

**The Annual Meeting of Trimley St Martin Parish Council is to be held at Trimley Memorial Hall on Tuesday 16<sup>th</sup> May 2023 at 7.30pm. The agenda is set out below.**

**Carly Small, Parish Clerk**

**09 05 2023**

- 1. To elect a Chairman and a Vice-Chairman**
  - a) To elect a Chairman for the Council year 2023/24
  - b) To elect a Vice-Chairman for the Council year 2023/24
  
- 2. To receive apologies for absence**
  
- 3. All members to sign Declaration of Acceptance of Office. To discuss and agree on extension for councillors absent from this meeting to sign at the next meeting**
  
- 4. To receive declarations of interest**

For councillors to declare any interests in matters on the agenda
  
- 5. To receive and determine requests for dispensations**

To receive and determine requests from Councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest.
  
- 6. To approve the minutes of the meeting held on 4<sup>th</sup> April 2023**
  
- 7. Public Forum**

Residents are warmly welcomed and invited to give their views at this stage of the proceedings and to question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may stay to observe, but may not take part in the Parish Council meeting that follows.

  - County and District Councillor Reports
  - Public Question Time
  
- 8. To review the Delegation Arrangements to, and Terms of Reference for, the Planning and Personnel Committees and Delegation Arrangements to the Clerk.**
  
- 9. To appoint members to the following committees**
  - a) Planning Committee
  - b) Personnel Committee
  - c) Appeals Committee

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

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

**11. To appoint members to the following working parties**

- a) Footpath/cycleway, river, tree and hedgerow working group
- b) Communications Working Group
- c) Memorial Hall Extension Working Group

**12. To review the Council's representatives on external bodies and arrangements for reporting back:**

- a) Memorial Hall Management Committee (2)
- b) Poor's Charity Trustees (1)
- c) Port of Felixstowe Local Authority Liaison Committee (2)
- d) District Council/Police ASB Group (1)
- e) Freight Quality Partnership Group (1)
- f) Felixstowe Peninsula Community Partnership (1 plus a reserve)

**13. To review Standing Orders and Financial Regulations**

**14. To review the Council's subscriptions to other bodies**

**15. To determine the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of the Full Council**

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

**17. To receive an update on Planning matters from Cllr Rastrick and discuss and decide upon responses to any planning applications received**

**18. To receive an update from the Memorial Hall Extension Working Group**

**19. To discuss the provision of a flag at the Memorial Hall to mark the Coronation, including feedback received**

**20. To update on 'Ease the Squeeze' campaign along with any other initiatives to support parishioners during the current cost of living crisis**

**21. To discuss and decide upon next steps in relation to the email received from the Bowls Club about the car park**

**22. To receive a financial statement to 25 April 2023**

**23. To approve the following payments made**

17 04 23	P Rastrick	Exhibition Expenses	£21.94	LGA1972 s145
17 04 23	SALC	Annual Subscription	£688.22	LGA1972 s143
19 04 23	R Wendt	Logo Design	£100.00	LGA1972 s.142
19 04 23	Labelcraft	Banner Changes	£30.00	LGA1972 s.145
28 04 23	C Small	Clerks Salary	£1139.50	LGA1972 s112
28 04 23	HMRC	Tax & NI on Clerks Salary	£154.61	LGA1972 s112
28 04 23	NEST	Pension Payment	£51.45	LGA1972 s112
28 04 23	Flyer Press	Photo Exhib. Leaflets	£68.00	LGA1972 s145
28 04 23	Trimley Methodist Chapel	Hire of hall for planning meeting	£10.00	LGA s137

**24. To approve the following payments to be made**

17 05 23	C Small	Clerks Expenses (including Microsoft 365 renewal)	£134.88	LGA1972 s112
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**25. Items for consideration at next meeting**

**26. Close**