



## TO ALL MEMBERS OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Cllr C Slemmings (Chairman)	Cllr M Deacon	Cllr M Sharman
Cllr D Savage (Vice Chairman)	Cllr Jan Garfield	Cllr A Smith
Cllr G Newman (Town Mayor)	Cllr Jon Garfield	Cllr M Walker
Cllr N Barber	Cllr M Morris	Cllr C Webb
Cllr S Bird	Cllr J Sennington	Cllr K Williams

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 21 January 2015** at **7.30pm** for the transaction of the following business:

### A G E N D A

**1. Apologies**

To receive apologies for 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. Requests for Dispensation**

*To consider any dispensation requests received from Councillors with a pecuniary interest in an item on this agenda who wish to remain, speak and/or vote at consideration of that item. Councillors are advised to submit any dispensation request in writing to the Town Clerk prior to the meeting.*

**4. Minutes of the Previous Meeting**

To confirm the minutes of the Finance & General Purposes Committee meeting held on 19 November 2014 as a true record. **(Pages 3-7)**

**5. Minutes of the Finance Sub-Committee**

To receive the minutes of the Finance Sub-Committee meeting held on 26 November 2015. **(Pages 8-10)**

**6. Quarter Three Accounts to 31 December 2014**

To receive the Quarter Three Accounts to 31 December 2014 and consider any actions deemed necessary. **(Page 11-14 & Appendix A)**

**7. Level Two Youth Project Funding**

To consider funding support to the Level Two Youth Project for 2015/16. **(Page 15 & Appendix B)**

- 8. Annual Grants**  
To consider the provisions of Annual Grants for the year 2015/16 and make recommendations to Council. **(Page 16)**
- 9. Mayoral Allowance**  
To consider the provision of the Mayoral Allowance for the year 2015/16 and make recommendations to Council. **(Page 17)**
- 10. Budget and Precept 2015/16**  
To consider the budget estimates as recommended by the Finance Sub-Committee and any updates and to recommend the 2015/16 Budget and Precept to Council. **(Page 18 & Appendix C)**
- 11. Meeting Schedule 2015/16**  
To consider a draft Meetings Schedule for the 2015/16 Municipal Year and make recommendations to Council. **(Page 19 & Appendix D)**
- 12. Occasional Grants Policy**  
To consider a draft Occasional Grants Policy and make recommendations to Council. **(Page 20 & Appendix E)**
- 13. Social Media Policy**  
To consider a draft Social Media Policy and make recommendations to Council. **(Page 20 & Appendix F)**
- 14. LGPS Discretions Policy**  
To consider a draft Local Government Pensions Scheme Discretions Policy and make recommendations to Council. **(Page 21 & Appendix G)**
- 15. Risk Management Policy**  
To review Council's Risk Management Policy and make recommendations to Council. **(Page 22 & Appendix H)**
- 16. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 18 March at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**14 January 2015**

For information (via email): All Town Councillors.

## **AGENDA ITEM 4: MINUTES OF THE PREVIOUS MEETING**

**MINUTES** of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 19 November 2014** at **7.30pm**

**PRESENT:** Cllr C Slemmings (Chairman)      Cllr D Savage (Vice-Chairman)  
Cllr S Bird      Cllr A Smith  
Cllr M Deacon      Cllr J Sennington  
Cllr M Morris      Cllr M Walker  
Cllr Jan Garfield      Cllr K Williams  
Cllr M Sharman  
Cllr G Newman (Town Mayor) *from item 375*

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Finance Officer)

**IN ATTENDANCE:** One member of the Press, Two members of the Public.

### **370. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr N Barber, Cllr Jon Garfield and Cllr C Webb.

Apologies for lateness were received from Cllr G Newman.

### **371. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Member</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr M Deacon	375	Non-Pecuniary (as a trustee to the Level Two Youth Group)
Cllr Jan Garfield	376	Non-Pecuniary (as treasurer to the Carnival Committee)

In additions, Cllrs S Bird, M Deacon, M Morris, C Slemmings, M Sharman, J Sennington, D Savage, A Smith and K Williams each declared a Local Non-Pecuniary Interest on all items on the agenda as Members of Suffolk Coastal District Council.

### **372. REQUESTS FOR DISPENSATIONS**

There were none.

### **373. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Finance & General Purposes Committee Meeting held on 17 September 2014 be signed by the Chairman as a true record.**

### **374. REFERRALS FROM OTHER COMMITTEES/SUB-COMMITTEES**

The Committee considered the recommendation from the 22 October 2014 Finance Sub-Committee (Minute 323 of 2014/15) that a virement of £1,200 from 301/4320 'Hire of Vehicles' to 301/4185 'Skip Hire' be approved.

