

The Annual Meeting of Trimley St Martin Parish Council is to be held at Trimley Memorial Hall on Tuesday 7th May 2024 at 7.30pm. The agenda is set out below.

Carly Small, Parish Clerk

02 05 2024

1. To elect a Chairman and a Vice-Chairman

- a) To elect a Chairman for the Council year 2024/25
- b) To elect a Vice-Chairman for the Council year 2024/25

2. To receive apologies for absence

3. All members to sign Declaration of Acceptance of Office. To discuss and agree on extension for councillors absent from this meeting to sign at the next meeting

4. To receive declarations of interest

For councillors to declare any interests in matters on the agenda

5. To receive and determine requests for dispensations

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.

6. To approve the minutes of the meeting held on 2nd April 2024

7. Public Forum

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 after this point.

8. To review the Delegation Arrangements to, and Terms of Reference for the following committees and Delegation Arrangements to the Clerk.

- i) **Planning Committee**
- ii) **Personnel Committee (under the new name Personnel and HR Committee)**
- iii) **Appeals Committee**
- iv) **Memorial Hall Extension Committee**

9. To appoint members to the following committees

- a) Planning Committee
- b) Personnel and HR Committee
- c) Appeals Committee

d) Memorial Hall Extension Committee

10. To appoint councillors to act as link representatives with special interest in:

a) School liaison (2)

b) Transport and Highways Issues (2)

11. To appoint members to the following working parties

a) Footpath/cycleway, river, tree and hedgerow working group

12. To review the Council's representatives on external bodies and arrangements for reporting back:

a) Memorial Hall Management Committee (1)

b) Poor's Charity Trustees (1)

c) Port of Felixstowe Local Authority Liaison Committee (2)

d) District Council/Police ASB Group (1)

e) Freight Quality Partnership Group (1)

f) Felixstowe Peninsula Community Partnership (1)

g) Felixstowe and District Council for Sports and Recreation Executive Committee (1)

13. To review Standing Orders and Financial Regulations

14. To review the Council's subscriptions to other bodies

15. To determine the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of the Full Council

16. To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville

**17. To receive an update on Planning matters from Cllr Rastrick to include
(i) DC/24/1230/VOC**

18. To discuss and decide upon works on Howlett Way footpath if quotation received.

19. To discuss and decide upon the Parish Council purchasing a PO Box address

20. To discuss and decide upon final decision whether to accept the EV Charging points at the Memorial Hall

21. To ratify decision to provide funding for Felixstowe Youth Forum Vouchers for Local Schools

22. To discuss safety concerns within the Memorial Hall car park and agree next steps

23. To receive an update from the Memorial Hall Extension Committee

24. To discuss and decide to upgrade Microsoft365 Personal package to Microsoft365 Business Basic package.

25. To approve overtime worked by the Clerk to complete CiLCA qualification

26. Internal Audit

a) to note the completion of the internal audit and consider any recommendations

b) to agree the accounts for 2023/2024

c) to agree the governance statements on the Annual Return

d) to receive, agree and sign the Annual Return for 2023/2024.

27. To receive a financial statement to 25 April 2024

28. To approve the following payments made

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|----------|--------------------------|------------------------------------|---------|------------------------|
| 31 03 24 | Unity Trust | Bank Service Charge | £18.00 | LGA1972 s137 |
| 02 04 24 | Trimley Methodist Church | Hire of Hall for committee meeting | £50.00 | LGA1972 s137 |
| 02 04 24 | Trimley Memorial Hall | Hire of hall | £54.00 | LGA1972 s137 |
| 30 04 24 | C Small | Clerks Salary | 1393.52 | LGA1972 s112 |
| 30 04 24 | HMRC | Tax & NI on Clerks Salary | £270.03 | LGA1972 s112 |
| 01 05 24 | Simon Jones Landscapes | Roundabout & beds maintenance | £594.00 | Highways Act 1990 s196 |
| 01 05 24 | Simon Jones Landscapes | Memorial Hall Grounds Maintenance | £420.00 | LGA1972 s133 |

29. To approve the following payments to be made

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|----------|---------|--|---------|--------------|
| 08 05 24 | C Small | Clerks Expenses (including McAfee Renewal) | £185.10 | LGA1972 s112 |
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30. Items for consideration at next meeting

31. Close