



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

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01 June 23

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 07 JUNE 2023** at 7.30pm.

In order to facilitate the meeting, in the absence of prior notice of a wish to speak, the Chairman will take starred items* as read and accepted without discussion. For other items, if any councillors wish to present a proposal to expedite the business, the Chairman will ask them to speak at an early stage in the discussion, if notified in advance.

A hearing loop is available in the Parish Room. Please inform the Clerk if you would like it to be switched on.

The meeting is open to the public and press to attend.

S C Robertson

Finance Officer (RFO)

pp Diane Linsley
Clerk

CP is council paper; **CR** is Clerk's report

AGENDA			
Time	Item	Action by Council	Paper/Ref (all by email)
19.30	1. Apologies	Note/accept absence	Not applicable (N/A)
19.31	2. Any declarations of disclosable pecuniary or local non-pecuniary interests	Register interests	N/A
19.32	3. Filling the Parish Councillor vacancies	Consider co-option	CP
19.35	4. Minutes of Parish Council Meeting 10.05.23	Approve*	CP- minutes
19.36	5. Actions from last meeting	Ongoing or on the agenda*	N/A
19.37	6. PUBLIC FORUM		
	6.1 Reports from District Councillors	Note/any issues raised by the public/consider	CP ESC Councillor Update
	6.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	6.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	6.4 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.47	7. Financial Matters		
	7.1 Payments made between meetings	Ratify	CP to follow
	7.2 Any pending expenditure transactions	Agree	CP to follow
	7.3 Income & expenditure	Note*	CPs to follow

	7.4 Section 137 of the Local Government Act 1972 and list of local council powers and duties	Note*	CR1 & CPs
	7.5 Solar panel quotes – Financial Regulation 11.1b	Consider	CR2
19.55	8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	8.1 Recreation & Amenities Committee 17.05.23	Approve*	CP - minutes
	8.2 Finance & General Purposes Committee 24.05.23	Approve*	CP - minutes
	<p>RECOMMENDATION F2023/5a: To accept the completed Annual Internal Audit Report 2022/23- page 3 of the Annual Governance & Accountability Return (AGAR), and the accompanying written report by the internal auditor. (CPs)</p> <p>RECOMMENDATION F2023/5b: To accept the change in the presentation of the fixed assets value on the Supporting Statement to the Income & Expenditure for the year ended 31 March 2023 as suggested by the internal auditor. (CR3)</p> <p>RECOMMENDATION F2023/5c: That the PC holds fixed assets at historical cost of £361,320 for year ending 31 March 2023, with an insurance value of £499,948. (CPs)</p> <p>RECOMMENDATION F2023/5d: To approve the Income & Expenditure account for year ended 31 March 2023 with the inclusion of the Memorandums of Understanding (MOUs) for the trim trail and the Community Orchard in the Supporting Statement. (CPs)</p> <p>RECOMMENDATION F2023/5e: To agree answering 'yes' to statements 1 – 9 in Section 1 Annual Governance Statement of the Annual Governance Statement & Accountability Return (AGAR) 2022/2023 Form 3 (page 4). (CR4 & CP AGAR 2022/23)</p> <p>RECOMMENDATION F2023/5f: To approve Section 2 – Accounting statements 2022/23 of the AGAR for year ended 31 March 2023 including accounting statements (page 5), bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances & information required by intermediate level review procedures. (CPs)</p> <p>RECOMMENDATION F2023/5g: To approve 19 June – Friday 28 July 2023 as the period for the exercise of public rights relating to the annual accounts. (CP)</p> <p>RECOMMENDATION F2023/5h: To set up an F&GP earmarked reserve for carbon reduction projects, with a start-up fund of £733 from Repair Hub donations, so that groups can apply for a grant for carbon reduction projects at any time of year if they complete an application form and comply with our Grant Policy.</p> <p>RECOMMENDATION F2023/5i: That the Parish Council uses the Cumbria Association of Local Councils (CALC) equality impact assessment template with regard to its Equality and Diversity Policy, with the addition of "socio-economic background" listed under the Protected Characteristic Group. (CP)</p> <p>RECOMMENDATION F2023/5j: To adopt the Standing Orders. (CP)</p> <p>RECOMMENDATION F2023/5k: To adopt the Financial Regulations. (CP)</p> <p>RECOMMENDATION F2023/5l: That the Parish Council makes no change to its Parish Room Policy. (CP)</p> <p>RECOMMENDATION F2023/5m: That the Repair Hub can continue to use the Parish Room for its activities on condition that: the group clear up after their event; insurance cover is provided; and the usage agreement is signed.</p> <p>RECOMMENDATION F2023/5n: That, for consistency, the final bullet point in the Best Value Policy & Mission Statement is amended as follows, to cover all the protected characteristics listed in the Council's revised CALC equality assessment template:</p> <ul style="list-style-type: none"> To promote a caring and socially inclusive community, which respects all, irrespective of age, race, gender, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, faith, language, skin colour, sexual orientation, sex (gender), age, socio-economic background or some other personal characteristic or circumstance. (CP) <p>RECOMMENDATION F2023/5o: To adopt the Grant Policy. (CP)</p> <p>RECOMMENDATION F2023/5p: To adopt the Health & Safety Policy. (CP)</p> <p>RECOMMENDATION F2023/5q: To adopt the Lone Working Policy. (CP)</p>		
20.40	9. Clerk's Report		
	9.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies	Ratify decisions	CP

	Regulations 2014		
	9.2 Parish Council presence at the village fete/Request from Citizens Advice	Consider	CR5
	9.3 Parish Council Stand Working Group – disband?	Consider	CR6
	9.4 IT & Communications - Access to council policies update	Note/consider	Any report by Mr Whitby?
	9.5 Appointment of MHHL Director – response from MHHL Chairman	Consider	CR7
	9.6 Draft Usage Agreement for the Parish Room	Consider	CP
	9.7 Recognition of a councillor's long service (<i>the Council may wish to take this in camera</i>)	Consider	N/A
	9.8 Register of Interests: Reminder to complete, review annually, update as necessary	Note*	N/A
	9.9 East Suffolk Citizens Advice – use of the Parish Room to cease	Note*	CR8
21.05	10. TO CONSIDER REPORTS FROM WORKING GROUPS		
	10.1 Personnel Working Group - recruitment update	Note next meeting to be confirmed asap	N/A
	10.2 Martlesham Climate Action meeting held on 24.04.23	Note/consider?	CP – notes in an email format
	10.3 Martlesham Village Fete meeting 19.05.23	Note/consider?	CP – notes
	10.4 Martlesham Village Fete – expenditure request	Consider	CR9
	10.5 Speed Reduction Working Group (SRWG) – any report?	Note SAVID draft mins*/consider any report from SRWG?	CP SAVID draft minutes
21.10	11. Consultations		
	11.1 Any consultations?	Note/consider?	N/A
21.11	12. Training		
	12.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Confirm topic leaders	CR10
21.16	13. Recreation Ground Trust (the Parish Council acts as sole trustee in the interests of the Trust): to consider any matters other than those within the remit of the Recreation & Amenities Committee		
	13.1 ESC Non-Domestic Rate Demand 2023/24 for the Recreation Ground is £0.00	Note*	N/A
	13.2 Anything to report?	Note/consider	N/A
21.18	14. Any reports from representatives on local organisations		
	14.1 A Review of the Deben Estuary Plan	Note*	CP Mrs Hall
	14.2 Any other reports?	Note/consider	N/A
21.22	15. Items for Martlesham newsletters (July)/Facebook/website		
	15.1 Contributions/what has this meeting achieved?	Consider	N/A