**It was RESOLVED that a virement of £1,200 from 301/4320 'Hire of Vehicles' to 301/4185 'Skip Hire' be approved.**

*Cllr G Newman joined the meeting.*

### **375. FELIXSTOWE YOUTH DEVELOPMENT GROUP FUNDING PROPOSAL**

The Committee considered a request for additional funding for Level Two.

**The Chairman suspended Standing Orders and invited Mr S Wyatt, Vice-Chairman of the Felixstowe Youth Development Group Management Board, to address the Committee.**

Committee heard that Level Two regularly supported over 650 young people in the town and were facing the loss of a major grant of £30,000 from next year. This funding had been received from the Henry Smith Foundation over the past 9 years and provided for the salary and on-costs of the Project Manager.

#### **The Chairman reinstated Standing Orders**

Committee thanked Mr Wyatt and all agreed that the service provided by the Level Two project was of great importance to young people in the town.

It was noted that support from the Town Council in the current year had been to the sum of £5,000 to Level Two by virtue of a £1,000 grant and £4,000 approved from the Community Fund. Level Two were seeking a larger and more sustained contribution from the Town Council over the next few years.

It was suggested that as the remit of the Council's Community Fund was to be considered at the next Ordinary Council meeting in December, Committee was not able to make a recommendation for any increase to its current provision at this time.

However, as budget setting was to be considered by this Committee in January, consideration of funding arrangements could be undertaken as part of that process. This could also be considered at the next Finance Sub meetings where budget setting will be discussed.

Committee advised that the accounts statements provided to the Clerk would be considered before any additional grant funding could be awarded.

**It was RESOLVED that any formal decision on enhanced provision to Level Two be deferred until after such time as Council has considered the use of its Community Fund.**

### **376. FELIXSTOWE CARNIVAL AND AIRSHOW**

The Committee noted the report regarding 2014 Felixstowe Carnival and Airshow and congratulated the organisers and volunteers on a great event.

It was further noted that more money may have been raised by the event if there had been more volunteers available to carry fundraising buckets during the weekend. Members were invited to help with this during the 2015 event.

**It was RESOLVED that:**

- i. the payment of £1,713.44 from the Enhancement and Promotional fund (9015/900) as per the authority given by Council 5 February 2014 be approved; and,**
- ii. funding support for the event in following years be considered by the appropriate Council body with the authority to award grants.**

### **377. COMMITTEE STRUCTURE AND TERMS OF REFERENCE 2015/16**

Members thanked the staff for their work on the new Committee Structure and Terms of Reference. Subject to minor changes detailed below, the final version was to be presented to Council on 3 December.

**RESOLVED that:**

- i. the Plans Committee be renamed 'Planning & Environment Committee' to better reflect its Terms of Reference;**
- ii. clarification be given within the Terms of Reference for the Youth Forum that the Chairman is appointed by the schools in rotation; and,**
- iii. subject to these amendments and two minor typographical corrections, a finalised version be presented and recommended to Council on 3 December 2014 for formal adoption to come in to force from May 2015.**

### **378. ACCOUNTS TO 31 OCTOBER 2014**

The Committee considered a detailed report showing income and expenditure from the start of the financial year 2014/15 to 31 October 2014.

**RESOLVED that the Accounts to 31<sup>st</sup> October 2014 be received and noted as presented with no other action required at this time.**

### **379. CHART OF ACCOUNTS 2015/16**

Members noted the draft Chart of Accounts for 2015/16 as tabled which had been prepared in accordance with the proposed new Committee structure (as outlined in item 377 above).

**It was RESOLVED that:**

- i. the Finance Sub-Committee be instructed to consider the Chart of Accounts when drafting budget estimates for 2015/16; and,**
- ii. draft estimates be presented in this new format to Finance & General Purposes Committee at its January meeting prior to final approval by Council on 4 February.**

### **380. INTERNAL AUDIT REPORT**

Committee considered the Internal Audit report for the period ending 30 September 2014.

The single matter raised in the report referred to the requirement for all employers to consider and publish a discretions policy, in accordance with revisions to the LGPS regulations from 1 April 2014. The Clerk advised that he would be seeking advice from the Council's pension fund administrator, Suffolk County Council. However, as noted in the report, it was known that the County Council had not yet published its own policy.

