

MENDLESHAM PARISH COUNCIL
Annual Parish Council Meeting
Wednesday 7 May 2025 7pm
Old School Room, Mendlesham

Members of the public may submit comments on any item on the agenda via email to the Clerk: or letter to 11 Schools Close, Mendlesham IP14 5UQ, to be received by noon Wednesday 7 May 2025. Any individual submitting comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. It should also be noted that answers to any submissions may not be forthcoming during the meeting itself.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The minutes of the meeting will be published, once approved, as usual via <https://mendlesham-pc.gov.uk/>

1. To elect the Chair of the Parish Council

2. To elect the Vice-Chair of the Parish Council

3. To receive the Chair's Declaration of Acceptance of Office.

4. Welcome, apologies for absence and filming statement.

5. To note the Mendlesham Code of Conduct

6. Data Protection: to note the Mendlesham Data Protection policies including New Councillor Privacy Statement, Information Protection Policy and complete GDPR Check list for Councillors.

7. Declarations of interest:

- a) To note Councillor's declarations of interest in any of the following agenda items.
- b) To note any dispensations with regard to declarations of interest.

8. To approve minutes:

Annual Parish Council meeting held on 8 May 2024 for accuracy and as a true record of the meeting.

9. To appoint members to the following existing committees/roles as required:

Allotment representative (previously Cllr Orton).

Finance & General Purposes Advisory committee

To confirm previous discussions that this committee should not meet on a regular basis but to nominate members in case of need. (Previously Cllrs S Judd, N Foster and E Ward)

Planning Committee

To confirm previous discussions that this committee should not meet.

Footpath Officer (previously Cllr C Orton for Mendlesham, Cllr Ward for Mendlesham Green, Cllr D Foster for the Parish).

Woodland Officer (previously Mr J Michell).

Playing field equipment officers: (previously Mr B Gardiner Mendlesham, Mr D Nunn Mendlesham Green).

School/Community Centre Joint Liaison Committee: (previously Cllrs Lummis, Davey, Ward)

To note representation only, no delegated powers.

USAAF 34TH Bomb Memorial Advisory Committee (previously Cllrs Allen, Cllr Orton, Mr D Nunn, Mrs C Triscott, Father P Gray and Mrs A Arnold) To agree authorisation to monitor the memorial project and funds.

Emergency Planning Officers: (Previously Mr Nunn, Mendlesham Green, P Andrews, Mendlesham)

10. Standing Orders:

To confirm general standing orders and financial standing orders from 1.4.25.

11. To confirm payment of PAYE, pension and utility bills as required, without waiting until authorisation of Ordinary meeting plus payment of utility bills by direct debit.

12. To appoint bank signatories: (currently Cllrs Allen, Davey, H Orton and Ward plus Amy Johnson including use of online banking facility) Any two to sign.
Note S Jones removed wef 12.03.25

13. To confirm Mendlesham Parish Council payments to be made, where possible online, rather than cheque in accordance with Financial Standing orders and the Mendlesham Online protocol.

14. To appoint Parish Council representatives to the following organisations:
Suffolk Association of Local Councils (previously Cllr Hyde)

15. To review inventory of land and assets as at 31.3.25.

16. To review arrangements regarding insurance cover.

17. To review membership of Suffolk Association of Local Councils, Community Action Suffolk, Suffolk Wildlife Trust, Fields in Trust and Suffolk Preservation Society.

18. To review complaints procedure and procedures for handling requests made under the:
Freedom of Information Act 2000
Data Protection Act 1998.
General Data Protection Regulation (GDPR) 2018

19. To review Council's policy for dealing with the press/media.

20. To review the Council's employment policies and procedures

21. To review the Council's expenditure incurred under the general power of competence

22. To confirm meeting dates for remainder of 2025.

Amy Johnson 2.5.25