



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

1. Apologies and approval of absences
2. To receive declarations of interest
3. Public Forum - 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.
4. To consider recommending that the council hold monthly surgeries and presentations to parishioners and local groups that operate within the parish of Martlesham
5. Financial Matters
5.1 To approve payment of invoices received in accordance with the 2023/2024 budget
5.2 To note May Admin Income & Expenditure Report
5.3 To note verification of bank reconciliations for year ending 31 March 2023
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
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
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)
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
5.8 To consider recommending to full council the period for the exercise of public rights relating to the annual accounts
5.9 To consider purchasing new PC for the clerk or upgrading RAM (random access memory) across the office computers
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
6. Banking - To consider opening a savings account with Unity Bank
7. Annual Review of Policies and Procedures
7.1 To review and recommend to full council the Standing Orders

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
8. To note any items for the next agenda
Grant applications for 2025-2026
9. To consider what this meeting has achieved and what contributions can be made to Martlesham Newsletters/Facebook/Website
10. To note that the next Finance and General Purposes Committee meeting will be held at 7:30pm on the 23rd of October 2024