



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley
Telephone: 01473 612632
Email: clerk@martleshamcouncil.org.uk
Website: <http://martlesham.onesuffolk.net>

20th October 2023

Dear Sir/Madam

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 25 October 2023 at 7.30pm in the Parish Room, Felixstowe Road, IP12 4PB.**

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

Diane Linsley

Diane Linsley, Clerk & Responsible Finance Officer

CP is committee paper. CR Clerk'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 pecuniary or local non-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 signed between meetings	Ratify	CP at meeting
	5.2 Any pending expenditure transactions	Agree	CP at meeting
	5.3 Admin Income & Expenditure Report	Note	CP at meeting
	5.4 Cambridge Building Society – Mr Burrows has been added to the account	Note	CP - letter from bank
19.51	6.1 Grants		
	6.1 Grant Applications for 2024/25	Make recommendations to the full Council (PC) on grant applications and on the amount to budget for grants in 2024/25	CPs (grant applications with summary & Grant Policy for reference) CR1
20.06	7. Administration Budget & Earmarked Reserves		
	7.1 Setting the Administration Budget: Projected Expenditure to financial year end	Note any likely over or underspend	CPs: table & notes to follow
	7.2 Setting the Administration Budget 2023/2024	To set a draft budget for review in December before recommendation to full PC in January 2024	CPs: table & notes (same as above) to follow

	7.3 Setting F&GPC earmarked reserves 2023/2024	To set draft earmarked reserves for review in December before recommendation to full PC	CPs: table & notes to follow
	7.4 DETC provisional Earmarked Reserve of £500 for 2024/25	Note – to be discussed by the DETC at its meeting on 13/12/23	N/A
20.30	8. Finance Officer's Report		
	8.1 Finance Officer position	Note	CR2
	8.2 Solar panels & battery	Note	CR3
	8.3 Fitness training on Kronji's Piece – renewal of agreement	Recommend renewal to the full PC?	CR4 & CP
	8.4 Delegated authority to make planning responses in the absence of the Clerk	Consider	N/A
	8.5 Calculation of holiday entitlement for part time staff – To be taken in camera	Consider - please read guidance linked in CP first if you wish to propose an alternative.	CP Confidential
	8.6 Use of debit card by staff members other than Clerk	Consider	CR5
	8.7 Payment of salaries by outside organisation	Consider	CP to follow
21.15	9. Consultations		
	9.1 NALC Model Financial Regulations Consultation – deadline 10.11.23	Consider	CR6
21.17	10. Annual Review		
	10.1 Annual Review	For reference	CP
	10.2 Review effectiveness of system of internal control	Recommend to full PC?	CP
	10.3 Review Risk Management, including Fire Risk Assessment	Recommend to full PC?	CP
	10.4 Review of Investments/Investment Policy	Recommend to full PC?	CP
	10.5 Review General Data Protection Regulation policies	Recommend to full PC?	CPs x6
	10.6 Review CCTV Operational Procedure	Recommend to full PC?	CP
21.28	11. Any items for the next agenda		
	11.1 Budgets & precept for 2024/25	Any other items?	N/A
21.29	12. Martlesham Newsletters/Website/Facebook		
	12.1 Contributions/what has this meeting achieved?	Consider	N/A