



Minutes of Carlton Colville Town Council **Annual** meeting on Wednesday 6th May 2026 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 2026/2027**
It was Proposed by Ryan Williams, Seconded by Clare Varela and RESOLVED by all that Rachael Arnott should be elected 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 2026/2027**
It was Proposed by Clare Varela, Seconded by Paul Radforth and RESOLVED by all that Sarah Chadwick should be elected 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 Responsible Financial Officer (RFO)
- 4. To Note members present and to receive and accept any apologies for absence**
Present: Chairperson Rachael Arnott, Councillors Clare Varela, Derek Fletcher, Chris Thomas, Ryan Williams, Paul Radforth, Luke Davison, Sarah Chadwick
Apologies received and accepted: Adam Robertson, Julie Hall
East Suffolk Councillor Letita Smith
Members of the Public 3
- 5. To receive any declarations of interest regarding the agenda**
None
- 6. To consider applications for dispensation**
Not Applicable
- 7. Appointment of representatives to the following committees:**
Planning – Rachael Arnott, Sarah Chadwick, Luke Davison, Derek Fletcher
Finance and Personnel – Clare Varela, Rachael Arnott, Julie Hall, Sarah Chadwick
Carlton Colville Community Centre – Clare Varela, Rachael Arnott, Ryan Williams
Allotments – Derek Fletcher
St Peters Cemetery – Derek Fletcher
- 8. To consider and review terms of reference for Planning committee and review and agree terms of reference for Finance and Personnel Committee**
It was RESOLVED by all to agree both documents

9. **To approve and sign the minutes of the Town Council meeting 1st April 2026**
It was RESOLVED by all that these were true and accurate 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 – Not present
b. East Suffolk Councillors – Report Circulated
c. East Anglia Transport Museum -Park and Ride was discussed with the restrictions coming into place at Ashburnham way shops. Museum closed 14th May
d. Allotments – All good new water supply now up and running.
e. Carlton Colville Community Centre – Report circulated
f. 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.
None
12. **To agree payments to be made for April 2026**
List was circulated prior to meeting – It was RESOLVED by all to agree all 7 online payments totalling £3622.44 and 2 direct debits totalling £95.73
Receipts: 1st half of precept received from ESC ££32,340, Cil £16.88 Allotments rent £387.90, VAT £11433.74 quarter 4, Grant ESC for Grit Bin. Santander interest £393.97
April's bank statement and reconciliation was signed
Spend v budget circulated
13. **To receive and sign off the Annual Governance Statements and Annual Accounting Statements for 2025/26**
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 6th May 2026 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 2026/27

- a. Standing Orders
 - b. Councillors Expenses Policy
 - c. Annual Cil Report
- It was RESOLVED by all to agree these documents

17. **To confirm arrangements for insurance cover in respect of all insured risks**
The clerk confirmed that the insurance in place through Ansvar Insurance was designed to meet the needs of Town and Parish Councils. The recent Internal Audit had confirmed that all liabilities had adequate cover.

18. **To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda**
Men’s Shed update: Going from strength to strength. Funds remaining that the town council had managed whilst no bank account had been set up now can be transferred for them to manage.
Involve active will be new site close to Cherry Lane Garden centre. Transport was being looked at. Like and share Facebook page. Help was requested to build the new shed.

19. **To close the meeting**
The meeting closed at 7.33 pm

Signed..... Date.....