

## TRIMLEY ST MARTIN PARISH COUNCIL

**You are hereby summoned to attend the Annual Meeting of Trimley St Martin Parish Council (AGM) to be held at the Trimley St Martin Memorial Hall on Tuesday 3 May 2016 at 7.30 p.m.**

**Kit Coutts, Parish Clerk  
26 April 2016**

- 1. To Elect a Chairman and a Vice-Chairman**
  - i. To elect a Chairman for the Council year 2016/17
  - ii To elect a Vice-Chairman for the Council year 2016/17
- 2. To Receive Apologies for Absence**
- 3. To Receive Declarations of Interests**

For Councillors to declare any interests in matters on the agenda.
- 4. 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
- 5. To Approve the Minutes of the Meeting Held 5<sup>th</sup> April 2016 (previously circulated)**

To approve the minutes of the meeting held 5<sup>th</sup> April 2016
- 6. To Review the Delegation Arrangements to and Terms of Reference for the Planning and Personnel Committees and Delegation Arrangements to the Clerk – see ITEM 6 below**

To review the delegation arrangements to and terms of reference for the Planning and Personnel Committees and the delegation arrangements to the Clerk
- 7. To Appoint Members to the Following Committees – see ITEM 7 attached:-**
  - a) Planning Committee
  - b) Personnel Committee
  - c) Appeals Committee

To appoint Members to the following Committees:-

  - a) Planning Committee
  - b) Personnel Committee
  - c) Appeals Committee
- 8. To Review Standing Orders and Financial Regulations – see ITEM 8 attached**

To review Standing Orders and Financial Regulations
- 9. To Review the Council's Representatives on External Bodies and Arrangements for Reporting Back – see ITEM 9 attached**

To review the Council's representatives on external bodies and arrangements for reporting back
- 10. To Review the Council's Land and Assets – see ITEM 10 attached**

To review the Council's land and assets
- 11. To Confirm the Council's Insurance Arrangements – see ITEM 11 attached**

To confirm the Council's Insurance arrangements
- 12. To Review the Council's Subscriptions (including its staff subscriptions) to Other Bodies – see ITEM 12 attached**

To review the Council's subscriptions (including its staff subscriptions) to other bodies

- 13. To Review the Council's Complaints procedure – see ITEM 13 attached**  
To review the Council's Complaints procedure
- 14. To Review the Council's Procedures for Handling Requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – see ITEM 14 attached**  
To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- 15. To Review the Council's Policy for Dealing with the Press/media – see ITEM 15 attached**  
To review the Council's policy for dealing with the press/media
- 16. To Determine the Time and Place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of Full Council**  
To determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council
- 17. To Note the Receipt of the Minutes of the Planning Committee meeting held 31<sup>st</sup> March 2016 and 14<sup>th</sup> April 2016 – previously circulated**  
To note the receipt of the Minutes of the Planning Committee meeting held on 31<sup>st</sup> March 2016 (approved) and 14<sup>th</sup> April 2016 (draft – to be approved by planning committee at its meeting 28 April)
- 18. To Note Receipt of and Consider response to The Local Plan Proposed Submission Document (FAAP) – see ITEM 18 attached (Link inserted due to file size):**  
<http://www.suffolkcoastal.gov.uk/yourdistrict/planning/policy/local-plan/felixstowe-area-action-plan/>  
To note the receipt of and consider response if any, and delegating any such response to the Clerk in conjunction with the Chairman of the PC and the Chairman of the Planning Committee and its members
- 19. To Consider the Delegation to the Planning Committee of the investigation of the village envelope and, if felt appropriate, the preparation of a Neighbourhood Plan**  
To consider delegating the investigation of the village envelope, and preparation if considered appropriate, of a Neighbourhood Plan, by members of The Planning Committee
- 20. To Consider a request from The Disability Advice Service (East Suffolk) for a donation – see ITEM 20 and document attached – *power to give s.137 - the appropriate sum for parish councils for the purposes of section 137 (4)(a) of the Local Government Act 1972 ("the 1972 Act") for 2016-2017 is £7.42 per head of electors.***  
To consider making a donation to the Disability Advice Service (East Suffolk) under s.137
- 21. To Consider a formal request from Twinkletoes Pre-School that they be allowed to look at ways to raise money to purpose build educational provision for children aged 0-8 years and that over the next few months/years they will seek to fund a building project on council land – the old tennis court — see ITEM 21 and document attached**  
To consider the Twinkletoes Pre-School formal request for them to be allowed investigate raising funding to allow for the possibility of building a purpose built educational provision on the old tennis court
- 22. To Consider paying Clerks Home Working Allowance a right affirmed by s.5 Local Government (Financial Provisions) Act, 1963**  
To consider approving the monthly payment to the Clerk of the current HMRC approved rate (tax free) of £4 per week (£18 per month)

- 23. To Consider reimbursing a monthly expense of a proportion of the Clerk's phone/broadband – see ITEM 23**
- 24. To Consider varying the terms of Clerk's appointment, with respect to the time span for the Clerk obtaining the CiLCA qualification and to approve the reimbursement to the Clerk of the £250 registration fee – see ITEM 24**  
To consider varying the terms of the Clerk's appointment to allow the time frame for the Clerk to obtain the Certificate in Local Council Administration from 6 months from date of appointment, to the 12 months permitted from the date of registration to take the qualification. Also to approve the reimbursement to the Clerk of the registration fee of £250
- 25. To Note the Completion of the Internal Audit, Consider Matters Raised, Agree Accounts for 2015-2016 and to receive, Agree and Sign the Annual return for 2015-2016**
- A. To Note the Completion of the Internal Audit and Consider the Matters raised in the Report – attached**  
To note the completion of the Internal Audit and consider the matters raised in the report
- B. To Agree the Accounts for 2015-16 and Agree the transfer to earmarked reserves as previously agreed during the budget setting – attached**  
To Agree the Accounts for 2015-16 and Agree the transfer to earmarked reserves as previously agreed during the budget setting
- C. To Receive, Agree and Sign the Annual Return - attached**  
To receive, agree and sign the Annual Return for 2015-2016

**26. Financial Statement – To review and accept the monthly financial statement 1 to 25 April 2016 (bank statements to 25 April 2016 attached)**

Meeting

03-May-16

01 April - 25 April 2016

Current Account 20362883			
		<b>Payments</b>	
01/04/2016		Account Fee	£5.00
05/04/2016	5	G Mussett	£416.13
05/04/2016	6	K Coutts	£469.51
05/04/2016	7	HMRC	£104.00
05/04/2016	8	B Dunningham	£67.50
05/04/2016	10	G Mussett	£85.50
05/04/2016	11	National Pen Co. Ltd	£733.08
05/04/2016	12	JAS Landscapes	£635.00
		<b>Total Out</b>	<b>£2,515.72</b>
		<b>Receipts</b>	
		<b>None</b>	
<b>Curent Account Balance as at 25 April 2016</b>			<b>£6,944.91</b>

**Uncashed Cheque on this account**

05/04/2016	9	Corporate Trustees-Trimley St Martin Memorial Hall	£1,000.00
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Deposit Account 20362896			
		<b>Payments</b>	
		<b>None</b>	
		<b>Receipts</b>	
		<b>None</b>	
<b>Deposit Account Balance as at 25 April 2016</b>			<b>£12,000.72</b>



Customer: Trimley St Martin Parish Council  
Account: 60-83-01 20362883

**Statement 3 from 26 Mar 2016 to 25 Apr 2016**

Date	Description	Serial No	Debits	Credits	Balance
26Mar2016	Brought forward balance			9,300.63	9,300.63
30Mar2016	Credit	2		160.00	9,460.63
01Apr2016	Service Charge		(5.00)		9,455.63
08Apr2016	Cheque	300006	(469.51)		8,986.12
11Apr2016	Cheque	300005	(416.13)		8,569.99
11Apr2016	Cheque	300010	(85.50)		8,484.49
12Apr2016	Cheque	300008	(67.50)		8,416.99
12Apr2016	Cheque	300011	(733.08)		7,683.91
13Apr2016	Cheque	300007	(104.00)		7,579.91
14Apr2016	Cheque	300012	(635.00)		6,944.91

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25/04/2016

Statement View (Printable Version)



Customer: Trimley St Martin Parish Council  
Account: 60-83-01 20362896

**Statement 3 from 26 Mar 2016 to 25 Apr 2016**

Date	Description	Serial No	Debits	Credits	Balance
26Mar2016	Brought forward balance			12,000.00	12,000.00
31Mar2016	Credit Interest			0.72	12,000.72

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**27. Payments for authorisation:** To authorise and sign the following cheques

