



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

Clerk: Mrs Diane Linsley  
Telephone: 01473 612632  
Email: [clerk@martleshamcouncil.org.uk](mailto:clerk@martleshamcouncil.org.uk)  
Website: <http://martlesham.onesuffolk.net>

22 February 2024

Dear Councillors,

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will take place on **Wednesday 28th February 2024 at 7.30pm in the Parish Room.**

Members of the press and public are welcome to attend.  
Please note that this meeting will be recorded for the purposes of minute taking.

*Kreon Wynn*

Kreon Wynn, Responsible Finance Officer  
pp Diane Linsley, Clerk

Time	Item
19.30	<b>1. Apologies</b>
19.31	<b>2. To declare any disclosable &amp; local non-disclosable pecuniary interests for items on the agenda</b>
19:41	<b>4. Public Participation</b>
	<b>4.1</b> To allow members of the public to address business on the agenda
	<b>4.2</b> Any issues raised by the public
19:43	<b>5. Financial Matters</b>
	<b>5.1</b> To receive finance reports for the year to date
	<b>5.2</b> To review the underspend in the current financial year's budget
	<b>5.3</b> To approve payment of invoices received, in accordance with the 2023/2024 budget
	<b>5.4</b> To receive admin Income & Expenditure Report
	<b>5.5</b> To note the scope and instructions of the internal auditor
	<b>5.6</b> To note the Suffolk Pension Fund Annual LGPS Return 2022/23: RFO to return data by 21.04.24
	<b>5.7</b> To note appointment of PKF Littlejohn as external auditor 2022 - 2027
	<b>5.8</b> To receive an update from the RFO on the council's banking arrangements
	<b>5.9</b> To note the Pensions Regulator: automatic enrolment duties – acknowledgement of re-declaration of compliance
	<b>5.10</b> To consider match funding for Suffolk County Council's CIL bid for Walking and Cycling Scheme as per the DETC's recommendation
	<b>5.11</b> To consider making a financial contribution to new sensory area at the recreation ground
	<b>5.12</b> To consider purchasing a basic laptop for the processing of data from SID
20:05	<b>6. Finance Officers Report</b>
	<b>6.1</b> To consider opening new savings and/or investment accounts
	<b>6.2</b> To consider switching electricity supplier when the current contract ends on September 17th, 2024
	<b>6.3</b> To note that Ipswich Computer Services have merged their invoicing for licences
	<b>6.4</b> To consider purchasing Rialtas Alpha for the management of the Recreation Ground Trust's accounts

	<b>6.5</b> To review scope of litter picking across Martlesham
20:20	<b>7. Annual Reviews</b>
	<b>7.1</b> To note the Annual Review Programme
	<b>7.2</b> To review Asset Register ( <i>changes in red on full register</i> )
	<b>7.3</b> Equal Opportunities Policy, now Equality and Diversity Policy
	<b>7.4</b> To review Complaints Procedure
	<b>7.5</b> To review Employment law, policies, pay
	<b>7.6</b> To review Facilities e.g. Parish Room
	<b>7.7</b> To review the Freedom of Information Publication scheme
	<b>7.8</b> To review the Safeguarding Policy
20:45	<b>8. To receive an update on the installation of a Nissan hut by the Portal Woodlands Conservation Group and consider any request for financial support</b>
20:50	<b>8. To note any items to be added to the next agenda</b>
20:52	<b>9. To consider what this meeting has achieved and what contributions can be made to Martlesham Newsletters/Facebook/Website</b>
	<b>10. To note that the next F &amp; GPC meeting will be held at 7:30pm on the 22<sup>nd</sup> of May 2024</b>
	<b>11. Exclusion of press and public - To resolve that the press and public be excluded from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, S. 1(2)</b>
	<b>12. To receive an update on the Mcarthy Stone carpark and to consider making a recommendation to Full Council</b>