



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ 01638 551257
clerk@redlodgeparishcouncil.gov.uk <http://redlodgeparishcouncil.gov.uk>

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 16 May 2023

Time: 19:00

Venue: St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

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 pecuniary and local non-pecuniary interests (i) To receive declarations of pecuniary, local non-pecuniary interests and personal interests in items on the agenda and their nature including gifts of hospitality exceeding £50 (ii) To receive requests 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.	Members to consider applicants for co-option for 1 vacant seat.	Chairman

9.	Confirmation of Minutes of the meetings held on 25 April 2023.	Chairman
10.	To receive any changes to Members Interests. A reminder for Councillors to review their Register of Interests on West Suffolk Council's Website.	Chairman
11.	<p>To Appoint or Review the following:</p> <ul style="list-style-type: none"> (i) Responsible Finance Officer – Clerk is appointed as RFO, s.151 LGA 1972 (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 – Proper Officer and Responsible Finance Officer; Administrator; Supervisor; 2x Assistant Groundsmen; 1 x Cleaner. (vi) Review the current Direct Debits. (vii) Review and adopt Standing Orders (based on 2018 revised -April 2022) (viii) Review and adopt Financial Regulations (based on 2019) (ix) Review and approve the Asset Register (x) Review and approve the Risk assessment (xi) Review and approve GDPR policies (xii) Review and approve Dignity at Work Policy (xiii) Review of Insurance cover, BHIB (xiv) Review of Working Parties and Terms of references; Pavilion Extension Working Party; Events Working Party; Pitch Maintenance Working Party, Lightwave Working Party. (xv) Review the time and place of the meetings of the Council for 2023/24. (xvi) Review and adopt the Reserves Policy 2023/24 for Red Lodge Parish Council. (xvii) Review and adopt the Investment and Strategy Policy 2023/24 (xviii) Review and approve the Small Grants application and Awarding Policy. (xix) Review and adopt the Model Councillor Code of Conduct 2020 as produced by the Local Government Association (LGA) (xx) Review and confirm that each BACS payment is authorised by two bank signatories, evidence retained and any such payments reported to the council as made, in accordance to Financial Regulation 6.9 (xxi) Review bank signatories (xxii) Review Member assigned for Internal Controls, Accounts and Audit Regulations 2015, Reg.6. (xxiii) Members to confirm that Red Lodge Parish Council meet the criteria for eligibility to use the Power of Competence 	Chairman
12.	<p>Reports and Invited Speakers:</p> <ul style="list-style-type: none"> 12.1 County Councillor 12.2 District Councillors 12.3 Police Newsletter 12.4 Representative of Millennium Centre 12.5 Update on Sunnica 12.6 Update on Allotments 12.7 Update on Pavilion Extension. 12.8 Update on the waiting restrictions for Hundred Acre Way. 12.9 Update on the Events Working Party. 12.10 Update on the Pitch Maintenance Working Party. 	Chairman

12.11	Update on the Lightwave Working Party.	
13.	Financial and Clerk Reports	Chairman
13.1	Members to note that the bank reconciliation statements for April 2023 have been verified and signed by Cllr. Younger.	
13.2	Members to approve all payments in April 2023.	
13.3	Members to approve the Receipts and Payments in April 2023 for the following: (i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council (iv) Petty Cash Pavilion (v) Credit Card	
13.4	Members to note the Bank Balances as of 10/05/23 for the following accounts: <ul style="list-style-type: none"> • Parish Bank Account £367,064.38 • Deposit Account £107,212.13 	
13.5	Members to note the Ear Marked Reserves as of 30/04/23.	
13.6	Members to note the receipt of £202,135 on 27/04/23 for the Precept from West Suffolk Council	
13.7	Members to note the transfer of £6000 grant on 26/04/23 from the Parish Council to Red Lodge Millennium Centre.	
13.8	Members to note a VAT return for 01.02.23 to 30.04.23 for a claim of £11645.46 was submitted on 10/05/23.	
13.9	Members to review and approve the Internal Audit Report for the year ending 2023, prepared by SALC.	
13.10	Members to review and approve the Annual Internal Audit Report 2022/23, of the Annual Governance and Accountability Return 2022/23 Part 3.	
13.11	Members to review and approve Section 1 - Annual Governance Statement 2022/23, of the Annual Governance and Accountability Return 2022/23 Part 3.	
13.12	Members to review and approve Section 2 – Accounting Statements 2022/23, of the Annual Governance and Accountability Return 2022/23 Part 3.	
13.13	Members to note the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the year ended 31 March 2023 commences on Monday 5 June 2023 to Friday 14 July 2023.	
13.14	Members to review and approve the year end cash and investment reconciliation and the Income and Expenditure Account for the Year Ended as at 31 March 2023.	
13.15	Members to consider the recruitment of the following employees: (i) 2x Bar Staff, 4 hours per month.	
13.16	Members to note that the publication of the Notice for the Outdoor Gym on Contracts Finder, on 3 rd May 2023.	