03/05/2016	13	G Mussett	Salary-April	£ 120.00
03/05/2016	14	K Coutts	Salary-April	£ 469.51
03/05/2016	15	HMRC	Month 1 16/17	£ 30.00
03/05/2016	16	B Dunningham	Bus Shelter Cleaning	£ 54.00
03/05/2016	17	Trimley Memorial Hall	Hire of hall Jan - March	£ 152.00
03/05/2016	18	SALC	SALC - Bespoke Councillor Training	£ 720.00
03/05/2016	19	K Coutts	Clerk's expenses - Stamps £6.48, Stationery £28.45	£ 34.93
03/05/2016	20	Payable to the newly elected chairman (as ITEM 1 above)	Chairman's Allowance	£ 350.00

**28. Close**

Date and Time of Next Meeting – Tuesday 7 June 2016 at 7.30pm

**ITEM 6****To review the delegation arrangements to and terms of reference for the Planning and Personnel Committees and the delegation arrangements to the Clerk**

At present the following schemes of delegation and terms of reference exist:-

Planning Committee	To comment on planning applications received which must be determined before the next meeting of Full Council
Personnel Committee	To act as first stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters To recommend the annual staffing budget To oversee and make recommendations in respect of employee terms and conditions and health and safety
Appeals Committee	To act as second stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters
Parish Clerk	In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000 (extract from Financial Regulations)

**Members are recommended to note and retain these existing delegation arrangements and terms of reference**

**ITEM 7****To Appoint Members to the Following Committees (attached):-**

- a) Planning Committee**
- b) Personnel Committee**
- c) Appeals Committee**

Current memberships are as follows:-

<b>Planning Committee</b>	<b>Personnel Committee</b>	<b>Appeals Committee</b>
Garrett	Vice-Chairman	Chairman
Vacancy	Garrett	Owen
Owen	Vacancy	Rodwell
Parker	Pither	Vacancy
Pither		
Sills		

**Members are recommended to review these memberships**



### **ITEM 8**

#### **To review Standing Orders and Financial Regulations;**

These were reviewed in March 2016 to reflect changes in the Public Service Contracts Regulations 2015, and Members may consider that no further review is needed at present.

**Members are recommended to agree that no further review is needed at present**

### **ITEM 9**

#### **To Review the Council's Representatives on External Bodies and Arrangements for Reporting Back**

Currently the Council has appointed the following Councillors to represent them on these bodies:-

Memorial Hall Management – Ann Owen and John Sills

Poors Charity Trustees - John Sills and vacancy

East Suffolk Travellers Assoc. – None (represented by Bryan Frost; Trimley St Mary PC)

Port of Felixstowe Liaison – Chair, Vice Chair and Clerk

Police SNT Quarterly Meetings – All elected councillors

Footpaths, River Orwell, Tree and Hedgerows Group – Carol Garrett, Justine Good and vacancy

Freight Quality Partnership – John Barker

SCDC Felixstowe Peninsular AAP Working Group – John Sills

**Members are recommended to review these appointments**

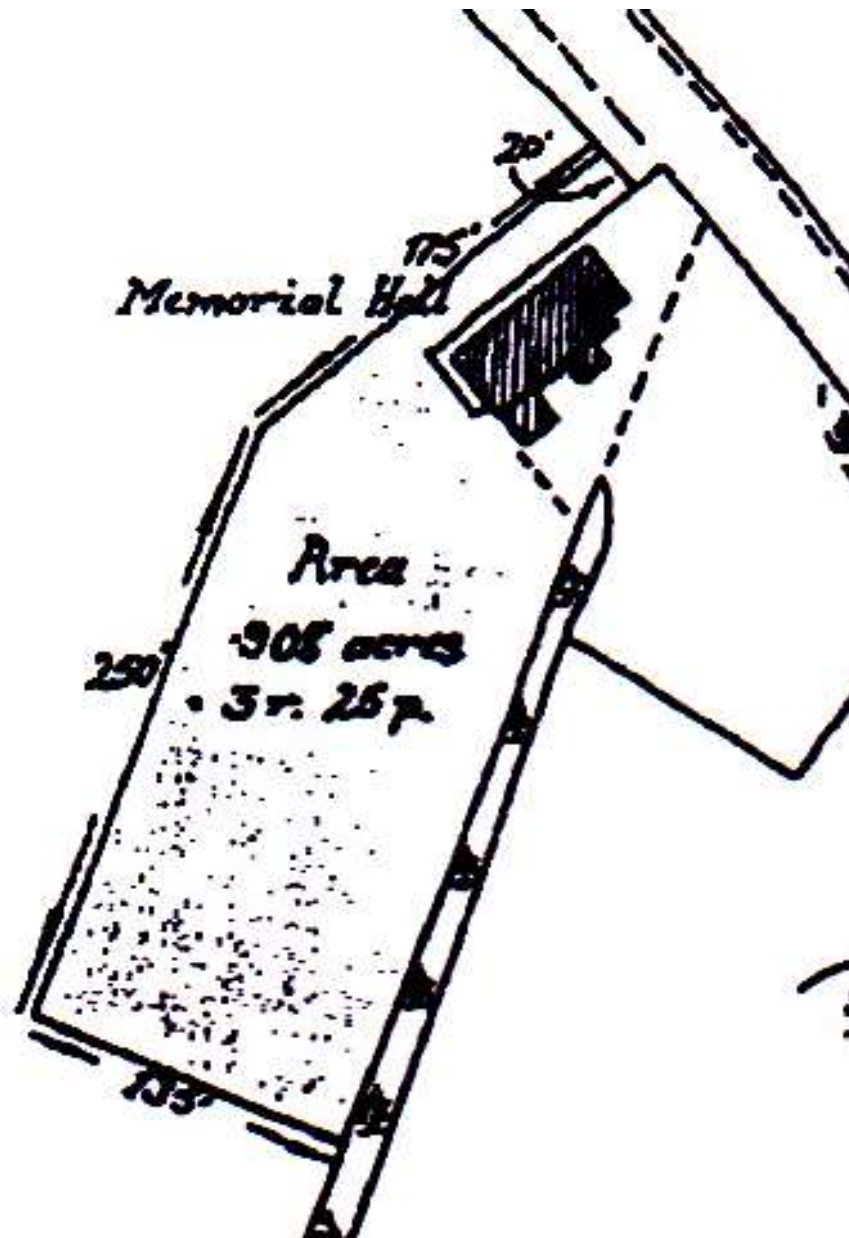
There is currently no formal mechanism for members appointed to these external bodies to report back to the Council.

**Members are recommended to agree that, as a minimum, a written report be submitted to the Clerk, for circulation to all Councillors, once per annum.**

