



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB  
Clerk: Mrs Diane Linsley  
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23 May 2024

Dear Councillors,

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 29 May 2024 at 7.30pm in the Parish Room, Felixstowe Road, IP12 4PB**.

**Members of the press and public are welcome to attend.**

Kreon Wynn, Responsible Financial Officer  
pp Diane Linsley, Clerk

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| <b>1. Apologies and approval of absences</b>   |
| <b>2. To receive declarations of interest</b>  |
| <b>3. Public Forum</b> - There will be 15 minutes available for this session where members of the public may address the Committee, including items for discussion on the agenda.  |
| <b>4. To consider recommending that the council hold monthly surgeries and presentations to parishioners and local groups that operate within the parish of Martlesham</b>   |
| <b>5. Financial Matters</b><br>5.1 To approve payment of invoices received in accordance with the 2023/2024 budget<br>5.2 To note May Admin Income & Expenditure Report<br>5.3 To note verification of bank reconciliations for year ending 31 March 2023<br>5.4 To consider recommending to full council the annual Internal Audit Report 2023/24 – completed page 3 of the Annual Governance & Accountability Return (AGAR) and separate report from internal auditor<br>5.5 To consider recommending to full council the Income & expenditure accounts for the year ended 31 March 2024 with Supporting Statement and 2 appendices<br>5.6 To consider recommending to full council the Annual Governance Statement & Accountability Return (AGAR) 2023/2024 Form 3 for year ended 31 March 2024 - Section 1 Annual Governance Statement –answering 'yes' to statements 1 – 9 (page 4)<br>5.7 To consider recommending to full council section 2 – Accounting Statements 2023/24 of the AGAR for year ended 31 March 2024 including accounting statements (page 5), bank reconciliation, balance sheet for reconciliation of boxes 7 & 8, and explanation of significant variances<br>5.8 To consider recommending to full council the period for the exercise of public rights relating to the annual accounts<br>5.9 To consider purchasing new PC for the clerk or upgrading RAM (random access memory) across the office computers<br>5.10 To consider using the available funds in the Section 106 Sport budget for the repurposing of the pétanque piste and the football goal posts |
| <b>6. Banking</b> - To consider opening a savings account with Unity Bank  |
| <b>7. Annual Review of Policies and Procedures</b><br>7.1 To review and recommend to full council the Standing Orders  |

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| 7.2 To review and recommend to full council the 2024 NALC model Financial Regulations  |
| 7.3 To note a reminder to all councillors to complete, review annually, and update as necessary the Register of Interests – this will be on the June full council agenda |
| 7.4 To review and recommend to full council the Grant Policy   |
| 7.5 To note insurance cover  |
| 7.6 To review and recommend to full council the Health & Safety Policy   |
| 7.7 To review and recommend to full council the Volunteer Policy   |
| 7.8 To review and recommend to full council the Internal Control Document  |
| 7.9 To receive and note Online Banking Procedures  |
| 7.10 To note rate relief review for the recreation ground  |
| 7.11 To review and approve the Lists of Deeds and Other Documents  |
| 7.12 To note the Council Officers update on documentation storage  |
| <b>8. To note any items for the next agenda</b>  |
| Grant applications for 2025-2026   |
| <b>9. To consider what this meeting has achieved and what contributions can be made to Martlesham Newsletters/Facebook/Website</b>                                       |
| <b>10. To note that the next Finance and General Purposes Committee meeting will be held at 7:30pm on the 23<sup>rd</sup> of October 2024</b>                            |