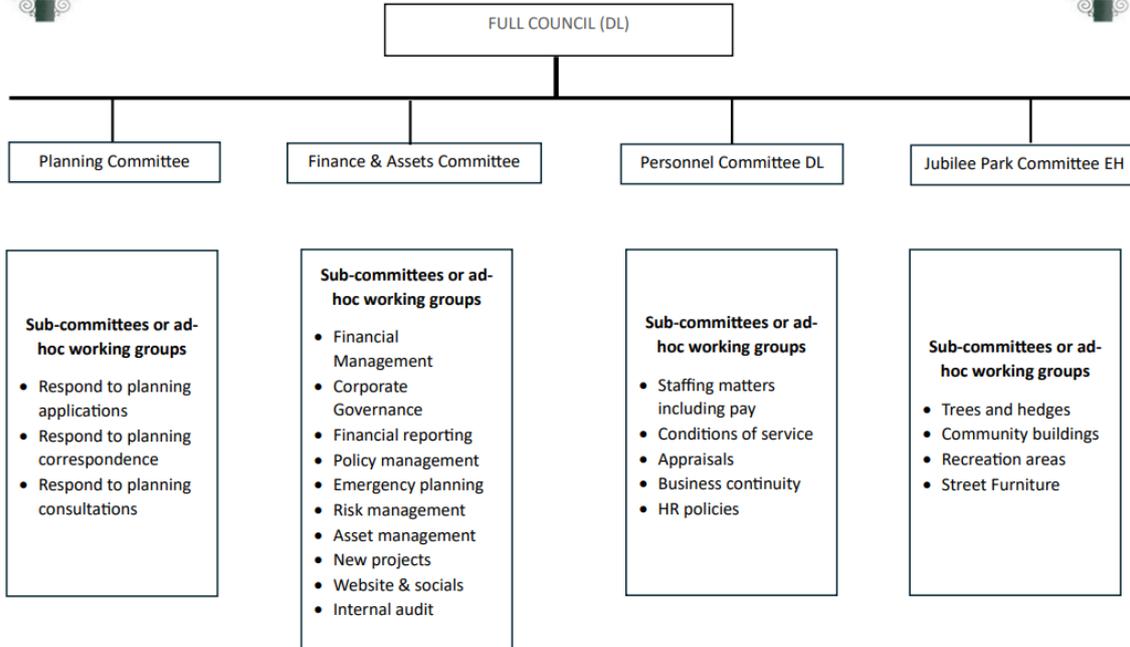
Rendlesham Parish Council

David Lines – Locum Clerk & RFO
E: clerk@rendleshampc.gov.uk
P: 01394 420207
www.rendlesham.suffolk.gov.uk



Rendlesham Parish Council

Committee Structure to be agreed at May 2024 Annual General Meeting



Rendlesham Parish Council PAYMENTS LIST

16 May 2024 (2024-2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	SUSPENSE ACCOUNT	04/04/2024	Unity Trust - Current		Card transactions	Lloyds Bank PLC	X	700.21		700.21
5	Jubilee Trees I & E	04/04/2024	Unity Trust - Current		Horticultural Supplies	Swanns Nursery	S	403.13	74.51	477.64
7	Subscriptions	04/04/2024	Unity Trust - Current		Annual Subscription	SALC	X	881.43		881.43
9	Jubilee Trees I & E	04/04/2024	Unity Trust - Current		Horticultural services	Frank Rudd Garden Service X		120.00		120.00
2	Staff Training	04/04/2024	Unity Trust - Current		Staff training	SLCC	S	120.00	24.00	144.00
3	JP Maintenance	04/04/2024	Unity Trust - Current		Horticultural services	Frank Rudd Garden Service X		760.00		760.00
6	Rendlesham Show I & E	04/04/2024	Unity Trust - Current		Event emergency Cover	EDMS Medical	X	753.00		753.00
14	Asset Maintenance	11/04/2024	Unity Trust - Current		Horticultural services	Garden Keeper	X	585.00		585.00
15	Pavilion Maintenance	11/04/2024	Unity Trust - Current		Contractor Services	Man Friday	X	190.00		190.00
18	Asset Maintenance	11/04/2024	Unity Trust - Current		Fuel	S Caulfield and Son	S	116.73	23.34	140.07
25	Phone & Internet	23/04/2024	Unity Trust - Current		Telephone and Broadband	Utility Warehouse	S	116.66	23.33	139.99
24	Website	23/04/2024	Unity Trust - Current		Website services	Vision ICT	S	265.00	53.00	318.00
23	Office IT Support	23/04/2024	Unity Trust - Current		IT Support	Graham Allen	X	150.00		150.00
22	HR Services	23/04/2024	Unity Trust - Current		HR Services	Cora HR	X	4,014.60		4,014.60
36	IT expenditure	25/04/2024	Unity Trust - Current	42.03.02.10.b)	Office equipment	D Moore	S	1,018.00	203.60	1,221.60
42	Phone & Internet	30/04/2024	Unity Trust - Current		Telephone and Broadband	Delacom	S	600.00	120.00	720.00
43	Phone & Internet	30/04/2024	Unity Trust - Current		Office equipment	Delacom	S	195.00	39.00	234.00
38	Rendlesham Show I & E	30/04/2024	Unity Trust - Current		Event Services	Moonbow Faces	X	206.00		206.00
40	HR Services	30/04/2024	Unity Trust - Current		HR Services	SOS HR	S	625.00	125.00	750.00
41	Staff Training	30/04/2024	Unity Trust - Current		Training materials	SLCC	S	120.00	24.00	144.00
45	SUSPENSE ACCOUNT	03/05/2024	Unity Trust - Current		Card transactions	Lloyds Bank PLC	X	877.56		877.56
46	Office IT Support	03/05/2024	Unity Trust - Current		IT Support	Graham Allen	X	275.00		275.00
47	Room Hire	03/05/2024	Unity Trust - Current		Council Awayday	D Moore	X	109.70		109.70
53	Pavilion Maintenance	07/05/2024	Unity Trust - Current		Service & Repair	J T Wilding	S	109.17	21.83	131.00
59	Photocopier - Lease	14/05/2024	Unity Trust - Current		Photocopier lease	C F Corporate	S	226.49	45.30	271.79
56	Grants and Donations	14/05/2024	Unity Trust - Current		Grant	1st Rendlesham Scouts	X	5,000.00		5,000.00
55	Pensions	14/05/2024	Unity Trust - Current		Pension payments	NEST Pensions	X	168.54		168.54
57	JP Maintenance	14/05/2024	Unity Trust - Current		Playground repairs	Freshair Fitness	S	418.00	83.60	501.60
61	Rendlesham Show I & E	14/05/2024	Unity Trust - Current		Music Services	Epic Sound & Light	Z	1,030.00		1,030.00
Total								20,154.22	860.51	21,014.73

Rendlesham Parish Council