



Rendlesham Parish Council

E: clerk@rendleshampc.org.uk
P: 01394 420207
www.rendlesham.suffolk.gov.uk

Members of the Council are hereby summoned to attend an Meeting of the Parish Council at 7.00pm on Thursday 14th November 2024 in Room 16, Rendlesham Community Centre, Walnut Tree Avenue, for the purpose of transacting the following business set out on the agenda

Denise Humphris
Mrs D Humphris
Clerk to the Council
11 November 2024

THIS MEETING IS OPEN TO THE PUBLIC

AGENDA

1. To receive and approve apologies for absence

2. Public Forum

There will be 15 minutes available for this session where members of the public may address the Council, including items for discussion on the agenda. A maximum of 3 minutes per speaker will be permitted

3. Minutes of the last meeting

To agree the minutes of the Extraordinary Full Council meeting held on 8th November 2024 as a true record of the meeting for signature by the Chairman of this meeting (previously circulated)

4. Declarations of Interest

To note the nature and type of declarations of interest in accordance with the Council's Code of Conduct (and section 106 of the Local Government Finance Act 1992) relating to items on this agenda.

5. Co-option of new councillors

To note there are currently five vacant council seats. Two of these are casual vacancies resulting from recent resignations and must be advertised before co-option can be made. If no election is called for these seats these two vacancies can be co-opted at the next council meeting.

To consider applications for co-option to three of the five vacant seats on the Council and if co-opted receive the Declaration of Acceptance of Office.

6. Reports from County and District Councillors

To receive reports from:

- a) County Councillor
- b) District Councillor (report circulated)

7. Skate Park

- a) To formally appoint Birkett's to handle the legal paperwork associated with the National Lottery grant and to approve the related costs.
- b) To receive updates from National Lottery with regards current position.
- c) To consider the amended quote from Maverick (chosen contractors)
- d) To confirm nature of works to commence, to safeguard expiry of Planning Permission in December 2024.

Rendlesham Parish Council

8. Christmas Event

To receive an update from Councillor Mrs Delacamp with regards to the proposed Christmas event scheduled for 24th November 2024.

9. Finance:

- a) To approve the invoices and payments for October 2024 (to be circulated)
- b) To note the up-to-date financial report and Bank reconciliation (to be circulated)
- c) To review draft budget and precept figures (staffing budgets to be discussed in private session)

10. Purchase of Adobe PRO Package

To consider the purchase of x1 subscription for Adobe Pro (needed for preparing/redacting FOI requests)

Cost £19.97 per month including VAT.

11. Local Government Pensions Scheme

To confirm the agreement for this Council to join the Local Government Pension Scheme and that the post of Clerk to the Council at Rendlesham Parish Council will be eligible for this scheme backdated to 1st March 2024 (to include locum clerk).

12. Exclusion of the Public and Press

To RESOLVE that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public and press shall be excluded due to the confidential nature of the items to be discussed

13. Staffing budgets

a) Financial year April 2024 – April 2025

To confirm the NALC pay rise to be added to November salaries (back dated to 1st April) and note impact on this year's budget

b) Financial year April 2025 – April 2026

To confirm staffing structures and budgets for precept purposes.

14. Community Centre Staffing Plans

To consider a request for annual grant funding on a 5-year reducing plan (reduce by 20% per annum) to support the employment costs of a facilities Manager and caretaker (full details to be circulated)

15. Staff Matters

- a) To receive updates and consider legal advice received on various staffing matters.
- b) To consider quotes/costs for ongoing plans and management of staffing matters.

Denise Humphris
Mrs D Humphris
Clerk to the Council
4th October 2024