



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
Clerk: Mrs Lisa Burgess
Telephone: 01473 612632
Email: clerk@martleshamcouncil.org.uk
Website: www.martleshamparishcouncil.org.uk

20th February 2026

Dear Councillors

You are hereby summoned to attend the next MEETING of Finance and General Purposes Committee to take place in the PARISH ROOM on **WEDNESDAY 25th February 2026** at 7.30pm.

In order to facilitate the meeting, in the absence of prior notice of a wish to speak, the Chairman will take starred items* as read and accepted without discussion. For other items, if any councillors wish to present a proposal to expedite the business, the Chairman will ask them to speak at an early stage in the discussion, if notified in advance.

A hearing loop is available in the Parish Room. Please inform the Clerk if you would like it to be switched on.

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

L S Burgess

Lisa Burgess
Clerk/RFO

CP is council paper; **CR** is Clerk's report

7:30pm

1. **Apologies** - Note/accept absence, Not applicable (N/A)
2. **Any declarations of disclosable pecuniary or local non-pecuniary interests** Register interests
3. **Actions from last meeting** Ongoing or on the agenda*
4. **PUBLIC FORUM**
 - 4.1 To allow members of the public to address business on the agenda
 - 4.2 Any issues raised by the public

7:50pm

5. Financial Matters

5.1 Payments pending between meetings **(CP)**

5.2 Payments made between meetings **(CP)**

5.3 Income & Expenditure – Budget Monitoring Report (EMR included) including forecast year end position & Commentary **(CP)**

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 2025 as the basis for the internal audit 2025/26 [Practitioners-Guide-2025.pdf](#)

5.5 Suffolk Pension Fund Annual LGPS Return 2025/26 Clerk to return data by 21.04.26 – Note

5.6 External Auditor appoint – PKF Littlejohn, submission information has not yet been released– note

5.7 Pensions Regulator automatic enrolment duties – acknowledge redeclaration of compliance – note

8:10pm

6. Annual Review

6.1 Terms of Reference

6.2 Asset Register

6.3 Data Protection Policy

6.4 Subject Access Request Policy

6.5 Internet Banking Policy

6.6 Grant Policy

6.7 Social Media Policy

8:50pm

7. Items for Consideration

7.1 Following **Resolution C2025/11j** at the November Parish Council Meeting to implement an HR Committee the following Policies & Procedures should now be reviewed by the HR Committee:

- Whistle Blowing Policy
- Training & Development Policy
- Display Screen Equipment Workstation Checklist
- Dignity at Work Policy
- Volunteer Policy (also be to reviewed by the Recreation & Amenities & DET Committees)
- Flexible Retirement Policy
- Health & Safety Policy (also be to reviewed by the Recreation & Amenities & DET Committees)
- Lone Working Policy
- Sickness Absence Policy
- Code of Conduct
- Annual Leave Policy
- Flexible Working Policy
- Appraisal Policy
- Emergency-Dependants Leave Policy

7.2 Standing Orders

Councillors are asked to recommend that in Standing Order 4 the list of committees includes the Human Resources Committee

8. Martlesham Newsletter/Website/Facebook

8.1 Any items to be considered for inclusion in publications?

9:10pm

9. Consultations

9.1 Any consultations?

10. Any items for the next agenda?

10.1 List Items

11. What has this meeting achieved