

You are hereby summoned to attend the Meeting of Trimley St Martin Parish Council to be held at the Trimley St Martin Memorial Hall on Tuesday 5 December 2017 at 7.45 p.m. The agenda is set out below.

**Caroline Ley, Parish Clerk
29 November 2017**

- 1. To receive apologies for absence**
- 2. To receive declarations of interest**
For councillors to declare any interests in matters on the agenda.
- 3. 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
- 4. To approve the minutes of the meeting held on 7 November 2017**
- 5. 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.
 - County and District Councillor Reports
 - Public Question Time
- 6. To invite the Vice Chairman, on behalf of the Parish Council, in the presence of a witness, to sign the lease of the Memorial Hall to the Memorial Hall Management Committee. Representatives of the Hall Committee have been asked to arrange for the counterpart lease to be signed and witnessed.**
- 7. To review the Parish Council's decision in relation to the use of a speed warning sign taking account of the experience of Trimley St Mary, and to decide how to proceed.**
- 8. To note that funds remain in the SDCDC sports budget for this parish and to consider options to explore how this might best be used for the benefit of local residents (Item carried forward from November) Cllr Smart to report back on the outcome of her researches.**
- 9. To consider the SALC recommendations with regard to legislative changes relating to data protection.**
- 10. To receive an update in respect of the position in relation to the acceptance of advertising on the roundabout**
- 11. To note that the appeal against the decision to refuse planning application ref DC17/1008/OUT (site at 49 Grimston Lane) will be heard on 9 January 2018 and to decide whether a representative of the Parish Council wishes to attend the hearing.**
- 12. To approve the issue of an edition of the Parish Pump in January 2018**
- 13. To receive feedback from Cllr Smart on a) her attendance at the ASB meeting and b) street lighting and tree health in Howlett Way.**
- 14. To note that the Senior Infrastructure Officer at Suffolk County Council has established that funding for a bus shelter on the corner of High Rd and Grimston Lane will be available as a result of the s106 agreement relating to the Pigeon Development opposite. The Clerk has contacted the owner of the adjacent property who has no objection to the proposal.**

15. To consider a request for a donation from Headway Suffolk, a local charity that offers rehabilitation, support and care to help people with an acquired brain injury, stroke, dementia or other neurological conditions.

16. To Receive a Financial Statement to 25th November 2017

Bank statements and a full list of payments to date will be available for inspection at the meeting. Details of spend against budget are recorded below as is the up to date reconciliation.

ITEM	Proposed Budget 2017/18	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary and expenses	£ 7,500	£ 5,627.36	75.0%
General Expenses	£ 1,800	£ 622.75	34.6%
Audit Fees	£ 1,000	£ 492.00	49.2%
Insurance	£ 433	£ 1,280.84	295.8%
Clerk Training	£ 750	£ -	0.0%
Councillor Training	£ 1,000	£ 168.43	16.8%
Chairman's Allowance	£ 350	£ 350.00	100.0%
Subscriptions	£ 750	£ 755.19	100.7%
Grants/Donations/Sec 137	£ 750	£ -	0.0%
Bus Shelter Cleaning	£ 800	£ 432.00	54.0%
Flower Beds & Roundabout	£ 1,500	£ 1,373.00	91.5%
Parish Pump	£ 450	£ 377.20	83.8%
Memorial Hall Corporate Trustees	£ 1,945	£ 1,500.00	77.1%
TOTAL	£ 19,028	£ 12,978.77	
INCOME			
Bank Interest	£ 5		
Grant Funding	£ -		
TOTAL	£ 5		
NET REQUIREMENT	£ 19,023		

Reconciliation	
As at 31/03/17	
Deposit Account	£ 12,008.80
Current Account	£ 23,269.96
	£ 35,278.76
Add Receipts to 25/11/2017	£ 29,575.90
Less Expenditure to 25/11/2017	£ 12,978.77
Less Unpresented Cheques	
	£ 51,875.89
As at 25/10/2017	
Deposit Account	£ 12,011.81
Current Account	£39,864.08
	£ 51,875.89

