

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON 25TH OCTOBER 2023 IN THE PARISH ROOM, FELIXSTOWE ROAD

PRESENT: Mr L Burrows (Chairman), Mrs J Hall (Committee), Mr M Irwin (ex officio), Mr M I O'Brien Baker (Committee).

Members of the public – None.

In attendance: Mrs Diane Linsley (Clerk and Responsible Finance Officer [RFO])

1. Apologies: None.

2. Interests

2.1 Disclosable Pecuniary Interest (DPI):

Mr O'Brien Baker – Item 6. Grants – Mr O'Brien Baker has provided hanging baskets to Martlesham in Bloom in the past.

2.2 Local non-pecuniary interests (LNPI):

Mr Burrows – Item 6. Grants – Mr Burrows is a member of Martlesham in Bloom.

Mr Irwin – Item 6. Grants – Mr Irwin is a member of Martlesham in Bloom.

3. Actions from last Meeting Ongoing or completed.

4. PUBLIC FORUM

4.1 To allow members of the public to address business on the agenda

There were no issues raised.

4.2 Any issues raised by the public

There were no issues raised.

5. Financial Matters

5.1 Payments authorised between meetings CP filed in the office together with these minutes.

DECISION F2023/10a: To ratify the list of payments made & signed between meetings (report filed in the office together with minutes). **Agreed.**

5.2 Any pending expenditure CP filed in the office together with these minutes.

DECISION F2023/10b: To pay all pending expenditure transactions (report filed in the office together with minutes). **Agreed.**

The Chairman and the Clerk/RFO signed the pending expenditure transaction report.

5.3 Admin Income & Expenditure Report CPs filed in the office together with these minutes.

The report was noted. Reports on F&GPC earmarked reserves and income were also noted.

5.4 Cambridge Building Society – Mr Burrows has been added to the account CP filed in the office together with these minutes. Noted.

6. Grants

6.1 Grant Applications for 2024/25 CPs filed in the office together with these minutes.

Mr O'Brien Baker took no part in this item due to his disclosable pecuniary interest.

Discussion on the applications took place.

One of the primary considerations of giving a grant, as set out in the Grant Policy, is that the project benefiting from the grant aid "provides facilities to be enjoyed by the widest group of Martlesham residents."

The Clerk to ask Martlesham Bowls Club, what proportion of their membership are residents of Martlesham? **Agreed.**

DECISION F2023/10c: To defer the decision on the Martlesham Bowls Club grant application to the Parish Council meeting in November or in January when information on the club's membership is

received. **Agreed.**

The **Clerk** to check if there have been any changes to the Greenways Project. **Agreed.**

RECOMMENDATION F2023/10a: That the Parish Council approves the following grant applications received for 2024/25: Greenways Countryside Project £1200; Martlesham in Bloom £190; Martlesham Brass £474; Suffolk Wildlife Trust £310; Martlesham Conservation Group £149.79; Martlesham Heath Aviation Society £330. Total: **£2653.79**. That the grant application from Martlesham Bowls Club is put on hold until further information is forthcoming. **Agreed.**

7. Administration Budget & Earmarked Reserves

7.1 Setting the Administration Budget: Projected Expenditure to financial year end CP filed in the office together with the minutes.

The Clerk explained that due to a lack of time she had been unable to complete the projected expenditure to the end of the year.

The Committee agreed to move on to consider item 7.2. **Agreed.**

7.2 Setting the Administration Budget 2023/2024 CP filed in the office together with the minutes.

The Committee was satisfied to keep the figures proposed in red on the table and retain the 2023/24 figures for staff salaries, employers National Insurance and Pension contributions with the addition of a new budget heading for 'Staff recruitment and retention' with an allotted sum of £2000.00. The draft F&GPC budget 2024/25 was noted as £134,370. This will be subject to review at the December meeting before recommendation to full Council in January 2024.

The **Clerk** to remind MCA to consider their budget for 2024/25 and for them to suggest what changes they would like to make to their terms of reference. **Agreed.**

7.3 Setting F&GPC earmarked reserves 2023/2024 CP filed in the office together with the minutes.

It was agreed to carry forward the surplus from the Village Fete to the next financial year rather than setting a new earmarked reserve. The Committee was reminded that when CIL is used, the money saved from a particular budget is transferred to 9008 EMR Strategy & Infrastructure. S106 will be reduced by a fifth this year when the Greenways Project submit an invoice for their work on Martlesham Common LNR. A new EMR heading 'EMR Volunteer Support' to be added with £1000, in part, for a biennial volunteer event. Draft F&GPC earmarked reserves for 2024/25 will be subject to review in December.

