

Our Ref: 30/LJM

23 June 2015

Dear Councillor

You are summoned to a meeting of the **Council** to be held at the **Town Hall, Felixstowe** on **Wednesday 4th June 2014 at 7.00pm** for the transaction of the following business preceded by:

- i. Public Question Time.
- ii. Prayers: Captain Richard Walters, Salvation Army.

1. Apologies.

To receive apologies and consider requests for approved absence.

2. Declarations of Interest.

Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. To consider requests for dispensations from Councillors with a Pecuniary Interest.

Any Councillor with a pecuniary interest in a matter who wishes to be granted a dispensation to remain and speak during, or vote on, that matter, may apply for a dispensation in writing to the proper officer of the Town Council as soon as possible before the meeting which the dispensation is required. Applications may also be made at the Parish/Town Council meeting itself (if Parish/Town Councils have a standing item on the agenda to deal with dispensation requests and the nature of the interest has only become apparent to a Councillor at the meeting itself).

4. Questions to the Mayor

For the Mayor to respond to questions from Members in accord with Standing Order 25.

5. To confirm the Minutes of the Reconvened Annual General Meeting of the Council held on Wednesday 21st May 2014

To confirm the minutes of the reconvened Annual General Meeting of the Council held 21st May 2014 as a true record. - *copy attached.*

6. Mayor's Communications.

7. To note the receipt of the minutes of the Plans Committee meetings held on 14th and 28th May 2014

To note the receipt of the minutes of the Plans Committee meetings held on 14th and 28th May 2014 – *copy attached.*

- 8. To Note The Receipt Of The Minutes Of The Finance And General Purposes Committee Held On 21st May 2014 - *attached***
To note the receipt of the minutes of the Finance and General Purposes Committee held on 21st May 2014 - *copy attached*.
- 9. To Consider The Recommendation From The Finance And General Purposes Committee That The Delegation Arrangements To Committees, Sub-Committees, Staff And Other Local Authorities And The Terms Of Reference For Committees Be Amended - *attached***
To consider the recommendation from the Finance and General Purposes Committee that the delegation arrangements to committees, sub-committees, staff and other local authorities and the terms of reference for committees be amended.
- 10. To Confirm The Appointment Of Members To Existing Committees And To Any New Committees In Accordance With Standing Order 4 including the appointment of Committee Chairs and Vice-Chairs- *attached***
To confirm the appointment of members to existing committees and to any new committees in accordance with standing order 4 including the appointment of Committee Chairs and Vice-Chairs.
- 11. To Receive and Approve the Accounts for the Year Ended 31st March 2014 – *attached***
To receive and approve the Accounts for the Year Ended 31st March 2014 – *attached*.
- 12. To Receive and Approve the Annual Return to the External Auditor including Approving the Governance Statement – *attached***
To receive and approve the Annual Return to the External Auditor including approving the Governance Statement – *attached*.
- 13. Receive The Report Of The Internal Auditor And Confirm Action In Respect Of Those Matters Raised – *to follow***
To receive the report of the Internal Auditor and confirm action in respect of those matters raised.
- 14. To Confirm the Appointment of the Suffolk Association of Local Councils as the Independent Internal Auditor for 2014/2015 – *attached***
To confirm the appointment of the Suffolk Association of Local Councils as the Independent Internal Auditor for 2014/2015.
- 15. To Consider the Recommendation from the Finance & General Purposes Committee that the Council Convene a Meeting to Review the Use of A-Boards in the Town Centre (attached)**

To consider the recommendation from the Finance & General Purposes Committee that the Council convene a meeting to review the use of A-Boards in the Town Centre.

16. To Consider and Approve the Recommendations of the Working Party on Play/Leisure/Outdoor Sport in Respect of the Provision of a Trim Trail – *attached*

To consider and approve the recommendations of the Working Party on Play/Leisure/Outdoor Sport in respect of the provision of a trim trail.

17. To Agree the Delegation of Grants for Town Twinning - *attached*

To agree the delegation of Grants for Town Twinning.

18. To Consider the Payment of Recurring and Other Grants - *attached*

To consider the payment of recurring and other grants.

19. To Consider and Comment on the Draft Community Infrastructure Levy Charging Schedule issued by Suffolk Coastal District Council – *attached*

To consider and comment on the Draft Community Infrastructure Levy Charging Schedule issued by Suffolk Coastal District Council.

20. To Consider and Comment on the Draft Statement of Community Involvement issued by Suffolk Coastal District Council – *attached*

To consider and comment on the Draft Statement of Community Involvement issued by Suffolk Coastal District Council.

21. Note the Current Financial Position – *attached*

To note the current financial position.

22. Note the Implications of the Local Government Transparency Code 2014 and the Actions Taken to Implement its Requirements- *attached*

To note the implications of the Local Government Transparency Code 2014 and the action taken to implement its requirements.

23. To review arrangements, including any charters and agency agreements, with other local authorities and review contributions made to expenditure incurred by other local authorities - *attached*

To review arrangements, including any charters and agency agreements, with other local authorities and review contributions made to expenditure incurred by other local authorities.

24. To review the council's policy for dealing with the press/media - *attached*

To review the council's policy for dealing with the press/media.

25. To Consider the Recommendation from Finance & General Purposes Committee regarding the Council's Obligations in Respect of its Tree Stock and Agree Appropriate Measures to Reduce Risks (attached)

To consider the Council's obligations in respect of its tree stock and agree appropriate measures to reduce risks.

26. To Agree to Address the Council's Land Registration Issues- attached

To agree to address the council's land registration issues.

27. Approve the Following Cheque Lists for Payment

To approve the following payments made since the last meeting:-

Date	Cheque Numbers	Amount £
19/3/14	2611-2614	£359.42
25/3/14	2615-2620	£2,491.37
31/3/14	2622-2629	£2,059.88
9/4/14	2630-2635 and 2643-2644	£11,258.20
1/4/14	2636-2642	£7,156.03
11/4/14	2645-2646 and 2648	£7,856.41
11/4/14	2647	£350.00
22/4/14	2549-2650	£675.55
22/4/14	2652-2658	£7,286.06
28/4/14	2659-2663	£990.77
1/5/14	2664	£128.43
6/5/14	2665-2671	£7,754.55
13/5/14	2672-2682	£15,158.94
	TOTAL	£63,525.61

28. To receive reports from representatives on external bodies

To receive reports from representatives on external bodies (*representatives are requested to submit written reports to the Town Clerk seven days before the date of the Council meeting in order that they may be circulated with the agenda*).

29. To Receive Feedback On The Proposed Questionnaire And Approve Its Final Version – attached.

To receive feedback on the proposed questionnaire and approve its final version.