**Committee noted the report of the Internal Auditor and recorded a vote of thanks to the staff for their hard work.**

### **381. EXCLUSION OF PRESS AND PUBLIC**

**It was RESOLVED that, in accord with the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted due to commercial sensitivity, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.**

### **382. FLORAL BEDDING CONTRACT**

Three quotations were considered and a debate followed. Members noted that Council's existing supplier had provided a competitive quotation for the works at less than 1% increase to the cost in the current year. Committee was disappointed to learn that a third supplier has not been in a position to provide a cost for labour as the cost for plants had been very competitive. As it was agreed that the service provided to the Town Council by the existing supplier was of a high standard and more competitive than the proposal submitted by Ipswich Borough Council, it was proposed that the contract be approved again for 2015.

**It was therefore RESOLVED that:**

- i. Suffolk Coastal Norse be contracted for the provision and maintenance of Floral Bedding for 2015/16; and,**
- ii. Due to orders for plants were required to be placed before the end of November, this action be reported to Council on 3 December 2014.**

**383. CLOSURE**

The meeting was closed at 9.15pm. The next meeting was noted as being scheduled for 21 January 2015 at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_

## **AGENDA ITEM 5: MINUTES OF THE FINANCE SUB-COMMITTEE**

MINUTES of the **FINANCE SUB-COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 26<sup>th</sup> November 2014** at **4.30pm**

**PRESENT:** Cllr C Slemmings (Chairman)      Cllr D Savage (Deputy Mayor)  
Cllr N Barber    Cllr M Sharman  
Cllr Jan Garfield    Cllr A Smith

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Finance Officer)

### **392. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Stokell, Cllr M Walker and Cllr K Williams.

### **393. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Member</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr C Slemmings	396	Local Non-Pecuniary (Suffolk Coastal District Council Member and )
Cllr D Savage	396	Local Non-Pecuniary (Suffolk Coastal District Council Member, member of Felixstowe and District Council for Sport and Recreation and member of Citizen's Advice Bureau)
Cllr M Sharman	396	Local Non-Pecuniary (Suffolk Coastal District Council Member and Chairman of the Felixstowe and District Council for Sport and Recreation)
Cllr A Smith	396	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr Jan Garfield	396	Local Non-Pecuniary (Suffolk Coastal District Council Member and Treasurer of the Felixstowe Carnival Association)
Cllr N Barber	396	Local Non-Pecuniary (Suffolk County Council Member and Chairman of the Felixstowe Carnival Association)

### **394. REQUESTS FOR DISPENSATIONS**

There were none.



### **395. MINUTES OF THE PREVIOUS MEETING**

**It was RESOLVED that:**

**The Minutes of the Finance Sub-Committee Meeting held on 22 October 2014 be signed by the Chairman as a true record.**

### **396. DRAFT BUDGET AND ESTIMATE 2015/16**

Members considered current-year expenditure and projected outturn for the full year 2014/15 against budget as presented in the report.

As requested by Finance & General Purposes Committee at its meeting of 19 November 2014 the Clerk presented Committee with a comparison of the current year budget and draft estimates for 2015/16 and explanatory notes within the approved new Chart of Accounts (*Minute #379 of 2014/15 refers*).

Among a number of new budget lines it was noted that a holding account for any Community Infrastructure Levy (CIL) income had been created as the levy arrangements were due to be in place at Suffolk Coastal District Council from 1 April 2015. Any CIL payments were scheduled to be made on 28<sup>th</sup> April and 28<sup>th</sup> October 2015. As it was unlikely that the Town Council would receive a payment in April 2015 and it was not clear the amount that may be received in October 2015 a zero amount was being proposed in the budget for 2015/16.

Members considered Annual Grants and Occasional Grants funding levels. It was agreed that a budget line for Annual Grants should be created and set at £6,800 in line with the same cost as in 2014/15 of supporting those organisations which receive annual funding from the Town Council.

Following a discussion on the Community Fund, Members recommended that, pending any impact of Council's consideration of the remit of the Community Fund at its 3 December meeting, the annual uplift to this fund be reduced by £10,000 and a commensurate figure be added to the Occasional Grants budget to increase available funding for one-off grants to £15,000.

A budget of £2,000 was included for 'Advertising and Promotion' which would be used to promoting any job opportunities at the Council, grants and other Council services, such as weddings.

To clear up any confusion between duplicated naming of different budget categories the Clerk had implemented the following changes:

2014/15 cost centre 'Community Fund' renamed 'Community Fund Projects'. Projects approved by Council to be funded from the Community Fund earmarked reserve to be detailed under this cost centre.

