

**A Meeting of Trimley St Martin Parish Council will be held at the Trimley St Martin Memorial Hall on Tuesday 4 January 2022 at 7.30 p.m.**

**If you would like to attend please remember:**

- **Don't attend if you or anyone in your household tests positive for COVID-19, has been notified by NHS Track and Trace that they must self-isolate or are showing any COVID symptoms**
- **do take a lateral flow COVID test before attending**
- **do remember 'Hands, Face, Space and Fresh Air'**
- **do use the hand sanitiser**
- **do maintain 2 metres social distancing where possible**
- **do wear a mask in communal areas or while entering and moving around the building**
- **do not share any pens, other objects or food and drink**

**The agenda is set out below.**

**Caroline Ley, Parish Clerk  
29 December 2021**

- 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.**
- 4. To approve the minutes of the meeting held on 07 December 2021.**
- 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 remainder of the Parish Council meeting that follows.
- 6. To receive updates on the following items**
  - **provision of a community noticeboard for the village;**
  - **arrangements for the installation of chat benches ;**
  - **renewal of village sign.**
- 7. To consider recommendations from the Communications Working Party for a Parish Council mission statement.**
- 8. To consider topics for inclusion in the Parish Pump**
- 9. To review the Parish Council's Data Protection policy**
- 10. To review the effectiveness of the 2020/21 Internal Audit and agree the arrangements for the 2021/22 audit**

11. To note that, in order to meet a deadline, the Clerk has registered an interest in accepting a small oak tree from East Suffolk Council to mark the platinum jubilee of HM Queen and to consider the proposed location for approval.
12. To consider whether to explore the possibility of installing public EV charging points for the benefit of the local community
13. To note that a questionnaire will be issued to local venues offering meeting space for hire in order to find out more about what is available within easy walking distance of the centre of the parish and to identify any unmet need.
14. To consider using the SALC payroll service
15. To finalise the budget for 2022/23.
16. To receive a financial statement to 25 December 2021.
17. To note the following payments made:

Date	Name	In respect of	Amount	Power
12 2021	SARS	donation	300.00	LGA 1972 s37
12 2021	Headway Suffolk	donation	225.00	LGA 1972 s37
31 12 21	C Ley	Clerk's December salary	628.25	LGA 1972 s112
31 12 21	C Ley	Clerk's expenses	44.39	LGA 1972 s112
31 12 21	Trimley Memorial Hall	Hire of Memorial Hall	78.00	LGA 1972 s133

**and to approve the following payments to be made:**

04 01 2022	BSEVC (by cheque)	Donation	225.00	LGA 1972 s137
10 01 2022	HM Revenue & Customs	Tax on clerk's salary	122.92	LGA 1972 s112

18. Items for consideration at next meeting
19. To exclude public and press in accordance with the Public Bodies (Exclusion from Meetings) Act 1960 in view of the confidential nature of the business to be transacted
20. To agree the arrangements for advertising the Parish Clerk's post
21. To consider quotations received for the replacement of the post which supports the village sign at the junction of St Martin's Green and the High Rd.
22. Close