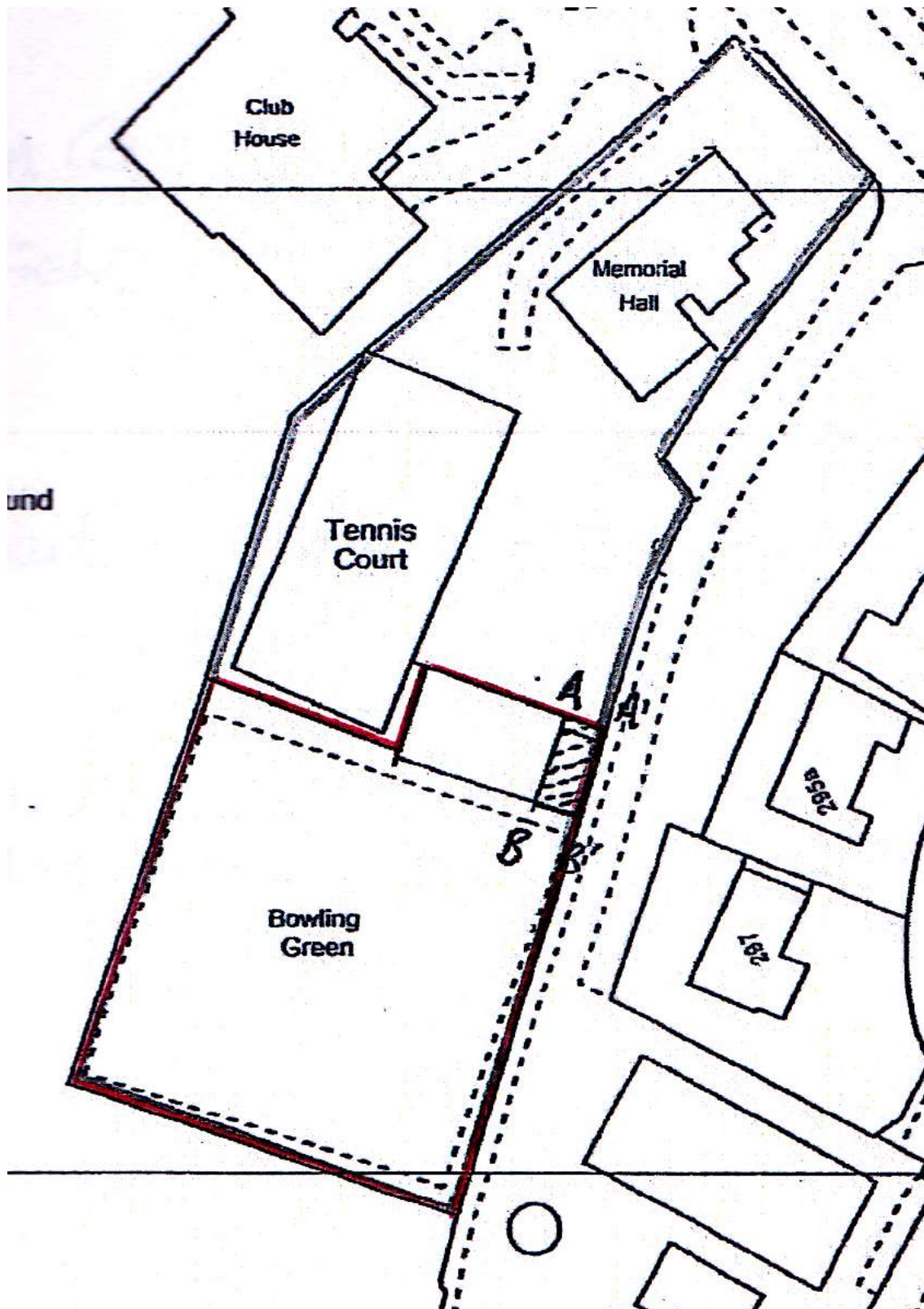
### **ITEM 10**

#### **To Review the Council's Land and Assets**

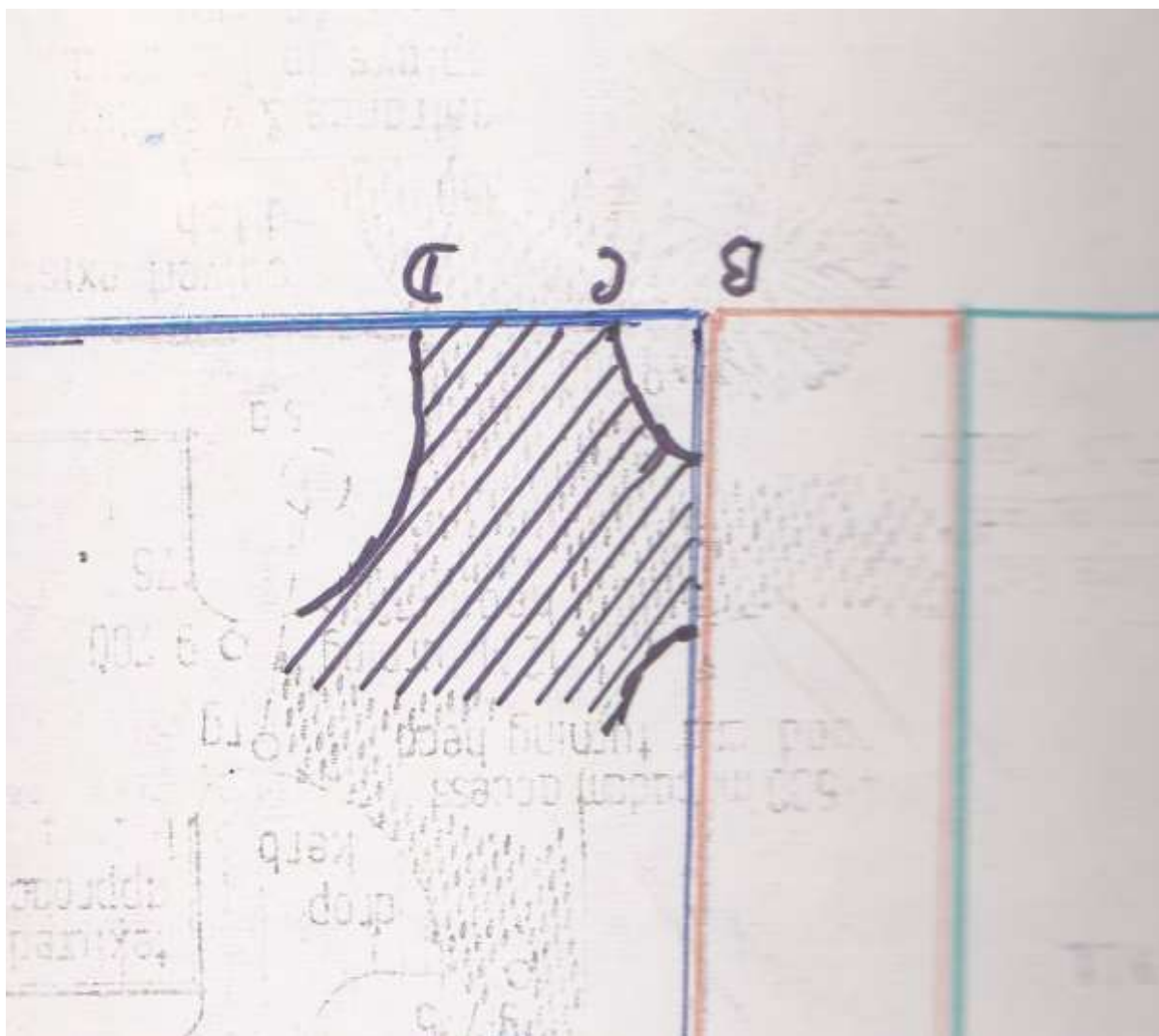
Since the last Annual Meeting of the Council the status of the Memorial Hall has been confirmed and it now exists as a separate entity, under the corporate trusteeship of the Parish Council. This leaves the Parish Council with the following landholding:-



Part of this land is leased to the Trustees of The Trimley (Cranfield) Bowls Club for a period of 80 years. No rent is specified but the lease contains a condition requiring the rent to be paid if demanded. It should be noted that whilst the Bowls Club lease the area as shown below, they have no right of way across the Council's land to enable access to High Road. **This is a matter which the Council should regularise by way of a wayleave, perhaps with a contribution towards maintenance.**



In addition the Council has a right of way over part of the land of the Sports and Social Club, as follows:-



None of the Council's land appears to be registered with the Land Registry.

**Members are recommended to:-**

**a) Create a wayleave, with a contribution to maintenance, with the Trimley (Cranfield) Bowls Club**

**and**

**b) Register their land with the Land Registry**

In respect of other assets the Council owns:-

LOCATION	DESCRIPTION	DATE ACQUIRED/PURCHASED	VALUE	Totals
High Road/Link Road	Bus Shelters x 4	Over a period of years, most recent in 2009	£8107.51 (insured value-index linked)	£8,107.51
			£1,000	£1,000.00
High Road	Memorial and other public seats	Over a period of years, most recent in 1982	(no property damage insurance – public liability only)	
Junction High Road and St Martin's Green	Village Sign	1977	£500	£500.00
			(no property damage insurance – public liability only)	
Reeve Lodge, High Road	'Peace' Sign (jointly with Trimley St Mary)	1995	£500	£500.00
			(no property damage insurance – public liability only)	
			£1,000	£1,295.00
Various Locations in the village	Dog and Litter Bins	Over a period of years, most recent in 2014	(no property damage insurance – public liability only)	
	Consolidated Stock	1974	Capital value £73.09	£73.09
Just past Goslings Farm	Bench (George Harlow)	2002	£500	£500.00
			(no property damage insurance – public liability only)	
High Road	Perspex Bus Shelters x 2	Feb-03	Insured by SCDC	
Outside The Memorial Hall	Noticeboard	Mar-04	£1326.47 (insured value-index linked)	£1,326.47
Clerk's Home	HP Laptop Computer plus external HD	Dec-11	£759.50 (insured value-index linked)	£759.50
			£500	£500.00
Trimley Foreshore	Bench (Nigel Smith)	May-07	(no property damage insurance – public liability only)	
				<b>£14,561.57</b>

## **ITEM 11**

### **To Confirm the Council's Insurance Arrangements**

The Council is insured with HISCOX and at the time of taking out the policy the council signed a new Long Term Agreement (LTA) until the 30th September 2017.

The Insurance is due to be reviewed in June to separate out those items which should be the responsibility of the Corporate Trustees of the Memorial Hall, the Management Committee of the Memorial Hall, and the Parish Council. A full report will be submitted once these reviews have occurred.