2014/15 expense code 'Community Fund' renamed 'New Community Projects'. Holding code for any new projects approve in-year by Council to be funded from the Community Fund earmarked reserve.

2014/15 earmarked reserve 'Community Fund'. Retained funding reserve.

Members requested that the accompanying notes include clarification that code 4640 'Floral Bedding' was for bedding plants on the seafront.

A budget line for 'Litter/Dog bins' had been created and Members recommended that £800 be allocated for this purpose and transferred in from the earmarked reserve 'Recycling Credits' at the beginning of the new financial year in order that the Civic & Community Engagement Committee be able to authorise a limited number of bins in 2015/16 without the requirement to seek permission from full Council.

Members discussed the possibility of renaming the earmarked reserve 'Recycling Credits' as future credits would not be received. The Clerk confirmed that Council would be required to consider transfers and movements to and from the earmarked reserves before the end of the year.

It was noted that, if approved by Council, a precept of £522,361 for 2015/16 would equate to £67.35 per Council Tax Band D equivalent ratepayer. It was noted that the Band D equivalent in 2014/15 was also £67.35.

Therefore, on the basis that the budget estimates 2015/16 would result in a 0% change/nil tax increase to local residents, the Sub-Committee recommended that the precept demand for 2015/16 be recommended to Council for approval.

Members recorded a vote of thanks to the Town Clerk and Finance Officer for their work on the budget estimates and presentation.

**It was RESOLVED that:**

- i. The draft budget estimates 2015/16 be updated to reflect the changes agreed above and reported to the Finance & General Purposes Committee on 21 January 2015 with any other minor amendments deemed appropriate by the Clerk detailed at that meeting; and,**
- ii. On the basis that the proposed budget for 2015/16 require a 0% change to the Town Council's portion of the Council Tax, it be recommended to Council that the precept demand for 2015/16 be set at £522,361.**

### **397. CLOSURE**

The meeting was closed at 6:52 pm. It was noted that this would be the final time the Sub-Committee would meet and the minutes would be reported to Finance & General Purposes Committee in January 2015.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_

## AGENDA ITEM 6: QUARTER THREE ACCOUNTS TO 31 DECEMBER 2014

A summary Income & Expenditure Report for Q3 (1 October - 31 December 2014) is shown below with a detailed report provided at **Appendix A**.

13/01/2015

**Felixstowe Town Council**

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**Summary Income & Expenditure by Budget Heading 31 December 2014**

Month No : 9

**Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101	Town Council							
	Expenditure	12,695	193,542	289,124	95,582		95,582	66.9 %
	Income	195	566,305	566,336	-31			100.0 %
102	Civic							
	Expenditure	0	9,293	16,975	7,682		7,682	54.7 %
	Income	0	-19	0	-19			0.0 %
103	Community Fund							
	Expenditure	21,898	32,270	67,050	34,780		34,780	48.1 %
201	Town Hall							
	Expenditure	3,229	49,987	78,305	28,318		28,318	63.8 %
	Income	104	9,721	11,405	-1,684			85.2 %
202	Walton							
	Expenditure	154	6,165	6,200	35		35	99.4 %
	Income	544	3,973	9,600	-5,627			41.4 %
203	Broadway House							
	Expenditure	882	8,358	12,975	4,617		4,617	64.4 %
	Income	0	841	1,260	-419			66.8 %
301	Cemetery							
	Expenditure	7,037	95,505	136,700	41,195		41,195	69.9 %
	Income	10,000	56,274	85,550	-29,276			65.8 %
302	Allotments							
	Expenditure	191	4,367	8,500	4,133		4,133	51.4 %
	Income	431	12,919	12,600	319			102.5 %
303	Felixstowe in Flower							
	Expenditure	0	8,452	9,825	1,373		1,373	86.0 %
	Income	0	4,502	4,000	502			112.6 %
<b>INCOME - EXPENDITURE TOTALS</b>								
	Expenditure	<b>46,086</b>	<b>407,939</b>	<b>625,654</b>	<b>217,715</b>	<b>0</b>	<b>217,715</b>	<b>65.2 %</b>
	Income	<b>11,273</b>	<b>654,516</b>	<b>690,751</b>	<b>-36,235</b>			<b>94.8 %</b>
	Net Expenditure over Income	<b>34,813</b>	<b>-246,578</b>	<b>-65,097</b>	<b>181,481</b>			

Although some individual budget items are showing an overspend, the total expenditure to Q3 is within budget for this period at 65.2%.

