



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley
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09 February 2022

Dear Sir/Madam

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 16 February 2022 at 7.30pm in St Michael's Church Centre.**

To note that Covid-19 cases are still prevalent so please act cautiously and be mindful of the concerns of others. Please make your own risk assessment of the advisability of attending and/or any measures you should take individually to ensure your own safety.

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

S C Robertson

Susan Robertson, Finance Officer
pp Diane Linsley, Clerk

CP is committee paper **FOR** is Finance Officer's report - **all papers by email**

| AGENDA | | | |
|--------|--|--|----------------------|
| Time | Item | Action by committee | Ref |
| 19.30 | 1. Apologies | Note absence | Not applicable (N/A) |
| 19.31 | 2. Interests | Register interests | N/A |
| 19.32 | 3. Actions from last Meeting | Note: ongoing or on agenda | N/A |
| 19.33 | 4. PUBLIC FORUM | | |
| | 4.1 To allow members of the public to address business on the agenda | Note/Consider | N/A |
| | 4.2 Any issues raised by the public | Note/include on another agenda? | N/A |
| 19.43 | 5. Green Energy Audit | | |
| | 5.1 Green Energy Audit Report | Consider | CP & FOR1 |
| 20.05 | 6. Financial Matters | | |
| | 6.1 Cheques signed between meetings | Ratify | CP at meeting |
| | 6.2 Any pending expenditure transactions | Agree | CP at meeting |
| | 6.3 February Admin Income & Expenditure Report | Note | CP at meeting |
| | 6.4 Financial Review: meeting held on 02.02.22 | Consider the Financial Review & Recommendation 1; make recommendations to full PC? | CPs |
| | 6.5 Scope of internal audit: instructions to the internal auditor | Consider Financial Review Recommendation 2: that the internal auditor follows the approach for testing as set out in Appendix 9 of Governance & Accountability for Local Councils 2014 | CP |

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|-------|--|--|---------------------------------|
| | 6.6 Suffolk Pension Fund Annual LGPS Return 2021/22: Clerk to return data by 21.04.22 | Note* | N/A |
| | 6.7 Suffolk Pension Fund: Annual Employers' Meeting 19.01.22 | Note* | FOR2 |
| | 6.8 Bank reconciliation verification December 2021 | Minute verification by Mrs J Hall/Consider whether a policy for writing off cheques is needed? | FOR3 |
| | 6.9 Allocation of funds for legal fees for transfer of runway car park | Consider | FOR4 |
| | 6.10 Local Government Pay Claim 2021/22 - update | Note* | FOR5 |
| | 6.11 Council Insurance Cover update | Note* | FOR6 |
| 20.25 | 7. Finance Officer's Report | | |
| | 7.1 Meeting quorums | Consider | FOR7 |
| 20.30 | 8. Annual Review | | |
| | 8.1 Annual Review Programme | Agree/amend | CP |
| | 8.2 Five Year Plan | Agree/amend | CP |
| | 8.3 Assets Register (<i>changes in red on full register</i>) | Recommend to full Council? | CPs – full & summary to follow |
| | 8.4 Employment law, policies, pay | Note nothing new to report* | N/A |
| | 8.5 Local Government Pension Scheme Discretions Policy | Recommend to full Council? | CP |
| | 8.6 Facilities e.g. Parish Room (see 5-Year Plan) | Anything new to consider, especially in light of the pandemic? | N/A |
| | 8.7 Freedom of Information Publication Scheme | Recommend to full Council? | CP |
| | 8.8 Safeguarding Policy | Recommend to full Council? | CP |
| | 8.9 Email Protocol Policy | Recommend to full Council? | CP |
| | 8.10 Filming & Recording at Council Meetings Protocol | Recommend to full Council? | CP |
| | 8.11 Draft Social Media and Electronic Communication Policy | Unadopted policy – may require more scrutiny before recommendation to full Council? | CP |
| | 8.12 CCTV Operational Procedure | Recommend to full Council? | CPs |
| | 8.13 Review of System of Internal Audit | Recommend any changes to full Council? | CP & see Financial Review (6.4) |
| 21.10 | 9. Any items for the next agenda | | |
| | 9.1 Annual reviews including reminder to complete Registers of Interests | Any other items? | N/A |
| 21.12 | 10. Martlesham Newsletters/Website/Facebook | | |
| | 10.1 Contributions/what has this meeting achieved? | Consider; advertise April Annual Parish Meeting | N/A |
| | The following item to be taken in camera if any new information is received before the meeting: | | |
| 21.14 | 11. Staff Matters | | |
| | 11.1 Staff pay | Consider if necessary & make recommendations to full PC | N/A |