



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
Clerk: Lisa Burgess
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17th February 2025

Dear Councillor

You are hereby summoned to a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 26th February at 7.30pm in the Parish Room**.

Please inform the Clerk if you would like the Hearing Loop System turned on.

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

Lisa Burgess

Lisa Burgess
Clerk/Chief Officer to Martlesham Parish Council

AGENDA

CP is committee paper **CR** is Chairman's report **FOR** is Finance Officer Report - **all papers on SharePoint**

AGENDA			
Time	Item	Action by committee	Ref
19.30	1. Apologies	Note absence	Not applicable (N/A)
19.31	2. Disclosable pecuniary or local non-pecuniary interests	Register interests	N/A
19.32	3. Actions from last Meeting	Note: ongoing or on agenda	N/A
19.33	4. PUBLIC FORUM		
	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	5. Financial Matters		
	5.1 Payments made 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 Scope of internal audit: instructions to the internal auditor (IA)	Recommend to full Council that the IA is asked to use the internal audit checklist in the JPAG Practitioner's Guide 2024 as the basis for the internal audit 2024/25 https://www.nalc.gov.uk/resource/practitioners-guide-2024.html	CP
	5.5 Suffolk Pension Fund Annual LGPS Return 2024/25 Clerk to return data by 21.04.25	Note	N/A
	5.6 External auditor	Note	N/A

	appointment – PKF Littlejohn		
	5.7 Pensions Regulator: automatic enrolment duties – acknowledgement of re-declaration of compliance	Note	N/A
19.55	6 Financial Officer's Report		
	6.1 Change of copier/Printer supplier from Apogee to Evolve	Consider	FOR
	6.2 Request from Martlesham Heath Aviation Society for financial assistance towards the cost of repairing the memorial (total cost £450)	Consider	FOR
	6.3 Current Projects	Review	CP
20.00	7. Annual Review		
	7.1 Annual Review Programme – Clerk to work through Policies for amended & standardisation	Agree/Amend	CP
	7.2 F&GPC review terms of reference	Agree	CP
	7.3 F&GPC review its long-term plan	Agree	CP
	7.4 Review Asset Register (Changes in red on full register)	Recommend to full Council?	CP
	7.5 Review of facilities e.g. Parish Room	Recommend to full Council?	CP
	7.6 Review Freedom of Information Publication	Recommend to full Council?	CP
	7.7 Review Safeguarding Policy	Recommend to full Council?	CP
	7.8 Review Lone Working Policy	Recommend to full Council?	CP
	7.9 Review of employment law/policies/pay	Recommend to full Council?	CP
	7.10 Review Flexible Retirement Policy	Recommend to full Council?	CP
20.30	8. Martlesham Newsletter/Website/Facebook		
	8.1 Contributions/what has this meeting achieved?	Consider	N/A
20.45	9. Consultations		
	9.1 Any consultations?	Consider?	N/A
	12. Any items for the next agenda		
	12.1 List items		