Stoke by Clare
Parish Council

Issue date: 9th September 2026

The Parish Chairman and members of Stoke by Clare Parish Council

You are hereby summoned to attend the **Full Council Meeting of the Stoke by Clare Parish Council** to be held on **Tuesday 15th September 2026** at **The Barn, Ashen Road, Stoke by Clare, at 19.30.**

Matthew Price PLSCC
Clerk to the Council.

AGENDA

1. **Apologies for Absence**

To receive and accept any Apologies for Absence from Members.

2. **Declarations of Interest**

To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any agenda item.

3. **Public Participation / Question Time**

A maximum of 3 minutes per person, 15 minutes total, if **members of the public wish to speak at the meeting, would they please contact the Clerk to the Council 24 hours in advance**

4. **Minutes.**

To confirm the minutes of the meeting held on 16th June 2026 - (Copy herewith).

5. Council Matters

a) To receive and agree Bowls Club grant request – (Copy Herewith)
b) To Note Internal Audit 2025/26 report – (copy Herewith)
c) To consider and agree Internal Audit 25/26 Follow up actions – (Copy Herewith)
d) To adopt Internal Control Statement – (Copy Herewith)
e) To Agree Stoke by Clare Parish Council Allotment Tenancy Agreement – (Copy Herewith)
f) To consider Bench request – (Copy Herewith)

6. Reports

a) Suffolk County Councilors report
b) West Suffolk Councilors report
c) To consider and Approve Internal Audit report for Financial Year 25/26 – (Copy Herewith)

7. Finance

a) To consider & approve Bank Statements, June, July & August 2026 (current) – (Copy herewith)
b) To consider and approve Bank Reconciliation for June, July & August 2026 - (Copy herewith)
c) To Note Actual Vs Budget April -Aug 26 report – (Copy Herewith)– (Copy Herewith)
d) To consider and Agree the NALC PayScale increase 26/27– (Copy Herewith)
e) To consider Open Spaces West Suffolk Invoice – (Copy Herewith)

Matthew Price – Clerk to the Council – 15th September 2026