

WICKHAM MARKET PARISH COUNCIL

CHAIR: Cllr IVOR FRENCH

NOTICE OF MEETING

To members of the Council: You are hereby summoned to attend Wickham Market Annual Parish Council Meeting which will be held in the Village Hall Committee room on **Monday 19 May 2025 at 19:00**

Alistair Besly, Parish Clerk 8 May 2025

Hill House, Shop Lane, Little Glemham, Woodbridge, IP13 0BD

Email: clerk@wickhammarket-pc.gov.uk

Website: <https://wickhammarket-pc.gov.uk>



Wickham Market Parish Council: AGENDA Annual Meeting of the Parish Council

FC25: 1	Election of Chair and signing of Declaration of Acceptance of Office	Cllr French
FC25: 2	Election of Vice Chair and signing of Declaration of Acceptance of Office	Chair
FC25: 3	Present from the Council:	Chair
FC25: 4	Present from the Public:	Chair
FC25: 5	Open Public Forum session (2 minutes per person):	Chair
FC25: 6	Apologies for Absence:	Chair
FC25: 7	Declarations of Interest in items on the agenda:	Chair
FC25: 8	Proposal to approve the draft minutes of the Parish Council meeting on 17 March 2025	Chair
FC25: 9	Proposal to approve the Co-Option of new members	Chair
FC25: 10	Receive Minutes	Chair
	10.1 Finance & General Purpose Committee 3 March 2025 Published	
	10.2 Planning Committee: 25 February 2025 Published	
	10.3 Environment and Leisure Working Group 10 February 2025 Published	
	10.4 Village Hall Modernisation Committee 4 February and 4 March 2025 Published	
FC25: 11	Actions carried forward from previous meetings – Circulated	Clerk
FC25: 12	Suffolk County Councillor's Report (SCC)	Cllr Nicoll (SCC)
FC25: 13	East Suffolk Councillor's Report (ESC): To Be Published	Cllr Noble (ESC)
FC25: 14	Clerk's Report: To Be Published	Clerk
FC25: 15	Review of internal audit report 2023-24: To Be Published	Clerk
FC25: 16	Finance Report May 2024	Clerk
	16.1 Review Finance Report and Payments Schedule: To Be Published	
	16.2 Review Bank Reconciliation: To Be Published	
	16.3 Review Summary Financial Statement: To Be Published	
	16.4 Proposal to approve payments above the Chair/Clerk delegated authority. To Be Published	
FC25: 17	Proposal to approve Committee and Working Group Terms of Reference, Members and Committee Chairs. Parish Council Committees and Working Groups should all have terms of reference and appointed members which are confirmed annually.	Chair
	17.1 F&GP Committee ToR: Updated. To Be Published	
	17.2 Planning Committee ToR: No change proposed.	
	17.3 Sizewell C Committee ToR: No change proposed.	
	17.4 Environment and Leisure Working Group ToR: New To Be Published	
	17.5 Climate Change Working Group New To Be Published	
	17.6 Emergency Plan Working Group, No change proposed	
	17.7 Village Hall Modernisation Committee, No change proposed	
	17.8 Staffing & Personnel Committee, No change proposed	
	17.9 Schedule of Committees, Working Groups and Representatives To Be Published	
FC25: 18	Proposal to agree bank signatories with electronic banking access	Chair
FC25: 19	Proposal for Delegation arrangements to the following committees and Staff. Financial Regulations 6.8 refers	Chair
	19.1 F&GP Committee No Change Proposed from current ToR	
	19.2 Sizewell C Committee No Change Proposed from current ToR	
	19.3 Planning Committee No Change Proposed from current ToR	
	19.4 Village Hall Modernisation Committee No Change Proposed from current ToR	
	19.5 Clerk Updated document To Be Published	
FC25: 20	Review of inventory of land and other assets: Asset Register To Be Published	F&GP Cttee
FC25: 21	Confirmation of arrangements for insurance cover in respect of all insurable risks	Clerk
FC25: 22	Review Subscriptions to other bodies for the Council's and staff: To be published	Clerk
FC25: 23	Proposal to Review and adopt:	
	23.1 Standing Orders (update published)	F&GP Cttee
	23.2 Financial Regulations (update published)	F&GP Cttee
	23.3 Bullying and Harassment policy New Published	F&GP Cttee
FC25: 24	Proposal to approve the Risk Assessment: (no change proposed)	Chair
FC25: 25	Governance: Year end audit 2024-25	F&GP Cttee
	25.1 Proposal to approve 2024-25 year end reserves allocation Draft To Be Published	
	25.2 Proposal to approve 2024-25 receipts and payments summary Draft published	

