

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON 23rd OCTOBER 2024 IN THE PARISH ROOM, FELIXSTOWE ROAD

PRESENT: Mr L Burrows (Chairman), Mr M Irwin (Vice Chairman), Mr M I O'Brien Baker (Committee).

Members of the public – None.

In attendance: Mrs Melanie Thurston (Locum Clerk)

1. Apologies: Mrs J Hall & Mr Simon Daws.

2. Interests

2.1 Disclosable Pecuniary Interest & Local Non Pecuniary Interests (LNPI):
None.

3. Actions from last Meeting Ongoing or completed.

4. PUBLIC FORUM

4.1 To allow members of the public to address business on the agenda
None.

4.2 Any issues raised by the public
None.

6. Financial Matters

6.1 Cheques signed between meetings
None.

6.2 Any pending expenditure CP filed in the office together with these minutes.
In the absence of a finance officer Cllr Irwin to carry out these transactions as payments between meetings.

DECISION 2024/10a: To pay all pending expenditure transactions as payments between meetings (report filed in the office together with minutes). **Agreed.**

6.3 Admin Income & Expenditure Report CPs filed in the office together with these minutes.
The report was noted. Reports on F&GPC earmarked reserves and expenditure were also noted.

6.4 Bank reconciliation verifications In the absence of an RFO it has not been possible to carry this out.

6.7 Opening of the Unity Trust Instant Access savings account Noted that the account has been opened.

6.8 Use of the PC debit card to purchase refreshments for the Volunteer Event Office staff to be asked to carry this out, under the supervision of the interim clerking group. This will be a Section 137 payment.

7. Grants

7.1 Grant Applications for 2025/26 CPs filed in the office together with these minutes.
Discussion on the applications request took place. The Bowls Club to be questioned if training has been carried out for the use of strimmers. Subject to this, a grant to be given.

RECOMMENDATION 2024/10a: That the Parish Council approves the following grant applications received for 2025/26: Suffolk Wildlife Trust £310; Martlesham Conservation Group £201.87; Martlesham Heath Aviation Society £450.00; Martlesham Bowls Club £600.00. Total: **£1561.87.**
Agreed.

8. Administration Budget & Earmarked Reserves

8.1 Setting the Administration Budget: Projected Expenditure to financial year end Likely to increase due to the additional expense of computer software support and computer hardware. Expect staffing costs also to increase. CP filed in the office together with the minutes.

8.2 Setting the Administration Budget 2025/2026 CP filed in the office together with the minutes. The Committee was satisfied to keep the figures proposed in red on the table, however staff salaries, employers National Insurance and Pension contributions to be increased to £110,000 for known commitments. The draft F&GPC budget 2025/26 was noted as £177,418. This will be subject to review at the December meeting before recommendation to full Council in January 2025. **Agreed.**

8.3 Setting F&GPC earmarked reserves 2025/2026 CP filed in the office together with the minutes. Draft F&GPC earmarked reserves will be subject to review in December.

8.4 DETC provisional Earmarked Reserve for 2025/26 No requests have been received.

8.5 Fitness training on Kronji's Piece – renewal of agreement Council officer to contact the fitness instructor to ask him if he still needs the current arrangements.

8.6 Renewal of photocopier/printer contract. Delegate to the Interim clerking group.

9. Interim Clerking Working Group

9.1 Revised terms of reference The group has been asked to review the prioritisation of the work in the absence of a clerk.

RECOMMENDATION 2024/10b. That the Interim Clerking Working Group also to carry out and follow action points arising from council and other committee meetings and working groups and to work with bank signatories to ensure payments are made. **Agreed.**

9.2 Asset Register Happy with the revised register.

RECOMMENDATION 2024/10c. Kronjis Piece remains at £15,000 on the register and that the register be approved by the parish council. **Agreed.**

9.3 Calendar of meetings for 2025 Happy with the list of dates.

RECOMMENDATION 2024/10d. That the Calendar of Meetings 2025 be approved by the parish council. **Agreed.**

10. Annual Review

10.1 Annual Review Programme CP filed in the office together with the minutes. Noted. Annual Review to remain the same.

RECOMMENDATION 2024/10e. That the Annual Review be approved by the parish council. **Agreed.**

10.2 Review of Financial Management CP filed in the office together with the minutes.

10.3 Review of the system of internal control CP filed in the office together with the minutes.

10.4 Review of Risk Management, including Fire Risk Assessment CP filed in the office together with the minutes.

10.5 Review of Investments and Investment Policy CP filed in the office together with the minutes.

10.6 Review of General Data Protection Regulation (GDPR) policies CPs filed in the office together with these minutes.

10.7 Review CCTV Operational Procedure CP filed in the office together with these minutes.

10.8 Volunteer Policy CP filed in the office together with these minutes.

RECOMMENDATION 2204/10f that the Volunteer Policy could be introduced to the volunteers at the volunteer event for feedback. **Agreed.**

10.9 Health and Safety Policy CP filed in the office together with these minutes.

RECOMMENDATION 2024/10g. That the parish council approves the above documents 10.2 to 10.9 as no changes have been needed and no issues have arisen. Agreed.

11. Any items for the next agenda

11.1 Budgets & precept for 2025/26. No others

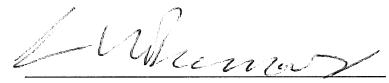
12. Martlesham Newsletters/Website/Facebook

12.1 Contributions/what has this meeting achieved? N/A

13. Staff Matters

13.1 Staff pay scales for 2024/25. SALC has not yet advised of the new pay scales.

The meeting was closed at 9.04pm.



Chairman, 08 January 2025

