



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 17th September 2014** 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. To Consider and Dispensations for Councillors with a Pecuniary Interest**
Any Councillor with a pecuniary interest on an item on this agenda who wishes to be granted a dispensation to remain, speak and/or vote at consideration of that item, should apply for a dispensation in writing to the proper officer of the Town Council as soon as possible before the meeting. Applications may also be considered at the meeting itself.
- 4. Minutes of the Previous Meeting**
To confirm the minutes of the meeting held on 23rd July 2014 as a true record.
- 5. Referrals from other Committees/Sub-Committees**
To consider recommendations and requests from other Committees and decide any action necessary.
- 6. Felixstowe Futures Funding**
To consider ongoing funding arrangements for Felixstowe Futures post-March 2015.
- 7. Heritage Listing of 91-95 Undercliff Road West**
To consider whether to apply applying for National Heritage Listing of 91-95 Undercliff Road West.

8. Internal Audit Report

To receive the report of the Internal Auditor and agree appropriate action in respect of any matters raised (**attached**).

9. Accounts to August 2014

To note the Accounts to 31 August 2014 and consider any action deemed necessary (**attached**).

10. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 19th November at 7.30pm.



Ash Tadjrishi

Town Clerk

11th September 2014

For information (via email): All Town Councillors.

Agenda Pack for Finance & General Purposes Committee 17th September 2014

Agenda Item 4: Minutes of the Previous Meeting

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 23rd July 2014** at **7pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Finance Officer)
Mr G Mussett (Interim Town Clerk)

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

181. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr M Deacon and Cllr M Morris.

182. DECLARATIONS OF COUNCILLOR'S INTERESTS

Cllrs S Bird, Jan Garfield, C Slemmings, M Sharma, J Sennington, D Savage, A Smith and K Williams each declared a Local Non-Pecuniary Interest as Members of Suffolk Coastal District Council.

Cllr K Williams declared a Local Non-Pecuniary Interest in relation to the Quiet Lanes item (Minute 161) as a resident of a road adjoining one of the quiet lanes routes.

183. REQUESTS FOR DISPENSATIONS

There were none.

184. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21st May 2014 were agreed as a true record by those Members present, and the Chairman was authorised to sign them.

185. TO CONSIDER A REQUEST FOR FUNDING FROM QUIET LANES SUFFOLK

The Committee resolved to decline the request.

186. TO CONSIDER A PRESENTATION TO FELIXSTOWE HOCKEY CLUB TO DENOTE THE AWARD OF ENGLAND HOCKEY'S "CLUB OF THE YEAR" AWARD

The Committee resolved that Felixstowe Hockey Club be awarded an engraved town plaque and authorised expenditure of up to £100 from budget heading 4468 (Miscellaneous) in order to provide this award.

187. TO NOTE THE CURRENT FINANCIAL POSITION FOR THE TOWN COUNCIL ADMINISTRATION AND CIVIC BUDGETS

Members requested that the report be provided in a larger font for future meetings.

The Committee resolved to note the financial position as presented.

188. TO CONSIDER POSSIBLE CHANGES TO MEETING ROOM LAYOUT AND OTHER MECHANISMS FOR INCREASING THE AUDIBILITY OF COUNCIL MEETINGS

The Committee resolved that:

- a) The room layouts for Full Council and Finance & General Purposes Committee meetings be changed to an open 'U' layout in order to improve audibility of proceedings for those sitting in the public gallery;
- b) The functionality of the hearing loop system be investigated in case of repair;
- c) A report be brought back to this Committee in six months' time to consider a review of the arrangement alongside approximate costs for the installation of a microphone audio system.

189. TO CONSIDER A POLICY FOR THE HANDLING OF ENQUIRIES AND COMPLAINTS

The Committee resolved that there should be no change to pre-existing practices for handling public enquiries and complaints and instructed the Town Clerk to provide an update of the use of the 'lofefelixstowe' email account at a future meeting.