## **ITEM 12**

### **To Review the Council's Subscriptions (including its staff subscriptions) to Other Bodies**

The Council currently subscribes to the following organisations:-

- Suffolk Association of Local Councils
- Suffolk Preservation Society

Membership of the Suffolk Association of Local Councils is identified in the Council's Corporate Risk Assessment as being essential to ensure compliance with legislation and for procedural advice.

The Suffolk Preservation Society provides support in respect of planning matters.

**Members are recommended to renew both memberships**

Although not currently subscribing, membership of the Society of Local Council Clerks, on behalf of the Clerk, is also seen as essential as the Society provides ongoing training and support for Clerks, together with on-line registration for the CiLCA and the submission tool: Membership - £8 joining fee and £103 Full Year Subscription

**Members are recommended to reimburse the Clerk's subscription to the Society of Local Council Clerks - £112**

## **ITEM 13**

### **To Review the Council's Complaints procedure**

The procedure was last reviewed in August 2015 and is shown below:-

#### **COMPLAINTS PROCEDURE**

##### ***Before the Meeting***

1. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the parish clerk.
2. If the complainant does not wish to put the complaint to the clerk, he or she should be advised to address it to the chairman of the council.
3. The clerk or chairman shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the council. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way.
4. The complainant shall be invited to attend a meeting and to bring with them a representative if they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence relied on. The council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

##### ***At the Meeting***

6. The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
7. The chairman should introduce everyone and explain the procedure.
8. The complainant (or representative) should outline the grounds for complaint and, thereafter, questions

may be asked by (i) the clerk or other nominated officer and then (ii), members.

9. The clerk or nominated officer will have an opportunity to explain the council's position and questions may be asked by (i) the complainant and (ii), members.
10. The clerk or nominated officer and then the complainant should be offered the opportunity to summarise their position.
11. The clerk or nominated officer and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, *both* parties shall be invited back.
12. The clerk or nominated officer and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

### ***After the Meeting***

16. The decision should be confirmed in writing within seven working days together with details of any action to be taken.

**Members are recommended to note, but not amend, the policy**

### **ITEM 14**

#### **To Review the Council's Procedures for Handling Requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

The Council, although referring to it in their Standing Orders, appears not to have formally adopted a Data Protection/Freedom of Information Request Handling Policy.

#### **To Review the Council's Procedures for Handling Requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

The Council, although referring to it in their Standing Orders, appears not to have formally adopted a Data Protection/Freedom of Information Request Handling Policy. A draft is shown below and **Members are recommended to adopt it.**

## **TRIMLEY ST MARTIN PARISH COUNCIL Freedom of Information Act 2000**

### **Introduction**

#### **The Freedom of Information Act:**

- Provides public access to recorded information held by public bodies – including local authorities such as Trimley St Martin Parish Council.
- Applies to documentary information and electronic data held by a public body.
- Obliges public bodies to disclose information/data unless an exemption detailed in the legislation is applicable.

### **General enquiries**

If you have any queries regarding the Freedom of Information Act, please contact the parish clerk by telephone (01394 448912), or by e-mail ([parishclerk@trimley-st-martin.org.uk](mailto:parishclerk@trimley-st-martin.org.uk)) or in writing to Trimley St Martin Parish Council, 2 Guston Gardens, Kirton, Ipswich, IP10 0PN

### **Requests for information**

- Requests for information must be in writing and include the enquirer's name and address (a contact telephone number would be helpful though not essential).
- Requests can either be in paper format addressed to Trimley St Martin Parish Council, 2 Guston Gardens, Kirton, Ipswich, IP10 0PN or in electronic format via e-mail to [parishclerk@trimley-st-martin.org.uk](mailto:parishclerk@trimley-st-martin.org.uk)
- When requesting information the enquirer does not have to mention the Freedom of Information Act nor the reason(s) why the information is sought.
- The enquirer does not necessarily have to be resident in the parish of Trimley St Martin.
- The enquirer can be an individual or an organisation.
- The parish clerk (or, in his/her absence, the Chairman) is responsible for responding to requests.

Trimley St Martin Parish Council has a duty to respond to all requests by informing the enquirer whether or not it holds the requested information and then supplying the information (except where an exemption applies).

- Charges can be made in respect of disbursement costs (copying, printing, postage etc) to reflect the costs incurred in meeting a request.
- Charges will not be made for staff time in sourcing information if the estimated cost is less than £450.00 or 18 hours.
- Requests can be denied if the staffing cost necessary to retrieve/supply the information is greater than £450 or 18 hours (as per exemption 12). Alternatively, a fee notice can be issued setting out the intended amount to be charged for the supply of the requested information.
- Requests can be denied (wholly or in part) if an exemption applies. The Freedom of Information Act contains 32 exemptions but not all of them are applicable to Trimley St Martin Parish Council. The exemptions that are most likely to apply to Trimley St Martin Parish Council are listed below (the list is not exhaustive).

- (i) If the request exceeds the cost limit (as already mentioned).
- (ii) If the requested information is accessible by other means.
- (iii) If the requested information is intended for future publication.
- (iv) If the requested information would prejudice the effective conduct of public affairs.



- Requests for personal information in respect of the enquirer him/herself cannot be dealt with by the Freedom of Information Act. Such requests should be submitted in accordance with the Data Protection Act.
- Trimley St Martin Parish Council is statutorily obliged to respond to requests within 20 working days. The day after the request is received is the first day of the 20 (working) days.
- If a request is too vague and/or insufficiently clear, the enquirer will be contacted for clarification. However, the 20 days response timescale would commence the day after a sufficiently clear request has been received.
- If Trimley St Martin Parish Council does not hold all the requested information, it will supply the information it does hold and provide guidance as to whom to contact to obtain the remainder of the information.
- If the response is not satisfactory, the enquirer can request a review by contacting either (a) the chairman of Trimley St Martin Parish Council and/or (b) the Freedom of Information Section of Suffolk Coastal District Council
- If a review is requested it will be completed within 20 working days (or within 40 working days in exceptional cases).
- If the review(s) is not satisfactory, the enquirer has a right of appeal to the Information Commissioner, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF Tel: 0303 123 1113 [www.ico.gov.uk](http://www.ico.gov.uk)

**Members are recommended to formally adopt the policy**

## **ITEM 15**

### **To Review the Council's Policy for Dealing with the Press/media -**

The Council does not have a current policy. A draft is shown below, which **Members are recommended to adopt** -

#### **TRIMLEY ST MARTIN PARISH COUNCIL PRESS & MEDIA POLICY**

### **1 INTRODUCTION**

1.1 The purpose of this policy is to define the roles and responsibilities within Trimley St Martin Parish Council (known as "the Council") for working with the press and media (known as "the media") and deals with the day-to-day relationship between the Council and the media.

1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

### **2 KEYS AIMS**

2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

2.2 The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

### **3 THE LEGAL FRAMEWORK**

3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:-

- "Any publicity describing the Council's policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both."
- "Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments."
- "Publicity should not attack, nor appear to undermine, generally accepted moral standards."
- "Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy."

3.2 In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

3.3 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and take appropriate action in accordance with the Standing Orders and Code of Conduct adopted by the Council.

3.4 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

3.5 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively in accordance with the Council's policies on Freedom of Information and Data Protection. These issues include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain), disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Parish Clerk before any response is made to the media.

### **4.0 CONTACT WITH THE MEDIA**

4.1 When responding to approaches from the media, the Chairman of the Council should be the authorised contact with the media in consultation with the Parish Clerk. However, if the subject of an enquiry relates to the work of one of the Council's Committees, the Chairman of the Council may delegate the authorised contact role to the Chairman of that Committee.

4.2 Statements made must reflect the Council's opinion.

4.3 Other Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.

4.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.

4.5 Letters representing the views of the Council should only be issued by the Parish Clerk following agreement by the Council or relevant Committee. If individual Members choose to send letters to express their own opinions on Council policies, they are strongly advised to check their facts first with the Parish Clerk. It should always be made absolutely clear whether the views put forward are those of the Council or of an individual Member.

4.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.

### **5 ATTENDANCE OF MEDIA AT COUNCIL OR COMMITTEE MEETINGS**

5.1 Agendas and minutes of meetings will be on the Council's website.

5.2 The Local Government Act 1972 requires that all agendas, reports and minutes are sent to the media on request, prior to the meeting.

5.3 The media are encouraged to attend Council and Committee meetings and seating and workspace will be made available.

## **6 ELECTIONS**

6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:-

- “Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Chairman of a committee), and their responsibilities. Publicity may also include information about individual councillors’ proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council. All such publicity should be objective and explanatory, and personalisation of issues or personal images making should be avoided.”
- “Publicity should not be, or liable to misrepresentation as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals.”
- “The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election.”

6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

## **7 PRESS RELEASES**

7.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council’s position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.

