



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley
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Website: <http://martlesham.onesuffolk.net>

19 May 2022

Dear Sir/Madam

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 25 May 2022** at **7.30pm in the Parish Room, Felixstowe Road, IP12 4PB.**

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. Disclosable pecuniary or local non-pecuniary 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. Financial Matters		
	5.1 Cheques signed between meetings	Ratify	FOR1 & CP at meeting
	5.2 Any pending expenditure transactions	Agree	CP at meeting
	5.3 May Admin Income & Expenditure Report	Note	CP at meeting
	5.4 Verification of bank reconciliations for year ending 31 March 2022	Minute that end of year bank reconciliations were verified by Mrs Hall	CP
	5.5 Assets Register 2021/22	Recommend to full PC the fixed assets total of £334,533 for year ending 31 March 2022	CPs Summary & full Register
	5.6 Annual Internal Audit Report 2021/22 – completed page 3 of the Annual Governance & Accountability Return (AGAR) & separate report	Consider & recommend acceptance to full Council?	CPs & FOR2

	5.7 Income & expenditure account for the year ended 31 March 2022 with Supporting Statement and 2 appendices	Recommend approval of the end of year accounts to full PC meeting in June?	CPs
	5.8 Annual Governance Statement & Accountability Return (AGAR) 2021/22 Form 3 for year ended 31 March 2022 - Section 1 Annual Governance Statement –answering ‘yes’ to statements 1 – 9 (page 4)	Recommend approval to full PC?	FOR3 a) CP
	5.9 Section 2 – Accounting Statements 2021/22 of the AGAR for year ended 31 March 2022 including accounting statements (page 5), bank reconciliation, working detail for reserves reconciliation of boxes 7 & 8, explanation of significant variances & information required by intermediate level review procedures	Recommend approval to full PC in June?	FOR3 b) & c) CPs
	5.10 Period for the exercise of public rights relating to the annual accounts	Recommend dates to full PC?	FOR4 CP
	5.11 Request for a card reader for Repair Hub donations	Consider	FOR5
	5.12 Local Government Pay Negotiations	Note	FOR6
20.30	6. Finance Officer's Report		
	6.1 Access to Parish Room & Office for electric wheelchair users	Consider	FOR7
	6.2 Should the Volunteer Working Group be merged with the Personnel Working Group?	Any recommendation?	FOR8
	6.3 New councillor code of conduct	Recommend adoption to full PC?	FOR9 & CP
	6.4 NALC Legal Topic Note 80: Members' Conduct & the Registration & Disclosure of their Interests	Note	CP
	6.5 Legal Topic Note 87: Procurement (changes dealt with under review of Standing Orders)	Note	CP
21.00	7. Annual Review (enclosed for reference)		
	7.1 Standing Orders - Model Standing Orders 2018 (England) — Updated April 2022 – change to S.O.18	Recommend amendment to full PC?	CPs – existing & new
	7.2 Financial Regulations – Model FRs not yet updated	Recommend to full PC without amendment?	CP
	7.3 Best Value Policy & Mission Statement	Recommend to full PC?	CP
	7.4 Register of Interests: reminder to complete, review annually, update as necessary	Include on June PC agenda?	N/A
	7.5 Grant Policy	Recommend to full PC?	CP
	7.6 Insurance Cover: due for renewal on 01.10.22, costs likely to increase	RFO to research options	N/A
	7.7 Key Holder Policy	Recommend to full PC?	CP
	7.8 Health & Safety Policy	Recommend to full PC?	CP
	7.9 Equal Opportunities Policy & Procedure	Recommend to full Council?	CP
	7.10 Volunteer Policy (first draft held on file)	Ongoing work	N/A
21.20	8. Item deferred by the May full Council meeting		
	8.1 Establish a Community Speed Watch Group?	Any recommendations?	FOR10
21.28	9. Any items for the next agenda		
	9.1 Grants	Any other items?	N/A
21.29	10. Martlesham Newsletters/Website/Facebook		
	10.1 Contributions/what has this meeting achieved?	Consider	N/A