

The Annual Meeting of Trimley St Martin Parish Council is to be held at Trimley Memorial Hall on Tuesday 6th May 2025 at 7.30pm. The agenda is set out below.

Carly Small, Parish Clerk

30 04 2025

- 1. To elect a Chairman and a Vice-Chairman**
 - a) To elect a Chairman for the Council year 2025/26
 - b) To elect a Vice-Chairman for the Council year 2025/26
- 2. To receive apologies for absence**
- 3. All members to sign Declaration of Acceptance of Office as required. 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 1st April 2025**
- 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, discuss and decide upon co-option of new Parish Councillor applications**
- 9. 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 and HR Committee**
 - iii) **Appeals Committee**
 - iv) **Memorial Hall Extension Committee**
- 10. To appoint members to the following committees**

- a) Planning Committee
- b) Personnel and HR Committee
- c) Appeals Committee
- d) Memorial Hall Extension Committee

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

- a) School liaison (1)
- b) Transport and Highways Issues (2)

12. To appoint members to the following working parties

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

13. 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)

14. To review Standing Orders and Financial Regulations

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

16. 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

17. To receive the Chairmans Report

18. To receive the Clerks Report

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

20. To receive an update on Planning matters from Cllr Rastrick

21. To receive an update on the Summer Fete

22. To approve and adopt the Expenses Policy and agree any expenses incurred

23. To review and decide upon changes made to plans/costings for Memorial Hall Extension.

24. To receive and approve the Report to Council/Business Case regarding the Memorial Hall Extension.

25. To resolve to seek approval for applying for a loan from the Public Works Loan Board (PWLb)

26. To review and approve the application form for the PWLB loan

27. To agree and approve the CIL Report for 2024/2025

28. To approve overtime worked by the Clerk

29. To approve the SALC Internal Audit Service Letter of Engagement

30. To receive a financial statement to 31 April 2025

31. To approve the following payments made

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|----------|---------|---------------------------|----------|--------------|
| 07 04 25 | C Small | Expenses | £110.01 | LGA1972 s112 |
| 09 04 25 | NEST | Pension | £109.30 | LGA1972 s112 |
| 22 04 25 | SALC | 6 months pay roll service | £57.60 | LGA1972 s112 |
| 30 04 25 | C Small | Clerks Salary | £1658.70 | LGA1972 s112 |
| 30 04 25 | HMRC | Tax & NI on Clerks Salary | £501.54 | LGA1972 s112 |

32. To approve the following payments to be made

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|----------|---------|-----------------|--------|--------------|
| 07 05 25 | C Small | Clerks Expenses | £55.91 | LGA1972 s112 |
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33. Items for consideration at next meeting

34. Close