7.2 Any Officer or Member may draft a press release, however they must all be issued by the Parish Clerk following agreement by the Council or relevant Committee in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

## **8 NOTICES**

8.1 The Council website will be used to convey information on matters of interest and latest news and will be updated regularly by the Parish Clerk.

8.2 The Council notice board will be used for the advertising of agendas, minutes and other council information.

## **9 URGENT SITUATIONS**

9.1 In the case of an urgent letter or press release being required in advance of a Council or Committee meeting, this may be issued by the Parish Clerk with the agreement of the Chairman of the Council or relevant Committee following circulation of a draft version to other Members for comment.

9.2 In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under

this policy, the following delegations shall apply:

- a) the Vice Chairman of the Council may act in the absence of the Chairman;
- b) the Vice Chairman of a Committee may act in the absence of the Chairman;
- c) the Parish Clerk may act in the absence of the Vice Chairman of the Council or a Committee

#### **ITEM 18**

##### **To Note Receipt of and Consider response to The Local Plan Proposed Submission Document (FAAP)**

To Note receipt of the proposed submission documents which have been circulated in hard copy or on CD due to their size, to members of The Planning Committee and a link provided for other members to the documents on the SCDC web site.

**Members are recommended to note the receipt of and consider response if any, and delegating the making of any such response to the Clerk in conjunction with the Chairman of the PC and the Chairman of the Planning Committee and its members**

#### **ITEM 20**

**To Consider a request from The Disability Advice Service (East Suffolk) for a donation – document attached) – power to give s.137 - the appropriate sum for parish councils for the purposes of section 137 (4)(a) of the Local Government Act 1972 (“the 1972 Act”) for 2016-2017 is £7.42 per head of electors.**

Members have previously donated £50 to The DAS, who have in their letter and attached financial statement demonstrated that they have benefited residents of Trimley St Martin in the last financial year.

**Members should note that it is within the legal powers of the PC to give a donation if member agree – suggested amount £50**

#### **ITEM 21**

**To Consider a formal request from Twinkletoes Pre-School that they be allowed to look at ways to raise money to purpose build educational provision for children aged 0-8 years and that over the next few months/years they will seek to fund a building project on council land – the old tennis court**

Members to consider options and its response

**Members to consider possible options and then to delegate the reply to the Clerk in conjunction with The Chairman**

#### **ITEM 22**

**To Consider paying Clerks Home Working Allowance a right affirmed by s.5 Local Government (Financial Provisions) Act, 1963. To consider approving the monthly payment to the Clerk of the current HMRC approved rate (tax free) of £4 per week (£18 per month)**

To Consider paying the Clerk the approved Home Working Allowance (HMRC rate of £18.00 per month for 2016/17)

**The PC has historically agreed and paid its permanent Clerks the Home Working Allowance. Members are recommended to approve reimbursement of this allowance and backdate the payment to April 2016.**

#### **ITEM 23**

**To Consider reimbursing a monthly expense of a proportion of the Clerk's phone/broadband (01394 448912)**

Suggested

- Plusnet Unlimited Fibre PM = £14.99 reimburse 50% per month = £7.50
  - Plusnet Anytime Call Plan PM = £16.99 reimburse 100% per month = £16.99
- Total = £24.49 per month

**Members have historically agreed and reimbursed phone/broadband expenses in this manner and are recommended to agree to the expense and reimburse on a monthly basis (Clerk to include a**

Plusnet invoice with her expense receipts every month as proof of cost). To be backdated to 1 April 2016

#### **ITEM 24**

**To Consider varying the terms in the Clerk's appointment letter, with respect to the time span for the Clerk obtaining the CiLCA qualification**

The Clerk's appointment letter stated that she must obtain the CiLCA qualification within 6 months of her start date. However further investigation into the qualification through SALC and The Society of Local Council Clerks advises that candidates have 12 months in which to submit the full CiLCA portfolio from the date of registration.

*The CiLCA Guide States: 200 hours work of which up to 70% of the 200 hours may be part of your paid work with 20% spent on research and writing and 10% on training and group support. Over a year, 200 hours is about four hours a week but up to three hours can be part of the Clerk's normal work.*

*The current registration fee for CiLCA is £250 and the current re-sit fee is £5 per learning outcome.*

It is recommended that members agree to vary the timing to allow the Clerk to attend the two SALC CiLCA intensive course days in October and November (cost £250 payable directly by the PC to SALC), and to register for the CiLCA online (cost £250 to be reimbursed to the Clerk 100%) through The SLCC, which has an online portfolio and submission tool, and to allow her to undertake the necessary work in order to complete and pass the CiLCA in the 12 months' time frame allowed.

#### **ITEM 25**

**To Note the Completion of the Internal Audit, Consider Matters Raised, Agree Accounts for 2015-2016 and to receive, Agree and Sign the Annual return for 2015-2016**

**D. To Note the Completion of the Internal Audit and Consider the Matters raised in the Report – attached**

To note the completion of the Internal Audit and consider the matters raised in the report

**E. To Agree the Accounts for 2015-16 and Agree the transfer to earmarked reserves as previously agreed during the budget setting – attached**

To Agree the Accounts for 2015-16 and Agree the transfer to earmarked reserves as previously agreed during the budget setting

**F. To Receive, Agree and Sign the Annual Return - attached**

To receive, agree and sign the Annual Return for 2015-2016

## **ITEM 25**

**To Note the Completion of the Internal Audit, Consider Matters Raised, Agree Accounts for 2015-2016 and to receive, Agree and Sign the Annual return for 2015-2016**

**A. To Note the Completion of the Internal Audit and Consider the Matters raised in the Report – attached**

To note the completion of the Internal Audit and consider the matters raised in the report

**B. To Agree the Accounts for 2015/16 – attached**

To Agree the Accounts for 2015/16

**C. To Receive, Agree and Sign the Annual Return - attached**

To receive, agree and sign the Annual Return for 2015/2016.

**ITEM A - To Note the Completion of the Internal Audit and Consider the Matters raised in the Report**

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**Internal Audit Report  
Year ending: 31<sup>st</sup> March 2016**

<b>Name of Council:</b>	Trimley St Martin
<b>Income:</b>	£31,031.91
<b>Expenditure:</b>	£51,613.02
<b>Precept figure:</b>	£24,500.00
<b>General Reserve:</b>	£21,461.35
<b>Earmarked Reserves:</b>	None identified

Subject	Requirements	Comments/Recommendations
<b>1. Proper Book-keeping</b>	Type of cash book or ledger used.	Spreadsheets for receipts and payments were seen and cross checked
	Cash book kept up to date and regularly verified against bank statement.	Reconciliations are undertaken although these are not reported to Council.  <b>Recommendation: that all bank account balances are reported and minuted at each council meeting this will ensure that Council complies with its own Financial Regulation 2.2</b> " On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council."
	Correct arithmetic and balancing.	Selected invoices were checked to verify totals were correct. Items checked were found to be correct.
<b>2 Payment controls</b>	Supporting paperwork for payments, and appropriate authorisation.	12 payments were selected and were cross checked against cheque book, cash book, bank statement, invoice and minutes.  All were found to be correctly recorded, paid and approved by the council.
	VAT is identified and reclaimed.	VAT claim submitted for year ending 31.03.16 submitted April 2016. Amount of £6464.04 agrees with financial records of 31.03.16




	S137 separately recorded and minuted.	<p>2 payments were made and headed as Misc. £25.00 to Salvation Army - Christmas Donation &amp; £50.00 to Trimley St Martin - Christmas Donation.</p> <p>No S137 column in cash book. Items were shown as donations in cash book and year end accounts.</p> <p><b>Recommendation: that Council review the powers under which such donations are made and if appropriate ensure they are noted as payments under S137 of the 1972 Act in the cash book and minuted as such.</b></p>
	Payments of interest and principal sums in respect of loans, are paid in accordance with agreements.	There were none for the year under review
	Legal Powers identified in minutes and/or cashbook?	<p>No reference is made to the legal powers under which payments are made.</p> <p><b>Recommendation: to ensure that all payments made are within its powers and that it is not acting outside of its legal power, a reference as to the power being used should be identified in either the minutes or the cashbook.</b></p>
<b>3. Financial Regulations, Standing Orders</b>	Evidence that standing orders have been adopted and reviewed regularly.	Standing Orders were revised and adopted 01.03.2016 due to changes in legislation
	Evidence that Financial Regulations have been adopted and reviewed regularly.	Financial Regulations were revised and adopted 01.03.2016 due to changes in legislation
<b>4. Petty cash/expenses procedure</b>	Established system in place, and associated supporting documents	<p>No petty cash is held.</p> <p>Expenses are paid through the council's normal payment process</p>

