



# Martlesham Parish Council

Parish Room  
Felixstowe Road  
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Woodbridge  
Suffolk IP12 4PB  
Clerk: Mrs Lisa Burgess  
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28<sup>th</sup> November 2025

Dear Councillors

You are hereby summoned to attend the next MEETING of MARTLESHAM PARISH COUNCIL to take place in the PARISH ROOM on **WEDNESDAY 3<sup>rd</sup> December 2025** 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

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**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 made between meetings **(CP)**
- 5.2 Payments pending between meetings **(CP)**
- 5.3 Monthly bank reconciliation figures **(CP)**
- 5.4 Income & Expenditure – Budget Monitoring Report (EMR included) **(CP)**
- 5.5 Appointment of Internal Auditor for 2025/26
- 5.6 CIL Report

8:10pm

**6. Grant Applications**

- 6.1 Grant Applications for 2026/27 – make recommendations to the full Council (PC) on grant applications and on the amount to budget for grants, additional Grant application received from Headways **(CP)**

**7. Draft Budget, Reserves & Precept**

- 7.1 Precept 2026/27 letter received from East Suffolk District Council – note for when setting the precept and EMR
- 7.2 Financial Summary & Account Balances – review for setting precept & EMR
- 7.3 Review Draft Budget for recommendation to full PC in January 2026
- 7.4 Setting the Budget, Precept & Reserves for 2026/27

9.00pm

**8. Annual Review**

- 8.1 Annual Review Programme
- 8.2 Risk Assessment & Management – review financial risk. (CP)
- 8.2 Review of General Data Protection Regulations (GDPR) Policies – recommend to full council
- 8.3 Internet Banking Policy – recommend to full council
- 8.4 IT Policy - recommend to full council
- 8.5 Grant Policy – Review

9:15pm

**9. Consultations**

- 9.1 Any Consultations?

**10. Any items for the next agenda**

**11. Martlesham Newsletters/Website/Facebook**

- 11.1 Contributions

**12. What has this meeting achieved**