



# Martlesham Parish Council

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28th November 2024

Dear Councillor

You are hereby summoned to a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 04 December 2024 at 7.30pm in the Parish Room.**

Please inform the Council Officer if you would like the Hearing Loop System turned on. Laurence Burrows  
Chair of Martlesham Parish Council AGENDA

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

**Laurence Burrows**  
Chair of Martlesham Parish Council

## AGENDA

**CP** is committee paper **CR** is Chairman's report - **all papers on SharePoint**

<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. Disclosable pecuniary or local non-pecuniary 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 Payments 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 Appointment of Internal Auditor for 20223/24 financial year	Recommend to the full PC that Mr Hunt is appointed as internal auditor for 2024/25 with fee held as for 2023/24?	N/A
	5.5 Bank reconciliation verifications	Any update	N/A
	5.6 CIL report	Note	CP
	5.7 Council debit cards - cardholders	Consider and recommend to the full PC who the cardholders should be	CR1
19.55	<b>6.1 Grants</b>		
	6.1 Headway Suffolk request for a donation	Consider and make recommendation to the full Council	CR2 and CP
	6.2 Greenways Project	Consider and make recommendation to the full Council	CR3
20.00	<b>7. Draft F&amp;GPC Budget &amp; Earmarked Reserves for 2025/26</b>		

	7.1 Review draft Admin budget	Agree figure for recommendation?	CPs
	7.2 Draft F&GPC Earmarked reserves	Agree figure for recommendation, noting this is subject to change depending on expenditure?	CPs
20.05	<b>8. Budget &amp; Precept for 2025/26</b>		
	8.1 Draft Recreation & Amenities budget & Earmarked Reserves	Note – for information	CPs
	8.2 Draft Total Budget 2025/26 of £000000 and Summary of Income to 00/11/24	Note	CPs
	8.3 Financial Summary & Account Balances	Note – for information	CPs
	8.4 Martlesham Parish Council Precept 2025/26: ESC Letter	Note for consideration when setting precept and earmarked reserves	CP & CR4
	8.5 Risk Assessment of General Reserves	Agree risk assessment	CR5
	8.6 Earmarked Reserves: proposals for 2025/2026	Recommend draft earmarked reserves for 2025/26 to the full PC	CP
	8.7 Setting the budget & precept for 2025/26	Recommend to the January 2024 PC meeting a draft budget & precept for 2025/26	CP
20.30	<b>9. Interim Clerking Working Group Report</b>		
	9.1 Vehicle Actuated Signs	Consider and make recommendation to full Council	CR6 and CP
	9.2 Project Management	Consider and make recommendation to full Council	CR7
20.45	<b>10. Consultations</b>		
	10.1 Any consultations?	Consider?	N/A
20.50	<b>11. Annual Review</b>		
	11.1 Annual Review	For reference	CP
	11.2 Review Risk Management	Recommend to full PC?	CP
	11.3 Topic(s) for August workshop 2024 - an informal meeting which replaces a full Council meeting	Consider	N/A
	<b>12. Any items for the next agenda</b>		
	12.1 List items		
	<b>13. Martlesham Newsletters/Website/Facebook</b>		
	12.1 Contributions/what has this meeting achieved?	Consider	N/A
21.05	<b>The following items to be taken in camera</b>		
	<b>14. Staff Matters</b>		
	14.1 2024-25 National Salary Award	Consider & agree	CR8 & CP