

**The June Meeting of Trimley St Martin Parish Council is to be held at Trimley Memorial Hall on Tuesday 3<sup>rd</sup> June 2025 at 7.30pm. The agenda is set out below.**

**Carly Small, Parish Clerk**

**29 05 2025**

- 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 6<sup>th</sup> May 2025**
- 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. Members to sign Declaration of Acceptance of Officer as required for those who were not present during May 2025 meeting.**
- 7. To receive the Chairmans Report**
- 8. To receive the Clerks Report**
- 9. To review the following policies**
  - i) Internet Banking**
  - ii) Equality and Diversity**
- 10. To confirm appointment of Carly Small as Responsible Financial Officer for 2025/2026**
- 11. To receive an update on Transport, Highways and PROW Issues from Cllrs Anderson, D'arville and Smart**

**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. To discuss and decide upon the Parish Council 'sponsoring' or providing funding for the Village Recorder**

**14. Internal Audit**

- i) To note the completion of the internal audit and consider the recommendations**
- ii) To agree the accounts for 2024-2025**
- iii) To agree the governance statements on the Annual Return**
- iv) To receive, agree and sign the Annual Return for 2024-2025**
- v) To approve the dates for the Notice of the Period for Exercise of Public Rights**

**15. To approve the requirements for the contract on maintenance of Memorial Hall Grounds and Roundabout and Flower Beds.**

**16. To consider requests for assistance from applicants in accordance with the Parish Councils Grants and Donations Policy**

**17. To update on the Memorial Hall Extension**

**18. To update on the Summer Fete to include;**

- i) Decision to be made on what First Aid provisions to have in place**
- ii) Volunteer to put up posters**

**19. To discuss and decide upon articles for the Spotlight/Flyer column**

**20. To discuss and decide upon feedback for the meeting regarding Trimley Station**

**21. To approve overtime worked by Clerk**

**22. To receive a Budget Monitoring Report**

**23. To receive a financial statement to 31<sup>st</sup> May 2025**

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

08 05 25	E D'arville	Cllr Expenses	£40.00	LGA1972 s137
08 05 25	SALC	Membership	£763.66	LGA1972 s143

08 05 25	SLCC	Subscription	£240.00	LGA1972 s143
08 05 25	CPRE	Membership	£36.00	LGA1972 s111
08 05 25	Royal Mail	Renewal of PO Box	£445.80	LGA1972 s112
08 05 25	Simon Jones Landscapes	Roundabout and Beds	£620.00	Highways Act 1990 s196
08 05 25	Simon Jones Landscapes	Memorial Hall Outside Maintenance	£438.00	LGA1972 s133
09 05 25	NEST	Pension payment	£118.18	LGA1972 s112
30 05 25	HMRC	Tax & NI on Clerks Salary	£426.09	LGA1972 s112
30 05 25	C Small	Clerks Salary	£1540.68	LGA972 s112

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

03 06 25	C Small	Clerks Expenses	£175.17	LGA1972 s112
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**26. Items for consideration at next meeting**

**27. Close**