

The Annual Meeting of Trimley St Martin Parish Council is to be held at Trimley Memorial Hall on Tuesday 5th May 2026 at 7.30pm. The agenda is set out below.

Carly Small, Parish Clerk

28 04 2026

- 1. To elect a Chairman and a Vice-Chairman**
 - a) To elect a Chairman for the Council year 2026/27
 - b) To elect a Vice-Chairman for the Council year 2026/27

- 2. To receive apologies for absence**

- 3. All members to sign Declaration of Acceptance of Office as required. To discuss and agree on extension for councillors absent from this meeting to sign at the next meeting**

- 4. To receive declarations of interest**

For councillors to declare any interests in matters on the agenda

- 5. To receive and determine requests for dispensations**

To receive and determine requests from Councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest.

- 6. To approve the minutes of the meeting held on 7th April 2026**

- 7. Public Forum**

Residents are warmly welcomed and invited to give their views at this stage of the proceedings and to question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may stay to observe but may not take part in the Parish Council meeting that follows after this point.

- 8. To review, discuss and decide upon co-option of new Parish Councillor applications**

- 9. To review the Delegation Arrangements to, and Terms of Reference for the following committees and Delegation Arrangements to the Clerk.**
 - i) Planning Committee**
 - ii) Personnel and HR Committee**
 - iii) Appeals Committee**
 - iv) Events Committee**
 - v) Memorial Hall Extension Committee**

10. To appoint members to the following committees

- a) Planning Committee
- b) Personnel and HR Committee
- c) Appeals Committee
- d) Events Committee

11. To appoint councillors to act as link representatives with special interest in:

- a) School liaison (1)
- b) Transport and Highways Issues (2)

12. To appoint members to the following working parties

- a) Footpath/cycleway, river, tree and hedgerow working group

13. To review the Council's representatives on external bodies and arrangements for reporting back:

- a) Memorial Hall Management Committee (1)
- b) Poor's Charity Trustees (1)
- c) Port of Felixstowe Local Authority Liaison Committee (2)
- d) District Council/Police ASB Group (1)
- e) Freight Quality Partnership Group (1)
- f) Felixstowe Peninsula Community Partnership (1)
- g) Felixstowe and District Council for Sports and Recreation Executive Committee (1)

14. To review Standing Orders and Financial Regulations

15. To review the Council's subscriptions to other bodies

16. To determine the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of the Full Council

17. To receive the Chairmans Report

18. To receive the Clerks Report

19. To receive an update on Transport and Highways Issues from Cllrs Anderson and D'arville and PROW from Cllr Smart

20. To receive an update on Planning matters and current planning applications from Cllr Rastrick, to include but not limited to;

- i) DC/26/0590/FUL – Wall at Trimley Marshes
- ii) DC/26/1091/OUT - Heathfields

21. To receive an update on the Summer Fete

22. To receive final update on Memorial Hall Extension from Cllr Rastrick

23. To discuss and decide upon additional items/services for the Memorial Hall

24. To agree and approve the CIL Report for 2025/2026

25. To review, update and approve levels of General Reserves

26. To approve the following policies;

i) Expenses Policy

27. To receive a financial statement to 31 April 2026

28. Audit

i) To note the completion of the Internal Audit and consider the recommendations

ii) To agree the accounts for 2025-2026

iii) To agree the governance statements on the Annual Return

iv) To receive, agree and sign the Annual Return for 2025-2026

v) To approve the dates for the Notice of the Period for Exercise of Public Rights

29. To approve 10 hours TOIL worked by Clerk in April 2026

30. To approve the following payments made

08 04 26	Oliva Contracts	Memorial Hall Extension	£9634.79	LGA1972 s133
08 04 26	Oliva Contracts	Memorial Hall Extension	£22282.40	LGA1972 s133
09 04 26	NEST	Pension payment	£113.58	LGA1972 s112
09 04 26	O2	Clerks Phone Contract	£51.60	LGA1972 s112
15 04 26	Viking Direct	Stationary	£11.20	LGA1972 s112
15 04 26	Viking Direct	Stationary	£40.74	LGA1972 s112
15 04 26	Memorial Hall Management Committee	Hire of Hall	£54.00	LGA1972 s137
22 04 26	C Small	Clerks Expenses (McAfee renewal)	£79.99	LGA1972 s112
30 04 26	C Small	Clerks Salary	£1620.11	LGA1972 s112

31. To approve the following payments to be made

06 05 26	C Small	Clerks Expenses	£57.88	LGA1972 s112
11 05 26	HMRC	Tax & NI on Salary	£476.92	LGA1972 s112

32. Items for consideration at next meeting

33. Close