# MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON 26th FEBRUARY 2025 IN THE PARISH ROOM, FELIXSTOWE ROAD

**PRESENT**: Cllr L Burrows (Chairman), Cllr M Irwin (ex officio), Cllr J Hall (Committee), Cllr Ian O'Brien Baker (Committee).

In attendance: Lisa Burgess (Clerk)

1.Apologies: None

2. Interests

2.1 <u>Disclosable Pecuniary Interest (DPI)</u>: None Declared 2.2 <u>Local non-pecuniary interests (LNPI)</u>: None declared

**3. Actions from last Meeting** Ongoing or on agenda

#### 4. PUBLIC Forum

4.1 To allow members of the public to address business on the agenda.

No members of the public present

4.2 Any issues raised by the public.

No members of the public present

#### 5. Financial Matters

5.1 Payments made between meetings.

DECISION F2025/2c to ratify the following payments, Agreed

#### Payments made between meetings at 26/2/2025

Date of	Payee	Nett	VAT	Gross £	Reason	Bank	Initial	Initial
invoice							1	2
3/2/2025	Tobie Window Cleaning	15.00		15.00	Window cleaning – January			
					2025			
28/1/2025	Jane Hall	5.30	0	5.30	Folder & dividers			
22/1/2025	Birketts	2477.50	495.50	2973.00	Professional fees			
30/1/2025	Ipswich Computer Services	50.00	10.00	60.00	Setting up laptop & phone for			
					Helen Davey			
30/1/2025	Ipswich Computer Services	25.00	5.00	30.00	Setting up laptop for Louie			
30/1/2025	Ipswich Computer Services	389.97	77.99	467.96	Supply three monitors			
13/2/2025	Westcotec Ltd	6500.00	1300.00	7800.00	Supply two speed indicator			
					devices. Note: East Suffolk			
					Council made contribution of			
					£6,400			
20/2/2025	Payroll	5683.12	0	5683.12	February salaries - net			
1/2/2025	Webfactory	13.98	2.80	16.78	February balance website etc			
					hosting			
TOTAL		15159.87	1891.29	17051.16				

#### 5.2 Any pending expenditure transactions

**<u>DECISION F2025/2d:</u>** To approve the following payments:

# Pending Payments at 26 February 2025

Date of invoice	Payee	Nett	VAT	Gross £	Reason	Bank	Initial 1	Initia 2
31/1/2025	SCL Landscape Management Ltd	633.00	126.60	759.60	Additional works – January 2025		Ė	- 2
31/1/2025	SCL Landscape Management Ltd	775.40	155.08	930.48	Scheduled works – January 2025			
04/2/2025	BNP Paribas Leasing	125.45	25.09	150.54	Photo copier rental 6/3/25 to 5/6/25			
28/2/2025	HMRC	1508.27	0	1508.27	Tax & NI February 2025			
28/2/2025	Suffolk Pensions	1935.81	0	1935.81	Pension contributions – February 2025			
18/2/2025	Yorkshire Gas & Power	388.65	77.74	466.39	Electricity 17/1/25-17/2/25			
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	TOTALS	5366.58	384.51	5751.09				

# 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 Agogee 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,