

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON 28th May 2025 IN THE PARISH ROOM, FELIXSTOWE ROAD

PRESENT: Cllr L Burrows (Chairman), Cllr J Hall (Committee), Cllr Ian O'Brien Baker (Committee). Cllr E Thompson (Committee)

In attendance: Lisa Burgess (Clerk/RFO)
Rachel Crompton (Finance & Admin Officer)

1.Apologies: None

2. Interests

2.1 Disclosable Pecuniary Interest (DPI): None Declared

2.2 Local non-pecuniary Interests (LNPI): 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 F2025/5a to ratify the following payments, **Agreed**

	PAYMENTS MADE BETWEEN MEETINGS								
Date	Payee	Nett	VAT	Gross £	Reason	Bank	Initial 1	Initial 2	
08.05.25	Webfactory	17.99	3.60	21.59	Domain & Email ongoing fee				
10.05.25	Waterplus	41.71	8.34	50.05	1 The Street, Martlesham, IP12 4RG				
18.05.25	Yorkshire Gas & Electric	282.7	56.55	311.49	Electricity				

5.2 Any pending expenditure transactions

Decision F2025/5b: To approve the following payments **Agreed**

	PAYMENTS PENDING BETWEEN MEETINGS TO 28.05.25							
Date	Payee	Nett	VAT	Gross £	Reason	Bank	Initial 1	Initial 2
31.03.25	John Goodluck	180.00	0.00	180.00	Litter Picking			
28.05.25	David Hunt	380.00	0.00	380.00	Internal annual audit			

5.3 Admin Income & Expenditure Report

For current year – **Noted** with queries to nominal codes 4023 – payroll costs, 4110 - Grants Expenditure (Grants yet to be paid), 4200 – Land Maintenance Contracts. Clerk/Finance Officer to investigate these queries.

5.4 Verification of bank reconciliations for year ending 31st March 2025

Recommendation F2025/5a to recommend full Council to approve and sign the bank reconciliations for year ending 31st March 2025 - **Agreed**

5.5 Annual Internal Audit Report 2024/25 – completed page 3 of the Annual Governance & Accountability Return (AGAR) & separate report from internal auditor

To note the comments from the Internal Auditor and thank the Clerk and Finance Officer for the processes that are being implemented to “tidy up” and create “water tight” procedures where they are not already in place.

Recommendation F2025/5b recommend to full Council to approve page 3 of AGAR and the report from the internal auditor - **Agreed**

5.6 Asset Register 2024/25

It was noted that the Asset Register has been reformatted into a legible spreadsheet which automatically calculates the total values. The committee thank the Finance Officer for her hard work in creating the new format for the Asset Register.

Recommendation F2025/5c recommend to full Council for approval. **Agreed**

5.7 Income & Expenditure account for the year ended 31st March 2025 with supporting statement

Recommendation F2025/5d recommend to full Council for Approval - Agreed

5.8 Annual Governance Statement & Accountability Return (AGAR) 2024/25 Form 3 for year ended 31st March 2025 – Section 1 Annual Governance Statement answering “yes” to statements 1-9 (page 4)

Recommendation F2025/5e recommend to full council answering “yes” to statements 1-9 in Section 1 of the Annual Governance Statement for approval - **Agreed**

5.9 Section 2 – Accounting Statements 2024/25 of the AGAR for year ended 31st March 2025 including accounting statements (page 5), bank reconciliation, working details for reserves reconciliation boxes 7 & 8, explanation of variances & information required by intermediate level review procedures

Recommendation F2025/5f recommend to full Council for approval of completed section 2 and explanation of variances. **Agreed**

5.10 Period for the exercise of public rights relating to the annual accounts

Recommendation F2025/5g to complete and put to full Council to consider and approve – **Agreed**

5.11 Annual Return for year ending 31.03.25

Recommendation F2025/5h recommend to full Council for approval – **Agreed**

5.12 Reports for signing from year end closure by Rialtas

Recommendation F2025/5i recommend to full Council for approval - **Agreed**

6. Finance Officer’s Report to include record of decisions made by the Clerk between meetings, as required by the Openness of Local Government Bodies Regulations 2014.

6.1 Internal Control Statement for Year Ending 31.03.25

Recommendation F2025/5j recommend to full Council the Internal Control Statement and completed Internal Control Report for approval – **Agreed**

6.2 Year-end figures

Note

7. Annual Review

7.1 Standing Orders

Recommendation F2025/5k updated Standing Orders (in line with amendments from NALC to items 14 Code of Conduct Complaints & 18 Financial Controls and procurement, but retaining contract estimated value to the lower level of £25,000 (not increasing to £60,000). To add “Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender *or any tender*”. To make the Standing Orders gender neutral recommend updates for approval – **Agreed**

7.2 Financial Regulations

Recommendation F2025/5l recommend that this item is deferred to the Full Council for consideration and approval - **Agreed**

7.3 F&GPC review its long term plan

Decision F2025/5c agreed to reduce to a short term annual plan and accept the items included. Investigation undertaken into flooring companies, options & prices. Investigation undertaken in respect of options & prices for future presentation of documents at Parish Council & Committee meetings. **Agreed**

Decision F2025/5d utilisation of existing & potential new staff with regards to communication & engagement with wider community. Liaise with Personnel Committee in respect of any pending/potential staff changes. **Agreed**

7.4 Register of interests: reminder to complete, review annually, update as necessary

Recommendation F2025/5m recommend to full Council to remind Councillors to review their registered interests and update as necessary. **Agreed**

7.5 Grant Policy

Recommendation F2025/5n recommend full Council to adopt the changes to the policy and ensure that Grant applications are advertised from August. **Agreed**

7.6 Insurance Cover – renewal due at the end of September 2025

Recommendation F2025/5o investigate alternative insurance providers and pass to full Council for consideration and approval. **Agreed**

7.7 Health & Safety Policy

Recommendation F2025/5p general Risk Assessments to be reviewed as required. Recommend full Council to adopt the changes to the Policy and approve. **Agreed**

7.8 Volunteer Policy

Decision F2025/5e carry out the work to update the policy and requirements from volunteers and take to full Council in July. **Agreed**

8 Martlesham Newsletter/Website/Facebook

8.1 Contributions/what has this meeting achieved?

- Annual Return, Year End Reports & Internal Auditors report agreed for approval by full Council
- Standing Orders, Grant Policy & Health & Safety Policy agreed for approval by full Council
- In line with revised “Short” term plan, investigate alternative flooring for Parish Room and the option for presentation of documents during meetings

9. Consultations

9.1 Any Consultations?

Consider

Suffolk LNRS – Consultation

SCC/ESC – Local Government Reorganisation – advertise survey, individuals to complete the survey

10. Any items for the next agenda

10.1 List items

- Freedom of Information Policy to be drafted and reviewed
- Budget 2026/2027
- Grant Applications

The meeting was closed at 9:14 pm.

Chair
4th June 2025