	25.3	Proposal to approve 2024-25 Year End Bank Reconciliation Draft published	
	25.4	Proposal to approve the 2024-25 annual return and variances Draft published	
	25.5	Proposal to approve the Annual Governance Statement AGAR s1 Draft To Be Published	
	25.6	Proposal to approve the Annual Accounting Statement AGAR s2 Draft To Be Published	
	25.7	Proposal to approve the 2024-25 CIL report. To Be Published	
FC25:	26	Review of grants made under General Power of Competence. to be published	Chair
FC25:	27	Governance: Proposal to readopt Governance documents for 2025-26. There are no changes proposed. All documents can be found for review before the meeting at https://wickhammarket-pc.gov.uk/parish-council/parish-council-documentation/ Operating Policies 27.1 Code of Conduct 27.2 Complaints Procedure 27.3 Vexatious Complaints Policy 27.4 Public Participation at Council Meetings 27.5 Health and Safety Policy 27.6 Grant Awarding Policy Information Policies 27.7 Freedom of Information Policy 27.8 Freedom of Information Publication Scheme 27.9 ICO Publication Scheme 27.10 Data Protection and Information Management Policy 27.11 Data Protection Policy 27.12 Press and Media Policy 27.13 CCTV Policy 27.14 Privacy Notice People Policies 27.15 Travel and Expenses Policy 27.16 Equality, Diversity and inclusion Policy 27.17 Working From Home 27.18 Risk Management Strategy 27.19 Training and Development Policy 27.20 Safeguarding Policy 27.21 Safeguarding Procedures 27.22 Protocol for meetings with landowners Volunteer Policies, processes and risk assessments 27.23 Working With Volunteers Policy 27.24 Volunteer Agreement: 27.25 Volunteer Tool box talk and attendance record: 27.26 Risk Assessments: <ul style="list-style-type: none"> • Tree Planting • Coppicing • Conservation Working Party • Litter Picking 	Chair
FC25:	28	Proposal not to include the Green Gym working party as an organisation linked to Wickham Market Parish Council:	
FC25:	29	Proposal to support The George request for double yellow lines outside the premises	Cllr Chenery
FC25:	30	Proposal to apply for a corporate credit card: To Be Published	F&GP Committee
FC25:	31	Markets Report: To Be Published	Deputy Clerk
FC25:	32	Wild about Wickham Report To Be Published	
FC25:	33	Emergency Plan Report To Be Published	Cllr Chenery
FC25:	34	Village Hall Modernisation Report To Be Published	Cllr Horsnell
FC25:	35	Climate Action Group Report To Be Published	Cllr Dempsey-Gray
FC25:	36	Cemetery Report To Be Published	Anne Westover
FC25:	37	Footpaths Report To Be Published	Simon Harrington
FC25:	38	Allotments Report To Be Published	Allotment Association
FC25:	39	Proposal to agree schedule of meetings for ordinary council and standing committees To Be Published	Chair
FC25:	40	Date of next meeting:	Chair
FC25:	41	Under Section 100A(4) of the Local Government Act 1972 Proposal to exclude the public for the following item on the grounds that it involves disclosure of exempt information	Chair
FC25:	42	Review of Clerk's Salary	S&P Committee
FC25:	43	Review of Deputy Clerk's Salary	S&P Committee