5. Risk management	Evidence that risks are being identified and managed. Internal financial controls documented and minuted.	Risk assessments were reported to Council on 03.11.15 - implementation agreed on actions raised
	Appropriate Insurance cover for employment, public liability and fidelity guarantee.	Unable to verify as insurance document no seen at time of audit. Assume to be in place as per 2014/15 audit.
4. Budgetary controls	Verifying that the budget has been properly prepared, and agreed.	The budget and precept were agreed at a meeting of 06.01.2015
	Regular reporting of expenditure and variances from budget.	<p>Whilst a financial report was submitted at each meeting there is no minute to record variances from budget.</p> <p><b>Recommendation that such a report be submitted on a quarterly basis in accordance with the Council's Standing Order 17.3</b></p> <p><b>" The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise: i. the council's receipts and payments for each quarter; ii. the council's aggregate receipts and payments for the year to date; iii. the balances held at the end of the quarter being reported"</b></p>
6. Income controls	Monitoring of precept and any other income.	<p>The Council received precept in the sum of £24,500 and £827.95 council tax support grant.</p> <p>6 income records were selected and cross checked against paying books, bank statements, cash book and minutes. Whilst the underlying audit trail was in existence there was no reporting of any income received in the minutes.</p> <p>As part of its financial risk assessment regular reporting of income would show robust monitoring procedures are in place and would highlight any variations in expected income.</p>

		<b>Recommendation: council should consider the full reporting of all income to enable it to understand fully the patterns of income flows during the year and to help inform its decision making process.</b>
	Reserves:	General: £21,461.35 Earmarked: None identified
<b>7. Payroll controls</b>	Salary payments include deductions for PAYE/ NIC. PAYE/NIC paid promptly to HMRC.  Evidence that Council is aware of it's pension responsibilities.	Evidence seen to support approval of salary payments and payment of PAYE.  Council is aware of its pension responsibilities and agree to appoint NEST as its pension provider - 05.01.16
<b>8. Asset control</b>	Inspection of Asset register.	Asset Register seen for period 31.03.16 Noted that the Council had complied with the advice given by BDO LLP to remove the Memorial Hall from its asset register as it was not an asset of the Parish Council.
	Asset register reviewed annually.	Yes - there were no additions or disposals for the year in question.
	Cross checking of Insurance cover.	Insurance Document not seen. Assume assets to be covered as per Audit 2014/15
<b>9. Bank reconciliation</b>	Regularly completed, reconciled with cash book. Regular reporting of bank balances at council meetings?  Confirm bank balances agree with bank statements.	Bank statements were seen and a financial report was minuted as having been received but there is no reference in the minutes to the actual bank balances  <b>Recommendation: see comment under Item 2</b>  Bank balances at 31.03.16: Unity Trust Deposit Acct: £12000.72 Unity Trust Current Acct: £9460.63 Agree with year end position in cash book

<b>10. Year-end procedures</b>	Appropriate accounting procedures used. Income/Expenditure or Receipts/Payments.	Receipts and Payments used.
	Financial trail from records to presented accounts.	There is a clear underlying audit trail from records to presented accounts
<b>11. Annual return</b>	Completion of sections of Annual return.	Section 1 to be completed Section 2 be completed at time of audit
		Section 4 was completed by the internal auditor at time of internal audit
<b>12. Review internal controls</b>	Date review completed.	Council's Governance Risks received and agreed at meeting of 01.09.15. Reported no additional measures necessary
	Previous internal and external reports minuted and considered by Council	Internal Audit Report considered and recommendations made 21.07.15  External Audit Report considered and recommendations made 01.03.16
<b>13. Recommendations from previous internal audit – 31 March 2015.</b>	Date reviewed and action plan agreed. 1. Pension position be investigated 2. Council register with ICO 3. Cheque signing procedures be enforced more rigorously	Closed 05.01.16 Closed 10.08.15 Closed
<b>14. Additional comments</b>	Annual meeting:	Held 23.06.16 In accordance with the 1972 Act and the Council's own Standing Orders the Annual Meeting in an election year must be held within 14 days after that election.
	Appointment of internal auditor:	01.03.06 Minute reference 9 page 28 - 2015/16
	Any trustee responsibilities:	Council understood its requirements regarding Electors Rights and agreed a strategy for the

		inspection of its records - 01.03.16 Minute reference 9 page 28 - 2015/16
	Transparency code for smaller authorities:	Noted impact of Transparency Code 21.07.15. Agreement to publish information on a new website hosted by onesuffolk
	Arrangements in place for the public inspection of council's records	Council understood its requirements regarding Electors Rights and agreed a strategy for the inspection of its records - 01.03.16 Minute reference 9 page 28 - 2015/16
	Is the council registered with the ICO:	Yes - effective 10.08.15

Signed 

Date 18/04/2016

On behalf of Suffolk Association of Local Councils

The Internal Auditor has raised the following matters:-

- a) Although supplied as part of the agenda, the verification of bank balances have not been specifically minuted. **It is recommended that the future minutes reflect this.**
- b) The two donations re the Christmas event were not specifically recorded as expenditure against S137 of the Local Government Act 1972. This is because the donations were for “entertainment”, which is covered by S145 of the Local Government Act 1972. **It is recommended that no action be taken.**
- c) The Council is not recording the specific powers under which payments are being made. It is recommended that these be recorded in future minutes.
- d) Although supplied as part of the agenda, the variances from budget have not been specifically minuted. **It is recommended that the future minutes reflect this.**
- e) Although supplied as part of the agenda, the individual items of receipts have not been specifically minuted. **It is recommended that the future minutes reflect this.**

**The Council is recommended to note and adopt the recommendations outlined above.**

## **ITEM B**

**To Agree the Accounts for 2015/16**

**TRIMLEY ST MARTIN PARISH COUNCIL**

**2015/2016 ACCOUNTS**

## Income

Income										
				Precept	Grants	VAT Refund	Bank Interest	Other Interest	Other	TOTAL
Date	Reference	From	In Respect of							
01/04/2015	DD	SCDC	Precept	£ 12,250.00	£ 413.98					£ 12,663.98
07/04/2015	DD	HM Treasury 2.5 stocks	interest					£ 0.45		£ 0.45
23/04/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
24/04/2015	DD	HMRC	VAT Refund			£ 4,273.76				£ 4,273.76
23/05/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.47			£ 0.47
23/06/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
06/07/2015	DD	HM Treasury 2.5 stocks	interest					£ 0.45		£ 0.45
23/07/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.47			£ 0.47
10/08/2015	DD	HM Treasury 2.5 stocks	Disposal of Stock						£ 73.09	£ 73.09
10/08/2015	DD	Suffolk Provincial Grand Che	Grant towards Memorial Hall Rebuild		£ 250.00					£ 250.00
23/08/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
23/09/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
30/09/2015	DD	SCDC	Precept	£ 12,250.00	£ 413.97					£ 12,663.97
23/10/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.47			£ 0.47
23/11/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
23/12/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.47			£ 0.47
23/01/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
23/02/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
23/02/2015	DD	Trimley St Martin Parish Co	Start Up Bank Account						£ 500.00	£ 500.00
01/03/2016		HSBC	Bank Interest Deposit Account				£ 0.25			£ 0.25
23/03/2016	DD	Felixstowe Town Council	Councillor Training						£ 240.00	£ 240.00
23/03/2016	DD	Trimley St Mary PC	Councillor Training						£ 200.00	£ 200.00
30/03/2016	DD	Kirton Parish Council	Councillor Training						£ 160.00	£ 160.00
31/03/2016	DD	Unity Trust Bank	Bank Interest Deposit Account				£ 0.72			£ 0.72
				£ 24,500.00	£ 1,077.95	£ 4,273.76	£ 6.21	£ 0.90	£ 1,173.09	£ 31,031.91



