

WICKHAM MARKET PARISH COUNCIL

CHAIR: Cllr IVOR FRENCH

NOTICE OF MEETING

To members of the Council: You are hereby summoned to attend Wickham Market Annual Parish Council Meeting which will be held in the Village Hall Committee room on:

Monday 18 May 2026 at 19:00

Alistair Besly, Parish Clerk 11 May 2026

Hill House, Shop Lane, Little Glemham, Woodbridge, IP13 0BD

Email: clerk@wickhammarket-pc.gov.uk

Website: <https://wickhammarket-pc.gov.uk>



Scan QR Code to view agenda and meeting documents.

Agenda

- FC26-1** Election of Chair and signing of Declaration of Acceptance of Office
- FC26-2** Election of Vice Chair and signing of Declaration of Acceptance of Office
- FC26-3** Present from Wickham Market Parish Council (WMPC).
- FC26-4** Present from the Public.
- FC26-5** Open Public Forum session.
- FC26-6** Proposal to authorise Apologies for Absence. *Chair.*
- FC26-7** Declarations of Interest in items on the agenda. *Chair.*
- FC26-8** Proposal to approve the draft minutes of the Parish Council meeting on 20 April 2026. *Chair.*
- FC26-9** Receive Minutes from Committees and Working Groups. *Chair.*
 - 1. Planning Committee 11 May. *To be published.*
 - 2. Climate Change Working Group. *To be published.*
- FC26-10** Suffolk County Councillor's Report. (SCC).
- FC26-11** East Suffolk Councillor's Report. (ESC). *Published.*
- FC26-12** Outgoing Chair's Report. *To be published.*
- FC26-13** Clerk's Report. *Published.*
 - 1. Would WMPC in principle support the resurrection of the Carnival?
- FC26-14** Deputy Clerk's Report. *To be published.*
- FC26-15** Finance Reporting for May 2026
 - 1. Review Finance Report and Payments Schedule. *Published.*
 - 2. Review Bank Reconciliation. *Published.*
 - 3. Review Summary Financial Statement. *Published.*
- FC26-16** Proposal to approve Committee and Working Group Terms of Reference [ToR], Members and Committee Chairs. *Published at: <https://wickhammarket-pc.gov.uk/parish-council/parish-council-documentation/>*
 - 1. Finance & General Purpose (F&GP) Committee. *No change proposed.*
 - 2. Planning Committee. *No change proposed.*
 - 3. Sizewell C Committee. *No change proposed.*
 - 4. Climate Change Working Group. *No change proposed.*
 - 5. Emergency Plan Working Group. *No change proposed.*
 - 6. Staffing & Personnel Committee. *No change proposed.*
 - 7. Village Hall Modernisation Committee. *No change proposed.*
 - 8. Schedule of Committees, Working Groups and Representatives. *Published*
- FC26-17** Proposal to consider options for the future of the Village Hall Modernisation Committee
- FC26-18** Proposal to agree bank signatories with electronic banking access.
- FC26-19** Proposal to agree a scheme of delegation. Financial Regulations 6.8 refers.
 - 1. Finance & General Purpose Committee. *No Change Proposed from current ToR*
 - 2. Sizewell C Committee. *No Change Proposed from current ToR*
 - 3. Planning Committee. *No Change Proposed from current ToR*
 - 4. Village Hall Modernisation Committee. *No Change Proposed from current ToR*
 - 5. Clerk. *Updated document Published*
- FC26-20** Review of inventory of land and other assets: *Asset Register Published*
- FC26-21** Confirmation of arrangements for insurance cover in respect of all insurable risks. *No change proposed.*
- FC26-22** Proposal to accept insurance renewal from Ansvar of £2,019.47 and make payment.
- FC26-23** Review Subscriptions to other bodies for the Council and staff. *Published.*
- FC26-24** Review of grants made under General Power of Competence. *Published.*
- FC26-25** Proposal to Review and adopt the following: *Published at: <https://wickhammarket-pc.gov.uk/parish-council/parish-council-documentation/>*
 - 1. Standing Orders *No change proposed.*
 - 2. Financial Regulations. *No change proposed.*
- FC26-26** Proposal to approve the Risk Assessment: *no change proposed.*

FC26-27 Governance: Proposal to readopt Governance documents for 2026-27. There are no changes proposed. All documents can be found for review before the meeting at <https://wickhammarket-pc.gov.uk/parish-council/parish-council-documentation/>

Operating Policies

1. Code of Conduct
2. Complaints Procedure
3. Vexatious Complaints Policy
4. Public Participation at Council Meetings
5. Health and Safety Policy
6. Grant Awarding Policy

Information Policies

7. Freedom of Information Policy
8. Freedom of Information Publication Scheme
9. Information Commissioners Office (ICO) Publication Scheme
10. Data Protection and Information Management Policy
11. Information Technology Policy
12. Press and Media Policy
13. CCTV Policy
14. Privacy Notice

People Policies

15. Travel and Expenses Policy
16. Equality, Diversity and inclusion Policy
17. Working From Home
18. Risk Management Strategy
19. Training and Development Policy
20. Safeguarding Policy
21. Safeguarding Procedures
22. Anti-Harassment and Bullying Policy

Volunteer Policies, processes and risk assessments

23. Working With Volunteers Policy
24. Volunteer Agreement:
25. Volunteer Toolbox talk and attendance record:

Risk Assessments:

26. Tree Planting
27. Coppicing
28. Conservation Working Party
29. Litter Picking

FC26-28 Proposal to agree schedule of meetings for ordinary council and standing committees. *Published.*

FC26-29 Proposal to Join Suffolk Road Safety Group ([em 28/4 Jeremy Muller refers](#))

FC26-30 Reporting items for the next meeting

FC26-31 Date of next meeting: **Monday 15 June 2026**