

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE**  
**HELD ON 25<sup>TH</sup> MAY 2022 IN THE PARISH ROOM, FELIXSTOWE ROAD**

**PRESENT:** Mr L Burrows (Chairman), Mr D Boswell (Committee), Mr M Irwin (Committee), Mr M I O'Brien Baker (Committee), Mr M Williamson (ex officio), Jane Hall (councillor).

**In attendance:** Mrs S Robertson (Finance Officer).

**1. Apologies:** None

**2. Interests**

2.1 Disclosable Pecuniary Interest (DPI): None declared.

2.2 Local non-pecuniary interests (LNPI): None declared.

**3. Actions from last Meeting:** Ongoing or on the agenda.

**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 Cheques signed between meetings CP circulated via email and filed in the office together with these minutes.

**DECISION F2022/5a:** To ratify the list of payments made & signed between meetings (report filed in the office together with minutes). **Agreed.**

The Chairman explained that due to the purchase of 4 benches, SID posts, 2 safety helmets, the new equipment at the Jubilee Playspace & installation of an all-weather sports surface, we have been charged an additional premium of £110.44 and our insurance schedule has been amended. This payment is included in the list.

5.2 Any pending expenditure transactions

There were no pending expenditure transactions.

5.3 May Admin Income & Expenditure Report CP circulated via email and filed in the office together with these minutes.

The report was noted. It was also noted that electricity costs are very likely to be higher than budgeted & the Finance Officer will be reviewing the contract before renewal. A report on F&GPC earmarked reserves was also noted.

5.4 Verification of bank reconciliations for year ending 31 March 2022 CP

The end of year bank reconciliations were verified by Mrs Hall on 12 May 2022.

5.5 Assets Register 2021/22 CPs Summary & full Register

**RECOMMENDATION F2022/5a:** That the PC holds fixed assets of £334,533 for year ending 31 March 2022. **Agreed.**

5.6 Annual Internal Audit Report 2021/22 – completed page 3 of the Annual Governance & Accountability Return (AGAR) & separate report CPs & FOR2

No matters of concern were raised.

The committee considered the internal auditor's additional notes & FOR2. The Finance Officer reported that she had carried out further research on-line and could report that both the Active Saver and Base Rate Reward accounts are no longer available with Barclays. The Base Rate Reward also carries only a 0.01% interest rate. The highest possible savings rate with Barclays seems

to be with a Business Premium account at 0.05%. The Cambridge Building Society rate seems to have dropped to 0.2%. The committee agreed that, due to the effort & therefore cost in officer time involved in transferring funds, there was little to be gained by doing so with rates being so low. **Finance Officer** to monitor the situation.

**RECOMMENDATION F2022/5b:** To accept the completed Annual Internal Audit Report 2021/22- page 3 of the Annual Governance & Accountability Return (AGAR), and the accompanying written report by the internal auditor. **Agreed**

5.7 Income & expenditure account for the year ended 31 March 2022 with Supporting Statement and 2 appendices CPs

**RECOMMENDATION F2022/5c:** To approve the Income & expenditure account for year ended 31 March 2022. **Agreed.**

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 1 – 9 (page 4) FOR3 a) & CP

**RECOMMENDATION F2022/5d:** To agree answering 'yes' to statements 1 – 9 in Section 1 Annual Governance Statement of the Annual Governance Statement & Accountability Return (AGAR) 2021/2022 Form 3 (page 4). **Agreed.**

5.9 Section 2 – Accounting Statements 2021/22 of the AGAR for year ended 31 March 2022 including accounting statements (page 5), bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances & information required by intermediate level review procedures FOR3 b) & c) and CPs

**RECOMMENDATION F2022/5e:** To approve Section 2 – Accounting statements 2021/22 of the AGAR for year ended 31 March 2022 including accounting statements, bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances & information required by intermediate level review procedures. **Agreed.**

5.10 Period for the exercise of public rights relating to the annual accounts FOR4 & CP

**RECOMMENDATION F2022/5f:** To approve 13 June – 22 July 2022 as the period for the exercise of public rights relating to the annual accounts. **Agreed.**

5.11 Request for a card reader for Repair Hub donations FOR5

Much discussion took place on the merits of using a card reader even though a small fee must be paid to the card company. It can increase donations significantly as many people no longer carry cash. An audit trail of payments is also provided.

Discussion also took place on whether it would be preferable to use the Parish Room for the Repair Hub in the future due to the cost of hiring St Michael's. It was agreed that St Michael's is a more convenient location for many people; people are more likely to drive to the Parish Room. The Advice Hub also runs at the same time in the Runway café. The Repair Hub is run as a service and does not seek to make a profit, only to break even.

**DECISION F2022/5b:** To purchase a card reader and smart phone for Parish Council use, which can be loaned to the Repair Hub & other working groups as necessary. Funds to be taken from code 4036 Office Supplies/Equipment. **Agreed.**

The Finance Officer was advised that it is possible to buy cheap second-hand phones and to be aware that good coverage for an internet signal is needed.

