



Rendlesham Parish Council

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Members of the Council are hereby summoned to attend an Meeting of the Parish Council at 7.00pm on Thursday 10th October 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
4th October 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 4th October 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. Councillor Resignations

To note the resignation of Councillor Mrs V Wareing and Councillor M Moore (casual vacancies will be advertised)

6. Co-option of a new councillor

To consider an application for co-option to one of the vacant seats on the Council and if co-opted receive the Declaration of Acceptance of Office.

7. Local Government Code of Conduct

To agree to adopt the Local Government Code of Conduct (details previously circulated)

8. Standing Orders

To consider and adopt updated Standing Orders (as per audit report details to be circulated)

9. Financial Regulations

To consider and adopt new Financial Regulations (as per audit report details to be circulated)

10. Parish Council Committee Structure

- a) To confirm committee structure for the forthcoming municipal year
- b) to confirm Terms of Reference for each committee
- c) To elect councillors to committees approved under agenda item 10a

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11.Scheme of Delegation

To consider and approve the initial Scheme of Delegation:

12. Retention of Records Policy and GDPR

- a) To consider approval of the Retention of Records Policy presented by the Clerk.
- b) To consider approval of the Freedom of Information Publication Scheme presented by the Clerk
- c) To consider approval of up to £500 expenditure to confidentially destroy existing paperwork that does not need to be kept in line with the Retention of Records Policy.

13.Reports from County and District Councillors

To receive reports from:

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

14. Clerk's Report

To receive the Clerk's Report (to be circulated)

15, Website and .gov domain

To consider approval of payment for the new compliant website and related .gov email facilities (details to be circulated)

16. Finance:

- a) To approve the invoices and payments to be made for September 2021 (to be circulated)
- b) To note the up-to-date financial report and Bank reconciliation (to be circulated)

17.Full Council Meeting dates

- a) To confirm a schedule of dates for the remainder of the municipal year (May – May)
- b) To confirm the date and time of the next meeting.

18.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

19.Staff Matters

- a)To formally confirm the appointment of the new clerk and related salary scale point, working hours and pension arrangements (details to be circulated)

20.Office re-organisation

Office working and re-organisation and associated expenditure. (details to be circulated)

21.IT matters – to discuss IT set up and support and consider associated expenditure (details to be circulated)

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