

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON 22ND FEBRUARY 2023 IN THE PARISH ROOM, FELIXSTOWE ROAD

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

Members of the public: None.

In attendance: Mrs D Linsley (Clerk).

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 completed.

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 Payments authorised between meetings CP circulated via email and filed in the office together with these minutes.

DECISION F2023/2a: To ratify the list of payments made & signed between meetings (report filed in the office together with minutes). **Agreed.**

5.2 Any pending expenditure transactions CP circulated via email and filed in the office together with these minutes.

DECISION F2023/2b: To pay all pending expenditure transactions (report filed in the office together with minutes). **Agreed.**

The Chairman and the Clerk signed the pending expenditure transaction report.

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

The Chairman highlighted that 86.5% of the budget had been spent.

5.4 Financial Review: meeting held on 15.02.23 CPs filed in the office together with these minutes. The Chairman briefly explained the items in the report.

The risk assessment template in the JPAG Guide to be included in the PC's general risk assessment to be reviewed at the October F&GPC meeting. **Agreed.**

The Clerk to send the JPAG risk assessment template to Mr Irwin. **Agreed.**

Session 3 of the SALC training on the use of Microsoft 365 scheduled for March will focus on advanced apps and might be useful when reviewing the PC's financial systems.

Mr Whitby to be consulted on the new cloud-based office IT system. **Agreed.**

RECOMMENDATION F2023/2a: That the Parish Council approves the Financial Review undertaken on 15.02.23. **Agreed.**

5.5 Scope of internal audit: instructions to the internal auditor (IA). CP filed in the office together with these minutes.

RECOMMENDATION F2023/2b: 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. **Agreed.**

5.6 Suffolk Pension Fund Annual LGPS Return 2022/23: Clerk to return data by 21.04.23 Noted.

5.7 Bank reconciliation verification October -December 2022 FOR1

The bank reconciliation verification October – December 2022 was undertaken by Mrs J Hall. Mrs Hall reported that there were several unpresented cheques which were probably a result of postal strikes and the busy Christmas period. The occurrence of unpresented cheques should be reduced when the PC is up and running with internet banking. Mrs Hall was thanked for carrying out the bank reconciliation.

5.8 External auditor appointment – PKF Littlejohn FOR2 Noted.

5.9 Update on internet banking & debit card FOR3 Noted.

5.10 Pensions Regulator: automatic enrolment duties – acknowledgement of re-declaration of compliance CP filed in the office together with the minutes. Noted.

5.11 Apogee: increased charges from 03/01/23 FOR4 Noted.
It was confirmed that the photocopier is rented and not owned by the PC.

6. Finance Officer's Report

6.1 Loft insulation FOR5

No quotes had been received to date.

The Clerk to contact Ian Read, Chairman of the Community Hall Management Committee for an update. **Agreed.**

6.2 Solar panels & battery FOR5

One quote had been received to date.

The Clerk to contact Dave Green, Co Chairman of Martlesham Climate Action for an update. **Agreed.**

7. Annual Review

7.1 Change of policy heading to 'Martlesham Council'? FOR6

To leave the policy heading unchanged as Martlesham Parish Council. **Agreed.**

7.2 Annual Review Programme CP filed in the office together with the minutes.

DECISION F2023/2c: To approve the Annual Review Programme (filed in the office together with the minutes). **Agreed.**

7.3 Five Year Plan

May 2022 PC minutes, item 25.1 'a 5-year plan for each committee is not required'. Noted.

7.4 Assets Register (changes in red on full register) CP filed in the office together with the minutes.

The Assets Register for next year to recognise that there will be one less grit bin and notice board due to the boundary change in the north of the parish.

The Powling Cup, named after the deceased Mr Powling (a local resident) and originally owned by the Village Produce Association is stored in the fireproof cabinet in the office and is used by the Portal Woodlands Conservation Group who also have the child mannequin listed in the Assets Register.

RECOMMENDATION F2023/2c: To agree the Assets Register 2022/23 subject to the insurance values being updated. **Agreed.**

7.5 Equal Opportunities Policy, now Equality and Diversity Policy FOR7 & CP filed in the officer together with the minutes.

The Equality and Diversity Policy was drafted by Mrs Hall and the Finance Officer. As well as a new title the policy includes reference to residents and notes that the PC has signed up to the Civility and Respect Pledge.

DECISION F2023/2d: To amend the Equality and Diversity Policy to include the words 'and councillors' under paragraph heading Responsibility, in the second sentence after 'Employees'.

Agreed.

RECOMMENDATION F2023/2d: To agree the Equal Opportunities Policy, now Equality and Diversity Policy, as amended and use equality impact assessments when reviewing policies. **Agreed.**

Mrs Hall to look for a suitable equality impact assessment template for the PC to use. **Agreed.**
The Finance Officer to check insurance cover for councillors who do not comply to the Equality & Diversity Policy. **Agreed.**

Mrs Hall was thanked for her work on drafting the Equality and Diversity Policy.

7.6 Draft Dignity at Work Policy FOR8 & CP filed in the office together with the minutes.

RECOMMENDATION F2023/2e: To adopt the Dignity at Work Policy and note the guidance (Page 7-12). **Agreed.**

7.7 Employment law, policies, pay

There was nothing new to report.

It was agreed to consider item 7.8 Grievance Procedure & 7.9 Disciplinary Procedure together. **Agreed.** To note CPs for these items are filed in the office together with the minutes.

RECOMMENDATION F2023/2f: To agree the Grievance Procedure and the Disciplinary Procedure. **Agreed.**

7.10 Facilities e.g. Parish Room

There was nothing new to consider.

7.11 Freedom of Information Publication Scheme CP filed in the office together with the minutes.

RECOMMENDATION F2023/2g: 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. **Agreed.**

7.12 Safeguarding Policy CP filed in the office together with the minutes.

RECOMMENDATION F2023/2h: To agree the Safeguarding Policy. **Agreed.**

The Clerk to check that there has been no change to the name given to DBS checks.

8. Any items for the next agenda


8.1 Annual reviews None.

9. Martlesham Newsletters/Website/Facebook

9.1 Contributions/what has this meeting achieved?

Equality and Diversity Policy, Dignity at Work Policy, updated Assets Register.

There being no further business the meeting was closed at 8.57pm.


Chairman, 1 March 2023

