

## GAZELEY PARISH COUNCIL

Clerk: Karen Peck, email: [clerk@gazeleyparishcouncil.gov.uk](mailto:clerk@gazeleyparishcouncil.gov.uk)

Chairman: Paul Kinnon

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**NOTICE OF MEETING:** Annual Meeting of Gazeley Parish Council  
**TIME:** 7pm  
**DATE:** Wednesday 13<sup>th</sup> May 2026  
**VENUE:** Gazeley Village Hall

**Members of the Public:** Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

MEMBERS 7  
VACANCIES 0  
QUORUM 3

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### AGENDA

- 130526/1 TO ELECT CHAIR OF THE COUNCIL AND TO RECEIVE THE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE
- 130526/2 TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE
- 130526/3 TO RECORD APOLOGIES FOR ABSENCE
- 130526/4 MEMBERS' DECLARATIONS OF INTEREST
- 130526/5 TO RECEIVE DISTRICT AND COUNTY COUNCIL REPORTS
- 130526/6 TO SIGN AND APPROVE MINUTES OF MEETINGS OF: 12<sup>th</sup> March 2026
- 130526/7 **OPEN FORUM FOR PUBLIC PARTICIPATION (15 minutes maximum)**  
At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair.  
Members of the public may make only one address to the Council of no more than five minute' duration and only concerning topics on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking A person who speaks at a meeting shall direct his comments to the chairman of the meeting. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.
- 130526/8 TO APPROVE AND ADOPT THE STANDING ORDERS
- 130526/9 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS
- 130526/10 TO APPROVE THE COUNCIL'S POLICIES AND PROCEDURES, INCLUDING THE ADOPTION OF THE GENREAL POWER OF COMPENTANCE
- 130526/11 TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS
- 130526/12 INTERNAL AUDIT REPORT 2025/26 TO BE ACCEPTED AND APPROVED
- 130526/13 AGAR 25/26: EXTERNAL AUDIT CERTIFICATE OF EXEMPTION
- 130526/14 AGAR 25/26: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED

130526/15 **AGAR 25/26: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**

130526/16 **APPOINTMENT OF INTERNAL AUDITOR 2026/27**

130526/17 **COUNCIL BUSINESS**

- a) To discuss and approve Parish Council insurance Renewal
- b) The review the play area inspections report
- c) Update from the War Memorial Working Group
- d) To discuss the Gazeley Gazette

130526/18 **FINANCE**

- To approve payments, income, and bank reconciliation up to 30<sup>th</sup> April 2026

**March**

HMRC, Staffing and Expenses	£639.72
Red Shoes Accounting - payroll	£50.40
Gazeley Village Hall	£75.00
Gazeley Village Hall – Incorrect Invoice Credit	-£275.08
SCC – Street Lighting	£907.64
ICO – Data Protection fee	£47.00
Lloyds Bank – Service Charge	£4.25

**April**

HMRC, Staffing and Expenses	£457.71
SP Landscapes – Grounds April	£582.00
S & J Accountancy – Internal Audit	£85.00
Suffolk Association Local Councils – Membership Renewal	£331.26
Zurich – Parish Council Insurance	£632.00
Lloyds Bank – Service Charge	£4.25

**Income**

Lloyds – Bank Interest	£23.76
WSDC – Precept	£22628.00

130526/19 **PLANNING  
TO DISCUSS**

None

130526/20 **DIARY DATES – 8<sup>th</sup> July 2026, 7pm Gazeley Village Hall**

K Peck

**Karen Peck**

**Clerk & Responsible Finance Officer**

**Gazeley Parish Council**

**Dated: 5<sup>th</sup> May 2026**