



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley
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01 December 2022

Dear Sir/Madam

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 07 December 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. Disclosable & local non-disclosable pecuniary interests	Register interests	N/A
19.32	3. Actions from last Meeting	Note: ongoing or on the 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 December Admin Income & Expenditure Report	Note	CP at meeting
	5.4 Internet banking proposals, debit card & draft internet banking policy	Consider – any recommendations to full Council?	FOR1 & CP Draft Policy
	5.5 Appointment of Internal Auditor for 2022/23 financial year	Recommend to the full PC that Mr Hunt is appointed as internal auditor for 2022/23 with fee held as for 2021/22	N/A
	5.6 External auditor appointment	Note	FOR2
	5.7 Barclays Bank's response to a complaint	Consider/note?	FOR3
	5.8 Energy Bill Relief Scheme	Note	FOR4
	5.9 St Elizabeth Hospice Grant Request	Consider	FOR5

	5.10 Citizens Advice (CA) Ipswich & CA East Suffolk Grant Requests	Consider	FOR6
	5.11 Estimated Election Costs	Note	FOR7 & CPs
	5.12 Revised CIL Report	Note	CP
20.10	6. Draft F&GPC Budget & Earmarked Reserves for 2023/24		
	6.1 Review draft Admin budget	Agree figure of £129,278 for recommendation?	CPs
	6.2 Draft F&GPC Earmarked reserves	Agree figure of £131,220 for recommendation, noting this is subject to change depending on expenditure?	CPs
20.20	7. Budget & Precept for 2023/24		
	7.1 Draft Recreation & Amenities budget & Earmarked Reserves	Note – for information (figure under 9019 EMR PWCG altered to reflect estimated expenditure of £150 provided by PWCG Chairman)	CPs
	7.2 Draft Total Budget 2023/24 of £167,573 and Summary of Income to 24/11/22	Note	CPs
	7.3 Financial Summary & Account Balances	Note – for information	CPs
	7.4 Martlesham Parish Council Precept 2023/24: ESC Letter	Note for consideration when setting precept and earmarked reserves	CP & FOR8
	7.5 Risk Assessment of General Reserves	Agree risk assessment	FOR9
	7.6 Earmarked Reserves: proposals for 2023/2024	Recommend draft earmarked reserves for 2023/24 to the full PC, noting that DETC figure of £1k is provisional & to be discussed at its meeting on 14/12/22; there may also be a request for an increase in EMR Legal & Professional	FOR10 & CP
	7.7 Setting the budget & precept for 2023/24	Recommend to the January 2023 PC meeting a draft budget & precept for 2023/24	CP
20.52	8. Finance Officer's Report		
	8.1 Capacity of Parish Room for fire risk	Consider	Report to follow
20.55	9. Annual Review		
	9.1 Annual Review Programme	Agree	CP
	9.2 Review of the system of internal audit	Recommend to full Council?	CP
	9.3 Review of Risk Management, including Fire Risk Assessment	Recommend to full Council?	CPs
	9.4 Review of Investments and Investment Policy	Recommend to full Council?	CP
	9.5 Review of General Data Protection Regulation (GDPR) policies	Recommend to full Council?	CPs
	9.6 Review Best Value Policy & Mission Statement	Recommend to full Council?	CP & verbal update – Mr Irwin
	9.7 Equal Opportunities Policy & Procedure - review re amendments to the Equality Act 2010	Recommend to full Council?	CP – update to follow
	9.8 Draft Volunteer Policy	Recommend to full Council?	CP
	9.9 August Workshop: an informal meeting which replaces a full Council meeting	Consider topics for the August 2023 workshop	N/A

21.15	10. Any items for the next agenda	Consider	N/A
21.16	11. Martlesham Newsletters/Website/Facebook		
	11.1 Contributions/what has this meeting achieved?	Consider	N/A
	The following items to be taken in camera		
21.17	12. Staff Matters		
	12.1 2022-23 National Salary Award	Consider & agree?	FOR11 & CP
	12.2 Annual Leave Entitlement from 01 April 2023	Make a recommendation to full Council?	FOR12