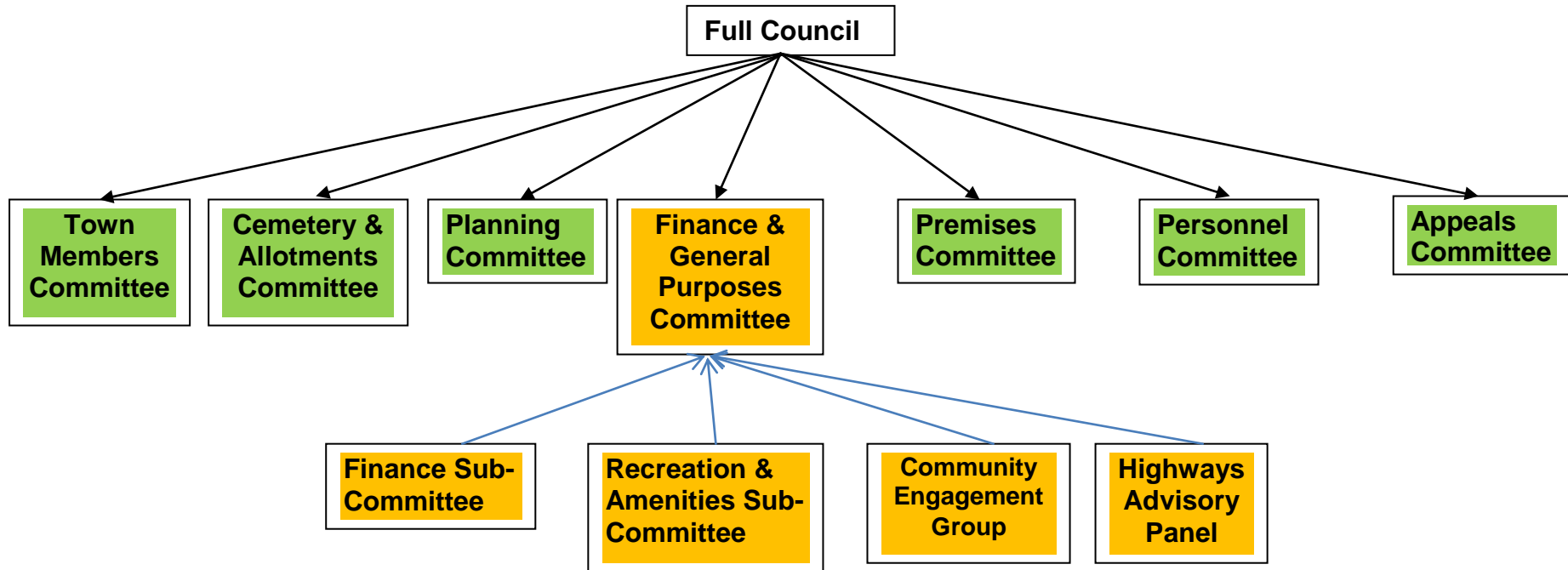
30. Closure



TOWN CLERK

ITEM 9

To Consider The Recommendation From The Finance And General Purposes Committee That The Delegation Arrangements To Committees, Sub-Committees, Staff And Other Local Authorities And The Terms Of Reference For Committees Be Amended



This Committee has delegated powers to act within budget/guidelines without Full Council approval

This Committee may only recommend action which must then be approved by Full Council

Draft Terms of Reference for the Above Committees

Cemetery & Allotments Committee

This Committee has delegated powers to act within a budget agreed by the Full Council.

- a) **Constitution** – 7 Councillors plus the power to co-opt non-Councillors. Non-Councillor members have no voting rights.
- b) **Meeting Frequency** – 4 scheduled meetings per annum
- c) **Specific Responsibilities**
 1. To oversee the management of the Council's cemetery and allotment sites
 2. To propose the budget for the provision of these services to the Finance & General Purposes Committee
 3. To monitor expenditure against these budgets on a monthly basis and agree action to ensure compliance with budget
 4. To monitor quality and effectiveness of service provision
 5. To set and review scales of fees and charges
 6. To set and review arrangements for the management of these functions
- d) **Scope of Meetings**

Matters affecting the delivery of the cemetery and allotment services of the Council including:-

 1. Reviewing and recommending level of services provided
 2. Receiving user and other surveys of service provision
 3. Reviewing future service provision
 4. Setting and reviewing regulations for the management of the Council's services
 5. Maintaining the Council's services in proper order
 6. To recommend future strategy to Full Council

Planning Committee

This Committee has full delegated responsibility to comment upon planning applications affecting the Town Council

- a) **Constitution** – The Mayor, and such other Councillors (maximum 10)
- b) **Meeting Frequency** – 26 scheduled meetings per annum
- c) **Specific Responsibilities**
 1. To comment on planning applications
 2. To comment on appeals lodged following the refusal of planning approval
 3. To receive training on the planning process, NPPF and the Local Development Framework
 4. Other minor planning-related matters (including Tree Preservation Orders)
 5. To nominate a member to represent Felixstowe Town Council at Suffolk Coastal District Council Planning Committee meetings

d) **Scope of Meetings**

Matters regarding the design, style, location and appropriateness of proposed development including:-

1. Commenting on planning applications and appeals lodged
2. Reviewing the need for Neighbourhood Plans and making recommendations to the Full Council

Premises Committee

This Committee has delegated powers to act within a budget agreed by the Full Council.

a) **Constitution** – 7 Councillors

b) **Meeting Frequency** – 6 scheduled meetings per annum

c) **Specific Responsibilities**

1. To oversee the management and maintenance of the Council's land and property
2. To ensure the Council's land and property assets are protected from loss, encroachment or similar issues
3. To ensure the Council's obligations as land and property owners are fulfilled
4. To propose the budget for the provision of these services to the Finance & General Purposes Committee
5. To monitor expenditure against these budgets on a monthly basis and agree action to ensure compliance with budget
6. To monitor quality and effectiveness of service provision
7. To set and review scales of fees and charges
8. To set and review arrangements for the management of these functions
9. To receive training on the Council's responsibilities as land and property owners

d) **Scope of Meetings**

Matters affecting the Council's land and property including:-

1. Reviewing and recommending level of services provided
2. Receiving user and other surveys of service provision
3. Reviewing future service provision
4. Setting and reviewing regulations for the use of the Council's premises
5. Maintaining the Council's services in proper order
6. To recommend future strategy to Full Council

Personnel Committee

This Committee has delegated powers to act within a budget agreed by the Full Council.

a) **Constitution** – The Mayor, and 4 Councillors

b) **Meeting Frequency** – 4 scheduled meetings per annum

c) **Specific Responsibilities**

1. To oversee the recruitment and management of the Council's employees
2. To propose the budget for the provision of employee services to the Finance & General Purposes Committee
3. To monitor expenditure against budget on a quarterly basis and agree action to ensure compliance with budget
4. To oversee the management of health and safety within the Council
5. To receive training in the conduct of employee hearings
6. To receive training in the management of health and safety
7. To agree and implement personnel-related policies and procedures
8. To ensure compliance with current personnel-related statutory requirements and legislation

d) **Scope of Meetings**

Matters affecting the Council's employees including:-

1. Reviewing and recommending staffing establishment and grades
2. Agreeing arrangements for employee recruitment
3. Agreeing arrangements for the management of the Council's personnel policies and procedures
4. Acting as the first stage in employee hearings
5. To recommend future strategy to Full Council

Town Members Committee

This Committee has delegated powers to act within a budget agreed by the Full Council.

a) **Constitution** – Membership restricted to Councillors who are not Members of Suffolk Coastal District Council

b) **Meeting Frequency** – 1 scheduled meeting per annum

c) **Specific Responsibilities**

1. To consider and make recommendations to Full Council on any matter involving financial (including property transfers) matters between the Town Council and Suffolk Coastal District Council

d) **Scope of Meetings**

Matters involving financial (including property transfers) matters between the Town Council and Suffolk Coastal District Council

Appeals Committee

a) **Constitution** – Such Councillors (maximum 4) who were not on the Personnel Committee

b) **Meeting Frequency** – 1 scheduled meeting per annum

c) **Specific Responsibilities**

1. To oversee the appeals process

2. To receive training in the conduct of employee hearings
3. To receive training in the management of health and safety

d) **Scope of Meetings**

1. Matters affecting the Council's employees including acting as the final stage in employee hearings
2. Hearing complaints from the public and external organisations regarding the Councils administration

Finance & General Purposes Committee

- a) **Constitution** – The Mayor, Chairs of Committees with delegated powers, and such other Councillors (maximum 15 Councillors in total)
- b) **Meeting Frequency** – 6 scheduled meetings per annum (usually two weeks before a Full Council meeting)
- c) **Specific Responsibilities**
 1. To recommend the budget and precept to Full Council
 2. To approve submissions for external funding
 3. To receive and initiate action on reports of the Independent Internal Auditor and External Auditor
 4. To receive training in the management and security of public monies and associated matters
 5. To receive reports on any other matters outside the scope of other Committees

d) **Scope of Meetings**

Matters affecting the Council's finances and risks including:-

1. Over-seeing the Council's investments
2. Agreeing the Investment Policy
3. Reviewing the Council's risk assessments
4. Reviewing the Council's assets
5. Reviewing the Council's insurance
6. Determination of grants to external bodies
7. Reviewing and setting the Council's fees and charges
8. Reviewing the Council's leases and licences, including determining terms for new leases/licences
9. Long-term financial planning
10. Reviewing the Council's I.T. provision
11. Specific budgetary responsibility for the Town Council administration and civic budgets
12. To recommend future strategy to Full Council
13. Any other matters outside the scope of existing Committees

