



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

## Membership:

Sue Houlder (Chairman); Sandra Dwan (Vice-Chairman); Michael Berry; Andy Drummond; Stewart Hobbs; Angela Sewell; Ian Thompson and Ioana Tofan

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

**Date:** Tuesday 28 May 2024

**Time:** 19:00

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

## AGENDA

	Item	Responsible
1.	<b>Election of Chair of the Council and signing of the 'Declaration of Acceptance of Office'.</b>	Chairman
2.	<b>Election of Vice-Chair of the Council and signing of the 'Declaration of Acceptance of Office'.</b>	Chairman
3.	<b>Chair Person's welcome.</b>	Chairman
4.	<b>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.</b>	Chairman
5.	<b>Apologies and acceptance for absence.</b>	Chairman
6.	<b>Declaration of pecuniary and local non-pecuniary interests</b> (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.	<b>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)</b>	Chairman
8.	<b>Members to consider applicants for co-option for 1 vacant seat.</b>	Chairman
9.	<b>Confirmation of Minutes of the meetings held on 26 March 2024.</b>	Chairman
10.	<b>To receive any changes to Members Interests. A reminder for Councillors to review their Register of Interests on West Suffolk Council's Website.</b>	Chairman
11.	<p><b>To Appoint or Review the following:</b></p> <ul style="list-style-type: none"> <li>(i) Responsible Finance Officer – Clerk is appointed as RFO, s.151 LGA 1972</li> <li>(ii) Internal Auditor – Suffolk Association of Local Councils</li> <li>(iii) External Auditor – PKF Littlejohn</li> <li>(iv) Confirm the Data Protection Officer – Jayne Cole</li> <li>(v) Review the current staff – Proper Officer and Responsible Finance Officer; Administrator; 1 Temporary Administrator; Supervisor; 1x Assistant Groundsmen; 1 x Cleaner.</li> <li>(vi) Review the current Direct Debits.</li> <li>(vii) Review and adopt Standing Orders (based on 2018 revised -April 2022)</li> <li>(viii) Review and adopt Financial Regulations (2024)</li> <li>(ix) Review and approve the Asset Register</li> <li>(x) Review and approve the Risk assessment</li> <li>(xi) Review and approve GDPR policies</li> <li>(xii) Review and approve Dignity at Work Policy</li> <li>(xiii) Review of Insurance cover, Clear Councils</li> <li>(xiv) Review of Working Parties and Terms of references; Events Working Party; Pitch Maintenance Working Party; Lightwave Working Party; Millennium Centre Working Party; Finance Working Party.</li> <li>(xv) Review the time and place of the meetings of the Council for 2024/25.</li> <li>(xvi) Review and adopt the Reserves Policy 2024/25 for Red Lodge Parish Council.</li> <li>(xvii) Review and adopt the Investment and Strategy Policy 2024/25</li> <li>(xviii) Review and approve the Small Grants application and Awarding Policy.</li> <li>(xix) Review and adopt the Model Councillor Code of Conduct 2020 as produced by the Local Government Association (LGA)</li> <li>(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.</li> <li>(xxi) Review bank signatories</li> <li>(xxii) Review Member assigned for Internal Controls, Accounts and Audit Regulations 2015, Reg.6.</li> <li>(xxiii) Members to note current pension enrolments: Local Government Pension Scheme x1 employee; Nest Pension Scheme x1 employee.</li> <li>(xxiv) Members to review and approve the safeguarding policy.</li> <li>(xxv) Members to review the Bank Accounts held.</li> <li>(xxvi) Members to review Website Accessibility.</li> </ul>	Chairman
12.	<b>Reports and Invited Speakers:</b>	Chairman
12.1	County Councillor	
12.2	District Councillors	

