

IKEN PARISH COUNCIL

Mrs Tiffany Pollock (Clerk to the Parish Council)

1 CountryLife Cottage, Orford Road, Tunstall, Woodbridge, Suffolk IP12 2JA

NOTICE OF IKEN PARISH COUNCIL ANNUAL GENERAL MEETING

Thursday 22nd May 2025

At 6pm in Hardys Barn, Iken

All Councillors are hereby 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 Parish Council and signing of the Declaration of Acceptance of Office
2. To receive Apologies for absence
3. To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)
4. To receive any Declarations of Gifts or Hospitality received over the value of £50.00
5. Public Participation **(15 Minutes Maximum)** - To receive:
 - a. Reports or comment from any member of the public
 - b. Reports from County and District Councillors
6. To elect a Vice-Chair of the Parish Council and signing of the Declaration of Acceptance of Office
7. Co-option of a Councillor and signing of the Declaration of Acceptance of Office
8. To receive an update for the Alde and Ore Estuary Community Partnership, including river wall update
9. To agree minutes of meetings dated 19th March 2025
10. To appoint persons to the following offices:
 - a. Responsible Finance Officer
 - b. Footpaths Warden
 - c. SALC Representative
 - d. Internal Auditor
 - e. Tree Warden
 - f. Highways
11. Iken Village Hall:
 - a. To receive update of Iken Village Hall and agree next steps
12. To remind all Councillors to review their Register of Member's Interests on the East Suffolk website
13. To confirm all Direct Debits and Standing orders presently set up for the Council

14. Matters brought to a Councillor's attention since the last meeting.

15. To discuss housing needs and requirements

16. Highways: to receive an update for all highways matters

17. Finance Matters:

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| a. | To accept and sign Accounts to 31 st March 2025 | |
| b. | To declare Iken Parish Council exempt from Limited Assurance Review by PKF Littlejohn LLP and completion of Certificate of Exemption | |
| c. | To authorise the following Invoices for Payment: | |
| | i. Iken Bay Lettings | £50.00 |
| | ii. <i>Any other invoice presenting</i> | |
| d. | To note Payments made since last meeting: | |
| | i. T Pollock (Clerks salary) | £404.51 |
| | ii. HMRC | £42.40 |
| e. | To note Payments received since last meeting: | |
| | i. Interest (Monmouthshire) | £189.88 |
| f. | To note Bank Balances as at 29 th April 2025: | |
| | i. Barclays Bank (Current Account) | £491.22 |
| | ii. Monmouthshire | £8,140.61 |
| | iii. Barclays (Monmouthshire Transfers Only) | £0 |

18. 18. Documentation – To approve adoption or acknowledge review of the following documentation:

LGA Model Councillor Code of Conduct

19. To receive agenda items for next meeting and agree date of Next Meetings.

Tiffany Pollock

Clerk to Iken Parish Council, 16th May 2025