



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley
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20 October 2022

Dear Sir/Madam

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 26 October 2022 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. Interests	Register interests	N/A
19.32	3. Actions from last Meeting	Note: ongoing or completed	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. Green Energy Audit		
	5.1 Report on solar panels by Dave Green	Consider – any recommendation to full Council?	CPs
	5.2 Loft & cavity wall insulation (Ian Read, Community Hall Committee Chairman, will be attending)	Consider	Verbal report
20.05	6. Financial Matters		
	6.1 Cheques signed between meetings	Ratify	CP at meeting
	6.2 Any pending expenditure transactions	Agree	CP at meeting
	6.3 Admin Income & Expenditure Report	Note	CP at meeting
	6.4 Internet banking proposals & draft policy	Consider – any recommendations to full Council?	FOR1, policy to follow
	6.5 Bank reconciliation verification June & Sept 2022	Minute verification by Mrs J Hall	FOR2
	6.6 Martlesham Repair Hub: insurance, request for an allowance & relocation to the Parish Room?	1. Approve insurance 2. Consider request for an allowance for September. 3. Any recommendation on relocation of Repair & Advice Hubs to the Parish Room?	FOR3 & CPs

	6.7 Suffolk Pension Fund: Annual Employers' Meeting	Note	FOR4
	6.8 Pension Fund triennial valuation – Employer Contribution Rates	Note new contribution rates	FOR5 & CPs
	6.9 Sale of Rialtas to Harris Computer Corporation and Handover of Leadership	No change to how Rialtas operates - note	Email circulated on 12/10/22
	6.10 Pensions Regulator automatic re-enrolment	Note that re-declaration due January 2023	N/A
20.30	7. Grant Applications		
	7.1 Review of grant expenditure: report on grant expenditure covering the last 5 years	Note	CP to follow if time allows
	7.2 Grant Applications for 2023/24	Make recommendations to the full Council (PC) on grant applications and on the amount to budget for grants in 2023/24	FOR6 & CPs (summary of grant applications (<i>full copies available on request</i>) & Grant Policy for reference)
20.45	8. Administration Budget & Earmarked Reserves		
	8.1 Setting the Administration Budget: Projected Expenditure to financial year end	Note any likely over or underspend	CPs: table & notes to follow
	8.2 Setting the Administration Budget 2023/2024	To set a draft budget for review in December before recommendation to full PC in January 2023	CPs: table & notes (same as above) to follow
	8.3 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
	8.4 DETC provisional Earmarked Reserve of £1k for 2023/24	Note – to be discussed by the DETC at its meeting on 14/12/22	N/A
21.10	9. Finance Officer's Report		
	9.1 Fitness training on Kronji's Piece – renewal of agreement	Recommend renewal to the full PC?	FOR7 & CP
	9.2 Civility & Respect Project	Consider whether to recommend to full Council "To pass a resolution to sign up to the civility and respect pledge"	FOR8 & CPs
	9.3 Access to Parish Room & Office for electric wheelchair users	Consider	Update from Ian Read
21.20	10. Annual Review REVIEW OF POLICIES DEFERRED TO DECEMBER MEETING		
	10.1 Annual Review Programme	Agree	CP
	10.2 Review of Financial Management	Meeting between PC and F&GPC Chairmen and Finance Officer to be arranged	N/A
	10.3 Review of the system of internal audit	Recommend to full Council?	CP
	10.4 Review of Risk Management, including Fire Risk Assessment	Recommend to full Council?	CPs
	10.5 Review of Investments and Investment Policy	Recommend to full Council?	CP
	10.6 Review of General Data Protection Regulation (GDPR) policies	Recommend to full Council?	CPs
	10.7 Review Best Value Policy & Mission Statement	Recommend to full Council?	Report by Mr Irwin
	10.8 Equal Opportunities Policy &	Recommend to full Council?	CP

	<i>Procedure - review re amendments to the Equality Act 2010</i>		
	<i>10.9 Volunteer Policy</i>		
21.22	11. Any items for the next agenda	Consider	N/A
	11.1 Budgets & precept for 2023/24	Any other items?	N/A
21.23	12. Martlesham Newsletters/Website/Facebook		
	12.1 Contributions/what has this meeting achieved?	Consider	N/A
	The following items to be taken in camera		
21.24	13. Staff Matters		
	13.1 Staff pay scales for 2022/23	Consider if new pay scales received & make recommendations to full Council?	N/A
	13.2 Pay in lieu of holiday for the Admin Assistant	Recommendation to full Council?	Confidential CP to follow