

Summons to Councillors to Attend Creeting St Peter Parish Council

Dear Councillor:

You are summoned to attend the Parish Council meeting which will be held at:

The Church Room, Creeting St Peter

on

Monday, 21st July 2025 at 7.30pm.

Members of the public from the village are welcome to attend this meeting.

A handwritten signature in black ink, appearing to be 'Mark Knight', written in a cursive style.

Mark Knight – Parish Clerk

16th July 2025

The Church Room, The Lane, Creeting St. Peter, Suffolk, IP6 8QR
Tel: 07841 878341 www.creetingstpeter.suffolk.cloud/parish-council
email: clerk@creetingstpeter-pc.gov.uk

PARISH COUNCIL MEETING

Notice of meeting to be held on Monday 21st July 2025 at 7.30pm in
The Church Room, The Lane, Creeting St. Peter, Suffolk, IP6 8QR
for the purpose of transacting the following business.

AGENDA

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting.

WELCOME

1. Apologies and acceptance for absence
2. Declarations of Interest and Dispensations
 - a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.

(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – *Please contact the office should any item need clarification*)
 - b) Parish Clerk to report any written requests for dispensation in respect of items on this agenda.
3. To receive approval of the minutes of the Parish Council Meetings held on 19th May 2025 from those members present at the meeting.
4. Public Participation (as permitted by Standing Orders)

Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 3 minutes per individual and 15 minutes in total unless such time is extended by the Chairman of the meeting).
5. Report from Chair.
6. Report from County Councillor.
7. Report from District Councillors.
8. Financial Matters
 - 8.1 To review and approve the internal audit report for 2024/25.

- 8.2 Review & Approval of Accounting Statements.
- 8.3 Review & Approval of Statement of Accounts 2024/25.
- 8.4 Review & Approval of Annual Governance Statement 2024/25.
- 8.5 Review & Approval of Explanation of Variances.
- 8.6 Review & Approval of Certificate of Exemption.
- 8.7 Review & Approval of Notice of Public Rights.
- 8.8 To review the Financial Regulations.
- 8.9 To approve the internal audit action plan for 2024/25.
- 8.10 To review the effectiveness of internal audit 2024/25.
- 8.11 To appoint the internal auditor for 2025/26.
- 8.12 To discuss appointment of a Responsible Financial Officer.
- 8.13 Confirmation of Bank Balances (30 June 2025).
- 8.14 To confirm the bank reconciliation (30 June 2025).
- 8.15 To receive the payment/budget and receipts/budget report (30 June 2025).
- 8.16 To note the financial report (30 June 2025).
- 8.17 Approval of Payments.
- 9. To consider portfolio assignments following co-option.
- 10. To receive reports from the following Portfolio Holders:
 - 10.1 Play Areas.
 - 10.2 Highways Issues.
 - 10.3 Footpaths.
 - 10.4 Defibrillator.
 - 10.5 Gateway 14.
 - 10.6 Norwich to Tilbury Consultation.
- 11. General Matters
 - 11.1 To approve work on the Parish Council website.
 - 11.2 To receive the Speed Awareness Monitor data.
- 12. Exchange of information
- 13. To confirm the time and venue of the next Council meeting as 22 September 2025, at 7.30pm, in the Church Room.

CLOSE

Note to Members – Register of Members Interest

Should any change need to be made to your form please be reminded that this should be actioned within 28 days of the change

THE PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING

Mark Knight Clerk to the Council

dated 16th July 2025