

NOTICE OF SHOTTISHAM PARISH COUNCIL MEETING

Tuesday 10th March 2026 at 7.00pm

All councillors are hereby summoned to attend a meeting of the Parish Council as detailed above. All public and press are cordially invited.

AGENDA

1. Chair's welcome and apologies for absence
2. OPEN FORUM – *an opportunity for parishioners to briefly raise matters of concern on the agenda without having to sit through the whole meeting*
3. Councillors' Declarations of Interest
4. Signing of Minutes of 13th January 2026 as a true record
5. Reports: AR (SCC), JM (ESC)
6. End of year preparation including:
 - Review Standing Orders and Financial Regulations
 - Review Risk Assessments and Internal Control Arrangements
 - Review the LGA Model Councillor Code of Conduct 2020
 - Review the Asset Register of 2026 and confirm adequate insurance cover
 - Review Data Protection and Information Policy 2026
 - Appoint an Internal Auditor for 2026
 - Dates of meetings for 2026-27
7. To adopt the ICO's Model Publication Scheme as advised by SALC
8. To discuss parishioners' proposal for a flower stand/honesty box in The Street
9. To receive update on Highways Issues
 - To complete Suffolk Highways survey as requested
 - To consider joining Suffolk Parishes Road Safety Group
10. To receive update on playground issues
11. Clerk's report and Finance report:
 - a) Financial report
 - b) Online payments awaiting authorisation:

a. Clerk's wages	£280.00
b. HMRC	£70.00
c. Shottisham WI Trust Hall	£40.00
d. Clerk's expenses (black ink refill)	£11.78
12. To receive updates on the action points from the meeting in January
13. Matters to be brought to the attention of the Council
14. Action points arising from the March meeting

Lesley Roberts, Parish Clerk