

Annual Parish Council Meeting

Brandeston Parish Council

Monday 12th May 2025 at 6pm

Attendees – Cllr Baker, Cllr Locke, Cllr Day & Cllr Ives and 1 MoP entered at 18.56.

1/12/5 Election of the Chair: Invite nominations and elect a chair for the ensuing municipal year (2025/2026) and to receive the Declaration of Acceptance of Office by the Chair.

Rachel Summers nominated – proposed and seconded. Unanimously voted for.

2/12/5 Apologies for Absence: To vote on any apologies for absence: Cllr Summers is unable to attend due to a prior commitment.

Cllr Smith sends his apologies.

Proposed and seconded – approved

Cllr Randall not in attendance

3/12/5 Election of the Vice-Chairman: Invite nominations and elect a Vice-Chair

Cllr Baker proposed and seconded - approved

4/12/5 Election of Council Representation:

- Footpath Warden – Cllr Locke proposed and seconded; approved
- Highways & Transport – Deferred to the next meeting
- Flooding & Emergency Planning – Cllr Richard proposed and seconded; approved
- Planning & Neighbourhood Planning – Deferred to the next meeting
- GDPR – Cllr Day proposed and seconded; approved
- Village Hall Liaison – Deferred to the next meeting
- 100 Club – Cllr Baker proposed and seconded; approved

5/12/5 To agree to adopt the Councillor Code of Conduct: [Available here](#) – Proposed and seconded – approved

6/12/5 To approve the minutes from the [APCM 2024](#) – Proposed and seconded - approved

7/12/5 To approve [Standing Orders](#), [Financial Regulations](#) and [Complaints Policy](#) – Proposed and seconded; approved

8/12/5 Finance

- a. To Appoint SALC as the Internal Auditor for 2024/2025 (£183) – **Proposed and seconded; approved**
- b. To confirm cheque signatories for Parish Council account and 100+ account – Cllr Summers, Cllr Locke and Cllr Baker
- c. To confirm debit card holders for Parish Council account – Cllr Baker
- d. To confirm internet banking access for Parish Council account – Cllr Baker and the Clerk.
- e. To note Precept received – **Noted (£6366)**

9/12/5 Annual Accounts

To approve and adopt the unaudited PC accounts for the year ending 31st March 2024 – **Proposed and seconded; approved**

[EoY Reconciliation](#)

10/12/5 Policies

- a. Standing Orders
- b. Financial Risk Assessment
- c. Register of Assets
- d. Financial Regulations
- e. Insurance policy; to protect the Council, its Assets and Public and employee liability

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- f. The Information Commissioners Office Publication Scheme
- g. Complaints Policy
- h. Adoption of Model internal control statement

All in order. Cllr Baker requested as many policies as possible are for review at the APCM. Clerk to align as many as possible.

11/12/5 Payments

Items presented for Payment:

- a. [SALC Payroll](#) - £54.00 – **proposed and seconded; approved**
- b. [SALC Membership](#) - £171.42 – **proposed and seconded; approved**
- c. [Telephone Costs RS](#) - £12.40– **proposed and seconded; approved**
- d. To authorise Cllr Baker to prepare prizes each month for 100+ Club account for the year 2025/26; prize money to be transferred from 100+ account to PC account for Cllr Baker to withdraw – confirming cash withdrawals with RFO as per Cash Handling Policy – **proposed and seconded; approved**
- e. To authorise renewal of ICO licence – **proposed and seconded; approved**

Action: Cllr Baker to speak to Michael Cousins re: increasing the ticket price and prize money for 100 Club.

12/12/5 Marketing Guidance for SCDC – Extra ordinary meeting proposed on Monday 9th June to discuss further as well as approving audit.

13/12/5 Schedule of meetings for 2025/26

- 9th June – extra ordinary meeting
- 14th July
- 8th Sept
- 10th Nov
- 12th Jan 26

Meeting close 18.58.

A Clarke – Clerk and RFO

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