13.17	Members to note the payment of £40,200.30, for the outdoor gym to Fresh Air Fitness.																					
14.	<p>Discuss and approve any purchase (LGA 1972, s.111).</p> <p>14.1 Members to consider a donation request from the Red Lodge Millennium Centre</p> <p>14.2 Members to ratify the purchase for the King's Coronation, the hire of inflatable 20metre assault course and pirate activity, 3 members of staff for 4 hours, JP's Bouncy Castles, £1000 inc. VAT.</p> <p>14.3 Members to consider the renewal of IT services with Community Action Suffolk:</p> <table border="1" data-bbox="320 658 1286 920"> <thead> <tr> <th>Product</th> <th>Unit Price</th> <th>Amount</th> <th>Total (£)</th> </tr> </thead> <tbody> <tr> <td>IT Support - Gold Plus Package - 1 Year</td> <td>£52.00</td> <td>12</td> <td>£624.00</td> </tr> <tr> <td>Cloud Backup - 1 year</td> <td>£120.00</td> <td>1</td> <td>£120.00</td> </tr> <tr> <td>15 x Hosted Exchange Mailboxes</td> <td>£71.88</td> <td>15</td> <td>£1078.20</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>£1,822.20</td> </tr> </tbody> </table> <p>14.4 Members to note that the height barrier has been damaged by a member of the public and remains open. Quotes to replace the barrier and replace the post are being sought to forward on to the resident.</p> <p>14.5 Members to consider the purchase from, Easy EPC, for an Energy Performance Certificate and a Display Energy Certificate for £550 + VAT.</p> <p>14.6 Members to discuss the maintenance of the play area in Lavender Close.</p>	Product	Unit Price	Amount	Total (£)	IT Support - Gold Plus Package - 1 Year	£52.00	12	£624.00	Cloud Backup - 1 year	£120.00	1	£120.00	15 x Hosted Exchange Mailboxes	£71.88	15	£1078.20	Total			£1,822.20	Chairman
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15	<p>Planning Applications To Consider any Planning Applications:</p> <p>15.1 DC/23/0674/FUL: Proposal: Planning application - single storey rear extension Location: Unit 1 Bellflower Crescent Red Lodge Suffolk IP28 8XQ</p> <p>15.2 DC/23/0671/TPO Proposal: TPO 001 (1996) tree preservation order - one Silver Birch (indicated on plan, within group G1 on order) fell Location: Arbor Acre Elms Road Red Lodge Suffolk IP28 8TD</p> <p>15.3 DC/23/0643/FUL Proposal: Planning application - a. two dwellings with double garages, vehicular accesses and landscaping; b. raise ground level for plot 1 by 350mm and plot 2 by 500 mm Location: Land At Former 25 Turnpike Road Red Lodge Suffolk</p>	Chairman																				
16.	<p>Correspondence Received</p> <p>16.1 Members to review the Annual Play reports for April 2023 from West Suffolk</p>	Chairman																				

	Council.	
16.2	Members to consider the invitation to an open meeting to form the 'Friends of Red Lodge Library' 25/05/2023 6:30pm-7:30pm, at Red Lodge Sports Pavilion.	
16.3	Members to note the A11 roadworks from Babraham to Six Mile Bottom, Monday 6 March 2023 – February 2024.	
17.	To confirm the date of the next Red Lodge Parish Council meeting scheduled for Tuesday 27 June 2023 at 19:00, St. Christopher's Church, 2 Boundary Road, Red Lodge, IP28 8JQ.	Chairman
18.	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.	Chairman
18.1	Members to discuss staffing issues.	

Signed: *Shazia Shujah*
Proper Officer, Red Lodge Parish Council
10.05.2023