190. TO CONSIDER WHETHER TO ESTABLISH A BUDGET FOR YOUTH FORUM PROJECTS IN THE 2015/16 BUDGET

Members supported the principle of funding for Youth Forum projects.

The Committee resolved that funding for Youth Forum projects be considered for inclusion as part of the budgeting process for 2015/16.

191. TO CONSIDER PROPOSALS FOR THE USE OF 91-95 UNDERCLIFF ROAD WEST AND MAKE APPROPRIATE RECOMMENDATIONS TO COUNCIL

The Committee considered the information provided in the report. Based on this information and following a debate the Committee resolved not to pursue an acquisition of the property at this time.

192. CLOSURE

The meeting closed at 8.07pm.

Agenda Item 5: Referrals from other Committees/Sub-Committees

- i. Recreation & Amenities Sub-Committee 16 July 2014 (Minute 161 – Provision of Litter and Dog Bins):**
Finance & General Purposes Committee be requested to seek authorisation from Full Council for the total cost of £428.00 to be funded from Council's 'Recycling Credits Reserve' fund.
- ii. Cemetery & Allotments Committee 22 July 2014 (Minute 169 – Spoil Heap):**
Finance & General Purposes Committee is requested to seek authorisation from Full Council for expenditure from the 'Recycling Credits' reserve fund for the removal of the spoil heap at the Cemetery, to a maximum of £1,200.
- iii. Cemetery & Allotments Committee 22 July 2014 (Minute 171 – Computerisation of Cemetery Records):**
Approval to fund the project be recommended to Finance & General Purposes Committee with expenditure to be made available from the 'IT Computer Replacement Fund'.

Committee is requested to consider whether to approve the recommendations from other Committees/Sub-Committees as detailed above and make any necessary recommendations to Council.

Agenda Item 6: Felixstowe Futures Funding

At the end of March 2015 the current funding agreement to support Felixstowe Futures comes to an end. The principle funders are Suffolk Coastal DC, Felixstowe Town Council and Suffolk CC. As a result of the approaching end of the current agreement the remit, objectives and structure of Felixstowe Futures have been reviewed over recent months. Consultation has taken place with both the Felixstowe Futures Steering Group and individual stakeholders resulting in a proposal by SCDC to replace Felixstowe Futures with a new body from April 2015.

SCDC officers have indicated that the broad role of the new organisation will be to take a strategic approach to the initiation, development and co-ordination of resort management, economic development and regeneration activity within the town. Furthermore we are told there is a desire to embed SCDC's Enabling Communities philosophy within the activities of the new body in order to further empower the local community. SCDC do not envisage that the organisation will act as a direct delivery body but will instead provide strategic support to bodies such as the Town Council, Chamber of Trade, community organisations and SCDC to deliver priority projects. The successor body to Felixstowe Futures will continue to have a small team, based in Felixstowe, to support this activity.

SCDC is due to commit the same level of funding, over the next 3 years, towards this new organisation as it did for Felixstowe Futures and would welcome a similar commitment from the Town Council.

Committee is requested to consider any recommendation to Council with regards to the funding of a successor to Felixstowe Futures.

Agenda Item 7: Heritage Listing of 91-95 Undercliff Road West

91-95 Undercliff Road West is currently for sale. Future use of the building is not likely to be known until such time as it is sold and a planning application submitted. Committee is being asked to consider whether to apply for National Heritage Listing which would provide some protection against major alterations or demolition for the building if it was deemed to qualify.

Members should consider the following criteria which the Secretary of State must use when assessing whether a building is of special interest and therefore should be added to the statutory list:

1. **Architectural Interest.** To be of special architectural interest a building must be of importance in its architectural design, decoration or craftsmanship; special interest may also apply to nationally important examples of particular building types and techniques (e.g. buildings displaying technological innovation or virtuosity) and significant plan forms;
2. **Historic Interest.** To be of special historic interest a building must illustrate important aspects of the nation's social, economic, cultural, or military history and/or have close historical associations with nationally important people. There should normally be some quality of interest in the physical fabric of the building itself to justify the statutory protection afforded by listing.

