

**The June Meeting of Trimley St Martin Parish Council is to be held at Trimley Memorial Hall on Tuesday 4<sup>th</sup> June 2024 at 7.30pm. The agenda is set out below.**

**Carly Small, Parish Clerk**

**24 05 2024**

- 1. To receive apologies for absence**
- 2. For councillors to declare any interests in matters on the agenda**
- 3. To receive and determine requests from councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest**  
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- 4. To approve the minutes of the meeting held on 7<sup>th</sup> May 2024**
- 5. Public Forum including County and District Councillor Reports and Public Question Time**  
Residents are warmly welcomed and invited to give their views at this stage of the proceedings and to question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may stay to observe, but may not take part in the Parish Council meeting that follows.
- 6. To receive the Chairmans Report**
- 7. To receive the Clerks Report**
- 8. To review and approve the CIL Report for 2023/2024**
- 9. To review the following policies**
  - i) Internet Banking**
  - ii) Equality and Diversity**
  - iii) Publication Scheme**
- 10. To confirm appointment of Carly Small as Responsible Financial Officer for 2024/2025**

- 11. To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville**
- 12. To receive an update on Planning issues and applications from Cllr Rastrick and to decide upon any comments to submit on open planning applications**
- 13. Internal Audit**
  - i) To note the completion of the internal audit and consider the recommendations**
  - ii) To agree the accounts for 2023-2024**
  - iii) To agree the governance statements on the Annual Return**
  - iv) To receive, agree and sign the Annual Return for 2023-2024**
  - v) To approve the dates for the Notice of the Period for Exercise of Public Rights**
- 14. To approve the requirements for the contract on maintenance of Memorial Hall Grounds and Roundabout and Flower Beds.**
- 15. To consider requests for assistance from applicants in accordance with the Parish Councils Grants and Donations Policy**
- 16. To discuss and decide upon quotes received for a lockable post in Memorial Hall Car Park**
- 17. To discuss and decide upon next steps regarding anti-social behaviour within the Parish**
- 18. To update, discuss and decide upon next steps for the 'Trimleys' sign in conjunction with Trimley St Mary Parish Council**
- 19. To discuss, and decide upon next steps to switch to a gov.uk domain for website and email addresses**
- 20. To discuss and decide upon next steps for the old bus shelter on the High Road**
- 21. To discuss and approve overtime worked by Clerk**
- 22. To receive a Budget Monitoring Report**
- 23. To receive a financial statement to 25<sup>th</sup> May 2024**

**24. To approve the following payments made**

09 05 24	SALC	Membership	£740.34	LGA1972 s143
09 05 24	SLCC	Subscription	£188.00	LGA1972 s143
09 05 24	CPRE	Membership	£36.00	LGA1972 s111
10 05 24	NEST	Pension payment (including back pay)	£174.24	LGA1972 s112
14 05 24	C Small	One off expenses to cover PO Box purchase	£424.20	LGA1972 s112
20 05 24	Glasdon	Purchase of Grit Bin	£312.46	Highways Act 1980 ss.443, 50
31 05 24	HMRC	Tax & NI on Clerks Salary	£270.23	LGA1972 s112
31 05 24	C Small	Clerks Salary	£1393.32	LGA972 s112

**25. To approve the following payments to be made**

05 06 24	C Small	Clerks Expenses (incl. Microsoft 365 Package)	£166.96	LGA1972 s112
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**26. Items for consideration at next meeting**

**27. Close**