



Martlesham Parish Council

Parish Room
Felixstowe Road
Martlesham
Woodbridge
Suffolk IP12 4PB
Clerk: Mrs Lisa Burgess
Telephone: 01473 612632
Email: clerk@martleshamcouncil.org.uk
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16th October 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 22nd October 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

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 pending between meetings **(CP)**
- 5.2 Payments made between meetings **(CP)**
- 5.3 Monthly bank reconciliation figures **(CP)**
- 5.4 Income & Expenditure – Budget Monitoring Report (EMR included) **(CP)**
- 5.5 Quotes – consider and accept recently acquired quotations **(CP)**

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 **(CP)**

7. Administration Budget & Earmarked Reserves

- 7.1 Setting the Administration Budget – Projected expenditure to financial year end – note any likely over or underspend
- 7.2 Setting the Administration Budget 2025/2026 – to set a draft budget for review in December before recommendation to full PC in January 2026
- 7.3 Setting F&GPC earmarked reserves for 2026/27 – to set draft earmarked reserves for review in December before recommendation to full PC
- 7.4 DETC provisional Earmarked Reserve for 2026/27 - Consider
- 7.5 Recreation & Amenities Committee provisional Earmarked Reserves, to include details received from Greenways for work on Martlesham Common (5 Year Management Plan) for 2026/27 - consider

8:40pm

8. Items for Consideration

- 8.1 Consider the need for an HR/Staffing Committee
- 8.2 Terms of Reference – any revision required

9. Annual Review

- 9.1 Annual Review Programme
- 9.2 Review of Financial Management – meeting between PC & F & GPC Chairs and Clerk & Finance Officer to be arranged
- 9.3 Review of the system of internal audit/Internal Control Statement & Report – recommend to full council
- 9.4 Review of Risk Management, including Fire Risk Assessment – recommend to full council
- 9.5 Review of Investments & Investment Policy – recommend to full council
- 9.6 Review of General Data Protection Regulations (GDPR) Policies – recommend to full council
- 9.7 Review of CCTV Operational Procedure
- 9.8 Volunteer Policy – recommend to full council
- 9.9 Health & Safety Policy – this policy was reviewed in May 2025
- 9.10 Document & Electronic Data Retention & Disposal Policy– recommend to full council
- 9.11 Internet Banking Policy – recommend to full council

9.12 IT Policy - recommend to full council

9:10pm

10. Any items for the next agenda

10.1 Budgets & precept for 2025/26 - consider

11. Martlesham Newsletters/Website/Facebook

11.1 Contributions

12. What has this meeting achieved