5.12 Local Government Pay Negotiations FOR6 Noted.

## **6. Finance Officer's Report**

6.1 Access to Parish Room & Office for electric wheelchair users FOR7

**Clerk/Finance Officer** to liaise with the Community Hall Committee to make the Richards/Parish Rooms more accessible to wheelchair users. Noted that the Disability Forum or Community Action

Suffolk may be able to help, and grants are likely to be available.

6.2 Should the Volunteer Working Group be merged with the Personnel Working Group? FOR8  
Much discussion took place, concluding that it is preferable to keep the 2 groups separate due to the Personnel Working Group's current workload and the increasing number of volunteers on working groups, which report to both the Recreation & Amenities (R&A) and Development, Environment & Transport (DET) Committees.

**RECOMMENDATION F2022/5g:** That the Personnel Working Group remains discrete from the Volunteer Working Group. That the Volunteer Working Group's remit is reviewed, with members from both the Recreation & Amenities and Development, Environment & Transport Committees required, reporting to full Council. **Agreed.**

6.3 New councillor code of conduct FOR9 & CP

**RECOMMENDATION F2022/5h:** To adopt the new Model Councillor Code of Conduct 2020. **Agreed.**

6.4 NALC Legal Topic Note 80: Members' Conduct & the Registration & Disclosure of their Interests CP Noted.

6.5 Legal Topic Note 87: Procurement (changes dealt with under review of Standing Orders) CP Noted.

**7. Annual Review** (circulated by email for reference and attached to the minutes)

7.1 Standing Orders - Model Standing Orders 2018 (England) — Updated April 2022 – change to S.O.18 CPs – existing & new SOs

**RECOMMENDATION F2022/5i:** To update clause 18 'Financial Controls and Procurement' of the Council's Standing Orders in accordance with the recommendation in Model Standing Orders 2018 (England) – Updated April 2022. **Agreed.**

**RECOMMENDATION F2022/5j:** To amend Appendix 1: Scheme of Delegation to the Clerk: under **Delegation by the full Council**, amend clause 1 to read "At the request of a Parish Council Working Group the Clerk may authorise expenditure, **either within the appropriate budget or earmarked reserve**, necessary for the achievement of the aims of that group.....". **Agreed.**

7.2 Financial Regulations – Model FRs not yet updated CP

**RECOMMENDATION F2022/5k:** To adopt the Financial Regulations. **Agreed.**

7.3 Best Value Policy & Mission Statement CP

**RECOMMENDATION F2022/5l:** To approve the Best Value & Mission Statement as it stands, but with a view to amendment at the October 2022 Finance & General Purposes Committee meeting bringing it up to date with Martlesham Neighbourhood Plan & other statements on strategy. **Agreed.**

**Mr Irwin** to research documents.

7.4 Register of Interests: reminder to complete, review annually, update as necessary  
Action completed at the May full Council meeting.

7.5 Grant Policy CP

Concern was raised that the Council is attracting the same applicants each year. In order to review the situation, **Finance Officer** to produce a report on grant expenditure covering the last 5 years for the October F&GPC meeting.

**RECOMMENDATION F2022/5m:** To adopt the Grant Policy. **Agreed.**

7.6 Insurance Cover: due for renewal on 01.10.22, costs likely to increase

**Finance Officer** to research options.

7.7 Key Holder Policy CP

**RECOMMENDATION F2022/5n:** To adopt the Key Holder Policy. **Agreed.**

7.8 Health & Safety Policy CP

**RECOMMENDATION F2022/5o:** To adopt the Health and Safety Policy with the following amendment: change the title 'Duties and Responsibilities of Volunteers' to '**Shared Duties and Responsibilities**'. **Agreed.**

7.9 Equal Opportunities Policy & Procedure CP

**RECOMMENDATION F2022/5p:** To adopt the Equal Opportunities Policy & Procedure with a view to review at the October F&GPC meeting re amendments to the Equality Act 2010. **Agreed.**

7.10 Volunteer Policy (first draft held on file) Ongoing work

**8. Item deferred by the May full Council meeting**

8.1 Establish a Community Speed Watch Group? FOR10

It was noted that the Speed Reduction Working Group is making good progress on speeding issues with the police and are identifying locations for Automatic Number Plate Recognition (ANPR) cameras. Therefore, it is not necessary to set up another working group.

**RECOMMENDATION F2022/5q:** That the Parish Council does not establish a Community Speed Watch Group as speeding issues are being tackled by the Speed Reduction Working Group through the deployment of SID. **Agreed.**

**DECISION F2022/5c:** To suspend Standing Order 3w to complete all business on the agenda. **Agreed.**

**9. Any items for the next agenda**

Grants, the Mission Statement, Equal Opportunities Policy.

**10. Martlesham Newsletters/Website/Facebook**

10.1 Contributions/what has this meeting achieved?

Noted that the grants are usually advertised from August onwards. It was agreed to advertise grants from July to see whether it attracts more applicants.

The meeting is recommending financial and governance documents for approval.

There being no further business the meeting was closed at 9.35pm.

---

Chairman, 01 June 2022