



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
Clerk: Mrs Lisa Burgess
Telephone: 01473 612632
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14th October 2026

Dear Councillors

You are hereby summoned to attend the next MEETING of Finance and General Purposes Committee to take place in the PARISH ROOM on **WEDNESDAY 21st October 2026** 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/RFO

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

7:30pm

- 1. Apologies** - Note/accept absence, Not applicable (N/A)
- 2. Any declarations of disclosable pecuniary or local non-pecuniary interests** Register interests
- 3. Actions from last meeting** Ongoing or on the agenda*
- 4. PUBLIC FORUM**
 - 4.1 To allow members of the public to address business on the agenda
 - 4.2 Any issues raised by the public

7:50pm

5. Financial Matters

- 5.1 Payments pending between meetings **(CP)**
- 5.2 Payments made between meetings **(CP)**
- 5.3 Income & Expenditure – Budget Monitoring Report (EMR included) including forecast year end position & Commentary **(CP)**
- 5.4 **CIL Report** – recommend to Full Council

8:10pm

6. Grant Application

- 6.1 Grant Applications for 2027/28 – make recommendations to the full Council on grant applications and on the amount to budget for grants **(CP)**

8:25pm

7. Administration Budget & Earmarked Reserves

- 7.1 **Budget Monitoring for current Administration Budget 2026/27** – projected expenditure to financial year end – note any likely over or underspend
- 7.2 **Setting the Administration Budget 2027/2028** – to set a draft budget for review in December before recommendation to full Council in January 2027
- 7.3 **Setting F&GPC earmarked reserves for 2027/2028** – to set draft ear marked reserves for review in December before recommendation to full Council in January 2027
- 7.4 **DETC provisional Earmarked Reserve for 2027/2028** – consider
- 7.5 **Recreation & Amenities Committee Provisional Earmarked Reserves** – we will need to include provision for management plan of Portal Woods

8. Items for Consideration

- 8.1 **Terms of Reference** – any revision required

9. Annual Review

- 9.1 **Annual Review Programme**
- 9.2 **Review of the system of internal audit/internal control statement & report** – recommend to Full Council
- 9.3 **Review of Risk Management, including Fire Risk Assessment** – recommend to Full Council
- 9.4 **Review of Investments & Investment Policy** – recommend to Full Council
- 9.5 **Review of General Data Protection Regulations (GDPR) Policies** – recommend to Full Council
- 9.6 **Review of Health & Safety Policy** – recommend to Full Council
- 9.7 **Review of Document & Electronic Data Retention & Disposal Policy** – recommend to Full Council
- 9.8 **Review of Internet Banking Policy** – recommend to Full Council
- 9.9 **Review of IT Policy** – recommend to Full Council

10. Martlesham Newsletter/Website/Facebook

- 10.1 Any items to be considered for inclusion in publications?

9:10pm

11. Any items for the next agenda?

11.1 List Items

12. What has this meeting achieved