



NOTICE OF MEETING

Town Councillors are summoned to attend the Carlton Colville Town Council **Annual** meeting on Wednesday 6th May 2025 at Carlton Colville Primary School, Gisleham Road, NR33 8DG. 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 29th April 2026

AGENDA

1. Election of Chairperson of the Town Council 2026/2027
Chairperson's declaration of acceptance of office to be completed
2. Election of a Vice-Chairperson of the Town Council 2026/2027
Vice-Chairperson's declaration of acceptance of office to be completed
3. To appoint a Responsible Financial Officer (RFO)
4. To Note members present and to receive and accept any apologies for absence
5. To receive any declarations of interest regarding the agenda
6. To consider applications for dispensation
7. Appointment of representatives to the following committees:
Planning
Finance and Personnel
Carlton Colville Community Centre
Allotments
St Peters Cemetery
8. To consider and review terms of reference for Planning committee and review and agree terms of reference for Finance and Personnel Committee
9. To approve and sign the minutes of the Town Council meeting 1st April 2026
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
 - b. East Suffolk Councillors
 - c. Patients Participation Group at Rosedale Surgery
 - d. East Anglia Transport Museum

- e. Allotments
- f. Carlton Colville Community Centre
- g. Community Kitchen and Wildlife Garden

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.
12. To agree payments to be made for April 2026
List to be circulated prior to meeting
April's bank statement and reconciliation to be signed
Spend v budget circulated
13. To receive and sign off the Annual Governance Statements and Annual Accounting Statements for 2025/26
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
15. Carlton Colville Town Council resolves that from 6th May 2025 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.
16. Corporate Governance
To approve governance documents for 2026/27
 - a. Standing Orders
 - b. Councillors Expenses Policy
 - c. Annual Cil Report
17. To confirm arrangements for insurance cover in respect of all insured risks
18. To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda
19. To close the meeting