



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Lisa Burgess
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22nd May 2025

Dear Councillor

You are hereby summoned to a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 28th May 2025 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 Income & Expenditure Report	Note	CP at meeting
	5.4 Verification of bank reconciliations for year ending 31 st March 2025	Note	CP
	5.5 Annual Internal Audit Report 2024/25 – completed page 3 of the Annual Governance & Accountability Return (AGAR) & separate report from internal auditor	Consider & make recommendations to full Council?	CP
	5.6 Assets Register 2024/25	Recommend to full PC the fixed assets for year ending 31 March 2025	CP

	5.7 Income & expenditure account for the year ended 31 March 2023 with Supporting Statement	Recommend to full Council for approval	CP
	5.8 Annual Governance Statement & Accountability Return (AGAR) 2024/25 Form 3 for year ended 31 March 2025 - Section 1 Annual Governance Statement –answering ‘yes’ to statements 1 – 9 (page 4)	Recommend to full Council for approval	CP
	5. 9 Section 2 – Accounting Statements 2022/23 of the AGAR for year ended 31 March 2023 including accounting statements (page 5), bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances & information required by intermediate level review procedures	Recommend to full Council for approval	CP
	5.10 Period for the exercise of public rights relating to the annual accounts	Recommend to full Council	CP
	5.11 Annual Return for year ending 31.03.25	Recommend to full Council	CP
	5.12 Reports for signing from year end closure by Rialtas	Recommend to full Council	CP
19.55	6 Financial Officer’s Report to include Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014		
	6.1 Internal Control Statement for Year Ending 31.03.25	Agree	FOR
	6.2 Year-end figures	Note	FOR
20.00	7. Annual Review (enclosed for reference)		
	7.1 Standing Orders	Recommend to full Council	CP
	7.2 Financial Regulations	Recommend to full Council	CP
	7.3 F&GPC review its long-term plan	Agree	CP
	7.4 Register of Interests: reminder to complete, review annually, update as necessary	Recommend to full Council	CP
	7.5 Grant Policy	Recommend to full Council	CP
	7.6 Insurance Cover – renewal due at the end of September 2025	Recommend to full Council	CP
	7.7 Health & Safety Policy	Recommend to full Council	CP
	7. 8 Volunteer 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
	10. Any items for the next agenda		
	10.1 List items		