## Expenditure

Expenditure																
				Clerk's Salary	General Administration	Subscription	Audit Fees	Grass Cutting	Bus Shelters	Flower Beds	Parish Pump	Memorial Hall Rebuild	Miscellaneous	Total Exc VAT	VAT	Total Inc VAT
Date	Reference	Paid To	In Respect of													
01/04/2015	245	A C Harding	Final Settlement - Memorial Hall Rebuild									£ 6,299.87		£ 6,299.87	£ 1,259.97	£ 7,559.84
01/04/2015	246	Concerus	Memorial Hall Fees									£ 14,840.05		£ 14,840.05	£ 2,968.01	£ 17,808.06
07/04/2015	247	K Coutts	Clerk's Salary	£ 890.66										£ 890.66	£ -	£ 890.66
07/04/2015	248	HM Customs & Revenue	Tax/Ni	£ 156.49										£ 156.49	£ -	£ 156.49
07/04/2015	249	B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50	£ -	£ 67.50
07/04/2015	250	JAS	Roundabout Maintenance					£ 275.00						£ 275.00	£ -	£ 275.00
07/04/2015	251	JAS	Flower Beds							£ 270.00				£ 270.00	£ -	£ 270.00
07/04/2015	252	Community Action Suffolk	Subscription			£ 25.00								£ 25.00	£ 5.00	£ 30.00
07/04/2015	253	K Coutts	Expenses		£ 162.73									£ 162.73	£ 5.00	£ 167.73
07/04/2015	254	Computing Needs	Toner Catridges		£ 47.90									£ 47.90	£ 9.58	£ 57.48
07/04/2015	255	SALC	Subscription			£ 664.00								£ 664.00	£ -	£ 664.00
01/05/2015	256	K Coutts	Clerk's Salary	£ 968.90										£ 968.90	£ -	£ 968.90
01/05/2015	257	HM Customs & Revenue	Tax/Ni	£ 128.39										£ 128.39	£ -	£ 128.39
01/05/2015	258	K Coutts	Expenses		£ 101.41									£ 101.41	£ 5.28	£ 106.69
01/05/2015	259	B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
02/06/2015	260	B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50		£ 67.50
23/06/2015	261	Felixstowe District Council for Sport & Recreation	Subscription			£ 5.00								£ 5.00	£ -	£ 5.00
23/06/2015	262	123-Reg	Web Hosting		£ 35.88									£ 35.88	£ 7.18	£ 43.06
23/06/2015	263	B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50		£ 67.50
23/06/2015	264	SALC	Internal Audit Fee				£ 330.00							£ 330.00	£ 66.00	£ 396.00
18/08/2015	265	SALC	Photocopying		£ 57.00									£ 57.00	£ 11.40	£ 68.40
18/08/2015	266	ICO	Registration		£ 35.00									£ 35.00		£ 35.00
18/08/2015	267	G N Mussett	Expenses		£ 52.92									£ 52.92	£ 10.58	£ 63.50
18/08/2015	268	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
18/08/2015	269	HM Customs & Revenue	Tax/Ni	£ 104.00										£ 104.00		£ 104.00
18/08/2015	270	JAS	Roundabout Maintenance					£ 275.00						£ 275.00		£ 275.00
01/09/2015	271	Inprint	Photocopying		£ 73.50									£ 73.50	£ 14.70	£ 88.20
01/09/2015	272	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
01/09/2015	273	HM Customs & Revenue	Tax/Ni	£ 104.00										£ 104.00		£ 104.00
01/09/2015	274	CPRE	Subscription			£ 36.00								£ 36.00		£ 36.00
01/09/2015	275	B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
01/09/2015	276	B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
01/09/2015	277	Trimley Memorial Hall Management Committee	Grant towards hedgecutting		£ 75.00									£ 75.00		£ 75.00
06/10/2015	278	Cane & Co	Insurance Premium		£ 1,393.50									£ 1,393.50		£ 1,393.50
06/10/2015	279	SALC	Training		£ 620.00									£ 620.00	£ 124.00	£ 744.00
06/10/2015	280	B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50		£ 67.50
06/10/2015	281	DMH Solutions	Risk Software		£ 100.34									£ 100.34	£ 20.07	£ 120.41
06/10/2015	282	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
06/10/2015	283	HM Customs & Revenue	Tax/Ni	£ 104.00										£ 104.00		£ 104.00
06/10/2015	284	Trimley Memorial Hall Management Committee	Hall Hire		£ 140.00									£ 140.00		£ 140.00
06/10/2015	285	JAS	Roundabout Maintenance					£ 275.00						£ 275.00		£ 275.00

Date	Reference	Paid To	In Respect of	Clerk's Salary	General Administration	Subscriptions	Audit Fees	Grass Cutting	Bus Shelters	Flower Beds	Parish Pump	Memorial Hall Rebuild	Miscellaneous	Total Exc VAT	VAT	Total Inc VAT
03/11/2015		286 G N Mussett	Wreath		£ 17.00									£ 17.00		£ 17.00
03/11/2015		287 G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
03/11/2015		288 HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00		£ 104.00
03/11/2015		289 A C Harding	Retention Memorial Hall Rebuild									£ 7,236.35		£ 7,236.35	£ 1,447.27	£ 8,683.62
03/11/2015		290 B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00	£ -	£ 54.00
15/12/2015		291 G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
15/12/2015		292 HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00		£ 104.00
15/12/2015		293 B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
15/12/2015		294 Goslings Farm Shop	Christmas Tree										£ 45.95	£ 45.95		£ 45.95
15/12/2015		295 Homebase	Christmas Tree Lights										£ 24.99	£ 24.99	£ 5.00	£ 29.99
15/12/2015		296 CANCELLED												£ -		£ -
15/12/2015		297 East of England Co-op	Refreshments for Carol Service										£ 31.50	£ 31.50	£ 6.30	£ 37.80
15/12/2015		298 SCDC	Election Fees		£ 786.12									£ 786.12		£ 786.12
15/12/2015		299 G N Mussett	Printer Cartridges		£ 74.17									£ 74.17	£ 14.83	£ 89.00
		300 CANCELLED												£ -	£ -	£ -
05/01/2016		301 HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00	£ -	£ 104.00
05/01/2016		302 Mr B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50	£ -	£ 67.50
		JAS	Roundabout													
05/01/2016		303	Maintenance					£ 275.00						£ 275.00	£ -	£ 275.00
05/01/2016		304 CANCELLED												£ -	£ -	£ -
05/01/2016		305 Trimley Memorial Hall Management Committee	Hall Hire		£ 60.00									£ 60.00	£ -	£ 60.00
05/01/2016		306 Trimley St Martin Parish Council	Start Up New Bank Account		£ 500.00									£ 500.00	£ -	£ 500.00
05/01/2016		307 Salvation Army	Donation re Christmas										£ 25.00	£ 25.00	£ -	£ 25.00
05/01/2016		308 G N Mussett	Clerk's Salary	£ 416.13										£ 416.13	£ -	£ 416.13
02/02/2016		309 G N Mussett	Clerk's Salary	£ 416.13										£ 416.13	£ -	£ 416.13
02/02/2016		310 HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00	£ -	£ 104.00
02/02/2016		311 G N Mussett	Printer Cartridges		£ 64.17									£ 64.17	£ 12.83	£ 77.00
02/02/2016		312 G N Mussett	Kaspersky Software		£ 29.16									£ 29.16	£ 5.83	£ 34.99
02/02/2016		313 J Barker	Parish Pump delivery								£ 75.00			£ 75.00	£ -	£ 75.00
02/02/2016		314 Pierrot Stationers	Parish Pump Printing								£ 299.00			£ 299.00	£ -	£ 299.00
02/02/2016		315 Mr B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50	£ -	£ 67.50
02/02/2016		316 Trimley Saints Players	Donation re Christmas										£ 50.00	£ 50.00	£ -	£ 50.00
02/02/2016		317 Bayfields Electrical	Fixed Wiring Testing									£ 560.00		£ 560.00	£ 112.00	£ 672.00
01/03/2016	DD	Unity Trust Bank	Service Charge		£ 5.00									£ 5.00	£ -	£ 5.00
01/03/2016		1 BDO	External Audit Fee				£ 1,766.00							£ 1,766.00	£ 353.20	£ 2,119.20
01/03/2016		2 Mr B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
01/03/2016		3 G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
01/03/2016		4 HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00		£ 104.00
				£ 6,305.48	£ 4,430.80	£ 730.00	£ 2,096.00	£ 1,100.00	£ 729.00	£ 270.00	£ 374.00	£ 28,936.27	£ 177.44	£ 45,148.99	£ 6,464.04	£ 51,613.02

## Spend Against Budget

ITEM	BUDGET 2015/16	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary	£ 12,225.00	£ 6,305.48	51.6%
General Expenses	£ 1,200.00	£ 2,342.30	195.2%
Audit Fees	£ 440.00	£ 2,096.00	476.4%
Insurance	£ 1,352.91	£ 1,393.50	103.0%
Election Fees	£ 2,000.00		0.0%
Clerk Training	£ 500.00		0.0%
Councillor Training	£ 500.00	£ 620.00	124.0%
Recruitment Fees	£ 500.00		0.0%
Subscriptions	£ 648.00	£ 730.00	112.7%
Grants/Donations	£ 525.00		0.0%
Bus Shelter Cleaining	£ 800.00	£ 729.00	91.1%
Flower Beds & Roundabout	£ 1,500.00	£ 1,370.00	91.3%
Hall Hedge Cutting	£ 300.00	£ 75.00	25.0%
Christmas Tree	£ 100.00	£ 177.44	177.4%
Parish Pump	£ 700.00	£ 374.00	53.4%
School Vouchers	£ 100.00		0.0%
New Dog Bin	£ 295.00		0.0%
Memorial Hall Rebuild	£ -	£ 28,936.27	N/A
<b>TOTALS</b>	<b>£ 23,685.91</b>	<b>£ 45,148.99</b>	

