



# Martlesham Parish Council

Parish Room  
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Suffolk IP12 4PB

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Clerk: Mrs Susan Robertson

18 February 2021

Dear Sir/Madam

A virtual meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place via Zoom on **Wednesday 24 February 2021 at 7.30pm**. An invitation with details how to join the meeting will be sent out by e-mail under separate cover.

*S C Robertson*

Susan Robertson  
Clerk

To join this meeting as a member of the public or press please e-mail the Clerk, [clerk@martleshamcouncil.org.uk](mailto:clerk@martleshamcouncil.org.uk), no later than 5pm on Tuesday 23 February 2021 to receive an invitation. You will be welcome to participate in the Public Forum under item 4 of the agenda.

Please login 10 minutes prior to the start of the meeting, you will be held in a waiting room until the host allows you entry.

CP is committee paper CR is Clerk's report - all papers by email

AGENDA			
Time	Item	Action by committee	Ref
19.30	<b>1. Apologies</b>	Note absence	Not applicable (N/A)
19.31	<b>2. Interests</b>	Register interests	N/A
19.32	<b>3. Actions from last Meeting</b>	Note: ongoing or on agenda	N/A
19.33	<b>4. PUBLIC FORUM</b>		
	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	<b>5. Financial Matters</b>		
	5.1 Cheques signed between meetings	Ratify	CP at meeting
	5.2 Any pending expenditure transactions	Agree	CP at meeting
	5.3 February Admin Income & Expenditure Report	Note	CP at meeting
	5.4 Financial Review: meeting held on 15.02.21	Accept the Financial Review - any recommendations to full PC?	CP
	5.5 Scope of internal audit: instructions to the internal auditor	Recommendation to full PC that the internal auditor follows the approach for testing as set out in Appendix 9 of Governance & Accountability for Local Councils 2014	CP
	5.6 Suffolk Pension Fund Annual LGPS Return 2020/21: Clerk to return data by 21.04.21	Note*	N/A
	5.7 Rialtas Business Solutions	Note*	N/A

	Year End Accounts Preparation: Clerk to carry out initial checks by 09.03.21; on-line closedown 27.04.21		
	5.8 Mandate change form/internet banking	Note*	Verbal update
	5.9 Bank reconciliation verification December 2020	Minute verification by Mrs J Hall	Verbal update
20.02	<b>6. Clerk's Report</b>		
	6.1 Record of decisions made by the Clerk between meetings(as required by The Openness of Local Government Bodies Regulations 2014)	Ratify	CP at meeting
	6.2 Council Strategy – to inform next Personnel Working Group meeting in March 2021	Consider agreed <i>RECOMMENDATION F2020/12g: That there is a reappraisal of the Council's direction and how its committees are structured, e.g. with more focus on subject matter such as the Climate Emergency, the Built Environment, Health &amp; Wellbeing (Resolution C2021/1n)</i>	N/A
	6.3 Possible return of face-to-face meetings from 07 May 2021	Consider what preparations might need to be made/does the Covid-19 Response Working Group need to meet in March/early April?	CR1
20.47	<b>7. Annual Review</b> (please note that some policies were missed last year so are included on this agenda, also they are being reviewed now with a view to shortening potential face-to-face meetings )		
	7.1 Annual Review Programme	Agree/amend	CP
	7.2 F&GPC Terms of Reference	Recommend to full Council?	CP
	7.3 Five Year Plan	Agree/amend	CP
	7.4 Grant Policy	Recommend to full Council?	CP
	7.5 Parish Room Policy	Recommend to full Council?	CP
	7.6 Health & Safety Policy	Recommend to full Council?	CP
	7.7 Equal Opportunities Policy	Recommend to full Council?	CP
	7.8 Assets Register ( <i>changes in red on full register</i> )	Recommend to full Council?	CPs – full & summary
	7.9 Employment law, policies, pay	Note nothing new to report*	N/A
	7.10 Facilities e.g. Parish Room (see 5-Year Plan)	Anything new to consider, especially in light of the pandemic? ( <i>see item 6.3 above</i> )	N/A
	7.11 Freedom of Information Publication Scheme	Recommend to full Council?	CP
	7.12 Safeguarding Policy	Consider RESOLUTION C2020/3g: To withdraw RECOMMENDATION F2020/2c in order to further review the Safeguarding Policy, in particular, the fourth bullet point.	CP
	7.13 CCTV Operational Procedure	Recommend to full Council or agree more time to review full guidance?	CPs
	7.14 August Workshop on Climate Emergency 04.08.21	Note*	N/A
21.22	<b>8. Any items for the next agenda</b>	Consider	N/A
	8.1 Annual reviews including reminder to complete Registers of Interests	Any other items?	N/A
21.23	<b>9. Martlesham Newsletters/Website/Facebook</b>		
	9.1 Contributions/what has this meeting achieved?	Consider; advertise April Annual Parish Meeting	N/A
	<b>The following item to be taken in camera if any new information is received before the meeting:</b>		
21.24	<b>10. Staff Matters</b>		
	10.1 Staff pay	Consider if necessary & make recommendations to full PC	N/A