



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB  
Clerk: Mrs Diane Linsley  
Telephone: 01473 612632  
Email: [clerk@martleshamcouncil.org.uk](mailto:clerk@martleshamcouncil.org.uk)  
Website: <http://martlesham.onesuffolk.net>

25 November 2021

Dear Sir/Madam

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 01 December 2021 at 7.30pm** in St Michael's Church Centre.

**To note that Covid-19 cases are rising at the current time so please act cautiously and be mindful of the concerns of others. Please make your own risk assessment of the advisability of attending and/or any measures you should take individually to ensure your own safety.**

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

*S C Robertson*

Susan Robertson, Finance Officer  
pp Diane Linsley, Clerk

**CP** is committee paper **FOR** is Finance Officer's report - **all papers by email**

AGENDA			
Time	Item	Action by committee	Ref
19.30	<b>1. Apologies</b>	Note absence	Not applicable (N/A)
19.31	<b>2. 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 Cheques signed between meetings	Ratify	CP at meeting
	5.2 Any pending expenditure transactions	Agree	CP at meeting
	5.3 December Admin Income & Expenditure Report	Note	CP at meeting
	5.4 Appointment of Internal Auditor for 2021/22 financial year	Recommend to the full PC that Mr Hunt is appointed as internal auditor for 2021/22 with fee held as for 2020/21	N/A
	5.5 Mandate change form/internet banking	Note/consider	FOR1
	5.6 Operation London Bridge – event cancellation insurance	Consider	FOR2
	5.7 Coronation events & costs	Consider whether to increase the Chairman's Allowance	N/A
	5.8 Grant requests from Headway & Citizens Advice Bureau	Consider/make a recommendation to full Council?	FOR3
	5.9 Wildflower Project Working Group – Request for funds for the purchase of signs	Consider	FOR4 & CP

20.05	<b>6. Finance Officer's Report</b>		
	6.1 Repair Hub update	Note/Recommend an EMR code for the Repair Hub income & expenditure?	FOR5
	6.2 Cycle to Work Scheme	Note – no further action?	FOR6
	6.3 Bench & tree in memory of John Forbes	Make a recommendation to full Council	FOR7
	6.4 Use of Parish Room by local organisations	Note	FOR8
20.12	<b>7. Draft F&amp;GPC Budget &amp; Earmarked Reserves for 2022/23</b>		
	7.1 Review draft Admin budget	Agree figure of £123,790 for recommendation	CP
	7.2 Draft F&GPC Earmarked reserves	Agree figure of £94,613 for recommendation (adjusted to reflect EMR CIL Reserve additional income & projected expenditure in 21/22)	CP
20.20	<b>8. Budget &amp; Precept for 2022/23</b>		
	8.1 Draft Recreation & Amenities budget, Earmarked Reserves & PWCG financial statement	Note – for information	CPs
	8.2 Draft Total Budget 2022/23 of £161,937 and Summary of Income to 25/11/21	Note	CPs
	8.3 Financial Summary & Account Balances	Note – for information	CPs
	8.4 Martlesham Parish Council Precept 2022/23: ESC Letter	Note for consideration when setting precept and earmarked reserves	CP & FOR9
	8.5 Risk Assessment of General Reserves	Agree risk assessment	FOR10
	8.6 Earmarked Reserves: proposals for 2022/2023	Recommend earmarked reserves for 2022/23 to the full PC	CP
	8.7 Setting the budget & precept for 2022/23	Recommend to the January 2022 PC meeting a draft budget & precept for 2022/23	CP
21.05	<b>9. Annual Review</b>		
	9.1 August Workshop: an informal meeting which replaces a full Council meeting	Consider topics for the August 2022 workshop	N/A
21.08	<b>10. Any other pertinent issues</b>		
	10.1 Consultation on the Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule and Draft East Suffolk CIL Instalment Policy	Consider	FOR11 & CPs
	10.2 Civility & Respect Project	Note the launch of this Project supported by NALC & SLCC (Society of Local Council Clerks)	CP
21.15	<b>11. Any items for the next agenda</b>		
21.16	<b>12. Martlesham Newsletters/Website/Facebook</b>		
	12.1 Contributions/what has this meeting achieved?	Consider	N/A
	<b>The following item to be taken in camera if new pay scales for 2021/22 are received before the meeting:</b>		
21.17	<b>13. Staff Matters</b>		
	13.1 Staff pay	Consider if necessary & make recommendations to full PC	N/A