

HOLLESLEY PARISH COUNCIL

Ms Clare Cooper, *Clerk to the Council*
34 Swallows Close, Hollesley, Woodbridge Suffolk IP12 3RW

Tel: 07534 428705 clerk@hollesley-pc.gov.uk

NOTICE OF THE HOLLESLEY PARISH COUNCIL ANNUAL MEETING TO BE HELD ON THURSDAY 15th MAY 2025 AT 7.30PM HOLLESLEY VILLAGE HALL, WOODBRIDGE ROAD, HOLLESLEY

All Parish Councillors are summoned to attend a meeting of the Parish Council as detailed above.
All public and press are also cordially invited.

Agenda

1. To elect a Chair of the Council for 2025/26 and signing of the Declaration of Acceptance of Office
2. Apologies for Absence:
 - a) To receive apologies
 - b) To approve Apologies
3. To receive any...
 - a) Declarations of Pecuniary Interest
 - b) Declarations of Non-Pecuniary Interest
 - c) Applications for Dispensation on Agenda Items.
 - d) Declarations of Gifts or Hospitality Received over the value of £50.00
 - e) Notifications of Lobbying with reference to any Planning Application to be discussed.
4. Public Session (15 mins max):
 - a) Reports or comment from any member of the public or from any other village organisation
 - b) Reports or comment from ESC Councillor and SCC Councillor
5. To elect a Vice-Chair for 2025/26 and the signing of the Declaration of Acceptance of Office
6. To agree Minutes of meeting dated 17th April 2025
7. To confirm following Appointments:
 - a) Internal Auditor (*currently Mr Trevor Brown*)
 - b) Maintenance Officer (*to be agreed*)
 - c) Responsible Finance Officer (*currently the Clerk*)
 - d) Cemetery Maintenance (*currently Mr G Collins*)
 - e) Litter Picking Officer (*currently Mrs E Curtis*)
 - f) SALC Representative (*currently Cllrs. Bushnell & Yates*)
 - g) ESC Community Partnership Representative (*currently Cllr. Bushnell*)
 - h) Hollesley Village Hall Representative/Trustee (*currently Cllr. Yates*)
8. To remind Councillors to review their Register of Interests entry on the ESC System
9. To confirm all Standing Orders and Direct Debits presently set up for the Council

Please be aware that recording of meetings is probable

10. Councillor Responsibilities – To agree the Councillor Responsibilities for 2025/26

11. Finance Matters:

- a) To receive and accept Accounts as of 30th April 2025
- b) To accept Internal Auditor’s Report for 2024/25 and ‘Annual Internal Audit Report’ within Part 3 of the Annual Governance and Accountability Return 2024/25
- c) To agree and complete Section 1 of Part 3 of the Annual Governance and Accountability Return 2024/25
- d) To agree and complete Section 2 of Part 3 of the AGAR 2024/25
- e) To authorise the following Invoices for Payments:
 - i. C Cooper (Salary and Expenses) £695.91
 - ii. SCC Pension Fund (Clerk’s pension) £210.05
 - iii. Kevin Foreman (Allotments) £600.00
 - iv. Kevin Foreman (Maintenance) £80.00
 - v. Any other invoice forthcoming
- f) To note Payments made since last meeting:
 - i. Tesco Mobile (Phone) £12.76
- g) To note Payments received since last meeting:
 - i. E B Button (Cemetery) £590.00
 - ii. Hollesley Village Hall (Trade Waste) £244.20
 - iii. East Suffolk Council (50% precept) £20,700.00
 - iv. Hollesley Players £50.00
- h) To note transfers to be made between accounts:
 - i. Community Account to Business Premium Account £10,000.00

12. Hollesley Village Hall

- a) To discuss whether to renew the licence for caravans on the Recreation Ground for the following two years.
- b) To grant permission for two gazebos, a bench, outdoor game and food truck to be parked on the Rec on Saturday 21st June to be used during a wedding reception

13. Recreation Ground

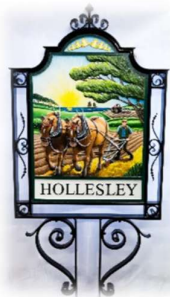
- a) To discuss whether any action is to be taken regarding the moles on the field
- b) To discuss if a bramble bush is to be removed

14. Documentation – To agree and adopt:

- a) Financial Regulations 2025
- b) Standing Orders 2025
- c) Safeguarding Policy 2025

15. To receive agenda items and agree date of Next Meeting 19th June 2025 – In Hollesley Village Hall

Clare Cooper ~ Clerk to the Parish Council (8th May 2025)



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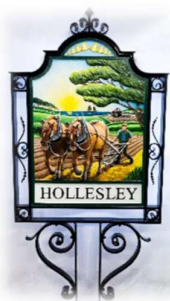
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