



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ
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Minutes of an Annual Meeting of Red Lodge Parish Council

Date: Tuesday 14th May 2019
Time: 19:00
Venue: St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

Present: Cllr. Angela Sewell (Leaving Chairman)
Cllr. Richard Saul (Vice Chairman)
Cllr. Clare Bloomfield
Cllr. Katrina Gibbins
Cllr. Rita Hayward
Cllr. Vanessa Kovacevic
Cllr. Matthew Lawson
Cllr. Jemma Sheedy
Cllr. Ian Thompson

In Attendance: Clerk/RFO
Dist. Cllr. Mick Bradshaw
Dist. Cllr. Dawn Dicker
Members of the public: 10

Notes: The following documents will be appended to the signed minutes:

- Agenda for AM 14.05.2019

	Item	Action
1.	<p>Election of a Chairman and signing of the Declaration of the Chairman's acceptance.</p> <p>Councillor Leslie Smith was elected as Chairman with 6 votes.</p> <p>Proposed: Cllr. Bloomfield Cllr. Gibbins Resolved</p>	Clerk to file
2.	<p>Election of a Vice-Chairman and signing of the Vice-Chairman's acceptance.</p> <p>Councillor Richard Saul was elected as Vice-Chairman with 4 votes. The Declaration of Acceptance of Office for the role was duly signed.</p> <p>Proposed: Cllr. Bloomfield Cllr. Gibbins Resolved</p>	
3.	<p>Chairman's welcome.</p> <p>The Vice-Chairman thanked all leaving members. Noted</p>	
4.	<p>Apologies for absence and approval of absences.</p> <p>Apologies for absence of Cllr. Smith were received and approved.</p> <p>Proposed: Cllr. Bloomfield Cllr. Gibbins Resolved</p>	
5.	<p>Declaration of pecuniary and non-pecuniary interests.</p> <p>None declared Noted</p>	
6.	<p>Approval of Minutes of the previous Meeting Annual Meeting held on 29 May 2018.</p> <p>The minutes for the above meeting were agreed as an accurate record and duly signed by the Vice-Chairman.</p> <p>Proposed: Cllr. Thompson Cllr. Kovacevic Resolved</p>	Clerk to file and distribute accordingly
7.	<p>To make appointment or review the following:</p>	
7.1	<p>Responsible Finance Officer</p>	

	<p>It was noted that the Clerk is appointed as the RFO. Noted</p> <p>7.2 Data Protection Officer It was noted that the Local Council Public Advisory Services are the DPO. Noted</p> <p>7.3 Bank signatories Bank signatories will be updated to include Cllrs. Kovacevic, Smith and Lawson. Proposed: Cllr. Bloomfield Cllr. Lawson Resolved</p> <p>7.4 Review Working Groups and Committees</p> <p>7.4.1 The Events Working Party will consist of Cllrs. Kovacevic, Sheedy and Thompson. The party will report to the full council for decisions. Proposed: Cllr. Thompson Cllr. Kovacevic Resolved</p> <p>7.4.2 The Task and Finish Group for the bore hole, will consist of Cllrs. Kovacevic, Saul, and Thompson. It was agreed that the leaving Vice-Chairman will be included. The group will report to the full council for decisions. Proposed: Cllr. Bloomfield Cllr. Kovacevic Resolved</p> <p>7.5 Confirm Employees. It was noted that Red Lodge Parish Council has the following employees: <ul style="list-style-type: none"> i. Clerk/RFO ii. Administrator iii. Operations Manager iv. 1x Groundsman (full-time) v. 1x Parish and Pavilion Vacancy currently advertised (part-time). Noted</p>	
	<p>8. Review and adopt the following documents:</p> <p>8.1 The Suffolk Code of Conduct The Suffolk Code of Conduct was reviewed and adopted for 2019/20. Proposed: Cllr. Thompson Cllr. Gibbins Resolved</p> <p>8.2 Standing Orders The Standing Orders were reviewed and adopted for 2019/20. Proposed: Cllr. Gibbins Cllr. Thompson Resolved</p>	

<p>8.3</p> <p>Financial Regulations</p>	<p>The Financial Regulations were reviewed and adopted for 2019/20.</p> <p>Proposed: Cllr. Kovacevic Cllr. Thompson</p> <p>Resolved</p>	
<p>8.4</p> <p>Asset Register</p>	<p>The Asset Register was reviewed and accepted 140519-01.</p> <p>Proposed: Cllr. Kovacevic Cllr. Thompson</p> <p>Resolved</p>	
<p>9.</p>	<p>Review allocated s.137 monies</p> <p>It was noted that £4000 has been allocated to s.137, consisting of 10 donations of £400 per group, per annum.</p> <p>Noted</p>	
<p>10.</p>	<p>Confirm the insurance arrangements</p> <p>It was noted that the insurance policy is with Zurich with adequate cover.</p> <p>Noted</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>Confirm Auditors:</p> <p>Internal</p> <p>The Internal Auditor was noted as Suffolk Association of Local Councils for 2019/20.</p> <p>Noted</p> <p>External</p> <p>The External Auditor was noted as PKF LittleJohn LLP for 2019/20.</p> <p>Noted</p> <p>Bar Stock Take</p> <p>The Bar Stock Auditor was noted as HR Stocktaking Services.</p> <p>Noted</p>	
<p>12.</p>	<p>Confirm the time and place of ordinary meetings of the council.</p> <p>The Ordinary Parish Council Meetings of Red Lodge will be held on the last Tuesday of each month, bar August and December, at St. Christopher's Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00.</p> <p>Noted</p>	
<p>13.</p>	<p>To confirm the date of the next Annual Meeting to be held at St. Christopher's Church, Boundary Road, Red Lodge. IP28 8JQ, commencing at 19:00.</p> <p>It was noted that the next Annual Meeting of Red Lodge Parish Council will be confirmed at a later date.</p> <p>Noted</p>	

There being no further business the meeting closed at 19:30.