



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ
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To Members of Red Lodge Parish Council

You are duly summoned to attend the Annual Meeting of Red Lodge Parish Council to be held on:

Date: Tuesday 25 May 2021

Time: 19:00

Venue: Red Lodge Sports Pavilion, Hundred Acre Way, Red Lodge IP28 8FQ

AGENDA

	Item	Responsible
1.	Election of Chair of the Council and signing of the 'Declaration of Acceptance of Office'.	Chairman
2.	Election of Vice-Chair of the Council and signing of the 'Declaration of Acceptance of Office'.	Chairman
3.	Chair Person's welcome.	Chairman
4.	All those present are reminded of The Openness of Local Government Bodies Regulations 2014 and that the meeting may be filmed or recorded by any members of the public.	Chairman
5.	Apologies and acceptance for absence.	Chairman
6.	Declaration of interest and application for dispensation.	Chairman
7.	Members of the public are invited to speak on any item on the agenda for up to 3 minutes. (Public session is maximum 15 minutes)	Chairman
8.	Confirmation of Minutes of the meetings held on 27 April 2021.	Chairman
9.	To receive any changes to Members Interests. A reminder for Councillors to review their Register of Interests on West Suffolk Council's Website.	Chairman

<p>10.</p>	<p>To Appoint or Review the following:</p> <ul style="list-style-type: none"> (i) Responsible Finance Officer - Clerk (ii) Internal Auditor – Suffolk Association of Local Councils (iii) External Auditor – PKF Littlejohn (iv) Confirm the Data Protection Officer – Jayne Cole (v) Review the current staff – Clerk/RFO; Administrator; Supervisor; Groundsman Assistant; Cleaner; 3x Bar Staff Zero Hours. (vi) Review the current Direct Debits and Standing Orders. (vii) Review Standing Orders (viii) Review Financial Regulations (ix) Review Asset Register (x) Review Risk assessment (xi) Review GDPR policies (xii) Review of Insurance cover, Zurich. (xiii) Review of Working Parties and Terms of references (xiv) Review the time and place of the meetings of the Council for 2021/22. (xv) Review and adopt the Reserves Policy for Red Lodge Parish Council. 	<p>Chairman</p>
<p>11. 11.1 11.2 11.3 11.4 11.5 11.6 11.7 11.8 11.9 11.10</p>	<p>Reports and Invited Speakers:</p> <ul style="list-style-type: none"> County Councillor District Councillors Police Newsletter Update on Sunnica Update on the land for the new allotments and consider the allocation to groups. Update on Hundred Acre Way Feasibility Study Update on pavilion extension. Update on the Events Working Party Update on tree planting, Sicon Foundation. Update on the lease agreement with Millennium Centre. 	<p>Chairman</p>
<p>12. 12.1 12.2 12.3 12.4 12.5 12.6 12.7</p>	<p>Financial and Clerk Reports</p> <ul style="list-style-type: none"> Members to note that the bank reconciliation statements for April 2021 have been verified and signed by Cllr. Sheedy. Members to approve all payments in April 2021. Members to note the Receipts and Payments in April 2021 for the following: <ul style="list-style-type: none"> (i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council (iv) Petty Cash Pavilion (iv) Credit Card Members to note the Bank Balances as of 19/05/21 for the following accounts: <ul style="list-style-type: none"> • Parish Bank Account £319,906.20 • Deposit Account £106,871.76 Members to note the Ear Marked Reserves as of 30/04/21. Members to note the receipt of £163,670 on 29/04/21 for the Precept from West Suffolk Council Members to note the receipt of £308.88 on 04/05/21 for the Job Retention Scheme 	<p>Chairman</p>

	from HMRC.	
12.8	Members to note the transfer of the £12000 grant on 07/05/21 from the Parish Council to Red Lodge Millennium Centre.	
12.9	Members to note the payment of £7500 ex. VAT on 07/05/21 to West Suffolk Council for CCTV monitoring from 01/04/2021 to 31/03/2022.	
12.10	Members to note a VAT return for 01.02.21 to 30.04.21 for a claim of £2192.98 was submitted and has been received from HMRC on 14/05/21.	
12.11	Members to note the receipt of £2000 allocated by D.Cllr. Drummond on 14/05/21 from Suffolk County Council, towards the Speed Indicator Device.	
12.12	Members to review and approve the Internal Audit Report for the year ending 2021, prepared by SALC.	
12.13	Members to review and approve the Annual Internal Audit Report 2020/21, of the Annual Governance and Accountability Return 2020/21 Part 3.	
12.14	Members to review and approve Section 1 - Annual Governance Statement 2020/21, of the Annual Governance and Accountability Return 2020/21 Part 3.	
12.15	Members to review and approve Section 2 – Accounting Statements 2020/21, of the Annual Governance and Accountability Return 2020/21 Part 3.	
12.16	Members to note the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the year ended 31 March 2021 commences on Monday 14 June 2021 to Friday 23 July 2021.	
13.	Discuss and approve any purchase (LGA 1972, s.111).	Chairman
13.1	Members to consider a donation request from the Red Lodge Under 13's.	
13.2	Members to consider a donation request from the Red Lodge Scouts.	
13.3	Members to consider a donation request from Sports for Champions for Kennett Primary School.	
13.4	Members to ratify the decision to decline the renewal of the Fields in Trust membership.	
13.5	Members to discuss a newsletter for Red Lodge.	
13.6	Members to discuss the correspondence received from West Suffolk Council following a site visit to Red Lodge with regards to advising on the purchase and location of dog bins.	

<p>14.</p> <p>14.1</p> <p>14.2</p>	<p>Planning Applications To Consider any Planning Applications:</p> <p>DC/21/0867/HH: Proposal: Householder planning application – orangery on rear elevation Location: 1 Maidenhair Way, Red Lodge, IP28 8WX</p> <p>DC/21/0944/HH Proposal: Householder planning application – a. single storey side extension b. conversion of garage to habitable room. Location: The Horseshoes Heath Farm Road, Red Lodge, Suffolk. IP28 8LG.</p>	<p>Chairman</p>
<p>15.</p> <p>15.1</p> <p>15.2</p> <p>15.3</p> <p>15.4</p> <p>15.5</p> <p>15.6</p>	<p>Correspondence Received</p> <p>Members to review the Annual Play reports from West Suffolk Council.</p> <p>Members to note the correspondence received from Highways England, regarding the planned roadworks on A14 junction 33 westbound entry slip road from Tuesday 1 June to Friday 20 August 2021, 8pm to 6am.</p> <p>Members to note the next Parish Town and Forum meeting will be held on 14th July 6pm-7.30pm, via Microsoft Teams.</p> <p>Members to consider the correspondence received from the Manager of the Red Lodge Millennium Centre, requesting the Parish Council to consider amending and reviewing the lease.</p> <p>Members to note the correspondences received regarding the dog fouling incident on the Under 10's football pitch</p> <p>Members to note the correspondence received from the Sicon Foundation regarding litter picking in Red Lodge.</p>	<p>Chairman</p>
<p>16.</p>	<p>To confirm the date of the next Red Lodge Parish Council meeting scheduled for Tuesday 29 June 2021 at 19:00, St. Christopher's Church, 2 Boundary Road, Red Lodge, IP28 8JQ.</p>	<p>Chairman</p>
<p>17.</p> <p>17.1</p>	<p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting, on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.</p> <p>Members to discuss social media.</p>	<p>Chairman</p>

Signed: *Shazia Shujah*

Proper Officer, Red Lodge Parish Council
19.05.2021