In accordance with Council's Financial Regulations, Committee is to receive explanations of Material Variances for expenditure in excess of the estimated budget of 10% or £500, whichever is the lesser. Explanatory notes and any recommended action for those qualifying items at Appendix A are as follows:

## Cost Centre 101 - Town Council

### **4030 Training (-£736)**

Overspend due to training provided for Councillors and training on the new accounts package for staff.

**Recommendation: Provision reviewed for 2015/16**

### **4080 Staff Membership Fees (-£376)**

Prepayment made in 2013/14 and carried over in transition from Edge to RBS accounts software. Consisting of the proportion of this year's fees for the Technical Advisor's Membership of the RICS. No provision had been made for Staff Membership fees in the current year budget.

**Recommendation: Provision reviewed for 2015/16**

### **4170 Repairs and Maintenance (-£403)**

One-off cost for the removal of Aerial Transposer from Anzani House.

**Recommendation: No further action.**

### **4468 Miscellaneous (-£592)**

This includes expenditure towards restorations to Council artworks (*Minute #291 2014/15 refers*).

**Recommendation: No further action.**

### **4480 IT Hardware Provision (-£1,613)**

There was no budget set for this. £1,240 was for the purchase and installation of RBS software. This also includes a new PC/monitor and one set of speakers.

**Recommendation: Provision reviewed for 2015/16**

### **4482 IT Software Licences (-£1,064)**

This includes RBS Omega, software hosting, allotment software, antivirus and MS Office licences.

**Recommendation: Provision reviewed for 2015/16**

**Note: Total expenditure across three separate IT codes is £7,858 against a budget of £8,110 with an expected total outturn for the year to be within this figure. A simple reapportion of the budget for 2015/16 addresses this.**

### **4490 Legal Fees (-£1,827)**

No budget was set for this. £1,802 legal fees for Langley Avenue and £25 Money Claim online fees to chase outstanding debt.

**Recommendation: Provision reviewed for 2015/16**

### **4655 Grants (-£600)**

Council approved expenditure totalling £5,800 at its June meeting (*Minute #82 2014/15 refers*).

**Recommendation: Provision reviewed for 2015/16**

### Cost Centre 201 - Town Hall

#### **4120 Gas (-£1,272)**

No budget was set for Gas in 2014/15. Based on previous and current years expected costs budget should be £2,300.

**Recommendation: Provision reviewed for 2015/16**

#### **4170 Repairs and Maintenance (-£4,243)**

Unscheduled roof repairs to Town Hall totalling £4,315.00 approved by Council in June (*Minute #70 2014/15 refers*).

**Recommendation: No further action.**

#### **4180 Licences (-£712)**

No budget set. Pro-rata Wedding Licence fee prepaid in 2013/14. Fee is payable to Suffolk County Council every two years.

**Recommendation: Provision reviewed for 2015/16**

### Cost Centre 202 - Walton Community Hall

#### **4122 Electricity (-£1,326)**

Late/missing bills have been received for both Walton and the Town Hall some dating back to 2012 which were not received from British Gas. Estimates too low.

**Recommendation: Provision reviewed for 2015/16**

### Cost Centre 301 – Cemetery

#### **4260 Purchase New Tools/ Equipment (-£628)**

Includes purchase of a chemicals safe £1,102 (Health and Safety requirement).

**Recommendation: Provision reviewed for 2015/16**

#### **4330 Fuel (-£136)**

Overspend on fuel due to increase in fuel consumption and costs being higher than predicted.

**Recommendation: Provision reviewed for 2015/16**

#### **4400 Stationery (-£402)**

Bespoke Memorial sheets and Interment forms purchased.

**Recommendation: Provision reviewed for 2015/16**

#### **4468 Miscellaneous (-£352)**

Reimbursed charges for grave planting.

**Recommendation: No further action.**

### Cost Centre 302 – Allotments

#### 4115 Water and Sewerage (-£431)

Underestimated for 2014/15

**Recommendation: Provision reviewed for 2015/16**

Additionally, the following items are brought to the attention of the Committee for further explanation and consideration:

### Cost Centre 101 - Town Council

#### 4001 Employer NI (28.4% of budget)

Employment Allowance scheme provided for £2,000 discount on Employer NI Contributions at the beginning of the year, which resulted in no payment due for April and a reduced payment in May.

**Recommendation: Provision reviewed for 2015/16**

#### 4441 Telephone calls (96.5% of budget)

Rental agreement provided for free maintenance in the first year. We are now liable for an annual maintenance charge of £818.40 net which was not anticipated in the 2014/15 budget, hence the overspend.

