# MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON 22<sup>nd</sup> OCTOBER 2025 IN THE PARISH ROOM, FELIXSTOWE ROAD

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

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

- 1. Apologies Note/accept absence, Not applicable (N/A)
- 2. Any declarations of disclosable pecuniary or local non-pecuniary interests Register interests

Non pecuniary interests declared by Cllr Burrows in respect of grant applications, Martlesham in Bloom and volunteering with Suffolk Wildlife Trust

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 There were no members of the public present
- 4.2 Any issues raised by the public

None

- 5. Financial Matters
- 5.1 Payments pending between meetings (CP)

Decision F2025/10a to approve the following payments - Agreed

	PAYMENT PENDING BETWEEN MEETINGS up to 22/10/25										
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2			
15/09/2025	Gallagher Insurance	£5,210.36	£0.00	£5,210.36	Inv: 548371655 Hiscox Insurance 01/10/25 - 30/09/26						
30/09/2025	SCL Landscapes	£1,880.00	£376.00	£2,256.00	Inv: 4275 Extra's plus MPC25/009, MPC25/020						
30/09/2025	SCL Landscapes	£2,298.44	£459.69	£2,758.13	Inv: 4276 September Ground Works						
30/09/2025	SCL Landscapes	£13,900.00	£2,780.00	£16,680.00	Inv: 4277 Landscaping Kronji's Piece						
02/10/2025	Bob Mills Pest Control	£65.00	£0.00	£65.00	Wasps Nest on Pathway						
06/10/2025	Ipswich Computer Services	£207.95	£41.60	£249.55	Inv: 072524 Microsoft & Eset for October 2025						
06/10/2025	John Goodluck	£180.00	£0.00	£180.00	Inv: 400269 Litter Picking September 25						
08/10/2025	Pod Point	£2.76	£0.55	£3.31	Inv: ADF-20808 Admin Fees 1st Sept to 30 Sept 25						
20/10/2025	Royal British Legion	£57.00	£0.00	£57.00	Order No: PO3132 Wreaths x 2						
	TOTAL	£23,801.51	£3,657.84	£27,459.35							

5.2 Payments made between meetings (CP)

Decision F2025/10b to ratify the following payments - Agreed

#### DRAFT UNTIL SIGNED

	PAYMENTS MADE BETWEEN MEETINGS - Up to 22/10/25										
Date	Payee	Nett	VAT	Gross	Reason	Bank	Initial 1	Initial 2			
18/09/2025	Tesco	£21.70	£0.00	£21.70	Office Coffee/Milk						
19/09/2025	Office Staff	£7,931.44	£0.00	£7,931.44	September 2025 Salary x 4 persons						
24/09/2025	Apogee Corporation Ltd	£0.40	£0.08	£0.48	Final Payment						
01/10/2025	Suffolk Repair Shed	£700.00	£0.00	£700.00	Grant Payment						
01/10/2025	Webfactory	£39.00	£7.80	£46.80	Design Changes on Website (Paid via Bacs)						
08/10/2025	Webfactory	£17.99	£3.60	£21.59	Inv: 10232086 Web & Domain Fee's for Sept						
15/10/2025	Eon Electricity	£245.01	£8.75	£253.76	Inv: KI-49BB5C18-0003 - TBS Upper Eagle Way						
19/10/2025	Waterplus	£24.49	£4.90	£29.39	Inv: 10655339 water for 18/07 to 18/10						
18/10/2025	Yorkshire Gas & Power	£284.30	£56.85	£341.15	Inv: 1138758 Electric for 17/10/25 to 17/11/25						
	TOTAL	£9,264,33	£81.98	£9,346,31							

# 5.3 Monthly bank reconciliation figures (CP)

Decision F2025/10c to approve the up to date bank reconciliations – Agreed

### 5.4 Income & Expenditure – Budget Monitoring Report (EMR included) (CP)

It was noted by the Committee that some of the ledger codes in the Income & Expenditure were overspent, these included print costs (this includes the lease & maintenance of the printer), Electricity (this includes a bill recently received from Eon Next in respect of electricity from the Runway Heritage Carpark £1643 for June 2025 – August 2025, Audit Fees (this included worked carried out by DH in the absence of Parish Council own personnel) - **note** 

### 5.5 Quotes – consider and accept recently acquired quotations (CP)

Arnold Baker on Local Council Administration - £225.00

**Decision F2025/10d** The Clerk to purchase the 14<sup>th</sup> Edition of Arnold Baker on Local Council Administration in the sum of £225.00. The Clerk will look to see whether there is any discount available - **Agreed** 

MHHL (work to the green), annual work to be carried out on The Green at Martlesham Heath, quote to be split 3 ways

**Decision F2025/10e** To pay one third of the quote from SCL, total sum of quote £2.390.00 - **Agreed** 

SCL -Jubilee bike trail & play space -to fell a dead Silver Birch close the Diamond Jubilee Bike Trails & repair loose matting and vehicular access gate at the Jubilee play space.

**Decision F2025/10f** to carry out the work at stated above, quotation received from SCL in the sum of £355.00 - **Agreed** 

Neighbourhood watch signage

**Decision F2025/10g** to purchase 10 x Dibond Signs & associated cable tiles at a cost of £14.07/sign - **Agreed** 

Hosting for climate action website

**Decision F2025/10h** – to renew the Onesuffolk Hosting of the website in the sum of £48/annum - **Agreed** 

#### 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

11.1Contributions

## 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

Chair – 5<sup>th</sup> November 2025