



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley  
Telephone: 01473 612632  
Email: [clerk@martleshamcouncil.org.uk](mailto:clerk@martleshamcouncil.org.uk)  
Website: <http://martlesham.onesuffolk.net>

24.02.23

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 01 MARCH 2023** at 7.30pm.

In order to facilitate the meeting, in the absence of prior notice of a wish to speak, the Chairman will take starred items\* as read and accepted without discussion. For other items, if any councillors wish to present a proposal to expedite the business, the Chairman will ask them to speak at an early stage in the discussion, if notified in advance.

***To note that Covid-19 is still circulating 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.***

A hearing loop is available in the Parish Room. Please inform the Clerk if you would like it to be switched on.

The meeting is open to the public and press to attend.

*D E Linsley*

Diane Linsley  
Clerk

**CP** is council paper; **CR** is Clerk's report

AGENDA			
Time	Item	Action by Council	Paper/Ref (all by email)
19.30	<b>1. Apologies</b>	Note/accept absence	Not applicable (N/A)
19.31	<b>2. Any declarations of disclosable pecuniary or local non-pecuniary interests</b>	Register interests	N/A
19.35	<b>3. Minutes of Parish Council Meeting 01.02.23</b>	Approve*	CP- minutes
19.37	<b>4. Actions from last meeting</b>	Ongoing or on the agenda*	N/A
19.38	<b>5. PUBLIC FORUM</b>		
	5.1 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	5.2 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	5.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	5.4 Any issues raised by the public	Note/include on another agenda?	Any issues?
19.48	<b>6. Financial Matters</b>		
	6.1 Payments made between meetings	Ratify	CP to follow
	6.2 Any pending expenditure transactions	Agree	CP to follow

	6.3 Income & expenditure	Note*	CPs to follow
19.54	<b>7. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES</b>		
	7.1 Development, Environment & Transport Committee 08.02.23	Approve*	CP - minutes
	<b>RECOMMENDATION D2023/2a:</b> To approve the amended DETC Terms of Reference in substitution for the Terms of Reference approved under Resolution C20211q. CP		
	7.2 Finance & General Purposes Committee 22.02.23	Approve*	CP - minutes
	<b>RECOMMENDATION F2023/2a:</b> That the Parish Council approves the Financial Review undertaken on 15.02.23. CPs <b>RECOMMENDATION F2023/2b:</b> That the Internal Auditor is asked to use the internal audit checklist in the JPAG Practitioner's Guide March 2022 as the basis for the internal audit 2022/23. CP <b>RECOMMENDATION F2023/2c:</b> To agree the Assets Register 2022/23 subject to the insurance values being updated. CP <b>RECOMMENDATION F2023/2d:</b> To agree the Equal Opportunities Policy, now Equality and Diversity Policy, as amended and use equality impact assessments when reviewing policies. CP <b>RECOMMENDATION F2023/2e:</b> To adopt the Dignity at Work Policy and note the guidance (Pages 7-12). CP <b>RECOMMENDATION F2023/2f:</b> To agree the Grievance Procedure and the Disciplinary Procedure. CPs <b>RECOMMENDATION F2023/2g:</b> To agree the Freedom of Information Publication Scheme subject to the Dignity at Work Policy being added under Class 4 of the document if agreed by the Full Council. CP <b>RECOMMENDATION F2023/2h:</b> To agree the Safeguarding Policy. CP		
20.10	<b>8. Clerk's Report</b>		
	8.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions	CP to follow
	8.2 IT & Communications - Access to council policies update	Note*	Verbal report by Paul Whitby
	8.3 Town & Parish Elections, Thursday 4 <sup>th</sup> May 2023 – guidance on completing nomination papers	Note*	CR1
	8.4 Coronation of His Majesty The King, Saturday 6 <sup>th</sup> May 2023 – Coronation trees update and installation of plaque event	Note/consider. Pass any comments to March R&AC?	CR2
	8.5 Annual Parish Meeting (APM) 22.03.23	Note*	CR3
	8.6 Parish Council Stand at the Village Fete	Consider	CR4
20.40	<b>9. TO CONSIDER REPORTS FROM WORKING GROUPS</b>		
	9.1 Personnel Working Group - recruitment update	Note*	CR5
	9.2 Martlesham Climate Action meeting held on 23.01.23	Note/consider?	CP – notes
	9.3 Repair Hub – Thank you to volunteers event	Consider	CR6
	9.4 Village Fete 15.07.23 - any update?	Note/consider?	Verbal update by Mike Irwin
20.57	<b>10. Consultations</b>		
	10.1 Water consultations	Note/ratify?	Information to follow
	10.2 Any consultations?	Note/consider?	N/A
20.59	<b>11. Training</b>		
	11.1 Topic for August Workshop: an informal meeting which replaces a full Council meeting	Note*	CR7
21.01	<b>12. Recreation Ground Trust</b> (the Parish Council acts as sole trustee in the interests of the Trust): to consider any matters other than those within the remit of the Recreation & Amenities Committee		

	12.1 Anything to report?	Note/consider	N/A
21.03	<b>13. Any reports from representatives on local organisations</b>		
	13.1 Martlesham Community Hall Committee – meeting 07.12.22	Note/consider	CP
	13.2 Any other reports?	Note/consider	N/A
21.06	<b>14. Items for Martlesham newsletters (April)/Facebook/website</b>		
	14.1 Contributions/what has this meeting achieved?	Consider	N/A