<p><b>12.3</b> Police Newsletter  <b>12.4</b> Representative of Millennium Centre  <b>12.5</b> Representative Red Lodge Youth FC  <b>12.6</b> Update on Sunnica  <b>12.7</b> Update on Allotments  <b>12.8</b> Update on Pavilion Extension.  <b>12.9</b> Update on the waiting restrictions for Hundred Acre Way.  <b>12.10</b> Update on the Events Working Party.  <b>12.11</b> Update on the Pitch Maintenance Working Party.  <b>12.12</b> Update on the Lightwave Working Party.  <b>12.13</b> Update on the Millennium Centre Working Party  <b>12.14</b> Update on the Thermal Imaging Survey.  <b>12.15</b> Update on Parish Council Surgeries.</p>		
<p><b>13.</b></p> <p><b>13.1</b></p> <p><b>13.2</b></p> <p><b>13.3</b></p> <p><b>13.4</b></p> <p><b>13.5</b></p> <p><b>13.6</b></p> <p><b>13.7</b></p> <p><b>13.8</b></p> <p><b>13.9</b></p> <p><b>13.10</b></p> <p><b>13.11</b></p> <p><b>13.12</b></p>	<p><b>Financial and Clerk Reports</b></p> <p>Members to note that the bank reconciliation statements for March 2024 and April 2024 have been verified and signed by Cllr. Thompson.</p> <p>Members to approve all payments in March 2024 and April 2024.</p> <p>Members to approve the Receipts and Payments in March 2024 and April 2024 for the following:  (i) Parish Bank Account   (ii) Deposit Bank Account   (iii) Petty Cash Council  (iv) Petty Cash Pavilion   (v) Credit Card</p> <p>Members to note the Bank Balances as of 22/05/24 for the following accounts:</p> <ul style="list-style-type: none"> <li>• Parish Bank Account   £464,929.68</li> <li>• Deposit Account       £108,451.28</li> </ul> <p>Members to note the Ear Marked Reserves as of 30/04/24.</p> <p>Members to note the receipt of the precept £225,650 on 25/04/24, from West Suffolk Council</p> <p>Members to note the transfer of £12000 grant on 07/05/24 from the Parish Council precept to Ear Marked Reserves for Red Lodge Sports Pavilion.</p> <p>Members to note a VAT return for 01.02.24 to 30.04.24 for a claim of £3739.43 was submitted on 14/05/24 and received on 20/05/2024.</p> <p>Members to review and approve the Internal Audit Report for the year ending 31 March 2024, prepared by SALC.</p> <p>Members to review and approve the Annual Internal Audit Report 2023/24, of the Annual Governance and Accountability Return 2023/24 Part 3.</p> <p>Members to review and approve Section 1 - Annual Governance Statement 2023/24, of the Annual Governance and Accountability Return 2023/24 Part 3.</p> <p>Members to review and approve Section 2 – Accounting Statements 2023/24, of the Annual Governance and Accountability Return 2023/24 Part 3.</p>	<p>Chairman</p>