**Recommendation: Review provision for 2015/16**

#### 4464 Insurance (48.4% of budget)

In year cost-saving achieved following change of provider and reduction of annual premium.

**Recommendation: Provision reviewed for 2015/16**

#### 1100 Interment Fees (52.5% of budgeted income achieved to date)

#### 1130 Memorials (49.5% of budgeted income achieved to date)

Possible over-estimation of Interment income, although historically difficult to predict. Final figures of income taken last year were:

	2013/14 Actual	Current year budget
Interments	£45,568	£63,000
Memorials	£13,858	£13,000

**Recommendation: Provision reviewed for 2015/16**

**Committee is requested to consider the Quarter Three Accounts to 31 December 2014 and decide on any action it deems necessary.**

## **AGENDA ITEM 7: LEVEL TWO YOUTH PROJECT FUNDING** **PROPOSAL**

At its meeting of 19 November 2014, the Finance & General Purposes Committee resolved to defer any formal recommendation for additional funding for Level Two Youth Project once Council had reviewed the Community Fund (*Minute #375 of 2014/15 refers*).

Following this, at its meeting of 26 November 2014, the Finance Sub-Committee recommended draft estimates for 2015/16 which included a nominal £5,000 for Level Two, based on the current year provision, to be funded via the Community Fund with a recommendation that Finance & General Purposes review the amount following Council's review of the Community Fund Earmarked Reserve (*Minute #396 of 2014/15 refers*).

Council provided a total of £5,000 funding to Level Two in the current year 2014/15 (£1,000 Grant plus £4,000 from the Community Fund – *Minute #417 of 2013/14 refers*).

At its meeting of 3 December 2014, Council reviewed the use of the Community Fund Earmarked Reserve and agreed to review the funding provision to the earmarked reserve annually as part of the budget setting process each year (*Minute #411 of 2014/15 refers*).

Comprehensive budget estimates are being considered by Committee later in this agenda in order to recommend the final draft budget for approval by Council at its meeting of 4 February 2015.

Council is aware that the Level Two board are seeking contributions to mitigate the loss of £30,000 annual funding from 2015 which had been received for the previous 9 years and provided for the salary and on-costs of the Project Manager.

A copy of the most recently available audited accounts for the Felixstowe Youth Development Group Ltd. charity which runs Level Two is provided at **Appendix B** as requested.

**Committee is requested to consider and decide any overall funding provision towards the Level Two Youth Project for inclusion within the final draft 2015/16 budget recommendations to Council.**

## **AGENDA ITEM 8: ANNUAL GRANTS 2015/16**

Council provides on-going funding support for a number of local partner organisations each year.

As recommended by the Finance Sub-Committee at its meeting of 26 November 2014 (*Minute #396 of 2014/15 refers*), Annual Grants for inclusion in the 2015/16 budget estimates has been scheduled to the same as in the current year 2014/15 and are as follows:

Felixstowe Council for Sport and Recreation	200
Citizen's Advice Bureau	1,500
Felixstowe Volunteer Coast Patrol Rescue Service	1,500
Felixstowe Carnival	500
Landguard Fort	1,000
Landguard Partnership	1,000
Felixstowe Ferry Boatyard	200
Art on the Prom	500
Wesel Twinning Association	200
Salzwedel Twinning Association	200
	<hr/>
	<b>6,800</b>

**Committee is requested to consider the recommendation of the Finance Sub-Committee for Annual Grants within the final draft 2015/16 budget recommendations to Council.**

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## **AGENDA ITEM 9: MAYORAL ALLOWANCE 2015/16**

Section 15(5) of the Local Government Act 1972 provides that Parish and Town Councils may pay its Mayor “*for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.*” The Mayoral Allowance is expected to defray the cost of associated with the office of Town Mayor such as:

- Travelling to functions that the Mayor has been invited to in his/her capacity as Mayor
- Making monetary contributions to local charity and community organisations
- Supporting the Mayor’s chosen charity/charities
- To cover other costs of attending functions (e.g. purchase of raffle tickets, poppy collections)
- To provide suitable outfits to wear to official functions
- Hospitality/Reception costs
- One off events held by the Mayor

As the Mayor’s allowance is considered a reasonable reimbursement of the expenses of an unpaid office, and contains no element of remuneration for the holder, HMRC treat it as not chargeable for tax, but ask councils how much is paid; and where it is thought that there might be an element of remuneration, they might ask the Mayor for details of the uses to which the allowances are put. If the total of allowance and expenses paid to the Mayor exceeds £8,500 a year, they must be reported to HMRC unless a dispensation has been obtained.