Finance Sub-Committee

- a) **Constitution** – 9 Councillors
- b) **Meeting Frequency** – 12 scheduled meeting per annum
- c) **Specific Responsibilities**
 - 1. To recommend the budget and precept to Finance & General Purposes Committee
 - 2. To monitor expenditure against budget on a monthly basis and recommend action to ensure compliance with budget
- d) **Scope of Meetings**
 - 1. To review and recommend the Council's future financing
 - 2. To monitor expenditure against budget on a monthly basis and agree action to ensure compliance with budget

Community Engagement Group

- a) **Constitution** – 7 Councillors
- b) **Meeting Frequency** – 4 scheduled meetings per annum
- c) **Specific Responsibilities**
 - 1. To receive reports on matters related to community services delivered in the town
 - 2. To make recommendations to Finance & General Purposes Committee for changes in community service delivery in the town
- d) **Scope of Meetings**
 - To review and recommend the future community service requirements for the town

Recreation & Amenities Sub-Committee

- a) **Constitution** – 9 Councillors plus the power to co-opt non-Councillors. Non-Councillor members have no voting rights.
- b) **Meeting Frequency** – 4 scheduled meetings per annum
- c) **Specific Responsibilities**
 - 1. To receive reports on matters related to recreational, leisure, tourism and sporting services delivered in the town
 - 2. To make recommendations to Finance & General Purposes Committee for changes in recreational, leisure, tourism and sporting delivery in the town
- d) **Scope of Meetings**
 - 1. To review and recommend the future recreational, leisure, tourism and sporting requirements for the town

2. To recommend expenditure from any S106 funds for recreation, leisure, tourism and sport
3. To review and make arrangements for Felixstowe in Flower

Highways Advisory Panel

- a) **Constitution** – The Mayor and such other Councillors (maximum 3) plus 3 Suffolk County Councillors
- b) **Meeting Frequency** – 2 scheduled meetings per annum
- c) **Specific Responsibilities**
 1. To receive reports on matters related to highways services delivered in the town
 2. To make recommendations to Suffolk County Council Highways Committee for changes in highways delivery in the town
- d) **Scope of Meetings**
 1. To review and recommend the future highways requirements for the town, including opportunities for collaboration

Committees which have delegated authority may:-

- a) Incur expenditure within their agreed budgets without further approval by Council
- b) Nominate any of their members and/or the Town Clerk to represent the Council on external organisations that operate within, or influence upon, the Committee's sphere of operation
- c) Further delegate their responsibilities to the Town Clerk

Delegated Authority to the Town Clerk

Subject to any further delegation by Committees, the Town Clerk will have delegated authority to:-

- a) Incur expenditure within budgets on the budget related to the provision of the Town Council administration and Civic functions, without further approval by Committee
- b) Within the agreed staffing establishment and budget, to vary working hours of established staff, and to recruit both permanent, casual and contract staff provided that the grade of such staff is level 2 or below.
- c) In the event of an emergency incur expenditure to a maximum of £50,000
- d) To obtain and manage, on behalf of the Council, an Argos Corporate Card
- e) To write off assets of less than £250 residual value
- f) To make investments in accordance with the Council's agreed policy
- g) To ban persons from entering Council premises or land with just cause
- h) To negotiate commercial filming rights on Council property/land

- i) To produce and/or edit any Council newsletter in consultation with the Mayor
- j) To implement, where timescales require, any legislation which may affect the Town Council and to report its implementation to Full Council

Members are recommended to approve the above changes to Committee structures, memberships and schemes of delegation

ITEM 11

To Receive and Approve the Accounts for the Year ended 31st March 2014

Income and Expenditure Account

31/03/13 £		31/03/14 £
	INCOME	
498,420.00	Precept	508,420.00
289.45	Bank Interest	831.87
25,247.19	Rent & Hire of Town Council Buildings and Allotments	39,166.91
94,949.07	Cemetery	85,200.68
4,935.88	Sponsors/Donations Felixstowe In Flower	4,644.69
9,470.28	Reimbursements and Contributions Inc Olympic/Jubilee/Wings on Waves	76,408.00
377.13	Recycling credits	0.00
1,500.00	Agency Fee - SCDC	1,500.00
16.00	Jute Bags	50.00
635,205.00	TOTAL INCOME	716,222.15
	EXPENDITURE	
260,494.66	Office and Establishment	324,669.89
34,731.94	Loan Repayment and Interest	34,731.94
22,473.02	Town Hall - Expenses	25,637.06
98,486.76	Cemetery	111,923.62
16,532.34	Felixstowe in Flower	16,199.27
657.40	Reimbursements & Contributions (Community Fund/Fx Enhancement Fund	47,503.07
0.00	Grit/Litter bins	400.00
8,112.00	S. 137 Payments	8,450.00
8,723.45	Allotment expenses	11,291.71
14,049.50	Broadway House	12,016.17
5,857.06	Walton Community Hall	8,155.92
63.53	Peewit Hill Management Plan	98.86
3,885.00	Newsletter	4,363.00
740.04	Bus Shelters	740.04
6,951.59	Grants	7,000.00
2,094.16	Outside Funded Items/Events	4,050.19
483,852.45	TOTAL EXPENDITURE	617,230.75
309,611.60	Balance as at 01/04/13	391,354.04
635,205.00	Add Total Income	716,222.15
944,816.60		1,107,576.19
483,852.45	Deduct Total Expenditure	617,230.75
0.00	Stock Adjustment	0.00
-69,610.11	Transfer to/ from reserves	-403,701.23
391,354.04	Balance as at 31/03/14	88,644.21

Consolidated Balance Sheet

31/03/13		31/03/14
£		£
	Current assets	
0.00	Investments	200,000.00
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
1,568.70	VAT Recoverable	3,450.91
6,820.36	Debtors	10,178.74
4,218.43	Payment in Advance	3,823.80
641,695.65	Cash in Hand at Bank	535,059.18
654,303.14	TOTAL CURRENT ASSETS	752,512.64
654,303.14	TOTAL ASSETS	752,512.64
	Current liabilities	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
11,591.94	Creditors	15,807.52
8,168.04	Receipts in Advance	3,170.57
19,759.98	TOTAL CURRENT LIABILITIES	18,978.09
634,543.16	TOTAL ASSETS LESS CURRENT LIABILITIES	733,534.55
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
634,543.16	NET ASSETS	733,534.55
	Represented by	
391,354.04	General Fund	86,644.21
0.00	Public Works Loan Board	0.00
0.00	Cemetery - Langley Avenue	0.00
3,462.56	Election Expenses	7,500.00
19,444.22	Felixstowe Enhancement & Promo	19,444.22
8,427.70	Felixstowe in Flower	8,427.70
16,108.92	Contingency Fund	0.00
2,904.10	Repairs and Renewals Fund	10,250.00
2,181.00	Vehicle replacement Fund	0.00
3,117.28	Computer Replacement Fund	3,117.28
5,533.57	Recycling Credits (Environment)	5,533.57
8,000.00	Cemetery - Extension	105,000.00
0.00	Cemetery - Memorial Wall	0.00
34,696.77	Premises	0.00
972.75	Web Site Redesign	972.75

Consolidated Balance Sheet

31/03/13		31/03/14
£		£
4,950.58	Broadway House	52,500.00
14,480.00	Walton Community Hall	52,500.00
7,820.83	Town Hall Project - Refurbish	7,820.83
20,000.00	Town Hall - Maintenance	85,000.00
2,727.00	Play Equipment (Sport & Rec)	27,000.00
88,100.00	Community Fund	120,670.00
1.84	Olympic Fund	0.00
250.00	Wings on Waves	0.00
0.00	CCTV Cabinet	41,000.00
0.00	Council Tax Reduction Localisa	74,904.00
0.00	Equipment Renewals and Mainten	0.00
0.00	Staffing Reserve	25,250.00
634,543.16		733,534.56

Signed _____

Chairman

Date _____

AUDIT OPINION

Responsible Financial Officer



FELIXSTOWE TOWN COUNCIL

SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR ENDED 31 MARCH 2014

Note 1 - Fixed assets

The Town Council's assets were last valued by the District Valuer as at September 2009.

The value of fixed assets reported in 2012/13 was £86,781. Changes during 2013/14, including a redefinition of an asset as an item with a minimum value of £500 have resulted in a revised total value of £49,867, summarised as follows:

Category	Value
Paintings*	£1
Street Furniture	£1,201
War Memorials	£3
Play Equipment*	£1
Civic Regalia*	£1
Furniture	£7
Land & Premises*	£10
Tools	£14,611
I.T. Equipment	£10,000
Vehicles	£23,899
Investment	£147
TOTAL	£49,881.00

**In accord with Local Council Accounting Practice the Council's land and premises and other items of community value are deemed to be "Community Assets" each with a nominal valuation of £1*

Note 2 - Leases

At the end of 2013/14 the Town Council had no lease of property.

