

# LITTLE GLEMHAM PARISH COUNCIL

CHAIR: Laura Tregent

## NOTICE OF MEETING

To members of the Council: You are hereby summoned to attend Little Glemham Annual Parish Council Meeting which will be held in the Village Hall on **Wednesday 20 May 2026 at 18:15**

*Alistair Besly*, Parish Clerk 13 May 2026  
Hill House, Shop Lane, Little Glemham, Woodbridge, IP13 0BD

Email: [clerk@littleglemhampc.org.uk](mailto:clerk@littleglemhampc.org.uk)  
Website: <https://littleglemhampc.org.uk>



## AGENDA

- |          |   |                    |
|----------|---|--------------------|
| LG26: 1  | <b>Election of Chair</b> and signing of Declaration of Acceptance of Office   | <b>Clr Tregent</b> |
| LG26: 2  | <b>Present from the Council:</b>  | <b>Chair</b>       |
| LG26: 3  | <b>Present from the Public:</b>   | <b>Chair</b>       |
| LG26: 4  | <b>Open Public Forum session</b> (2 minutes per person):  | <b>Chair</b>       |
| LG26: 5  | <b>Apologies for Absence:</b>   | <b>Chair</b>       |
| LG26: 6  | <b>Declarations of Interest</b> in items on the agenda:   | <b>Chair</b>       |
| LG26: 7  | <b>Proposal to approve and sign</b> the Minutes of the Parish Council meeting on 11 March 2026  | <b>Chair</b>       |
| LG26: 8  | <b>Reminder for Members</b> to review and update their Register of Interests on the ESC website   | <b>Chair</b>       |
| LG26: 9  | <b>Co-Option of new member</b>  | <b>Chair</b>       |
| LG26: 10 | <b>Update on SZC mitigation works for Little Glemham and Marlesford</b>   |                    |
| LG26: 11 | <b>East Suffolk District Councillors report:</b> <i>Published</i>   |                    |
| LG26: 12 | <b>Proposal to review and approve the end of year accounts 2025-26:</b>   | <b>Clerk</b>       |
|          | 12.1 Receipts and Payments summary  |                    |
|          | 12.2 <b>Inventory</b> 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   |                    |
| LG26: 13 | <b>Proposal to Review and Approve the 2025-26 AGAR</b> (Annual Governance and Accounting Return):   | <b>Clerk</b>       |
|          | 13.1 2025/26 Certificate of Exemption (AGAR part 2 page 3)  |                    |
|          | 13.2 Annual Governance Statement (AGAR Section 1)   |                    |
|          | 13.3 Annual Accounting Statement (AGAR Section 2)   |                    |
| LG26: 14 | <b>Review of the Councils expenditure incurred under s.137</b> of the Local Government Act 1973   | <b>Clerk</b>       |
| LG26: 15 | <b>Review of delegation arrangements to staff - <i>Financial Regulations 4.1 refers - No Change proposed</i></b>  | <b>Clerk</b>       |
| LG26: 16 | <b>Review Councils banking arrangements</b> including authorised signatories  | <b>Clerk</b>       |
| LG26: 17 | <b>Confirmation of arrangements for insurance cover</b> in respect of all insured risks:  | <b>Clerk</b>       |
| LG26: 18 | <b>Review of the council's and/or staff subscriptions</b> to other bodies - <i>SALC, ICO</i>  | <b>Clerk</b>       |
| LG26: 19 | <b>Proposal to Review and adopt the following Governance documents.</b> There are no changes proposed and all the following documents can be found at <a href="https://littleglemhampc.org.uk/governance-documents/">https://littleglemhampc.org.uk/governance-documents/</a> | <b>Chair</b>       |
|          | 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  |                    |
| LG26: 20 | <b>Finance Report for May 2026</b>  | <b>Clerk</b>       |
|          | 20.1 <b>Review of Finance Report and Bank Reconciliation</b> <i>to be published</i>   |                    |
|          | 20.2 <b>Proposal to approve Payments Schedule</b> to be circulated with Finance Report  |                    |
| LG26: 21 | <b>Proposal to agree schedule of meetings</b> for ordinary council <i>to be published</i>   | <b>Chair</b>       |
| LG26: 22 | <b>Date of next meeting:</b>  | <b>Chair</b>       |