

5.3 Admin Income & Expenditure Report

Noted

5.4 Scope of internal audit (IA): instructions to the internal audit

RECOMMENDATION F2025/2a the F&GPC recommends to the Parish council that the IA is asked to use the internal audit checklist in the JPAG Practitioner's Guide 2024 as the basis for the internal audit 2024/25 – <https://www.nalc.gov.uk/resources/practitioners-guide-2024.html>

Agreed

5.5 Suffolk Pension Fund Annual LGPS Return 2024/25 Clerk to return data by 21.04.25

Noted

5.6 External auditor appointment PFK Littlejohn

Noted

5.7 Pension Regulator: automatic enrolment duties – acknowledgement of redeclaration of compliance

Noted

6 Finance Officer's Report

6.1 Change of Copier/Printer Supplier from Apogee to Evolve

Decision 2025/2e approve change of printer/copier from Apogee to Evolve - **Agreed**

6.2 Request from Martlesham Heath Aviation Society for financial assistance towards the cost of repairing the memorial (total Cost £450.00)

Decision 2025/2f – request that the Martlesham Heath Aviation Society complete a Late Grant Application Form, providing full details of their request - **Agreed**

7. Annual Review

7.1 Annual Review Programme – Clerk to work through Policies for amendments & Standardisation

Decision 2025/2g the Clerk to work through Policies for amendments, using equality impact assessment & Standardisation **Agreed**

7.2 F&GPC review terms of reference

Decision 2025/2h – Refer to F&GP Committee Meeting in May **Agreed**

7.3 F&GPC review its long-term plan

Decision 2025/2i – to revise as a 1-year plan and reviewing current activities **Agreed**

7.4 Review Asset Register (Changes in red on full register)

Recommendation F2025/2b the F & GPC recommends to the Parish Council to approve the updated Asset Register – **Agreed**

7.5 Review of facilities e.g. Parish Room

Recommendation F2025/2c the F & GPC recommends to the Parish Council to approve Updated Parish Room Policy - **Agreed**

7.6 Review Freedom of information Publication

Recommendation F2025/2d the F & GPC recommends to the Parish Council to approve Freedom of Information Publication – note review by ICO from Spring 2025 - **Agreed**

7.7 Review Safeguarding Policy

Recommendation F2025/2e the F&GPC recommends to the Parish Council to approve the revised Safeguarding Policy - **Agreed**

7.8 Review Lone Working Policy

Recommendation F2025/2f the F&GPC recommends to the Parish Council to approve the revised Lone Working Policy – **Agreed**

7.9 Review of employment law/policies/pay
Continue to review

7.10 Review Flexible Retirement Policy

Recommendation F2025/2g the F&GPC recommends to the Parish Council to approve the Flexible Retirement Policy – **Agreed**

8. Martlesham Newsletter/Website/Facebook

8.1 Contributions/what has this meeting achieved?
Review of policies and procedures

9. Consultations

9.1 Any Consultations?
Consider

10. Any items for the next agenda

10.1 List items

- Freedom of Information Policy to be drafted and reviewed
- Annual Plan Review
- ID Badges – investigate cost

The meeting was closed at 9:18 pm.

Chairman,