## Bank Reconciliation

<b>As at 31/3/15</b>	
Deposit Account	£ 10,020.38
Current Account	<u>£ 32,022.08</u>
	<b><u>£ 42,042.46</u></b>
Add Receipts to 31/3/16	£ 31,031.91
Less Expenditure to 31/3/16	<u>-£ 51,613.02</u>
As at 31/3/16	<b><u>£ 21,461.35</u></b>
<b>As at 31/3/16</b>	
Deposit Account	£ 12,000.72
Current Account	<u>£ 9,460.63</u>
	<b><u>£ 21,461.35</u></b>

## Notes to the Accounts

1. These accounts have been prepared on a "receipts and payments" basis (i.e. they reflect monies received and payments made within the period 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016). However our External Auditors have asked that we identify any "significant" income or payments which may have been due in this year but which have not yet been received or made. There are no such receipts, but the following payments, which will be approved at the Council's meeting in April, may be deemed significant:-

G N Mussett	Clerk's Salary	£416.13
K Coutts	Clerk's Salary	£469.51
HM Revenue & Customs	PAYE/TAX	£104.00
G N Mussett	Clerk's Expenses	£ 85.50
JAS Landscapes	Various Landscaping Maintenance	£635.00

These would have the effect of reducing the end of year balances to £19,751.21.

## **ITEM C**

### **To Receive, Agree and Sign the Annual Return**

The Council is required confirm that it has complied with the statements in Section 1 to denote that the Council has ensured there is an effective system of internal control, and then agree the figures in Section 2.

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- **Sections 1 and 2** are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- **Section 3** is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014



## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of

smaller authority here:

TRIMLEY ST MARTIN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

## Section 2 – Accounting statements 2015/16 for

Enter name of  
smaller authority here:

TRIMBY ST MARTIN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	122745	42042	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	19000	24500	Total amount of precept or (for IOBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	276010	6532	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	11486	6305	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and Nil (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	22095	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	342132	45308	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	42042	21461	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	42042	21461	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	616537	14562	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes ✓	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date



## Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

TRIMIST ST MARTIN PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		✓
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

1) None used

Name of person who carried out the internal audit

Viccaro, S. (on behalf of SAC)

Signature of person who carried out the internal audit

Date 18/04/2016

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

~~XXXXX~~  
~~XXXXX~~  
~~XXXXX~~



disability advice service  
(East Suffolk)

Mr Gordon Mussett  
Trimley St. Martin Parish Council  
25 Ebenezer Close  
WITHAM  
Essex  
CM8 2HX

14 The Square,  
Martlesham Heath  
Ipswich IP5 3SL

T: 01394 387070

F: 01394 387670

E: [admin@daseastsuffolk.org.uk](mailto:admin@daseastsuffolk.org.uk)

Please ask for Colin Williamson

09 March 2016

Dear Mr Gordon Mussett

**RE: Donation to the Disability Advice Service (East Suffolk)**

I am writing to ask if Trimley St. Martin Parish Council would consider giving a grant to the Disability Advice Service (East Suffolk) this year.

The Disability Advice Service is part-funded by grants from Suffolk County Council and Suffolk Coastal District Council, but this funding only covers approximately 33% of our actual operating costs. This means we rely on grants and donations to meet our annual budget deficit and ensure the continued existence of the service.

Last year we dealt with 104 enquiries from people living in the Trimley St. Martin Parish Council area and helped them claim approximately £20,467 in benefit income. This year we need to raise £616 to cover the costs of our work in your area through our own fundraising activities.

I recognise that these grants can represent a sizeable proportion of the council's annual grants budget, however, any contribution towards the cost would be much appreciated, both by us and by our many clients. Without this valuable source of funding, it would be far more difficult for us to maintain the service we offer to disabled people and their carers in the Trimley St. Martin Parish Council area.

In the last financial year we dealt with 6,166 enquiries in the East Suffolk coastal area and our advice and support enabled people to claim approximately £1,826,596 in welfare benefits. In this way, the service not only helps to improve the quality of life for disabled people and their families, it also benefits the community as a whole by bringing central government money into the local economy.

Surveys have shown that disabled people spend more of their income in their home town or village than people without disabilities. Our figures show that in some towns and parishes, we have helped generate more than £1000 of annual benefit income in their area for every £1 they have invested in our service.

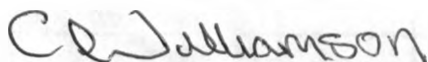
Any kind of donation no matter how small from clients, parish councils and other organisations soon add up and become a very important source of funding for small independent charities such as ours.

We will put the money towards the cost of running the service and it will help to ensure that we are able to continue to offer support and advice to disabled people and their carers in the Suffolk Coastal district.

I enclose our latest Treasurers Report. Our latest audited examined accounts are available on request. Our Annual Report can be viewed on our website at [www.daseastsuffolk.org.uk](http://www.daseastsuffolk.org.uk) and further information about the service is available on request.

If you would like any more information please do not hesitate to get in touch. I would also like to take this opportunity to thank you for all your kind help in the past.

Yours sincerely



Colin Williamson  
Administrator and Fundraiser

✂ .....

**We are currently updating our fundraising database. We need to know when town and parish councils meet to consider grant applications from local charities. Please return this or email us at [admin@daseastsuffolk.org.uk](mailto:admin@daseastsuffolk.org.uk) to let us know the best time to contact you in future.**

**Name:**

**Telephone No:.....**

**Suggested date of contact:.....**

Disability Advice Service (East Suffolk)  
 Budget/Cash flow comparative for the year April 2015 to March 2016  
 Treasurer's report as at 29th February 2016

2015-16						
		Annual Budget	To date		Actual	Compr.
<b>Income</b>						
	SCC	32,163	29,483		32,163	2,680
	SCDC		0			0
	Parish Councils	2,500	2,292		2,143	-149
	Donations	2,500	2,292		6,374	4,082
	Fund Raising	54,344	49,815		46,705	-3,110
	Bank Interest	300	275		222	-53
	MS Society	3,996	3,663		2,996	-667
			0			0
	<b>TOTAL</b>	<b>95,803</b>	<b>87,819</b>		<b>90,603</b>	<b>2,784</b>
						<b>Left</b>
<b>Expenditure</b>	Salaries	67,528	61,901		59,811	7,717
	Premises	12,500	11,458		12,979	-479
	Travel	3,600	3,300		3,338	262
	Training	615	564		15	600
	Recruitment	100	92			100
	Stationery	800	733		917	-117
	Insurance	1,800	1,650			1,800
	Phone/Fax/Internet	2,147	1,968		2,963	-816
	Subs/Membership	300	275		588	-288
	Books/Publications	500	458		738	-238
	Cleaning inc. windows	900	825		960	-60
	Refreshments	65	60		120	-55
	Postage	600	550		637	-37
	Legal - CRB	100	92			100
	Event expenses	100	92		598	-498
	Office equipment	1,000	917		3,545	-2,545
	Gas & Electric	2,448	2,244		2,160	288
	Audit/AGM/Gifts	100	92		242	-142
	County Group	100	92			100
	Water rates	500	458		345	155
	Publicity		0		250	-250
			0			0
	<b>TOTAL</b>	<b>95,803</b>	<b>87,819</b>		<b>90,206</b>	<b>5,597</b>
	<b>Surplus/ Deficit</b>			<b>Surplus</b>	<b>397</b>	

Accounts	Currentt	COIF	P Cash	Total	
	10,156	55,834	298		66,288
Reserves policy: 9 months running costs			71,852		
Designated Restricted Shortfall		Unrestric'd			
54,500	11,788	5,564	0	71,852	
Separate to the above Access/Forum groups £590				Premises actual April - March	



Twinkletoes Pre-school  
Reg. office  
15 Cowley Road  
Felixstowe  
Suffolk  
IP11 7BU

Twinkletoes.preschool@hotmail.com  
07763816224

13<sup>th</sup> April 2016

Trimley St Martin Parish Council  
c/o Kit Coutts - Parish Clerk

Thank you for updating me on the Education for Early Years in Trimley St Martin at the Parish Council meeting held on 5<sup>th</sup> April 2016.

It is with great interest/pleasure that we understand the land (old tennis courts at Trimley St Martin) could be leased for Early Years provision.

We would like to formally request that we be allowed to look at ways to raise money to build purpose built education provision for children aged 0-8 years and that over the next few months and years we will seek to fund a building project.

Thank you.

Sara Picken BA, EYPS