Parts of the Town Hall are subject to leases to third party organisations, as follows:

Lessee	Purpose	Annual Lease Payable £	Year of Expiry
Suffolk County Council	Registration Service Accommodation	£3125.00 per annum	Annual renewal
Suffolk Coastal District Council	Felixstowe Futures Association	£2500.00 per annum inclusive	Annual renewal

The Town Council owns the freehold interest in two schemes within Felixstowe which have either been re-built or re-furnished in conjunction with the Orwell Housing Association. Both of these schemes comprise a community hall on the ground floor and social housing flats on the upper floors.

The Housing Association financed the building works at each site and consequently has the benefit of an agreement to a long lease of the flats at a peppercorn rent to reflect the value of the building works carried out. The Housing Association then sub-lets the flats to its own tenants.

Lessee	Rent	Freeholder	Address
Orwell Housing Association Ipswich	Annual peppercorn	Felixstowe Town Council 65 years from January 2005	Broadway House Orwell Road Felixstowe
Orwell Housing Association Ipswich	Annual Peppercorn	Felixstowe Town Council 65 years from March 2007	Walton Community Hall Walton Felixstowe

In addition the Town Council leases the following items of equipment :-

Lessor	Purpose	Lease Payable £	Year of Expiry
Danwood	Multi-Functional Device	£517.82 per quarter	29.10.2018
Pitney Bowes	Franking Machine	£1197.77 per annum	30.04.2014
4Com	Telephone System	£195.72 per month	19.02.2021
4Com	6 Mobile Phones	£114.00 per month	24.04.2016

Note 3 - Borrowing

During the financial year 2007/2008 Felixstowe Town Council borrowed £500,000 from the Public Works Loan Board to purchase Felixstowe Town Hall. The period of loan is 25 years 6 months. Repayments are £34,731.94 per annum.

Note 4 – Pre-Payments

At the year end the Council was in receipt of pre-payments totaling £3,823.80 net. This comprised:-

Type	Supplier	Part Net
Prepayment	Mr J Garfield	£517.00
Spread prepayment	BNP Paribas Leasing Solutions	£157.09
Prepayment	Mike Deacon	£479.56
Spread prepayment	Stannah Lifts	£306.07
Spread prepayment	Stannah Lifts	£188.28
Spread prepayment	Edge Designs Limited	£39.67
Spread prepayment	Compucorp	£547.04
Spread prepayment	Barclaycard Merchant Services	£7.91

Spread prepayment	RICS	£375.62
Spread prepayment	Moneysoft	£56.00
Spread prepayment	TA Security	£437.14
Spread prepayment	Suffolk County Council	£712.43
		£3,823.81

Note 5 - Debts outstanding

At the year end the following debts were due to the Council:

Debtor	Net Amount Outstanding
Allotment Holders	£27.50
Bain, Stacey	£262.50
Bennett, Linda & Holt Liane	£258.34
Brooking, Mr	£100.00
Chenery Ann	£671.00
Cornwall, Mrs G	£76.67
Dawes, Mrs	£121.00
Dawn Quantrill	£115.00
Dawn Quantrill	£143.75
Dennis, Amber	£262.50
East of England Co-Operative Society	£466.00
F Masters Ltd	£136.00
Farthing Funeral Service	£579.00
Flagship Housing	£57.50
Gemma Fisher	£262.50
Goodman, Miss Clare	£262.50
Goodman, Miss Clare	£41.67
Gordon Rodwell Funeral Service	£2,570.00
Helen Veal/Darren Hutton	£262.50
HMRC VAT Repay	£3,450.91
Hope Trust	£66.00
Jepson, Mr M	£262.50
Johnson, Karen	£131.25
Julian Sage Stonemason	£627.00
Lindsay Towns	£262.50
Melanaphy, Dawn	£300.00
Royston, Sam	£291.67
Sanctuary Housing Association	£65.42
SCDC	£25.00
Schwehr, Mr A	£291.67
Sharman, Michael	£25.00

Smith, A	£134.17
Smith, A	£38.33
Smith, Angie	£129.37
Smith, Rachel	£51.33
Snelgrove,Thomas	£291.67
The Befriending Scheme	£132.00
The Felixstowe Society	£28.75
Tyler,A	£291.67
Wallace, Corinne	£28.75
Wilson, Charlotte	£28.75
Total	£13,629.64

Debt Analysis

£10,518.76	(77.2%)	< 30 days
£586.95	(4.3%)	>= 30 days and < 60 days
£755.59	(5.5%)	>= 60 days and < 90 days
£1,768.34	(13%)	> 90 days (98.3% of these are weddings which are booked one to two years in advance)

Note 6 - Reserves

At the year end the Council had a Capital Receipts Reserve related to the refurbishment of the Town Hall. The Capital Receipts Reserve represents the amount of money available within the Council's fund balance that can only be used to finance capital expenditure. As at 31st March 2014 the sum was £7,821

The movement on General Reserves is:-

Reserve	Balance at 1.4.2013 (£)	Added in year (£)	Used in year (£)	Transferred to earmarked Reserves (£)	Balance at 31.3.2014 in Year (£)
General	£391,354.04	0	0	£304,709.83	£86,644.21

Note 7 - Earmarked reserves

At the year end the Council had the following earmarked reserves:

Earmarked Reserves	31-Mar-2013	Increase / (decrease) 2013/14	31-Mar-2014
	Amount	Amount	Amount(£)
Election Expenses	£3,463	£4,037	£7,500
Felixstowe Enhancement & Promotional Schemes	£19,444	£19,444	£19,444
Felixstowe in Flower	£8,428		£8,428
Repairs & Renewals Fund	£2,904	£7,346	£10,250
Vehicle Replacement Fund	£2,181	(£2,181)	-
I.T. Computer Replacement Fund	£3,117		£3,117
Recycling Credits (Environmental Fund)	£5,534		£5,534
Cemetery Extension	£8,000	£97,000	£105,000
Premises	£34,697	(£34,697)	-
Web Site Redesign	£973		£973
Broadway House	£4,951	£47,549	£52,500
Walton Community Hall	£14,490	£38,010	£52,500
Town Hall Project – Refurbishment- Capital	£7,819	£2	£7,821
Town Hall Maintenance	£20,000	£65,000	£85,000
Play Equipment	£2,727	£24,273	£27,000
Community Fund	£88,100	£32,570	£120,670
Council Tax Localisation Reserve	-	£74,904	£74,904
Wings on Waves	£250	(£250)	-
Olympic Fund	£2	(£2)	-
CCTV	-	£41,000	£41,000
Staffing Reserve	-	£25,250	£25,250
Contingency Fund	£16,108	(£16,108)	-
TOTAL	£243,188	£423,147	£646,891

Note 8 - Tenancies

During the year the following tenancies were held: Council as Landlord			
Tenant	Property	Rent p.a.	Repairing/Non repairing
Felixstowe Old Peoples Welfare Association	Broadway House	£1,260.00	(Licence)
O2	Telephone mast situated at Felixstowe Cemetery	£5,314.75	N/A

Council as Tenant

During 2013/2014 the transposer, owned by Felixstowe Town Council, and previously located on Anzani House owned by BT was removed following a number of years of redundancy following changes to television transmission frequencies.

The Flood Memorial owned by Felixstowe Town Council is located at Langer Primary Academy, Langer Road, Felixstowe. An annual fee of £10.00 is due to Suffolk County Council.

Note 9 - Local Government Act 1972, Section 137 Payments

Grant to:	Amount
Felixstowe Lions Club	£5,500.00
Felixstowe Volunteer Coastal Patrol Rescue Service	£1,500.00
Orwell District Scout	£150.00
Avenues Group (Optua East Anglia)	£100.00
Disability Advice Service	£100.00
Home Start Suffolk Coastal	£300.00
National Coastwatch	£350.00
Suffolk Accident Rescue Service	£350.00
Walton Parish Nursing	£100.00
	£8,450.00

Note 10 - Agency work

The Town Council undertook agency work as follows:

Suffolk Coastal District Council	£1,500.00
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Note 11 Advertising and Publicity

The following costs for advertising and publicity were incurred during the year 2013/14

Advertisement - Weddings	£376.00
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Note 12 - Contingent liabilities

There are no matters that are likely to result in an ongoing contingent liability.

