Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk   IP12 4PB

Clerk: Mrs Diane Linsley
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1st December 2023

Dear Sir/Madam

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 06 December 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 Appointment of Internal Auditor for 20223/24 financial year	Recommend to the full PC that Mr Hunt is appointed as internal auditor for 2023/24 with fee held as for 2021/22?	N/A
	5.5 Bank reconciliation verifications	Note	Information to follow
	5.6 Headway Suffolk request for a donation	Consider	CR1
	5.7 CIL report	Note	CP
	5.8 Which budget to use for the Community Speed Watch Scheme and expenditure request?	Consider	CR2
	5.9 Appointment of RFO	Note	Information to follow
20.00	**6.1 Grants**		
	6.1 Grant Applications for 2024/25 – outstanding application	Make recommendation to the full Council (PC) on outstanding grant	CR3

		application.	
20.04	**7. Draft F&GPC Budget & Earmarked Reserves for 2024/25**		
	7.1 Review draft Admin budget	Agree figure of £134,370 for recommendation?	CP
	7.2 Draft F&GPC Earmarked reserves	Agree figure of £134,947 for recommendation?	CP
20.10	**8. Budget & Precept for 2023/24**		
	8.1 Draft Recreation & Amenities budget & Earmarked Reserves	Note – for information	CPs
	8.2 Request for a second Speed Indicator Device and battery.	Consider	CR4
	8.3 Draft Total Budget 2024/25 of £170,505 and Summary of Income to 01/12/23	Note	CPs
	8.4 Financial Summary & Account Balances	Note – for information	CPs
	8.5 Martlesham Parish Council Precept 2024/25: ESC Letter	Note for consideration when setting precept and earmarked reserves	CP & CR5
	8.6 Risk Assessment of General Reserves	Agree risk assessment	CR6
	8.7 Earmarked Reserves: proposals for 2024/2025	Recommend draft earmarked reserves for 2024/25 to the full PC	CP to follow
	8.8 Setting the budget & precept for 2024/25	Recommend to the January 2024 PC meeting a draft budget & precept for 2024/25	CP to follow
20.40	**9. Finance Officer's Report**		
	9.1 Battery for solar panels	Consider quotes	CR7 & CPs
	9.2 IT – roll out of council emails and Sharepoint	Note/consider?	CR8 – information to follow
20.50	**10. Consultations**		
	10.1 Any consultations?	Consider?	N/A
20.51	**11. Annual Review**		
	11.1 Annual Review	For reference	CP
	11.2 Review Risk Management	Recommend to full PC?	CP
	11.3 Topic(s) for August workshop 2024 - an informal meeting which replaces a full Council meeting	Consider	N/A
20.55	**12. Any items for the next agenda**		
	12.1 List items		
20.56	**13. Martlesham Newsletters/Website/Facebook**		
	13.1 Contributions/what has this meeting achieved?	Consider	N/A
20.58	**The following items to be taken in camera**		
	14. Staff Matters		
	14.1 2023-24 National Salary Award	Consider & agree?	CR9 & CP to follow
	14.2 Support from retired Finance Officer	Consider remuneration for support provided by retired Finance Officer	CP to follow