



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Lisa Burgess
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30th May 2025

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 4th June 2025** at 7.30pm.

In order to facilitate the meeting, in the absence of prior notice of a wish to speak, the Chairman will take starred items* as read and accepted without discussion. For other items, if any councillors wish to present a proposal to expedite the business, the Chairman will ask them to speak at an early stage in the discussion, if notified in advance.

A hearing loop is available in the Parish Room. Please inform the Clerk if you would like it to be switched on.

The meeting is open to the public and press to attend.

L S Burgess

Lisa Burgess
Clerk

CP is council paper; **CR** is Clerk's report

AGENDA			
Time	Item	Action by Council	Paper/Ref (all by email)
19.30	1. Apologies	Note/accept absence	Not applicable (N/A)
19.31	2. Any declarations of disclosable pecuniary or local non-pecuniary interests	Register interests	N/A
19.33	3. Filling the Parish Councillor Vacancies	Consider Co-option	CP
19.35	4. Minutes of Annual Meeting of the Parish Council 07.05.28	Approve*	CP- minutes
19.37	5. Actions from last meeting	Ongoing or on the agenda*	N/A
19.38	6. PUBLIC FORUM		
	6.1 Reports from District Councillors	Note/any issues raised by the public/consider	Any report?
	6.2 Reports from County Councillors	Note/any issues raised by the public/consider	Any report?
	6.3 To allow members of the public to address business on the agenda	Note/consider	Any issues?
	6.4 Any issues raised by the public	Note/include on another agenda?	Any issues?

19.48	7. Financial Matters		
	7.1 Monthly finance report, including monthly bank reconciliation figures	Approve	CP
	7.2 Payments made between meetings	Approve	CP
	7.2 Any pending transactions		
19.52	8. TO CONSIDER REPORTS AND RECOMMENDATIONS FROM COMMITTEES		
	8.1 Recreation & Amenities Committee 14.05.25 Minutes	Approve*	CP - minutes
	8.2 Finance & General-Purpose Committee 28.05.25 Minutes	Approve*	CP- minutes
	8.3 Recommendation F2025/5a recommend full Council to approve and sign the bank reconciliations for year ending 31 st March 2025	Approve	CP
	8.4 Annual Internal Audit Report 2024/25 – completed page 3 of the Annual Governance & Accountability Return (AGAR) & separate report from internal auditor Recommendation F2025/5b recommend to full Council to approve page 3 of AGAR and the report from the internal auditor	Approve	CP
	8.5 Asset Register 2024/25 Recommendation F2025/5c recommend to full Council for approval	Approve	CP
	8.6 Income & Expenditure account for the year ended 31 st March 2025 with supporting statement Recommendation F2025/5d recommend to full Council for Approval	Approve	CP
	8.7 Annual Governance Statement & Accountability Return (AGAR) 2024/25 Form 3 for year ended 31 st March 2025 – Section 1 Annual Governance Statement answering “yes” to statements 1-9 (page 4) Recommendation F2025/5e recommend to full council answering “yes” to statements 1-9 in Section 1 of the Annual Governance Statement for approval	Approve	CP
	8.8 Section 2 – Accounting Statements 2024/25 of the AGAR for year ended 31 st March 2025 including accounting statements (page 5), bank reconciliation, working details for reserves reconciliation boxes 7 & 8, explanation of variances & information required by intermediate level review procedures Recommendation F2025/5f recommend to full Council for approval of completed section 2 and explanation of variances.	Approve	CP
	8.9 Period for the exercise of public rights relating to the annual accounts Recommendation F2025/5g to complete and put to full Council	Consider/approve	CP

	8.10 Annual Return for year ending 31.03.25 Recommendation F2025/5h recommend to full Council	Approve	CP
	8.11 <u>Reports for signing from year end closure by Rialtas</u> Recommendation F2025/5i recommend to full Council	Approve	CP
	8.12 Internal Control Statement for Year Ending 31.03.25 Recommendation F2025/5j recommend to full Council the Internal Control Statement and completed Internal Control Report for approval	Approve	CP
	8.13 Recommendation F2025/5k updated Standing Orders (in line with amendments from NALC to items 14 Code of Conduct Complaints & 18 Financial Controls and procurement, but retaining contract estimated value to the lower level of £25,000 (not increasing to £60,000). To add “Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender or any tender ”. To make the Standing Orders gender neutral recommend	Approve	CP
	8.14 Financial Regulations Recommendation F2025/5l recommend that this item is deferred to the Full Council for consideration and approval	Note	N/A
	8.15 Register of interests: reminder to complete, review annually, update as necessary Recommendation F2025/5m recommend to full Council to remind Councillors to review their registered interests and update as necessary	Note	N/A
	8.16 Grant Policy Recommendation F2025/5n recommend full Council to adopt the changes to the policy and ensure that Grant applications are advertised from August	Note/Approve	CP
	8.17 Insurance Cover – renewal due at the end of September 2025 Recommendation F2025/5o investigate alternative insurance providers and pass to full Council for consideration and approval	Note	N/A
	8.18 <u>Health & Safety Policy</u> Recommendation F2025/5p general Risk Assessments to be reviewed as required. Recommend full Council to adopt the changes to the Policy and approve	Approve	CP
20.05	9. Clerk’s Report		

	9.1 Record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014	Ratify decisions if required	CR
	9.2 Projects Update	Note	CR
	9.3 Neighbourhood Watch	Consider	CR
20.25	10. TO CONSIDER REPORTS FROM WORKING GROUPS		
	10.1 Village Fete 19.07.23 - any update?	Note/consider?	N/A
	10.2 Martlesham Community Speed Watch – any update	Note/Consider	N/A
	10.3 Martlesham Climate – any updated	Note/Consider	N/A
20.40	11. Consultations		
	11.1 Any consultations?	Note/consider?	N/A
	Suffolk – LNRS	Note	N/A
	ESC/SCC – Local Government Reorganisation	Note	N/A
20.51	12. Recreation Ground Trust (the Parish Council acts as sole trustee in the interests of the Trust): to consider any matters other than those within the remit of the Recreation & Amenities Committee		
	12.2 Anything to report? Full Rate Relief received from ESC	Note/consider	N/A
20.53	13. Any reports from representatives on local organisations		
	13.1 Martlesham Community Hall Committee	Note/consider	CP if available
	13.2 Any other reports?	Note/consider	N/A
20.57	14. Items for Martlesham newsletters (April)/Facebook/website		
	14.1 Contributions/what has this meeting achieved?		N/A
	15 What has this meeting achieved?	Note	N/A
	15.1 Meeting achievements		