Note 13 - Capital commitments

The Council had no capital commitments at the year end.

Note 14 - Pensions

The Council is in membership of the Suffolk County Council Local Government Pension Scheme, with a liability to pay employers contributions. The fund was revalued during 2010 and from 1st April 2013 the employer's contributions were changed to 21.2%.

In 2013/14 the Council paid £43,356.61 into the fund in respect of its employees.

Note 15 – Employee Remunerations

No employee's remunerations exceeded £50,000 during 2013/14.

This supporting statement was approved by the Council at its meeting on 4th June 2014.

.....

Responsible Financial Officer

Date: 4 June 2014

ITEM 12

To Receive and Approve the Annual Return to the External Auditor including Approving the Governance Statement

Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here: **FEUXSTOVE TOWN COUNCIL** Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and references		
	31 March 2013	31 March 2014			
1 Balances brought forward	483,191	634,544	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.		
2 (+) Annual precept	498,420	508,420	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	136,785	207,802	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	280,422	361,073	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.		
5 (-) Loan interest/capital repayments	34,732	34,732	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
6 (-) All other payments	168,698	221,426	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
7 (=) Balances carried forward	634,544	733,535	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)		
8 Total cash and short term investments	641,696	733,535 735,059	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.		
9 Total fixed assets plus other long term investments and assets	86,781	49,881	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March		
10 Total borrowings	437,775	431,244	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
11 Disclosure note Trust funds (including charitable)	Yes	No	Yes	No	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

FEUXSTONE TOWN COUNCIL

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed		Yes (means 'in full compliance')
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

To Confirm the Appointment of the Suffolk Association of Local Councils as the Independent Internal Auditor for 2014/2015

ITEM 14

To Confirm the Appointment of the Suffolk Association of Local Councils as the Council's Independent Internal Auditor for 2014/2015

The Council is required to review its Independent Internal Audit appointment annually; it failed to do so during 2013/2014 and this may result in a comment from the External Auditor.

The Independent Internal Auditor is the Suffolk Association of Local Councils, whose expertise and knowledge in the field of local council finance should give the Council greater confidence in managing its financial affairs.

Members are recommended to Re-Appoint the Suffolk Association of Local Councils as the Council's Independent Internal Auditor for 2014/2015

ITEM 15

To Consider the Recommendation from the Finance & General Purposes Committee to Convene a Meeting Regarding the Use of A-Boards in the Town Centre

At the last Felixstowe Highways Advisory Committee there was a discussion regarding a growing issue within the main shopping areas of the proliferation of A boards outside business on the footway, together with other obstructions such as display racks selling books, shoes or plants, also on the highway. This is a matter for Suffolk County Council to enforce.

This issue was also reported in the press some weeks ago after Suffolk County Council Highways Department staff had applied orange warning stickers to some A boards on the bank corner that were causing an obstruction to pedestrians with one complaint received of a resulting injury. Since then there has been an approach of trying to avoid using the stickers and seek to make direct contact with the businesses. This has the potential to lead to confrontation. Subsequently approaches were made to a tea room opposite Argos to move an obstructing A board and although promises were received that this would be done it has not happened. Calls have also been received from businesses just off Hamilton Road who did remove their stickered A boards but now feel the rules should apply fairly to everyone.

The Committee were advised of the situation in the Thoroughfare in Woodbridge where things have almost got out of control with far too many A boards and little respect for the policy contained in the SCC Advice Note attached. The Woodbridge traders were given a

3 month period to improve and comply which they have failed to do. As such the Woodbridge Town Council and SCC are very close to deciding to bring in a 100% ban on A boards in the Thoroughfare.

The Highways Advisory Committee felt the best way forward was for the Felixstowe Town Council to take a lead on this matter and it was suggested a meeting is held in the Town Hall with invited traders, councillors, SCC engineers and disability representatives to describe their situation, especially along the shared space section of Hamilton Road where they were promised an unobstructed footway so the blind and partially sighted could tap along the building frontage as there are no kerbs.

The Council are recommended to convene the meeting.

ITEM 16

To Consider and Approve the Recommendations of the Working Party on Play/Leisure/Outdoor Sport in Respect of the Provision of a Trim Trail

The accumulated Sports fund held by Suffolk Coastal District Council collected from contributions from residential planning applications stands at £40,406. The Working Party on Play/Leisure/Outdoor Sport considered that the provision of a trim trail on the site of the former donkey rides area on the seafront would be a worthwhile addition to the town, its residents and visitors.

The area is owned by Suffolk Coastal District Council and subject to their approval a ten station trim trail suitable for unsupervised use by teenagers and adults would be provided at a maximum cost of £14,500 from the Sports fund. There would however be a need to fund the future maintenance and depreciation costs, estimated at £2,000 per annum.

The Working Party has recommended to Full Council that:-

- a) A trim trail, costing £14,500 be provided on the site of the former donkey rides, subject to Suffolk Coastal District Council approval as landowners
- b) The annual maintenance and depreciation costs of £2,000 per annum be met from the Town Council's Community Fund budget

Members are to consider these recommendations

ITEM 17

Town Twinning

This report does not consider whether, and to what extent, the Town Council should be participating in Town Twinning, but the financial management of the budget. Whilst the Council has links to both Wesel and Salzwezel, for the purposes of this report the budget management issues are similar, so the budget for Wesel will be used for illustrative purposes.

The budget for 2013/2014 was £3,300 with a net expenditure of £3,494; that for 2014/2015 is £3,350. This excludes the annual contribution of £200 towards the Twinning Association's running costs.

The principal items of expenditure were:-

a) Hotel accommodation for official Wesel party -	£325
b) Transport in UK for official Wesel party -	£220
c) Mayoral Dinner for Wesel party -	£175
d) Reception Buffet for Wesel party	£105
Sub-total	£825
e) Mayor's travel costs to Wesel	£339
f) Deputy Mayor's travel costs to Wesel	£329
g) Town Clerk's travel costs to Wesel	£320
Sub-Total	£978
h) Costs associated with 40 th Twinning Celebrations	£642
Sub-Total	£642

The balance of expenditure is accounted for by pre-payments for travel in the 2014/2015 financial year, which raises the question as to whether the budget can be reduced in future years, to (say) £2,000 (reception costs to host Wesel visit, and travel costs to Wesel).

The issue with which the office is being faced with on a more regular basis, and which requires addressing, is how to deal with requests from the Wesel Association and, more recently from the Wesel administration themselves, for financial support for other, sometimes new, twinning activities – a breakfast and a visit to a tourist destination for the Wesel Fire Cadets, and a reception for a rally of boats from Wesel. Often these requests require a response before the next appropriate meeting of the Council, and there is no scheme of delegation that enables a speedy decision.

There would appear to be two solutions to this problem; make a grant to the Wesel Association to spend at their discretion, or delegate the decision to the Town Clerk in consultation with the Mayor.

Members are requested to determine which of these two options they wish to adopt in order that a response can be given to outstanding requests for funding.

ITEM 18

To Consider the Payment of Recurring and Other Grants

In addition to its small grants programme (determined at Finance & General Purposes Committee at its meeting of 22nd January 2014, the Council has budgeted for the payment of additional grants. The purpose of this paper is to consider a policy for future grant payments (small/recurring and other), and to agree such grants for 2014/2015.