It is therefore advised that the Mayor should keep full details of all the expenditure incurred against the Mayoral Allowance in the event that HM Revenue and Customs wish to inspect the documentation.

In line with previous years, the Mayor’s Allowance for 2015/16 has been provisionally set at £7,000. Payment of the allowance will be authorised by formal resolution of the Town Council at its Annual Meeting in May.

Provisions made for the Mayor’s allowance in the Local Government Act 1972 do not extend to the Deputy Mayor, who is treated the same as all other Town Councillors. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially substituting for the Town Mayor in his/her absence. It is therefore reasonable that any legitimate out-of-pocket expenses incurred by the Deputy Mayor while deputising for the Mayor be payable out of the Mayor’s Allowance.

**Committee is requested to consider making a formal recommendation to Council that:**

- i. the Mayor’s Allowance for 2015/16 be set at £7,000 for the purpose of defraying the cost of associated with the office of Town Mayor; and,**
- ii. the Mayor to be advised that the allowance should be used to defray legitimate costs incurred by the Deputy Mayor when deputising for the Mayor in his/her absence.**

## AGENDA ITEM 10: FINAL DRAFT BUDGET 2015/16

The final draft budget estimates for 2015/16 are presented for consideration in the report at **Appendix C**. A comparison against current year budget 2014/15 and projected outturn to 31 March 2015 is provided within this report which incorporates the amendments of the Finance Sub-Committee and a couple of other minor adjustments which are:

Code	Description	First draft Estimates 2015-16	Updated draft Estimates 2015-16	notes
<b>101 Finance &amp; General Purposes</b>				
4441	Telephone and Internet (was Telephone Calls)	4,000	5,000	15
<b>204 Cemetery</b>				
4115	Water and Sewerage	700	400	87
4122	Electricity	1,550	1,050	88
Sub-Total Expenditure		6,250	6,450	
1120	Purchase of Graves	9,900	13,200	106
1130	Memorials	13,200	9,900	107
1140	Upkeep of Grave Spaces	1,100	800	108
1160	Admin Fees (was Genealogical Res/Tfr Grants)	300	350	110
Sub-Total Income		24,500	24,250	
Total Income-Expenditure		18,250	17,800	
Variance to first draft estimates 2015-16			<b>-450</b>	

Members will note that the budget estimates presented provide for the following:

	Budget 2014/15	Budget 2015/16
Total Expenditure Requirement	£625,654	£627,958
Less Estimated Income	£130,165	£118,871
Less Contribution from General Fund	£0	£450
Less Contribution from Earmarked Reserves	£7,094	£47,666
Add On Contribution to Earmarked Reserves	£72,191	£95,550
Gross Requirement	<b>£560,586</b>	<b>£556,521</b>
Less Transition Grant	£52,166	£34,160
Net Precept Required	<b>£508,420</b>	<b>£522,361</b>
Band D Equivalent Properties	7548.58	7755.92
Council Tax per Band D	<b>67.35</b>	<b>67.35</b>
% change 2014/15 to 2015/16		0.00%

**Committee is requested to consider and approve the draft budget estimates for 2015/16 and a precept of £522,361 for recommendation to Council.**

## **AGENDA ITEM 11: DRAFT MEETING SCHEDULE 2015/16**

A draft Meeting Schedule for 2015-16 is attached at **Appendix D** for recommendation and adoption by Council at its meeting on 4 February 2015.

Members will note that aside from Planning & Environment (Wednesdays 9.15am), Youth Forum (TBC) and Highways Advisory Committee (TBC), all meetings are planned to take place on Wednesdays at 7.30pm in the following pattern:

**Annual Parish Meeting (1 per year):** 2<sup>nd</sup> Wednesday in May each year, or 13 days following election day in the year of elections.

**Annual Council Meeting (1):** Held directly after Annual Parish Meeting.

**Council (6):** 2<sup>nd</sup> Wednesday in the months of June, July, September, November, January and March.

**Finance & General Purposes (10):** 4<sup>th</sup> Wednesday each month except August and December.

**Assets & Services (6):** 1<sup>st</sup> Wednesday in the months of June, September, October, December, February and April.

**Civic & Community (6):** 3<sup>rd</sup> Wednesday in the months of June, September, October, December, February and April.

