

Martlesham Parish Council

Parish Room Felixstowe Road Martlesham Woodbridge Suffolk IP12 4PB

Clerk: Mrs Diane Linsley Telephone: 01473 612632

Email: <u>clerk@martleshamcouncil.org.uk</u>
Website: <u>http://martlesham.onesuffolk.net</u>

19 May 2022

Dear Sir/Madam

A meeting of the FINANCE & GENERAL PURPOSES COMMITTEE will take place on Wednesday 25 May 2022 at 7.30pm in the Parish Room, Felixstowe Road, IP12 4PB.

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 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 Cheques signed between meetings	Ratify	FOR1 & CP at meeting			
	5.2 Any pending expenditure transactions	Agree	CP at meeting			
	5.3 May Admin Income & Expenditure Report	Note	CP at meeting			
	5.4 Verification of bank reconciliations for year ending 31 March 2022	Minute that end of year bank reconciliations were verified by Mrs Hall	СР			
	5.5 Assets Register 2021/22	Recommend to full PC the fixed assets total of £334,533 for year ending 31 March 2022	CPs Summary & full Register			
	5.6 Annual Internal Audit Report 2021/22 – completed page 3 of the Annual Governance & Accountability Return (AGAR) & separate report	Consider & recommend acceptance to full Council?	CPs & FOR2			

ended 31 March 2022 with Supporting Statement and 2 appendices 5.8 Annual Governance Statement & Accountability Return (AGAR) 2021/22 Form 3 for year ended 31 March 2022 - Section 1 Annual Governance Statement - answering 'yes' to statements -9 (page 4)			Ι	100		
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10.1 Contributions/what has this meeting achieved? Consider N/A	21.29	10. Martlesham Newsletters/Website/Facebook				
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