At present there is no defined policy for the award of grants, and thus no clear mechanism for “new” applicants to be considered. In addition there are a number of organisations who have been regular grant recipients for many years, and who expect to continue to receive a grant in future. And a combination of both means that should new applicants come forward either the grants budget has to increase or existing beneficiaries lose out. The Council needs a clearer strategy which should include:-

- a) Setting a clear policy for the award of grants – linked to the Council’s vision – and adhere to it rigorously
- b) Limiting the number of consecutive awards of a grant to an individual organization – the Council’s grants should be seen as pump-priming, not ongoing
- c) Giving existing beneficiaries one year’s notice of the introduction of (b)
- d) Reviewing the grants budget to an appropriate level
- e) Agreeing a maximum limit for any one grant
- f) Awarding grants only where there is match-funding or where the grant is to hire Council buildings
- g) Agreeing the award of grants at a meeting in February for a presentation ceremony in April where recipients will be invited to give a 5-minute presentation on their organisation

Members are recommended to:-

- a) Make the following grant payments for 2014/15
 - i. Felixstowe Council for Sport and Recreation - £200
 - ii. Citizen’s Advice Bureau - £1,500
 - iii. Felixstowe Volunteer Coast Patrol Rescue Service - £1,500
 - iv. Felixstowe Carnival - £500
 - v. Landguard Fort - £1,000
 - vi. Felixstowe Ferry Boatyard - £200
 - vii. Art on the Prom - £500
 - viii. Wesel Twinning Association - £200
 - ix. Salzwedel Twinning Association - £200
- b) Establish a Working Party to determine a future grants policy incorporating the issues listed above

ITEM 19

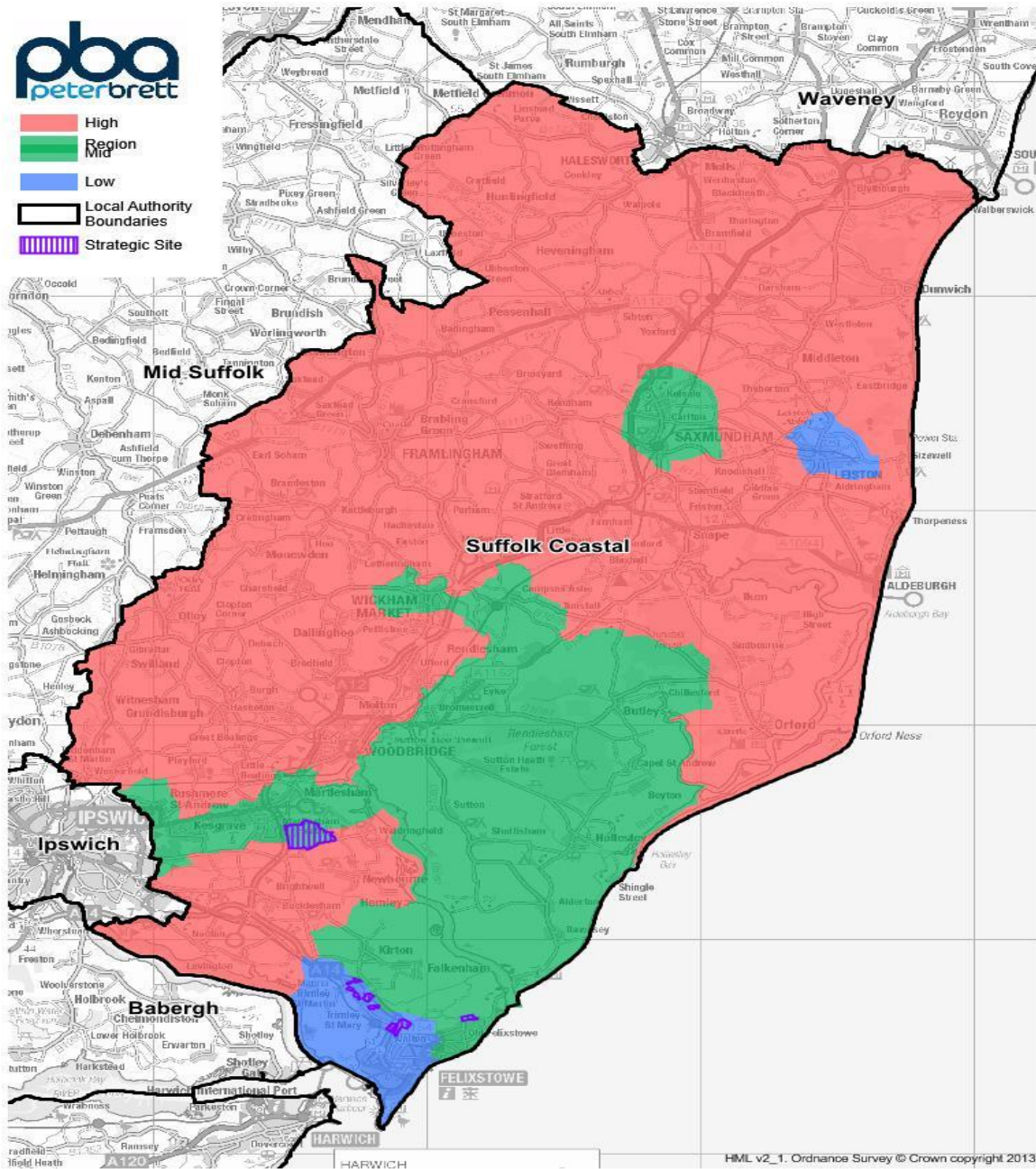
To Consider and Comment on the Draft Community Infrastructure Levy Charging Schedule issued by Suffolk Coastal District Council

The Community Infrastructure Levy (CIL) is a simple, clear and consistent charge that will be placed on new developments. Whilst not replacing the S106 charges currently employed to garner monies towards infrastructure improvements required as a consequence of a development, the ability of the District Council to use S106 will be restricted from April 2015.

An independent assessment of the viability of the CIL has indicated that the sums to be charged may need to vary across the District Council area, as indicated in the map below:-



- High
- Region
- Low
- Local Authority Boundaries
- Strategic Site



The proposed charges are:-

Development Type	CIL charge per sqm
Residential Development (low value) on sites of 1-5 net new dwellings	£70

Residential Development (low value) on sites of 6+ net new dwellings	£50
Residential Development (mid value) on sites of 1-5 net new dwellings	£115
Residential Development (mid value) on sites of 6+ net new dwellings	£90
Residential Development (high value)	£150
Adastral Park Development	£0
Wholly or mainly convenience retail <i>A shop or store selling mainly everyday essential, such as food, drink, newspapers and confectionary.</i>	£100
Wholly or mainly comparison retail <i>A shop or a store selling mainly goods which are not everyday essentials, such as clothing, household and recreational goods.</i>	£0
All other uses	£0

The Council may wish to comment on the zero pricing for wholly or mainly comparison retail and might suggest that a CIL charge applies above a minimum square meterage to ensure that a large non-food retail development makes a contribution. It is however appropriate, in order to stimulate business growth, that the charge on business developments is zero.

Once adopted Felixstowe Town Council will receive 15% of the CIL for all qualifying developments in its area. Because the CIL is collected on the commencement of on-site works, rather than on approval of the planning application, there will be minimal impact during 2015/2016, but thereafter, based on an average year, this income, which is unrestricted in its application, should amount to in excess of £60,000 per annum.

Members are recommended to comment on the zero rating of wholly or mainly convenience retail developments.

ITEM 20

To Consider and Comment on the Draft Statement of Community Involvement issued by Suffolk Coastal District Council

Suffolk Coastal District Council are consulting on the Draft Statement of Community Involvement, which sets out clearly how members of the public, and Felixstowe Town Council, can get involved in the planning process. Unless Members indicate otherwise there are no issues to comment on within the draft document.

This item is for information only.

ITEM 22

To Note the Implications of the Local Government Transparency Code 2014 and the Actions Taken to Implement its Requirements

The Local Government Transparency Code 2014 (published 1 May 2014) was made under Government powers in s.2 of the Local Government, Planning and Land Act 1980. Freedom of Information Act 2000, Data Protection Act 1998, Schedule 12A Local Government Act 1972 and other key legal information obligations and exemptions continue to apply. Notably, however, the 1998 Act does not restrict or inhibit information being published about councillors or senior local authority officers owing to the public interest in the scrutiny of such senior individuals and decision-makers.

The only local councils obliged to comply with the mandatory part of the Transparency Code are those with a gross annual income or expenditure (whichever is the higher) exceeding £6.5 million. **It is recommended practice for those with a gross annual income or expenditure (whichever is the higher) exceeding £200,000, which will include Felixstowe Town Council.**

Where the Code specifies the means of publication, websites are the chosen medium.

