



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley
Telephone: 01473 612632
Email: clerk@martleshamcouncil.org.uk
Website: <http://martlesham.onesuffolk.net>

09 February 2022

Dear Sir/Madam

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 16 February 2022 at 7.30pm in St Michael's Church Centre.**

To note that Covid-19 cases are still prevalent 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	1. Apologies	Note absence	Not applicable (N/A)
19.31	2. 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. Green Energy Audit		
	5.1 Green Energy Audit Report	Consider	CP & FOR1
20.05	6. Financial Matters		
	6.1 Cheques signed between meetings	Ratify	CP at meeting
	6.2 Any pending expenditure transactions	Agree	CP at meeting
	6.3 February Admin Income & Expenditure Report	Note	CP at meeting
	6.4 Financial Review: meeting held on 02.02.22	Consider the Financial Review & Recommendation 1; make recommendations to full PC?	CPs
	6.5 Scope of internal audit: instructions to the internal auditor	Consider Financial Review Recommendation 2: that the internal auditor follows the approach for testing as set out in Appendix 9 of Governance & Accountability for Local Councils 2014	CP

	6.6 Suffolk Pension Fund Annual LGPS Return 2021/22: Clerk to return data by 21.04.22	Note*	N/A
	6.7 Suffolk Pension Fund: Annual Employers' Meeting 19.01.22	Note*	FOR2
	6.8 Bank reconciliation verification December 2021	Minute verification by Mrs J Hall/Consider whether a policy for writing off cheques is needed?	FOR3
	6.9 Allocation of funds for legal fees for transfer of runway car park	Consider	FOR4
	6.10 Local Government Pay Claim 2021/22 - update	Note*	FOR5
	6.11 Council Insurance Cover update	Note*	FOR6
20.25	7. Finance Officer's Report		
	7.1 Meeting quorums	Consider	FOR7
20.30	8. Annual Review		
	8.1 Annual Review Programme	Agree/amend	CP
	8.2 Five Year Plan	Agree/amend	CP
	8.3 Assets Register (<i>changes in red on full register</i>)	Recommend to full Council?	CPs – full & summary to follow
	8.4 Employment law, policies, pay	Note nothing new to report*	N/A
	8.5 Local Government Pension Scheme Discretions Policy	Recommend to full Council?	CP
	8.6 Facilities e.g. Parish Room (see 5-Year Plan)	Anything new to consider, especially in light of the pandemic?	N/A
	8.7 Freedom of Information Publication Scheme	Recommend to full Council?	CP
	8.8 Safeguarding Policy	Recommend to full Council?	CP
	8.9 Email Protocol Policy	Recommend to full Council?	CP
	8.10 Filming & Recording at Council Meetings Protocol	Recommend to full Council?	CP
	8.11 Draft Social Media and Electronic Communication Policy	Unadopted policy – may require more scrutiny before recommendation to full Council?	CP
	8.12 CCTV Operational Procedure	Recommend to full Council?	CPs
	8.13 Review of System of Internal Audit	Recommend any changes to full Council?	CP & see Financial Review (6.4)
21.10	9. Any items for the next agenda		
	9.1 Annual reviews including reminder to complete Registers of Interests	Any other items?	N/A
21.12	10. Martlesham Newsletters/Website/Facebook		
	10.1 Contributions/what has this meeting achieved?	Consider; advertise April Annual Parish Meeting	N/A
	The following item to be taken in camera if any new information is received before the meeting:		
21.14	11. Staff Matters		
	11.1 Staff pay	Consider if necessary & make recommendations to full PC	N/A