

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF MARTLESHAM PARISH COUNCIL**  
**HELD ON THE 25TH OF JULY 2024**

**PRESENT:** Cllr L Burrows (Chairman), Cllr M Irwin (Vice Chairman), Cllr H Davey, Cllr J Hall, Cllr C Geeson.

**In attendance:** Ms Kreon Wynn.

There were no members of the public present.

**1. Apologies**

Apologies were received from Cllr P Whitby, Cllr D Parsons, and Cllr E Thompson.

**2. To receive Declarations of Interest.**

None were declared.

**3. To resolve that the minutes of the meeting of the council held on the 4<sup>th</sup> of July 2024 are a true and correct record.**

The minutes were unavailable at this time.

**4. Public Forum**

There were no members of the public present.

**5. To consider providing the RFO with a debit card for the Parish Council's Barclays current account.**

It was **RESOLVED** that the RFO should hold a debit card for the Council's current account. The forms were signed by the Chair and Vice-Chair at the meeting.

**RESOLUTION C2024/7EGMa**

**6. To consider providing the RFO with a debit card for Martlesham Recreation Ground Trust's Barclays current account.**

It was **RESOLVED** that the RFO should hold a debit card for the Martlesham Recreation Ground Trust's current account. The forms were signed by the Chair and Vice-Chair at the meeting.

**RESOLUTION C2024/7EGMb**

**7. To consider creating an Ear Marked Reserve for the future cost of running and maintaining the Runway Heritage Car Park.**

It was **RESOLVED** to create an earmarked reserve for the running and maintenance of the Heritage Runway Carpark using the £20,000 commuted sum from the transfer of the carpark to the Parish Council.

**RESOLUTION C2024/7EGMc**

**8. To consider creating a new post of Temporary Environment and Sustainability Officer.**

Councillors agreed that there were enough projects to justify the creation of a new post, but that after examination of the salary projections, the finances do not support proceeding beyond six months. Councillors felt that a six-month post would not allow enough time to achieve satisfactory results for either the staff member or the council. It was felt that the Planning and Project Officer may be able to pick up some of the projects as they settle into their new post. It was with regret that the council **RESOLVED** not to create a post for a Temporary Environment and Sustainability Officer.

**RESOLUTION C2024/7EGMd**

**9. To approve the appointment of the Planning & Project Officer.**

The Council **RESOLVED** to approve the appointment of Sara Cartwright-Townsend as the Planning and Project Officer with a starting date of Monday 2<sup>nd</sup> September 2024.

**RESOLUTION C2024/7EGMe**

**10. To approve payments of invoices in accordance with the 2024/2025 budget.**

It was **resolved** that the following payments should be approved:

Payee	Net £	VAT£	Gross £	Description
Amazon	329.99	55.83	385.82	New Councillor Laptop
Staff Salaries	5055.05		5055.05	July 2024 Salary
HMRC	1406.75		1406.75	PAYE & NI July 2024
Suffolk County Council	1606.00		1606.00	Pension Contributions July 2024
E.on Next	80.07	4.00	84.07	Electricity Supply June 2024
Water Plus	14.08	2.82	16.90	Rec Ground Standpipe May - July 2024
Rialtas	140.00	28.00	168.00	Alpha Budget Training for RFO
Hobby Craft	10.83	2.17	13.00	Ivory card for fete certificates
Tesco	5.25		5.25	Bin liners & Milk
Tesco	4.35		4.35	MPC fete Refreshments
M Irwin	20.76		20.76	Fete Expenses - Barrier Tape
Ipswich Computer Services	200.00	40.00	240.00	Councillor Laptop Setup In:066770
H Davey	32.50		32.50	Thank you gifts, for Fete organisers
Totals	8905.63	132.82	9038.45	

**RESOLUTION C2024/7EGMf**

The meeting was closed at 1:47pm.

Chairman, 4<sup>th</sup> September 2024.