

## **Clerk report on items 1.3, 8.1-9.7**

**Item 1.3** The roles of Chair and Vice Chair will be filled; the newly appointed Chair/Vice Chair will need to complete a declaration of acceptance.

### **Documents for review and approval:**

**8.1 Standing Orders and Financial Regulation Orders and Code of Conduct (review and re-adoption);** these documents are based on the model templates issued by SALC; the current templates are dated 2025 (Update to Standing Orders) and 2024 (update to Financial regulations). The Council agreed an amendment to the Standing Orders in November) to enable the clerk to submit planning responses between meetings and this is reflected again in the proposed Standing Orders for adoption this year.

**8.2 review of asset register** the asset register was reviewed at the March 2025 meeting. No further items have been added since that date.

### **Items to Note:**

#### **8.3 Review of arrangements with other businesses (BT /ICO/Suffolk Cloud/ SALC);**

The PC has a direct debit with BT for wifi at the village hall – currently at £29.13Xpcm net /£ 349.56 net pa. This contract was reviewed in 2023. BT raised its contract price with effect from 1 April 2025. The PC is a data controller and as such must subscribe to the ICO (£35pa).

The PC employs SALC as payroll provider at £38 pa.

The PC pays Suffolk.Cloud to provide the website platform – cost £120pa

The PC will pay A Therin for grass cutting – cost (£508 pa exc VAT)

#### **8.4 Review of appointments to outside bodies (none at present);**

**8.5 Confirmation of insurance cover for all insurable risks;** The Council's property cover includes public liability up to £10m, Trustees and directors indemnity up to £250k provides asset cover of up to £11,500 to cover fixed street furniture, plus up to £5k for the defib (plus £948 for the apple press) which is adequate to cover the existing range of fixed street furniture; the current asset register needs to be checked carefully against property cover upon renewal. Please note that £25,000 Fidelity cover is provided which is adequate to cover the funds held by the Council

**8.6 Review of Councils subscriptions to other bodies (SALC)** The PC subscribes to SALC for training, support and news. Cost £228.42 pa. Further information shown at [SALC – Suffolk Association of Local Councils](#)

**8.7 Review and re confirm current range of policies;** The current policies include disciplinary, sickness absence, grievance, reserves, complaints, subject access request, personal data breach, document and electronic storage; these can be seen on the website [policies](#). These need to be re-confirmed at this meeting (Nov 25 for reserves policy). The SALC internal audit report indicated that a freedom of information act policy is required. Draft attached for approval.

**8.8 General Power of Competence;** it is proposed that the Council should declare that the conditions for the general power of competence have been met; the eligibility conditions are that (i) at least 2/3 of councillors (ie five of seven) were elected rather than co-opted, (ii) the clerk is qualified and (iii) the Council has made the appropriate resolution. On this basis s1 Localism Act 2011 rather than s137 LGA 1972 should be used to authorise any grants in relation to which it has no alternative specific powers.

#### **8.9**

#### **8.11 Allotments**

One allotment holder has withdrawn; another has died; there is an underpayment on one allotment too.

## **9. Finance**

SALC internal audit has been completed; report attached. Recommendations include adopting a freedom of information act policy/publication scheme. A draft policy is attached for approval.

### **9.7 Bank mandate.**

The following councillors are on the Lloyds bank mandate:-

PS, CS, CC (standard plus online)

GM standard

Clerk – view only access.

Two signatories required.

It is proposed that the Council continues to authorise payments by online banking.