**Personnel (2):** 2<sup>nd</sup> Wednesday in the months of October and April.

### **Wednesdays at 9.15am**

**Planning & Environment (25):** Fortnightly on Wednesdays, except during the Christmas break.

### **Other meetings (Times and Dates TBC)**

**Youth Forum (6):** Held in January, March, May, June, October, November

**Highways Advisory Committee (2):** Held in September and March.

**Appeals Committee (Sits only when required):** Arranged as required.

**Committee is requested to consider the draft Meeting Schedule for 2015/16 and make any recommendations to Council for adoption.**

## **AGENDA ITEM 12: OCCASIONAL GRANTS POLICY**

Pending Council approval of the 2015/16 budget, the Civic & Community Committee will be responsible for considering and awarding small grants to eligible groups.

A Grants Working Party set up by Council met on 13 August 2014 to consider arrangements for the administering of occasional grants. Although changes to the Council's governance structure has required further revisions, the majority of the Working Party's recommendations have been incorporated in the draft occasional grants policy attached at **Appendix E**

The policy is intended to provide clear and comprehensive guidance to anyone who may be interested in applying for grants from the Town Council.

Once in place, the policy will be promoted to raise the profile of the availability and provision of grants from the Town Council.

**Committee is requested to consider the draft Occasional Grants Policy and make any recommendations to Council for adoption.**

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## **AGENDA ITEM 13: SOCIAL MEDIA POLICY**

To further raise the profile of Felixstowe Town Council and engage more widely with the community, Council should consider incorporating the use of social media as part of its communications strategy.

According to the Government Digital Service:

*Facebook has over a billion users (200 million of them only access the channel through mobile), YouTube is the second largest search engine, every second 8000 users like a picture on Instagram and Twitter has over 271 million active monthly users globally – with the 55-64 age demographic being the fastest growing. Social media is everywhere. It's becoming more and more a part of how we live our lives today and as government we can't afford to miss the incredible opportunities it affords us. From open policy making through to customer service and consumer insight, social media is a valuable tool for the public sector.*

Twitter, Facebook and YouTube are regularly used by many councils across the sector and the Clerk has reserved a Twitter account for the Town Council called *@FelixstoweTC* for use should Council adopted a policy for social media.

It is proposed that the Twitter feed will be used to promote the activities of the Town Council and other matters of local interest. This will be incorporated in to the new website for the Town Council prior to its launch.

**A draft Social Media Policy is attached at Appendix F. Committee is requested to consider the draft Social Media Policy and make any recommendations to Council for adoption.**

## **AGENDA ITEM 14: LGPS EMPLOYER'S DISCRETIONS POLICY**

In the Q2 Internal Audit Report presented to Finance & General Purposes Committee on 19 November 2014 the Council's Internal Auditor reported the need for the Town Council to approve a Discretions Policy (*Minute #380 of 2014/15 refers*).

Felixstowe Town Council operates the Local Government Pension Scheme through the Suffolk Pension Fund.

The Local Government Pension Scheme Regulations define the details of the scheme for members, employing authorities and the administering authority (Suffolk Pension Fund on behalf of Suffolk County Council).

The Pension Scheme changed significantly in April 2014 for all active members. One of those changes was in relation to Employer's Discretionary Policies. (The LGPS Regulations allow both administering authorities and employing authorities, discretion over various elements of the pension scheme).

The Regulations state that all employers should have an Employer's Discretions Policy in place by 1st July 2014.

An introduction to the regulations and a full list of the applicable discretions can be found in "LGPS Regulations and Guidance" at [www.lgpsregs.org/index.php/guides/pdfarchive](http://www.lgpsregs.org/index.php/guides/pdfarchive)

Some key points about a Discretionary Policy:

- It is a mandatory document which must be approved by Full Council and should be available to employees.
- A copy must be sent to the Suffolk County Council Pension Fund and re-sent when any changes take place.
- Some of the discretions must be included in the policy while there are numerous others which are optional.
- Any costs which occur as the result of an employer exercising a discretion are re-charged to the employer.

A draft policy is at **Appendix G**. It is based on the NALC template and includes all discretions that are mandatory and the most commonly used discretionary ones.

**Committee is requested to consider the draft LGPS Employer's Discretions Policy and recommend to Council for adoption.**

## **AGENDA ITEM 15: RISK MANAGEMENT POLICY**

Council is required to review its Risk Management Policy on an annual basis.

A draft Risk Management Policy is provided at **Appendix H**, based on the previous version approved by Council at its meeting of 5 February 2014 with proposed changes tracked.

Councils are also required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. Council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken. The Clerk will bring a report to on the effectiveness of internal audit to Council on 1 April 2015.

**Committee is requested to review the updated Risk Management Policy and recommend to Council for adoption.**