Information which must be published quarterly and not later than one month after the relevant quarter

The following publication of information is recommended practice for local councils exceeding £200,000 where it is relevant to that authority (*italics means not currently relevant for Felixstowe; * means already produced*):

- Expenditure exceeding £500 e.g. grants and expense payments (not usually salaries but will normally include individual contractor payments). The information must include date of expenditure, department (perhaps for local councils this might be whether it was a committee/council /the clerk incurring the expenditure), beneficiary, summary of the purpose of the expenditure, amount, irrecoverable VAT and category (e.g. computers, software etc)*.
- *Key specified information on any transactions on a Government Procurement Card. These are a means of purchasing different types of goods and services and can include safeguards, such as credit limits and different authorities for different staff. Key information must be provided on every transaction using such cards.*
- Key specified procurement information on every invitation to tender for contracts to provide goods and/or services and any contracts, commissioned activity, purchase order, framework agreement and other legally enforceable agreement with a value exceeding £5000 (includes payments to consultants and agency staff).

Information which must be published annually (local councils >£6.5 million) or is recommended practice (local councils > £200,000) where it is relevant to that authority:

- Local authority land (all land and building assets other than certain sensitive information such as social housing and national security assets). Key specified

information, such as location and ownership type) must be published together in one place

- Grants to voluntary, community and social enterprise organisations (one option is to have this in a separate list or register and key information required includes the amount, time period covered by the grant and beneficiary)
- *Organisation chart (for the staff whose salaries exceed £50,000 in the top three levels of the organisation) showing key information such as job title, salary in £5000 brackets and contact details*
- *Trade union facility time (key information such as on union representative staff permitted to conduct trade union activities for at least 50% of their time)*
- *Parking revenues*
- *The number of controlled parking spaces (estimates where parking is not in marked spaces)*
- *Senior salaries (the number earning at least £50,000 in brackets of £5000, remuneration and job title of those employees and for those earning £150,000 must be named, as required by regulations already. In addition this Code requires that these details are linked on their websites to the staff responsibilities and budgets and that information on any bonuses is provided.)*
- Constitution (not commonly available for local councils but might include standing orders, code of conduct, a description of the governance of the council etc).*
- The pay multiple (the ratio between the pay of the highest paid and the median salary of the workforce of the council, taking into account specified factors in the Code).

The quarterly and annual information, required above, must be published in a machine readable format and under a licence which allows open re-use, including for commercial and research purposes.

Information which is recommended practice for all authorities covered by the Code:

- Expenditure data (including all transactions exceeding £250 and all credit card transactions)
- Procurement information (including all contracts exceeding £5,000)
- Local authority land (including the gross internal area and the reason for holding the property)
- *Parking information (including the number of free parking spaces and how parking charges are used by the council)*
- Organisation chart (including all employees exceeding £50,000 salary and their salary bands and details of any vacancies)
- Grants to voluntary, community and social enterprise organisations (including monthly publication on payments and information disaggregated by category of organisation), and
- Fraud (including more detailed data on any counter fraud work carried out by the authority).

Whilst there will be additional time required to publish the information quarterly and annually most is already freely available and just needs uploading to the website.

This item is for information only.

ITEM 23

Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities

This Council has not entered into any Charters nor agency arrangements with other local authorities.

This Council makes the following contributions to Suffolk Coastal District Council:-

Sum £	In Respect of	Comments
£20,000	Contribution towards running costs of Felixstowe Futures	Agreement expires 31 st March 2015

ITEM 24

Review of the council's policy for dealing with the press/media

At present the Council has no written policy for dealing with the press/media. A draft policy is shown below:-

Felixstowe Town Council

Media and Publicity Policy

Policy Statement

Felixstowe Town Council wishes to be open and transparent in the way it considers information and takes decisions. As a Town Council we will therefore proactively seek opportunities to publish information about our activities with the intention of raising awareness about what the Town Council is doing.

Procedures

Notes:

- (i) When the Mayor is unavailable the Deputy Mayor will take on any of the specified tasks and responsibilities.
- (ii) When the Town Clerk is unavailable the Technical Officer will take on any of the specified tasks and responsibilities.

(A) Requests from the Media

1. The Mayor and the Town Clerk should be made aware of all approaches from the media for interviews, statements or information.
2. Any request from the media will be discussed by the Mayor and Town Clerk and then forwarded to the most appropriate person - Mayor, Deputy Mayor, Committee Chair or Vice-Chair, Town Clerk or combination of those people to make a response on behalf of the Town Council.
3. Prior to its release, the Mayor and Town Clerk should be made aware of the broad content of any response.

(B) Response to Media Articles, published letters, on-line comments, tweets, facebook items

1. Every situation must be carefully assessed and in many cases a response will not be appropriate.
2. Anyone seeing an article / item and thinking a response may be needed should inform the Mayor and the Town Clerk.
3. In assessing whether or not a response is appropriate the following will be considered:
 - Is the article / item in question factually accurate?
 - Is the article / item expressing a personal view – and if so is that clearly stated?
 - Would further discussion on the subject be constructive?
4. Any potential response will be discussed by the Town Clerk and the Mayor and then forwarded to the most appropriate person - Mayor, Deputy Mayor, Committee Chair or Vice-Chair, Town Clerk or combination of those people to prepare a response on behalf of the Town Council.
5. Prior to its release the Mayor and Town Clerk should be made aware of the broad content of any response where they were not involved in its preparation.

(C) Media Releases

1. The Town Clerk, Mayor and Committee Chairs will identify issues and stories that have the potential to be interest to the public.
2. The Town Clerk will draft media releases consulting with the Mayor and Committee Chairs or any individual Councillor as appropriate.

3. An information copy of the final media release will be sent to the Mayor and any Councillor who is quoted in the text.
4. Media releases will be sent to relevant media outlets as determined by the Town Clerk following consultation with the Mayor.
5. A copy of the media release will be posted on the Town Council's website.
6. A copy of the media release will be sent to Councillors and staff.

(D) Media Training

1. Opportunities will be made for the Mayor, Deputy Mayor, Chairs and Vice-Chairs of Committees and the Town Clerk to attend training in dealing with the media.

(E) Decision Making

1. The Town Council's Standing Orders (No 21) refer to relations with the press / media and the Town Council's policy - this media and publicity policy and procedures is the relevant policy.
2. Any decision about the content of media releases or information to be supplied to the media or any response to any media item will be taken by the Town Clerk following consultation with the Mayor. (This delegation complies with the legislative restriction that an individual Town Councillor cannot make a decision on behalf of the Council.)

Note: This policy and the associated procedures do not preclude an individual Councillor talking to the media on a personal basis, but in such a case it should be made clear that is the individual's own opinion / suggestion, not that of the Town Council.

ITEM 25

To Consider the Recommendation from the Finance & General Purposes Committee regarding the Council's Obligations in respect of its Tree Stock and to Agree Appropriate Measures to Reduce Risks

The Town Council has a duty of care regarding ensuring the safety of trees on its land. Recent high profile cases have highlighted the dangers of death or serious injury caused by trees, and it is important that the Council understands its position in law and takes appropriate action.

In Civil Law the duty is to take reasonable care for the safety of those who may come within the vicinity of a tree. The Courts have endeavoured to define "reasonable care" and the accepted standard is that of "the reasonable and prudent landowner".

In Criminal Law the duty is to ensure that employees and the public are not put at risk, and thus an assessment of the risk engendered by each and every tree must be undertaken.

For the purposes of assessment trees can be categorised or zoned; those beside a footpath or road should be inspected more frequently than those in the midst of a copse where direct access to the tree is difficult; i.e. fewer people can get to walk under the tree. Trees displaying obvious defects require more frequent checks and greater management; although it is important to understand that sudden branch drop can occur without warning in healthy trees – not for nothing was the Elm also known as the “widow-maker”. It is not necessary to have every tree formally inspected by a qualified arboriculturalist; informal inspections with a reporting mechanism for reporting changes to a tree’s condition are often sufficient. However, once a defect has been identified the inspection regime needs to be both more frequent, and, depending on the nature of the defect, more formal.

Implications for the Council are as follows:-

- a) Trees to which the public have access need an initial informal inspection, followed thereafter by at least an annual inspection. Trees in the vicinity of the cemetery buildings should be inspected more frequently. In the current I.T. age this inspection could be recorded with a photograph of the tree.
- b) Trees to which the public have restricted access should be managed so that public access continues to be reduced – by changing grass-cutting regimes, by log placements etc, but still have an initial informal inspection.
- c) Trees showing sign of disease, stress or damage require more frequent, recorded, inspections and specialist advice may be needed to assess the danger.

