



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley
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16 February 2023

Dear Sir/Madam

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 22 February 2023 at 7.30pm in the Parish Room.**

To note that Covid-19 cases are still prevalent so please act cautiously and be mindful of the concerns of others. Please make your own risk assessment of the advisability of attending and/or any measures you should take individually to ensure your own safety.

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

S C Robertson

Susan Robertson, Finance Officer
pp Diane Linsley, Clerk

CP is committee paper **FOR** is Finance Officer's report - **all papers by email**

AGENDA			
Time	Item	Action by committee	Ref
19.30	1. Apologies	Note absence	Not applicable (N/A)
19.31	2. Disclosable & local non-disclosable pecuniary interests	Register interests	N/A
19.32	3. Actions from last Meeting	Note: ongoing or on agenda	N/A
19.33	4. PUBLIC FORUM		
	4.1 To allow members of the public to address business on the agenda	Note/Consider	N/A
	4.2 Any issues raised by the public	Note/include on another agenda?	N/A
19.43	5. Financial Matters		
	5.1 Payments authorised between meetings	Ratify	CP at meeting
	5.2 Any pending expenditure transactions	Agree	CP at meeting
	5.3 February Admin Income & Expenditure Report	Note	CP at meeting
	5.4 Financial Review: meeting held on 15.02.23	Consider the Financial Review & recommend approval to the full Council	CPs
	5.5 Scope of internal audit: instructions to the internal auditor (IA)	Recommend to full Council that the IA is asked to use the internal audit checklist in the JPAG Practitioner's Guide March 2022 as the basis for the internal audit 2022/23	CP
	5.6 Suffolk Pension Fund Annual LGPS Return 2022/23: Clerk to return data by 21.04.23	Note	N/A

	5.7 Bank reconciliation verification October -December 2022	Minute verification by Mrs J Hall	FOR1
	5.8 External auditor appointment – PKF Littlejohn	Note	FOR2
	5.9 Update on internet banking & debit card	Note	FOR3
	5.10 Pensions Regulator: automatic enrolment duties – acknowledgement of re-declaration of compliance	Note	CP
	5.11 Apogee: increased charges from 03/01/23	Note	FOR4
20.10	6. Finance Officer's Report		
	6.1 Loft insulation	Consider any quotes received	FOR5
	6.2 Solar panels & battery	Consider any quotes received	FOR5
20.20	7. Annual Review		
	7.1 Change of policy heading to 'Martlesham Council'?	Consider/recommend?	FOR6
	7.2 Annual Review Programme	Agree/amend	CP
	7.3 Five Year Plan	Note May 2022 PC minutes, item 25.1 ' a 5-year plan for each committee is not required'.	N/A
	7.4 Assets Register (<i>changes in red on full register</i>)	Recommend to full Council?	CPs – full & summary to follow
	7.5 Equal Opportunities Policy, now Equality and Diversity Policy	Recommend to full Council?	CP & FOR7
	7.6 Draft Dignity at Work Policy	Recommend to full Council?	CP & FOR8
	7.7 Employment law, policies, pay	Note nothing new to report	N/A
	7.8 Grievance Procedure	Recommend to full Council?	CP
	7.9 Disciplinary Procedure	Recommend to full Council?	CP
	7.10 Facilities e.g. Parish Room	Anything new to consider?	N/A
	7.11 Freedom of Information Publication Scheme	Recommend to full Council?	CP
	7.12 Safeguarding Policy	Recommend to full Council?	CP
21.00	8. Any items for the next agenda		
	8.1 Annual reviews	Any other items?	N/A
21.01	9. Martlesham Newsletters/Website/Facebook		
	9.1 Contributions/what has this meeting achieved?	Consider	N/A