

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON 22<sup>nd</sup> OCTOBER 2025 IN THE PARISH ROOM, FELIXSTOWE ROAD**

**PRESENT:** Cllr L Burrows (Chair), Cllr C Geeson, Cllr Ian O'Brien Baker, Cllr E Thompson

**In attendance:** Lisa Burgess (Clerk/RFO), Rachel Crompton (Finance Officer)

- 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

There were no members of the public present

#### 4.2 Any issues raised by the public

None

## 5. Financial Matters

## 5.1 Payments pending between meetings (CP)

## **Decision F2025/12a to approve the following payments - Agreed**

## 5.2 Payments made between meetings (CP)

**Decision F2025/12b to ratify the following payments - Agreed**

PAYMENT PENDING BETWEEN MEETINGS - CURRENT									
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2	Rialtas
31/10/2025	SCL Landscapes Ltd	£2,023.81	£404.76	£2,428.57	Invoice 4307 October Ground works				
31/10/2025	SCL Landscapes Ltd	£85.00	£17.00	£102.00	Invoice 4308 Various Works				
07/11/2025	Ipswich Computer Services	£207.95	£41.60	£249.55	Inv: 073077 Microsoft & Eset for November 25				
08/11/2025	Pod Point	£6.62	£1.32	£7.94	Invoice ADF-24154 1st Oct to 31st Oct 25 Admin Fee's				
18/11/2025	Tobie C Window Cleaning	£15.00	£0.00	£15.00	Invoice 10 Window Cleaning for October				
18/11/2025	Viking Direct	£151.67	£30.34	£182.01	Invoice 4410132641 Stationary Order				
19/11/2025	SLCC Ltd	£120.00	£24.00	£144.00	Invoice QL208246-1 ICA for Rachel				
24/11/2025	Normanton Screen Print	£166.35	£33.27	£199.62	Invoice: 15263 10 x NHW Signs				
25/11/2025	Newgate (Newark) Ltd	£14.40	£4.20	£12.00	Invoice: 202788 Replace 2 x Batteries				
27/11/2025	Evolve Business Solution	£150.00	£30.00	£180.00	Invoice: 012957 Useage for the period 28/8 to 27/11/25				
01/12/2025	Doyle Electrical Services Ltd	£1,798.30	£359.66	£2,157.96	Invoice: SI-18866 Install & replace lamp post				
01/12/2025	John Goodluck	£180.00	£0.00	£180.00	Invoice: 400271 Litter Picking for November 25				
02/12/2025	Ipswich Computer Services Ltd	£100.00	£20.00	£120.00	Invoice: 073305 Annual Server Fee SSL Certificate				
02/12/2025	Eon Next	£209.87	£10.49	£220.36	Inv: 0005 Electric for Upper Eagle Way				
03/12/2025	HMRC	£2,471.45	£0.00	£2,471.45	PAYE For month 8				
03/12/2025	Suffolk Pension Funds	£2,420.91	£0.00	£2,420.91	Suffolk Pension Funds - November Pensions				
	<b>TOTAL</b>	<b>£10,121.33</b>	<b>£974.84</b>	<b>£11,091.37</b>					

### 5.3 Monthly bank reconciliation figures (CP)

**Decision F2025/12c** to approve the up to date bank reconciliations – **Agreed**

### 5.4 Income & Expenditure – Latest income & expenditure report

- **note**

### 5.5 Appointment of Internal Auditor

The Clerk has contacted David Hunt who has agreed to conduct the Internal Audit for Financial Year 2025-2026. The estimated cost for this (provided by Mr Hunt) is £390.

**Decision F2025/12d** to appoint David Hunt as Internal- **Agreed**

## 6. Grant Applications

6.1 Grant Applications for 2026/27 – make recommendations to the full Council (PC) on grant applications and on the amount to budget for grants, additional Grant Application received from Headways (CP)

**Recommendation F2025/12a** full Council to consider all 9 grant applications for payment in full. A final decision to be made in January 2026 once the Budget for 2026/27 has been finalised – **Agreed**

## 7. Draft Budget, Reserves & Precept

7.1 Precept 2026/27 letter received from East Suffolk District Council.

Councillors were presented with the 2026/27 Precept letter received from ESDC - **Note**

### 7.2 Financial Summary & Account

Councillors were presented with a financial summary including a forecasted financial picture to the end of the financial year, including commentary - **Note**

### 7.3 Review Draft

Councillors were presented with the draft budget and commentary, this was discussed and Councillors were provided with the opportunity to question Officers in respect of the content of the draft budget and EMRs. Officers will provide the draft budget to Councillors in the January Parish Council meeting on the 7<sup>th</sup> January 2026 with further known figures - **Note**

### 7.4 Setting the Budget, Precept & Reserves for 2026/27

On reviewing the Budget, Precept & Reserves for 2026/27 Councillors made the following recommendations.

**Recommendation F2025/12b** full council to agree the proposed budget, reserves and to set the precept at £240,000.00 - **Agreed**

8:40pm

## 8. Annual Review

### 8.1 Annual Review Programme

Councillors noted that several Policies previously reviewed by the F&GP would be reviewed by the newly

formed HR Committee - **Note**

#### 8.2 Risk Assessment & Management – Review financial risk

Following on from reviewing the draft budget, Councillors looked at the Financial Risks moving forward, these included:-

- Community Hall and the need to review the Lease
- Land Maintenance Tender which is up for review and renewal from April 2027. A review of additional works undertaken will need to be carried out and added to the new tender document
- Salaries, potential cost of living rise, pension contributions and incremental rises
- Energy bills, a review will need to be carried out in respect of the energy provided for the Parish Room/Richards Room and Runway Heritage carpark - **Note**

#### 8.3 Review of General Data Protection (GDPR) Policies

Due to time constraints this will be discussed at the January Parish Council Meeting - **Note**

#### 8.4 Internet Banking Policy

Due to time constraints this will be discussed at the January Parish Council Meeting - **Note**

#### 8.5 Grant Policy

Suggested additional information to be included in the Grant Policy, were request for Safeguarding Policy and Insurance if necessary from organisation applying for the grant together with a cap for the amount of funding per grant.

**Decision F2025/12e** – for the Grant Policy to be drafted to include the additional information - **Agreed**

### **9. Consultations**

#### 9.1 Any consultations?

There were no consultations

9:15pm

### **10. Any items for the next agenda**

Any additional Policies from annual review to be brought to the next F & GP Meeting

### **11. Martlesham Newsletters/Website/Facebook**

11.1 Contributions

There were no suggestions for news articles

### **12. What has this meeting achieved**

Agreement to recommend draft budget, reserves and precept to full Council in January.

Following an agreed extension this meeting was closed at: - 9:28pm

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Chair – 7<sup>th</sup> January 2026