7.4 DETC provisional Earmarked Reserve of £500 for 2024/25 Noted.

8. Finance Officers Report

8.1 Finance Officer Position CR2

The consensus was that the approach to recruiting staff needs to be reviewed.

The next meeting of the Personnel Working Group to be brought forward from 17th November to 30th October. **Agreed.**

8.2 Solar Panels and Battery CR3 & CP – quote for battery enclosure filed in the office together with the minutes. Noted.

The PC to consider the quote for the battery enclosure when information from the Community Hall insurers is available. Noted.

8.3 Fitness training on Kronji's Piece – renewal of agreement CR4 & CP filed in the office together with the minutes.

RECOMMENDATION F2023/10b: That the Parish Council renews the agreement with Mr Tester for fitness training on Kronji's Piece including the request for a contribution of £80 towards the maintenance of Kronji's Piece. **Agreed.**

8.4 Delegated authority to make planning responses in the absence of the Clerk

RECOMMENDATION F2023/10c: That delegated authority is given to 2 councillors from a working group of the DETC where one is the Chairman of the DETC or the Chairman of the Council or the Vice Chairman of the Council. **Agreed.**

DECISION F2023/10d: The Finance & General Purposes Committee resolves that in view of the

confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw. **Agreed.**

The next item was taken in camera.

8.5 Calculation of holiday entitlement for part time staff CP Confidential filed in the office.

DECISION F2023/10e: To adopt, as a policy, the calculation of holiday entitlement for part time staff as given in the confidential report entitled "Calculation of holiday entitlement for part time staff" brought about by exceptional circumstances noting that the current calculation for permanent staff remains. **Agreed.**

To note that the PC's terms and conditions within its Contract of Employment is the same for the Temporary Administrative Assistant as for other members of staff. **Agreed.**

The meeting came out of camera.

8.6 Use of debit card by staff members other than Clerk CR5

RECOMMENDATION F2023/10d: To allow members of staff, other than the Clerk, to use the Council's debit card. **Agreed.**

8.7 Payment of salaries by outside organisation CP filed in the office together with the minutes.

DECISION F2023/10f: To apply to SALC's payroll service for the administration of staff salaries. **Agreed.**

9. Consultations

9.1 NALC Model Financial Regulations Consultation – deadline 10.11.23 CR6

It was agreed that the Committee would not submit a response to this consultation. **Agreed.**

10. Annual Review

10.1 Annual Review CP filed in the office together with the minutes. Noted.

10.2 Review effectiveness of system of internal control CP filed in the office together with the minutes.

RECOMMENDATION F2023/10e: To accept the Review of the system of internal audit. **Agreed.**

10.3 Review of Risk Management, including Fire Risk Assessment CP filed in the office together with the minutes.

It was noted that only the Fire Risk Assessment had been circulated. The Review of Risk Management to be considered at the December F&GPC meeting.

RECOMMENDATION F2023/10f: To accept the Fire Risk Assessment with the addition of the solar panel battery being housed in a galvanised container outside the building. **Agreed.**

10.4 Review of Investments and Investment Policy CP filed in the office together with the minutes.

RECOMMENDATION F2023/10g: To accept the Review of Investments and Investment Policy without change. **Agreed.**

10.5 Review of General Data Protection Regulation (GDPR) policies CPs filed in the office together with these minutes.

RECOMMENDATION F2023/10h: To approve the following General Data Protection Regulation policies without change: Data Protection Policy, Document Retention and Disposal Policy, Subject Access Request Policy & Procedure, Personal Data Breach Notification Procedure, General Privacy Notice and Privacy Notice for staff and councillors. **Agreed.**

10.6 Review CCTV Operational Procedure CP filed in the office together with these minutes.

To defer to another meeting of the F&GPC (in February?) when the new CCTV system has been installed. **Agreed.**

11. Any items for the next agenda

11.1 Budgets & precept for 2024/25, Risk Management



October 2023

12. Martlesham Newsletters/Website/Facebook

12.1 Contributions/what has this meeting achieved?

Money from CIL.

The meeting was closed at 9.30pm.



Chairman, 01 November 2023