Members are recommended to adopt this policy and budget accordingly

ITEM 26

To Agree to Address the Council’s Land Registration Issues

The purpose of this paper is to highlight issues surrounding the understanding and interpretation of Felixstowe Town Council’s assets. There are two main issues to consider;

- 1; The concise recording and documentation of existing assets (this ties in with the preceding item).
- 2; The potential for these assets to be used to their maximum effect for the benefit of the Town Council and the local community.

This issue has become particularly relevant recently whilst other local authorities are devolving services and functions which has led to the potential for partnership working and the imminent production of the Area Action Plan planning document to be produced by Suffolk Coastal District Council which will allocate potential land uses across our district. Felixstowe Town Council may want these allocations to involve land which it already owns or may like to acquire at some future date.

It follows that in order to maximise any potential opportunities, Felixstowe Town Council must be able to understand unequivocally the boundaries, restrictions and other relevant matters relating to the property portfolio in order to engage in any discussions or negotiations. Historically, a vast knowledge of Felixstowe Town Council, Suffolk Coastal District Council and Suffolk County Council's assets and surrounding land was held by personnel working within these organisations; those individuals are no longer available and there is now a need to record all the facts in a comprehensive and accessible way. In recent times Felixstowe Town Council was reluctant to invest in legal and professional fees to enable this to happen.

Felixstowe Town Council has been proactive in developing certain of its assets such as Broadway House, Walton Community Hall and the more recently acquired Town Hall. Felixstowe Cemetery, Langley Avenue and the Cemetery allotments have also been the recent focus of legal investigations. However, sites such as Ferry Road Allotments, Cowpasture Allotments, Railway Hill and Taunton Road Allotments have not been well scrutinised in the legal sense. Some of these assets have been registered with the Land Registry recently but there are currently assets which have not yet been addressed in this way.

Members will be aware that there are currently several potential developments planned for the town, one of which abuts Felixstowe Town Council land and queries have been raised concerning rights of access, boundary responsibilities etc which Felixstowe Town Council needs to be able to offer unequivocal information on.

In order to safeguard Felixstowe Town Council's property portfolio and potentially maximise opportunities, particularly in times of decreasing Planning constraints, Members are **recommended to authorise a legal and survey overhaul of Felixstowe Town Council's property portfolio**. This information can then be digitally recorded for ease of reference for officers and councillors and, if appropriate made available to others for inspection.

Officers will need to investigate further how this can be achieved, whether internally by the Technical Adviser devoting more of her time to this project or whether this is totally outsourced to a third party. The most appropriate method of recording the information will also need to be researched.

ITEM 29

To Receive Feedback On The Proposed Questionnaire And Approve Its Final Version

The original draft of the questionnaire was:-

«Name»
 «Address_1»
 «Address2»
 «Address3»
 «Postcode»

Please mark in the box, which of these services you know about, which of them you or your family use, which of them you think the Town Council is responsible for, and which of them you think the Town Council should be responsible for. For example, the entry below means that

- you know about Bingo
- no-one in your family goes to Bingo
- you don't know whether the Town Council is responsible for running Bingo
- you think the Town Council should be responsible for running Bingo, or contribute towards the running costs

EXAMPLE

Service	I know this about this service	I use this service, or attend this event or someone in my family does	I think the Town Council is responsible for this service/event	I Think Town Council <u>should</u> be responsible for this service/event or contribute towards it
Bingo	Yes	No	Don't know	Yes

QUESTIONNAIRE

Service	I know this about this service	I use this service, or attend this event or someone in my family does	I think the Town Council is responsible for this service/event	I Think Town Council <u>should</u> be responsible for this service/event or contribute towards it
Allotments				
Bowls Club				
Bus Services				
Car Parks				
Carnival				
Cemetery				

Children's Play Areas				
Christmas Lights				
Cinema				
Community Transport / Dial-a-Ride				
Community Centres				
Cricket Club				
cctv				
Dog Warden				
Dustbin Collection				
Fireworks Display				
Footpaths				
Gardener's Markets				
Grass-Cutting of greens and verges				
Hanging Baskets and Floral Displays				
Health Centre				
Langer Park				
Leisure Centre				
Library				
Litter Picking				
Markets				
Parking Enforcement				
Public Toilets				
Recycling Collections				
Roads and Streets				
Rubbish Tip				
Rugby Club				
Seafront Festive Lighting				
Spa Pavilion				

Street Lighting				
Tennis Courts				
Youth Clubs				

However there are some proposed changes, as follows:-

1) GENERAL

- There should be a more explanatory covering letter, rather than the brief heading to GM's draft. Should explain reason for the survey, and the mechanism of "No.1's", which gives good X-section within simple inexpensive process Agreed
- We tried to include Graham Newman's suggestions in his email.

2) COLUMNS (i.e. the questions)

- Column 1 ("I know about this service") is not useful: what is meant by "know about"? Delete it. I don't agree, we are trying to find out if people "know" if the service exists – plain enough English!
- Column 2 ("I use this service, or attend this event or someone in my family does") again is not useful. You may not personally use a service, but still think it important to the town or for others in different circumstances. Dial-a-ride for example. Can amend the question to include, "I think others may find this service useful"
- Those columns should be replaced by: "I think this service is: A) Essential, B) Desirable, C) Unimportant. This would allow a much better 'feel for' what people think about a service – too restrictive
- Columns 3 & 4 ("I think the TC is responsible for...." and "I think the TC should be responsible....." OK, retain.

3) The services listed

- Sports Clubs: if you mention one, or some, need to mention all. But that is a difficult list to make up without offending some group or other by omission. If it is to remain, need Hockey Club at least. Swimming Club? Running? Etc?? Karate club,
- There is no mention of public parks & open spaces. Needs to be there either as one, generic "Parks and open spaces", or list at least the main ones, probably the latter. Agreed
- See attached version with tracked changes to the items, and some comments

- List would be better 'topic based', so related things together, rather than just alphabetical. Refuse Collection, Recycling Collection and Centres, for example. Or all the Sports Clubs (if we retain those) to discuss with Councillors

Adult Education facilities	
Allotments	
Bingo	
Bowls Clubs	(there are 3)
Bus Services	
Train Services	Suggest should moved from here to be in alphabetical order
Car Parks	
Carnival	
Cemetery	
Children's Play Areas	
Christmas Lights	
Cinema	Should this be included
Community Transport / Dial-a-Ride	
Community Centres	
Cricket Clubs	we have cricket 7 rugby, but no football.
CCTV	
Dog Warden	
Refuse Collection	reorder
Fireworks Display	Should this be included
Footpaths	
Farmer's / Gardener's Markets	
Football clubs	
Grass-Cutting of greens and verges	
Hanging Baskets	
Floral Planting	

Health Centre ? do you mean GP's	
	GN suggested needs to Public Open Spaces, as we have several: see below Agreed
Leisure Centres	
Library	
Litter Picking	
Markets	
Parking Enforcement	
Public Toilets	
Recycling Collections	
Roads Maintenance	
Footpath Maintenance	
Recycling Centre	
Rugby Club	
Seafront Festive Lighting	
Public Theatre Spa Pavillion	
Street Lighting	
All-night Street Lighting	
Train services	
Tennis Club/ Courts	
Youth Clubs	
Felixstowe General Hospital	
Old People's Welfare Centre	
Swimming Pool	
Public open spaces	Either as 1 heading, or all of the following GN suggested the one generic One
Langer Park	
Allenby Park	
Walton Recreation Area	
Coronation Field	

Eastward Ho	
The Grove	
Old Felixstowe Open Space	
Landguard Common	
Seaton Road Recreation Area	
Skateboard Park	
Dock Viewing Area	
Viewpoint Café	
Street Trees	
Events at the Triangle	
Landguard Area and Fort	
Felixstowe Coast Patrol	
Coast Watch	
Sea Defences	
Tourist Businesses	
Spa Gardens	
Sea Front Amusements	
Beach huts & Chalets	
Cycle Routes	
Tourist Information Centre	
Football Clubs reorder as above	
Public Football Pitches	
Town Twinning with Wesel and Salzwedel	
Special Commemorative Events E.g. Seaplanes	

Members are recommended to agree to these changes and the issue of the questionnaire.