





## 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)**

**Recommendation F2025/10a** full Council to consider all 8 grant applications for payment in full. A final decision to be made in January 2026 once the Budget for 2026/27 has been finalised - **Agreed**

## 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 2026/2027 – 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

Councillors noted the draft Budget that was presented, this will be taken to DETC, Recreation & Amenities Committee and full Council. Further work to finalise the draft budget will be discussed at the December Finance & General Purpose Committee Meeting at which point the Precept letter should have been received from East Suffolk District Council. The finalised draft budget will then be recommended to the January full council meeting – **Note**

8:40pm

## 8. Items for Consideration

8.1 Consider the need for an HR/Staffing Committee

Clerk will be attending a SALC webinar on the 03.11.25 about the necessity for a HR/Staffing/Personnel Committee

This item to be taken to full Council - **Note**

8.2 Terms of Reference – any revision required

No revision required to the current Finance & General Purpose Committee Terms of Reference - **Note**

## 9. Annual Review

9.1 Annual Review Programme

Councillors asked the Clerk to amend the shading used in the document - **Note**

9.2 Review of Financial Management – meeting between PC & F & GPC Chairs and Clerk & Finance Officer to be arranged

None required as regular updates provided - **Note**

9.3 Review of the system of internal audit/Internal Control Statement & Report – recommend to full council

**Recommendation F2025/10b** – to recommend the updated Internal Audit/Internal Control Statement & Report to full Council - **Agreed**

9.4 Review of Risk Management, including Fire Risk Assessment

**Recommendation F2025/10c** to include associate risks with potential changes to the current running of the Community Hall and recommend to full Council – **Agreed**

9.5 Review of Investments & Investment Policy

**Recommendation F2025/10d** recommend to full Council - **Agreed**

9.6 Review of General Data Protection Regulations (GDPR) Policies

Further review to be carried out by Clerk, following completion of the latest GDPR Course run by SALC and take to full Council - **Note**

9.7 Review of CCTV Operational Procedure

**Decision F2025/10i** Further work to be undertaken in respect of the current redundant CCTV equipment - **Agreed**

9.8 Volunteer Policy

This Policy was reviewed earlier in 2025 - **Note**

9.9 Health & Safety Policy

This policy was reviewed in May 2025 – **Note**

9.10 Document & Electronic Data Retention & Disposal Policy

**Recommendation F2025/10e** for full Council to adopt this Policy - **Agreed**

9.10 Internet Banking Policy

**Recommendation F2025/10f** for full Council to adopt this Policy - **Agreed**

9.11 IT Policy

**Recommendation F2025/10g** for full Council to adopt this Policy - **Agreed**

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**

Review of Draft Budget for 2026/2027, review of Annual Review, Risk Management & Policies

Following an agreed extension this meeting was closed at: - 9:35pm