

Minutes of the Trimley St Martin Parish Council Annual Meeting held on 21st July 2015 at 7.30pm in The Memorial Hall, Trimley St Martin

Present: Councillors: Barker, Bozier, Cowan, Garrett, Owen, Rodwell and Smith
Public: Six members of the public

Public Session

A member of the public asked that the Council pay an invoice for hedgecutting incurred by the Memorial Hall Management Committee and was advised that this was not a matter for the Parish Council, as the Council had not authorized the work.

A member of the public asked if a meeting could be arranged with the contractors for the Memorial Hall in order to point out some matters requiring attention in the post-build stage and was asked to arrange such a meeting and notify the Council of the date so that the Council could be represented at the meeting.

County Councillor Goodwin gave an update and was asked to follow up some footpath access issues.

Parish Council Meeting

1. To Receive Apologies for Absence

Apologies for absence had been received from Councillors Harding, Pither and Sills.

2. To Receive Declarations of Interests

No Councillors declared any pecuniary interests in matters on the agenda..

3. To Receive and Determine Requests for Dispensations

No Councillor had requested a dispensation 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 23rd June 2015

The minutes of the meeting held 23rd June 2015 were agreed and signed as a true record.

5. To Review Standing Orders

The Council agreed to defer this item to a meeting to be held on 18th August. Comments on the revised Model Standing Orders were to be submitted in writing to the Clerk by 10th August.

6. To Review Financial Regulations

7. The Council agreed to defer this item to a meeting to be held on 18th August. Comments on the revised Financial Regulations were to be submitted in writing to the Clerk by 10th August.

8. To Agree to Adopt the Following Model Policies Produced by the Suffolk Association of Local Councils:-

- a) Anti-Harrassment & Bullying Policy
- b) Capability Policy
- c) Data Protection Policy
- d) Dignity at Work Policy
- e) Disciplinary Policy
- f) Electronic Communications Policy
- g) Equal Opportunities Policy
- h) Grievance Procedure

- i) **Sickness Absence Policy**
- j) **Stress Policy**

The Council agreed to defer this item to a meeting to be held on 18th August. Comments on the proposed policies were to be submitted in writing to the Clerk by 10th August.

9. To Note the Impact of the Transparency Code on this Council and Agree Action to Ensure Compliance

The Council noted the Impact of the Transparency Code on this Council and agreed to publish as much as possible on a new website hosted by OneSuffolk.

10. To Receive, and Agree Action as Appropriate, the Independent Internal Audit Report

The Council received, and agree the following action on, the Independent Internal Audit Report:-

- a) the pension position be investigated further and a report submitted
- b) the Council register with the Information Commissioner (£35.00 per annum)
- c) the cheque-signing procedures be enforced more rigorously.

11. To Consider the Recommendations of the Suffolk Coastal District Council's Standards Committee:-

The Council considered the four recommendations and agreed:-

- a) To delegate the review of the governance of the Memorial Hall to the Clerk, with a report back to Council to see whether any lessons could be learned in terms of the Memorial Hall Project governance arrangements and so that the process of democratic debate can be used to determine if any changes are necessary in the future or what other action might need to be taken.
- b) receive training from SALC covering Councillors' roles and responsibilities, and the Code of Conduct
- c) introduce a revised complaints procedure to be drawn up by the Clerk for approval at the next meeting
- d) to delete Standing Order 82 from the current Standing Orders.

12. To Note the Minor Changes to Suffolk Coastal District Council's Scheme of Delegation on Planning Applications – attached

The Council noted the minor changes to Suffolk Coastal District Council's Scheme of Delegation on planning applications.

13. To Approve the Following Payments

The Council approved the following payments:-

Cheque No.	Payable to	In Respect of	Amount £
100256	K Coutts	Clerk's Salary	£968.90
100257	HMRC	NI & PAYE	£128.39
100258	K Coutts	Petty Cash	£106.69
100259	B Dunningham	Bus Shelter Cleaning – April	£54.00
100260	B Dunningham	Bus Shelter Cleaning - May	£67.50
100261	Felixstowe District Council for Sport & Recreation	Annual Subscription	£5.00

100262	123-reg	Website Hosting	£43.06
100263	B Dunningham	Bus Shelter Cleaning – June	£67.50
100264	SALC	Internal Audit Fee	£396.00

14. To Receive a Financial Report

The Clerk reported that as yet he had not been able to access the Bank Account but that a full report would be available as soon as possible.

15. Closure

The meeting was closed at 9.40 p.m.

DRAFT