17. To Agree the Budget and precept for 2018/19

EXPENDITURE			
ITEM	Expenditure to 30/11/2017	Expected Final Spend to 31/3/18	Proposed Budget 2018/19
Clerk's Salary and expenses inc paper/copy	£ 5,627.36	9010	£ 8,800
General Expenses	£ 622.75	1800	£ 1,800
Audit Fees	£ 492.00	492	£ 800
Insurance	£ 1,280.84	481	£ 550
Clerk Training	£ -	100	£ 500
Councillor Training	£ 168.43	500	£ 1,000
Chairman's Allowance	£ 350.00	350	£ 350
Subscriptions	£ 755.19	693	£ 800
Grants/Donations	£ -	150	£ 500
Bus Shelter Cleaning	£ 432.00	650	£ 700
Flower Beds & Roundabout	£ 1,373.00	2015	£ 1,500
Parish Pump	£ 377.20	650	£ 750
Memorial Hall	£ 1,500.00	2750	£ 2,000
Appointment of Data Protection Officer	-	-	£ 800
Centenary of Armistice	-	-	£ 500
TOTAL	£ 12,979	£ 19,641	£ 21,350
INCOME			
Bank Interest		5	£ 5
Grant Funding			£ -
TOTAL		5	£ 5
NET REQUIREMENT		£ 19,636	£ 21,345
Contribution to Earmarked Reserves			
Corporate Trustee Longterm Maintenance Funding			£ 6,000
Election Fees Future Reserve			£ 300
Employee Reserve			£ 1,000
Parish Council Longterm Maintenance Commitment			£ 3,000
TOTAL			£ 10,300
GROSS REQUIREMENT			£ 31,645
PRECEPT 2018/19			£ 28,250

	2017/18	2018/19	2019/20
Council's Expenditure	£ 19,636	£ 21,350	£ 22,418
Council's Income	£ 5	£ 5	£ 5
Council's Net Requirement	£ 19,631	£ 21,345	£ 22,413
Plus contribution to Earmarked Rese	£ 10,300	£ 10,300	£ 9,300
Council's Gross Requirement	£ 29,931	£ 31,645	£ 31,713
Proposed Council Tax	£ 26,750	£ 28,250	£ 28,250
Percentage Increase in Council Tax		0%	0%
Likely Band D Properties	655	692	720
Likely Band D Council Tax	£ 40.81	£ 40.82	£ 39.24
Expected Reserves at start of year			
Unearmarked	£ 6,600	£ 12,200	£ 8,805
Earmarked			
Corporate Trustee Longterm Maintenan	£ 12,000	£ 18,000	£ 24,000
Election Fees Future Reserve	£ 600	£ 900	£ 1,200
Employee Reserve	£ 2,000	£ 3,000	£ 4,000
Parish Council Longterm Maintenance	£ 6,000	£ 9,000	£ 12,000
Total Reserves	£ 27,200	£ 43,100	£ 50,005

18. To Approve the Following Payments

Date	No	Name	In respect of	Amount
05 12 2017	300206	C Ley	Clerk's salary inc arrears from 1 April	733.44
05 12 2017	300207	Revenue & Customs	Tax on clerk's salary	188.88
05 12 2017	300208	C Ley	Clerk's Expenses	48.60
05 12 2017	300209	SALC	Data protection briefing	26.40
05 12 2017	300210	B Dunningham	Cleaning of Bus shelter	£54.00
05 12 2017	300211	Salvation Army	Donation in recognition of services of bugler on Remembrance day	50.00
05 12 2017	30212	Bawtrees	Preparation of Mem Hall lease	1044.00
05 12 2017	30213	Corporate Trustees	Transfer of funds	1250.00

19. Close