



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley
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18 May 2023

Dear Sir/Madam

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 24 May 2023** at **7.30pm in the Parish Room, Felixstowe Road, IP12 4PB.**

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. 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 Cheques signed between meetings	Ratify	CP at meeting
	5.2 Any pending expenditure transactions	Agree	CP at meeting
	5.3 May Admin Income & Expenditure Report	Note	CP at meeting
	5.4 Verification of bank reconciliations for year ending 31 March 2023	Minute that end of year bank reconciliations were verified by Mrs Hall	CP to follow or at meeting
	5.5 Annual Internal Audit Report 2022/23 – completed page 3 of the Annual Governance & Accountability Return (AGAR) & separate report from internal auditor	Consider & make recommendations to full Council?	CPs & FOR1
	5.6 Assets Register 2022/23	Recommend to full PC the fixed assets for year ending 31 March 2023	CPs Summary & full Register
	5.7 Income & expenditure account for the year ended 31 March 2023 with Supporting Statement and 2 appendices	Recommend approval of the end of year accounts to full PC meeting in June?	CPs

	5.8 Annual Governance Statement & Accountability Return (AGAR) 2022/23 Form 3 for year ended 31 March 2023 - Section 1 Annual Governance Statement –answering 'yes' to statements 1 – 9 (page 4)	Recommend approval to full PC?	FOR2 a) 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 approval to full PC in June?	FOR2 b) & c) CPs
	5.10 Period for the exercise of public rights relating to the annual accounts	Recommend dates to full PC?	FOR3 CP
	5.11 Setting up an earmarked reserve to support carbon reduction projects (following discussions at the Recreation & Amenities Committee (R&AC) meeting)	Consider	N/A
	5.12 Energy Bill Discount Scheme replaced Energy Bill Relief Scheme from 01 April 2023	Note	FOR4
20.30	6. Finance Officer's Report		
	6.1 Equality impact assessment templates	Consider & recommend template to full PC?	FOR5 & CPs
	6.2 Temporary locum support for the office	Consider (in camera if personal staff issues discussed)	N/A
20.55	7. Annual Review (enclosed for reference)		
	7.1 Standing Orders	Recommend to full PC?	CP
	7.2 Financial Regulations	Recommend to full PC?	CP
	7.3 Parish Room Policy (included at request of R&AC)	Recommend to full PC?	CP
	7.4 Best Value Policy & Mission Statement	Recommend to full PC?	FOR6 & CP
	7.5 Register of Interests: reminder to complete, review annually, update as necessary	Include on June PC agenda?	N/A
	7.6 Grant Policy	Recommend to full PC?	CP
	7.7 Insurance Cover	Note	FOR7
	7.8 Health & Safety Policy	Recommend to full PC?	CP
	7.9 Lone Working Policy	Recommend to full PC?	CP
	7.10 Volunteer Policy – last reviewed Jan 2023 so not included again	Note	N/A
21.28	8. Any items for the next agenda		
	8.1 Grants	Any other items?	N/A
21.29	9. Martlesham Newsletters/Website/Facebook		
	9.1 Contributions/what has this meeting achieved?	Consider	N/A