<p><b>13.13</b></p> <p><b>13.14</b></p> <p><b>13.15</b></p> <p><b>13.16</b></p> <p><b>13.17</b></p> <p><b>13.18</b></p> <p><b>13.19</b></p>	<p>Members to note the Notice of Public Rights and Publication of Unaudited Annual Governance &amp; Accountability Return for the year ended 31 March 2024 commences on Monday 3 June 2024 to Friday 12 July 2024.</p> <p>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 2024.</p> <p>Members to note that the Pension Annual Return for 2023/2024, has been submitted for audit.</p> <p>Members to review and approve the quarter 4 budget for 2023/24.</p> <p>Members to review the bar stock report for 31 March 2024.</p> <p>Members to discuss the completion of employee timesheets.</p> <p>Members to note the award for Employment Allowance 2024/25.</p>																	
<p><b>14.</b></p> <p><b>14.1</b></p> <p><b>14.2</b></p> <p><b>14.3</b></p> <p><b>14.4</b></p> <p><b>14.5</b></p> <p><b>14.6</b></p> <p><b>14.7</b></p> <p><b>14.8</b></p> <p><b>14.9</b></p> <p><b>14.10</b></p>	<p><b>Discuss and approve any purchase</b> (LGA 1972, s.111).</p> <p>Members to consider a donation request from the Red Lodge Millennium Centre</p> <p>Members to consider donation requests from Red Lodge Lightwave.</p> <p>Members to consider a donation request from Red Lodge Brownies/Rainbows</p> <p>Members to ratify the recruitment of a Part-time Administrator, for 3 months, commencing 13 May 2024.</p> <p>Members to ratify the 1 year contract for the Assistant Groundsman, commencing 2nd May 2024.</p> <p>Members to agree the payment of the surge protection invoice,MDP, DB/2 install and upgrade surge protection, test and certify, PTSG, £2100 + VAT.</p> <p>Members to agree payment of the invoice for decking repairs, Dave Norman, £500</p> <p>Members to agree the payment of the invoice for CCTV April 24-April 25, West Suffolk Council, £7500 + VAT.</p> <p>Members to consider the quotes for renewal of card terminal on 05/09/2024:</p> <table border="1" data-bbox="304 1621 1286 1807"> <thead> <tr> <th></th> <th>Standard Cards %</th> <th>Premium Cards %</th> <th>£Contract/Length</th> </tr> </thead> <tbody> <tr> <td>TakePayments</td> <td>0.245-1.53</td> <td>0.59</td> <td>£10 + VAT/18 months</td> </tr> <tr> <td>Lloyds Cardnet</td> <td>0.54-0.96</td> <td>-</td> <td>£18.50 + VAT/18 months</td> </tr> <tr> <td>Getlopay</td> <td>0.79-1.79</td> <td>1</td> <td>£15 + VAT/12 months</td> </tr> </tbody> </table> <p>Members to consider the quotes for the installation of 2x 32A 3 phase sockets for the Sports Pavilion Building</p> <p>(i) AB Electrical £1800 + VAT</p> <p>(ii) Edson Electrical Services £2080 + VAT</p> <p>(iii) Whittree Ltd. £2800 + VAT.</p>		Standard Cards %	Premium Cards %	£Contract/Length	TakePayments	0.245-1.53	0.59	£10 + VAT/18 months	Lloyds Cardnet	0.54-0.96	-	£18.50 + VAT/18 months	Getlopay	0.79-1.79	1	£15 + VAT/12 months	<p>Chairman</p>
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14.11	Members to consider payment of invoice for Year End Closure 2024, Rialtas, £868 + VAT.																					
14.12	Members to agree the payment of SALC membership subscription 2024/25, SALC, £1134.45.																					
14.13	Members to discuss the newsletter for Red Lodge.																					
14.14	<p>Members to consider the quotes for the inspection of the Sports Pavilion decking by a structural engineer, for advice on repairs:</p> <ul style="list-style-type: none"> <li>(i) Morrish, £371.70 + VAT</li> <li>(ii) David Gelling – unable to quote</li> <li>(iii) BSC Subsidence Consultants – unable to quote.</li> </ul>																					
14.15	<p>Members to consider the Councillors Training with SALC.</p> <p><b><u>Option 1 - Online</u></b>  2 x sessions, held online via Zoom. start at 7pm, some start at 1.30pm. Cost is £32 + VAT per delegate per session. 9 councillors x £64 = £576 +VAT</p> <p><b><u>Option 2 - Whole Council training delivered on-site face to face</u></b>  2 x sessions, held face-to-face.</p> <p>Weekday/evening  £300 +VAT per session plus the trainer’s mileage plus postage of materials  <i>total for cllr basic (session 1 &amp; 2) £600+VAT plus the trainer’s mileage plus postage of materials.</i></p> <p>Saturday  £320 +VAT per session plus the trainer’s mileage plus postage of materials  <i>total for cllr basic (session 1 &amp; 2) £640 +VAT plus the trainer’s mileage plus postage of materials.</i></p>																					
14.16	<p>Members to consider the quote for PPL/PRS Music licence:</p> <ul style="list-style-type: none"> <li>(i) PPL Background Music Tariff Miscellaneous £174.63</li> <li>(ii) PRS Fitness &amp; Dance £91.56</li> <li>(iii) PRS Local Authorities £296.17</li> </ul>																					
14.17	Members to consider the invoice for Combined Litter and Dog Waste, West Suffolk Council, £454.80 + VAT.																					
14.18	Members to consider payment of invoice for Internal Audit Service 2024, SALC, £476 + VAT.																					
14.19	<p>Members to consider the renewal of IT services with Community Action Suffolk:</p> <table border="1" data-bbox="320 1765 1286 2016"> <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><b>Total</b></td> <td></td> <td></td> <td><b>£1,822.20</b></td> </tr> </tbody> </table>	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	<b>Total</b>			<b>£1,822.20</b>	
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<p><b>15</b></p> <p><b>15.1</b></p> <p><b>15.2</b></p> <p><b>15.3</b></p>	<p><b>Planning Applications</b>  <b>To Consider any Planning Applications:</b></p> <p><b>DC/24/0449/HH:</b>  <b>Proposal:</b> Householder Planning application – a. reduce height of existing garage  b. first floor Juliet balcony to side elevation of garage  <b>Location:</b> 14 Poppy Close, Red Lodge Suffolk IP28 8FL  Members to ratify ‘No Comment’.</p> <p><b>DC/24/0445/HH:</b>  <b>Proposal:</b> Householder Planning application - conversion of garage to annexe.  <b>Location:</b> 31 Bilberry Close, Red Lodge Suffolk IP28 8GD  Members to ratify ‘No Comment’.</p> <p><b>DC/24/0449/HH:</b>  <b>Proposal:</b> Householder Planning application – a. reduce height of existing garage  <b>Location:</b> 14 Poppy Close, Red Lodge Suffolk IP28 8FL</p>	<p>Chairman</p>
<p><b>16.</b></p> <p><b>16.1</b></p> <p><b>16.2</b></p> <p><b>16.3</b></p> <p><b>16.4</b></p> <p><b>16.5</b></p> <p><b>16.6</b></p> <p><b>16.7</b></p>	<p><b>Correspondence Received</b></p> <p>Members to review the Annual Play reports for April 2024 and May 2024 from West Suffolk Council.</p> <p>Members to consider the correspondence from a resident, with grievance against the operation of the Red Lodge Allotment Association.</p> <p>Members to consider the complaint from the Red Lodge Youth FC, regarding the maintenance of the football pitch.</p> <p>Members to consider the request for football goal nets on the Sports Pavilion field.</p> <p>Members to note the Thriving Communities funding from West Suffolk Council.</p> <p>Members to note the update from National Highways, regarding the A11 between Red Lodge and Fiveways roundabout safety improvement.</p> <p>Members to note the New Homes available in Kennett. Members to provide any feedback for the Chair, Kennett Parish Council.</p>	<p>Chairman</p>
<p><b>17.</b></p>	<p><b>To confirm the date of the next Red Lodge Parish Council meeting scheduled for Tuesday 25 June 2024 at 19:00, St. Christopher’s Church, 2 Boundary Road, Red Lodge, IP28 8JQ.</b></p>	<p>Chairman</p>
<p><b>18.</b></p>	<p><b>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.</b>  None advised</p>	<p>Chairman</p>

Signed: *Shazia Shujah*  
Proper Officer, Red Lodge Parish Council  
22.05.2024