



## NOTICE OF MEETING

Town Councillors are summoned to attend the Carlton Colville Town Council meeting at Carlton Colville Primary School, Gisleham Road, NR33 8DG on Wednesday 4<sup>th</sup> March 2026. The meeting will start at 7.00 pm. At 8.30 pm there will be a watershed and, if agreed the meeting will continue but it will carry on no later than 9.00 pm.

Clerk *Alison Ayers*

Date 19th February 2026

### AGENDA

1. **To Note Members Present and to receive and approve apologies for absence**
2. **To receive any declarations of interest regarding the agenda**
3. **To consider applications for dispensation**
4. **To agree and sign the minutes of the Town Council meeting of 4<sup>th</sup> February 2026**
5. 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 6.**
  - a. Suffolk County Councillors
  - b. East Suffolk Councillors
  - c. East Anglia Transport Museum
  - d. Allotments
  - e. Carlton Colville Community Kitchen and Wildlife Garden
  - f. Carlton Colville Community Centre
6. 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 Chairperson regarding local concerns. Each question will be allocated 3 minutes. Where possible the Chairperson will respond but matters may have to be deferred and placed on a later month's agenda for discussion.***
7. **To agree payments for February 2026**  
List to be circulated prior to meeting  
Spend v budget circulated  
Bank Statement and reconciliation for January to be signed
8. **To approve the Letter of Engagement for the upcoming SALC Internal Audit**
9. **To approve the updated**
  - a) **Data Retention Policy**

- b) Subject Access Request Policy**
- c) Model Publication Scheme Policy**

- 10. To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda**
- 11. To close the meeting**