



AGENDA

Dear Councillor

15 May 2026

**You are hereby summoned to attend a meeting of Clare Town Council
on Thursday 21 May 2026 at 7.00 p.m at the Old School Community Centre, Clare, CO10 8PX**

The public and press are cordially invited.

The agenda will be as follows:-

- 1 Elections**
 - 1.1 Election of Chair
 - 1.2 Election of Vice Chair
 - 1.3 Signature of declarations of acceptance of office
- 2 Apologies and declarations of interest**
 - 2.1 To receive apologies for absence and consider any applications for approval of absence
 - 2.2 To receive declarations of members' interests and consider requests for dispensation

Section of the meeting open to the public:

- 3 Public Participation**
 - 3.1 Parishioner's question time
 - 3.2 Suffolk County Councillor's Report
 - 3.3 West Suffolk Councillors' Reports

End of public section of meeting

- 4 To consider committee structure and appointment of representatives**
 - 4.1 To consider and approve a report on the proposed 26/27 Town Council Committee Structure, appointments to external bodies and appointment of internal representatives.
- 5 To approve minutes of the previous meeting held on 16 April 2026**
- 6 To receive the Clerk's Report from May for information**
- 7 To receive items for decision**
 - 7.1 Co-option
 - 7.2 To receive an update on the Town Crier Festival
 - 7.3 To review and approve Standing Orders, Financial Regulation Orders and Code of conduct
 - 7.4 To review and approve arrangements with external bodies and subscriptions to other organisations
 - 7.5 To review adequacy of insurance cover
 - 7.6 To review and note current Town Council policy suite and schedule
 - 7.7 To declare that the conditions for the general power of competence under s1 of the Localism Act 2011 have not been met
 - 7.8 To note meeting dates for 26/27
 - 7.9 To receive an update on the Responsibility Matrix for the CTC
 - 7.10 To consider the Ancient House Lease and Sub Lease and to authorise execution of lease
 - 7.11 To receive an update on Anglian Water

- 7.12 To receive an update on the Orbell's building in Market Hill
- 7.13 To receive an update on the Annual Town Meeting
- 7.14 To receive an update on publicity measures and next edition of The Chevron
- 7.15 To receive an update on the River Group
- 7.16 To receive an update on the new public address system
- 7.17 To consider the SCC Clare Section 19 Flood Investigation Report and any actions arising from it
- 7.18 To appoint a Clare Town Council representative trustee for Clare Playing Field Association

8 Finance

- 8.1 To receive the monthly accounts, cash flow, bank reconciliation and statements;
- 8.2 To consider any grant applications received
- 8.3 To approve AGAR 25/26 governance statement
- 8.4 To approve AGAR return 25/26
- 8.5 To review bank mandate and confirm continuation of internet banking arrangements
- 8.6 To confirm continuation of community banking arrangements for the Swift Project, Visit Clare and the Xmas Fair
- 8.7 To receive the internal audit report for 25/26 year end
- 8.8 To appoint Internal Auditor for 26/27

9 Planning

No applications received

10 To consider items of correspondence for decision/response

11 Town Council Committees and Working Groups

- 11.1 To receive and consider report from the Environment Committee meeting and to receive any items for decision
- 11.2 To receive and consider any report from the Christmas Weekend Working Party
- 11.3 To receive and consider any report from the Finance Committee meeting and to receive any items for decision
- 11.4 To receive and consider any report from the Young Persons Initiative Working Party
- 11.5 To receive and consider any report from the Town Crier Festival Working Party

12 To receive agenda items for the next meeting

13 To confirm the date of the next meeting as Thursday 18 June 2026 at 7pm

Davina Neale - Clerk of Clare Town Council