



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

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21 October 2021

Dear Sir/Madam

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 27 October 2021 at 7.30pm in the Parish Room.**

**Legal requirements on social contact & the wearing of face coverings have been removed but Covid-19 cases are still rising so please continue to act cautiously and be mindful of the concerns of others. Please bring your own drink (if needed), your own pen for signing in, and dress appropriately as the room will be well-ventilated. Please make your own risk assessment of the advisability of attending and/or any measures you should take individually to ensure your own safety.**

**PLEASE WEAR A FACE COVERING DURING THE MEETING, ONLY REMOVING IT TO SPEAK, DUE TO THE LIMITED SPACE IN THE ROOM. PLEASE USE THE HAND SANITISER PROVIDED ON ENTRY TO THE ROOM.**

**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**

<b>AGENDA</b>			
<b>Time</b>	<b>Item</b>	<b>Action by committee</b>	<b>Ref</b>
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: completed	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 Admin Income & Expenditure Report	Note	CP at meeting
	5.4 Rialtas Business Solutions Fees and Charges	Consider 3-year term agreement for the Year End Loyalty Scheme	FOR1
	5.5 Mandate change form/internet banking	Note/consider	Verbal update at the meeting
	5.6 Bank reconciliation verification Sept 2021	Minute verification by Mrs J Hall	Report to follow
	5.7 Came & Co Local Council Insurance rebranded to Gallagher	Note	FOR2
	5.8 Insurance & Funding for Martlesham Repair Hub	Approve insurance?	FOR3 & CP

	5.9 Society of Local Council Clerks (SLCC) Membership	Consider	FOR4
20.05	<b>6. Grant Applications</b>		
	6.1 Grant Applications for 2022/23	Make recommendations to the full Council (PC) on grant applications and on the amount to budget for grants in 2022/23	CPs (grant applications with summary & Grant Policy for reference) FOR5
20.15	<b>7. Finance Officer's Report</b>		
	7.1 Meetings Calendar 2022 & venues for meetings	Recommendations to full PC?	CP & FOR6
	7.2 Fitness training on Kronji's Piece – renewal of agreement	Recommend renewal to the full PC?	FOR7 & CP
	7.3 Cycle to Work Scheme	Consider/note	FOR8
20.28	<b>8. Administration Budget &amp; Earmarked Reserves</b>		
	8.1 Setting the Administration Budget: Projected Expenditure to financial year end	Note any likely over or underspend	CPs: table & notes
	8.2 Setting the Administration Budget 2022/2023	To set a draft budget for review in December before recommendation to full PC in January 2022	CPs: table & notes (same as above)
	8.3 Setting F&GPC earmarked reserves 2022/2023	To set draft earmarked reserves for review in December before recommendation to full PC	CPs: table & notes
	8.4 DETC Earmarked Reserve recommendation of £1k for 2022/23	Note	N/A
20.55	<b>9. Annual Review</b>		
	9.1 Annual Review Programme (amendments shown in bold)	Agree	CP (updated by Finance Officer)
	9.2 Review of Financial Management	Meeting between PC and F&GPC Chairmen and Finance Officer to be arranged	N/A
	9.3 Review of the system of internal audit	Recommend to full Council?	CP
	9.4 Review of Risk Management, including Fire Risk Assessment	Recommend to full Council? Defer Fire Risk Assessment?	CPs
	9.5 Review of Investments and Investment Policy	Recommend to full Council?	CP
	9.6 Review of Standing Orders	Recommend to full Council?	CP
	9.7 Review of Financial Regulations: amend item 1.8	Recommend to full Council?	CP & FOR9
	9.8 Review of General Data Protection Regulation (GDPR) policies	Recommend to full Council?	CPs
	9.9 Review of Public Participation in Council meetings Protocol	Recommend to full Council?	CP
	9.10 Review 'Attending Meetings on Behalf of the Council'	Recommend to full Council?	CP
21.20	<b>10. Any items for the next agenda</b>	Consider	N/A
	10.1 Budgets & precept for 2022/23	Any other items?	N/A
21.21	<b>11. Martlesham Newsletters/Website/Facebook</b>		
	11.1 Contributions/what has this meeting achieved?	Consider	N/A
	<b>The following item to be taken in camera if new pay scales for 2021/22 are received before the meeting:</b>		
21.22	<b>12. Staff Matters</b>		
	12.1 Staff pay	Consider if necessary & make recommendations to full PC	N/A