Minutes of the Carlton Colville Town Council **Annual** meeting on Wednesday 8th May 2024 at Carlton Colville Primary School, Gisleham Road, NR33 8DG.

The meeting started at 7.00 pm.

MINUTES

1. Election of Chairperson of the Town Council 2024/2025
It was proposed by Councillor Radforth and seconded by Councillor Varela and RESOLVED by all to elect Rachael Arnott as Chairperson, no other nominations were received.
Chairperson's declaration of acceptance of office was duly signed.

2. Election of a Vice-Chairperson of the Town Council 2024/2025
It was proposed by Councillor Robertson and seconded by Councillor Radforth and RESOLVED by all to elect Clare Varela as Vice Chairperson, no other nominations were received.
Vice-Chairperson's declaration of acceptance of office was duly signed.

3. To appoint a Responsible Financial Officer (RFO)
Alison Ayers as the current Clerk was appointed as Responsible Financial Officer (RFO)

4. To Note members present and to receive and accept apologies for absence
Present: Chairperson Rachael Arnott, Vice Chairperson Clare Varela, Councillors Paul Radforth, Derek Fletcher, Ryan Williams, Adam Robertson, Chris Thomas
East Suffolk Councillor Myles Scrancher, Craig Rivett (also Suffolk County Councillor)
Suffolk County Councillor Melanie Vigo DiGallidoro, Chairperson of Allotments David Peek, East Anglia Transport Museum Tim Major
Apologies for absence accepted: Councillors Amanda Clarke, Julie Hall, Chris Thomas
Members of the public 1

5. To receive any declarations of interest regarding the agenda
None

6. To consider applications for dispensation
N/A

7. Appointment of representatives to the following:
Planning Committee – Councillors Rachael Arnott, Paul Radforth, Derek Fletcher
Finance and Personnel Committee – Councillors Julie Hall, Clare Varela, Rachael Arnott, Amanda Clarke
Carlton Colville Community Centre – Councillors Ryan Williams, Rachael Arnott
Allotments – Councillor Derek Fletcher
St Peters Cemetery – Councillor Derek Fletcher

Community Garden – Councillor Chris Thomas

8. To consider and review terms of reference for Planning committee and terms of reference for Finance and Personnel Committee
It was RESOLVED all to agree both documents

9. **To approve and sign the minutes of the Town Council meeting 3rd April 2024**
It was RESOLVED by all that these were a true and accurate record and were duly signed

10. To receive reports from the following:
NOTE – no questions from the public will be taken during these reports. Public participation is a separate agenda item at item 11 .
a. Suffolk County Councillors – Beccles Road roadmender has been out but still to finish. Hall Road large pot hole still a major issue. The Street flooding did not get sorted by the end of the financial year so still outstanding. St Peters Road proposal of double yellow lines on the hospital side and residents parking on the other side. Beccles Road working up bill of estimates and plans for crossing.
b. East Suffolk Councillors – Customer Services moved to the Library whilst work on the marina building. 3rd crossing opening around July.
c. Patients Participation Group at Rosedale Surgery – Meeting 6.15 pm 9th May
d. IMPACT Detached Youth – out and about.
e. East Anglia Transport Museum – Museum open, special weekend theme 1960's this weekend with park and ride.
f. Allotments – Weather has had an effect this growing season. Soil left over from Rounces Lane has been used up. Thanked Melanie again for the kind donation. Volunteers at the school have been a good help.
g. Carlton Colville Community Centre – Agreed that monthly meeting will continued, mostly ticking along.
h. Community Kitchen and Wildlife Garden – report circulated

11. Public participation
The purpose of the meeting is for Councillors to discuss Town Council Business. During each meeting the Council will allow a period of up to 15 minutes for public questions. During this time, residents can put questions to the Chairman regarding local concerns. Each question will be allocated 3 minutes. Where possible the Chairman will respond but matters may have to be deferred and placed on a later month's agenda for discussion.
No questions

12. **To agree payments to be made for April 2024**
It was RESOLVED by all to pay all 8 online payments totalling £7745.37 and 2 direct debits totalling £ 86.80
List wascirculated prior to meeting
Receipts: Allotments £594.41, Santander Interest £372.31 Vat Quarter 4 claim £841.58
1st instalment of Precept from East Suffolk Council totalling £28918.20
Cil from East Suffolk Council totalling £5240.64
April's bank statement and reconciliation not received to be brought to June's meeting
Spend v budget circulated

13. **To receive and sign off the Annual Governance Statements and Annual Accounting Statements for 2023/24**

The annual governance statement and annual accounting statements were RESOLVED by all to agree, they were duly signed by the chairperson and RFO ready for submission to the external auditor.

14. **Propose and determine the time and place of all ordinary meetings of the full council up to and including the next annual meeting of full council**
It was agreed that meetings would remain the same at 7 pm the first Wednesday of each month except August when there would be no meeting. A watershed for 9 pm was agreed. The meetings would be at Carlton Colville Primary School

15. **Carlton Colville Town Council resolves that from 8th May 2024 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed conditions) Order 2012, adopt the General Power of Competence.**
It was RESOLVED by all to continue to adopt the General Power of Competence

16. **Corporate Governance**
To approve governance documents for 2024/25
a. Standing Orders
b. Councillors Expenses Policy
c. Annual Cil Report
It was RESOLVED by all to approve these documents

17. **To confirm arrangements for insurance cover in respect of all insured risks**
The clerk confirmed that it was year 2 of a 3 year arrangement through Ansvar Insurance which designed to meet the needs of Town and Parish Councils was in place. The recent Internal Audit had confirmed that all liabilities had adequate cover. A claim had been made this year when the bus shelter at Ribblesdale had been involved in a crash. This had all been settled.

18. **To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda**
Smoke Detectors for community centre to be agreed

19. **To close the meeting**
The meeting closed at 19:51

Signed…….. Date……..