LITTLE GLEMHAM PARISH COUNCIL

CHAIR: Laura Tregent

Minutes from Little Glemham Annual Parish Council Meeting on **Wednesday 14 May 2025**

Email: *clerk@littleglemhampc.org.uk*
Website: *https://littleglemhampc.org.uk*

LG25: **1** **Election of Chair** and signing of Declaration of Acceptance of Office
It was proposed that Cllr Tregent be elected as Chair. **All Agreed.** Cllr Tregent signed the Declaration of Acceptance of Office

LG25: **2** **Present from the Council:** Cllr Tregent (Chair), Cllr Gibbs, Cllr Van-Loen, A Besly (Clerk)

LG25: **3** **Present from the Public:** None

LG25: **4** **Open Public Forum session** (2 minutes per person): None

LG25: **5** **Apologies for Absence:** None

LG25: **6** **Declarations of Interest** in items on the agenda: None

LG25: **7** **Proposal to approve and sign** the Minutes of the Parish Council meeting on 12 March 2025
The minutes were reviewed and it was proposed they be approved and signed. **All Agreed**

LG25: **8** **Reminder for Members** to review and update their Register of Interests on the ESC website

LG25: **9** **Co-Option of new member: None**

LG25: **10** **Suffolk County Councillors Report:** *Published.*

LG25: **11** **East Suffolk District Councillors report:** *Published.*

LG25: **12** **Proposal to review and approve** the end of year accounts 2024-25: Items 12.1 to 12.6 were reviewed and approved. **All Agreed**

- **12.1** Receipts and Payments summary
- **12.2** **Inventory** of land and other assets: Asset Register
- **12.3** Reserves allocation
- **12.4** Year end Bank Reconciliation
- **12.5** CIL Report
- **12.6** Explanation of Variances

LG25: **13** **Proposal to Review and Approve the 2024-25 AGAR** (Annual Governance and Accounting Return): Items 13.1 to 13.3 were reviewed and approved. **All Agreed.** The AGAR was signed.

- **13.1** 2024/25 Certificate of Exemption (AGAR part 2 page 3)
- **13.2** Annual Governance Statement (AGAR Section 1)
- **13.3** Annual Accounting Statement (AGAR Section 2)

LG25: **14** **Review of the** Councils expenditure incurred under s.137 of the Local Government Act 1973. None

LG25: **15** **Review of delegation arrangements to staff:**
Financial Regulations 4.1 refers - No Change proposed **All Agreed**
Non-Contentious Planning application responses are delegated to the Clerk. No Change proposed **All Agreed**

LG25: **16** **Review Councils banking arrangements** including authorised signatories
It was proposed that the two existing cheque signatories remain. These are Cllrs Gibbs and Tregent. **All Agreed**

LG25: **17** **Confirmation of arrangements for insurance cover** in respect of all insured risks: *to be circulated*
It was proposed that the existing insurance cover is adequate**. All agreed**

LG25: **18** **Review of the council's and/or staff subscriptions** to other bodies - *SALC, ICO.* There were no questions

LG25: **19** **Proposal to Review and adopt the following Governance documents.** There are no changes proposed and all the following documents can be found at https://littleglemhampc.org.uk/governance-documents/
It was proposed that the governance documents reported in items 19.1 to 19.11 be reapproved with no changes. **All agreed**

- **19.1** Standing Orders
- **19.2** Financial Regulations
- **19.3** Code of Conduct
- **19.4** Complaints Procedure
- **19.5** Member officer protocol
- **19.6** FOI Publication Scheme
- **19.7** Privacy Notices
- **19.8** Press and Media Policy
- **19.9** Data Protection and Management Policy
- **19.10** Risk Assessments
- **19.11** Safeguarding Policy & procedures

LG24: **20** **Finance Report for May 2024**

20.1 Review of Finance Report and Bank Reconciliation There were no questions

20.2 Proposal to approve Payments Schedule circulated with Finance Report**. All Agreed**

LG24: **21 Proposal to agree schedule of meetings** for ordinary council meetings on the 2nd Wednesday alternate months. **All agreed** and standing

LG25: **22 Date of next meeting: 09** July 2025

Meeting Closed at 19:00

Signed. **Cllr Laura Tregent, Chair.** **Date.**

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