



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

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22 February 2024

Dear Councillors,

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 28th February 2024 at 7.30pm in the Parish Room.**

Members of the press and public are welcome to attend.

Please note that this meeting will be recorded for the purposes of minute taking.

Kreon Wynn

Kreon Wynn, Responsible Finance Officer
pp Diane Linsley, Clerk

Time	Item
19.30	1. Apologies
19.31	2. To declare any disclosable & local non-disclosable pecuniary interests for items on the agenda
19:41	4. Public Participation
	4.1 To allow members of the public to address business on the agenda
	4.2 Any issues raised by the public
19:43	5. Financial Matters
	5.1 To receive finance reports for the year to date
	5.2 To review the underspend in the current financial year's budget
	5.3 To approve payment of invoices received, in accordance with the 2023/2024 budget
	5.4 To receive admin Income & Expenditure Report
	5.5 To note the scope and instructions of the internal auditor
	5.6 To note the Suffolk Pension Fund Annual LGPS Return 2022/23: RFO to return data by 21.04.24
	5.7 To note appointment of PKF Littlejohn as external auditor 2022 - 2027
	5.8 To receive an update from the RFO on the council's banking arrangements
	5.9 To note the Pensions Regulator: automatic enrolment duties – acknowledgement of re-declaration of compliance
	5.10 To consider match funding for Suffolk County Council's CIL bid for Walking and Cycling Scheme as per the DETC's recommendation
	5.11 To consider making a financial contribution to new sensory area at the recreation ground
	5.12 To consider purchasing a basic laptop for the processing of data from SID
20:05	6. Finance Officers Report
	6.1 To consider opening new savings and/or investment accounts
	6.2 To consider switching electricity supplier when the current contract ends on September 17th, 2024
	6.3 To note that Ipswich Computer Services have merged their invoicing for licences
	6.4 To consider purchasing Rialtas Alpha for the management of the Recreation Ground Trust's accounts

	6.5 To review scope of litter picking across Martlesham
20.20	7. Annual Reviews
	7.1 To note the Annual Review Programme
	7.2 To review Asset Register (<i>changes in red on full register</i>)
	7.3 Equal Opportunities Policy, now Equality and Diversity Policy
	7.4 To review Complaints Procedure
	7.5 To review Employment law, policies, pay
	7.6 To review Facilities e.g. Parish Room
	7.7 To review the Freedom of Information Publication scheme
	7.8 To review the Safeguarding Policy
20:45	8. To receive an update on the installation of a Nissan hut by the Portal Woodlands Conservation Group and consider any request for financial support
20:50	8. To note any items to be added to the next agenda
20:52	9. To consider what this meeting has achieved and what contributions can be made to Martlesham Newsletters/Facebook/Website
	10. To note that the next F & GPC meeting will be held at 7:30pm on the 22nd of May 2024
	11. Exclusion of press and public - To resolve that the press and public be excluded from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, S. 1(2)
	12. To receive an update on the Mcarthy Stone carpark and to consider making a recommendation to Full Council