General Principles

Age and rarity. The older a building is, and the fewer the surviving examples of its kind, the more likely it is to have special interest. The following chronology is meant as a guide to assessment; the dates are indications of likely periods of interest and are not absolute. The relevance of age and rarity will vary according to the particular

type of building because for some types, dates other than those outlined below are of significance. However, the general principles used are that:

- before 1700, all buildings that contain a significant proportion of their original fabric are listed;
- from 1700 to 1840, most buildings are listed;
- after 1840, because of the greatly increased number of buildings erected and the much larger numbers that have survived, progressively greater selection is necessary;
- particularly careful selection is required for buildings from the period after 1945;
- buildings of less than 30 years old are normally listed only if they are of outstanding quality and under threat.

Aesthetic merits. The appearance of a building – both its intrinsic architectural merit and any group value – is a key consideration in judging listing proposals, but the special interest of a building will not always be reflected in obvious external visual quality. Buildings that are important for reasons of technological innovation, or as illustrating particular aspects of social or economic history, may have little external visual quality.

Selectivity. Where a building qualifies for listing primarily on the strength of its special architectural interest, the fact that there are other buildings of similar quality elsewhere is not likely to be a major consideration. However, a building may be listed primarily because it represents a particular historical type in order to ensure that examples of such a type are preserved. Listing in these circumstances is largely a comparative exercise and needs to be selective where a substantial number of buildings of a similar type and quality survive. In such cases, the Secretary of State's policy is to list only the most representative or most significant examples of the type.

National interest. The emphasis in these criteria is to establish consistency of selection to ensure that not only are all buildings of strong intrinsic architectural interest included on the list, but also the most significant or distinctive regional buildings that together make a major contribution to the national historic stock. For instance, the best examples of local vernacular buildings will normally be listed because together they illustrate the importance of distinctive local and regional traditions. Similarly, for example, some buildings will be listed because they represent a nationally important but localised industry, such as shoemaking in Northamptonshire or cotton production in Lancashire.

State of repair. The state of repair of a building is not a relevant consideration when deciding whether a building meets the test of special interest. The Secretary of State will list a building which has been assessed as meeting the statutory criteria, irrespective of its state of repair.

Requirements

In order for the any application to be considered the Town Council would be required to provide the following information:

- Ownership details including contact details so English Heritage can ensure people are informed and consulted when appropriate.

- Details of any current planning applications, permission or marine consent. (English Heritage state that they are unlikely to progress an application if the building or site is not currently under threat, so as much information as possible must be provided to this effect.)
- Photographs to support the application.
- The reasons why we believe the historic asset should be assessed for designation i.e. (historic, architectural, archaeological, or artistic)
- Documentary evidence to support the application such as historic maps and research reports.
- A list of the books, articles, websites etc. that are used to complete any research.

Committee is requested to consider whether it believes that 91-95 Undercliff Road West would qualify for National Heritage Listing and any further action it deems necessary.

Agenda Item 8: Internal Audit Report

Committee is requested to consider the attached quarterly Internal Audit Report for the period ending 30 June 2014 and make recommendations to Council for any action it deems necessary.

Agenda Item 9: Accounts to August 2014

A detailed report showing all income and expenditure from the start of the financial year 2014/15 to 31 August 2014 is attached. A comparison against the same period last year is complicated by the fact that the 2013/14 budget structure was revised in the current year and records exist on separate financial software packages. However, the Finance Officer has been able to investigate figures and a comparison is provided in the table below:

| COMPARISON as at 31st August | 2013/14 | 2014/15 |
|-------------------------------------|-----------------|----------------|
| Town Council | | |
| Expenditure | | |
| Staff Salaries | £68,768.10 | £58,986.00 |
| Employer NI | Accounted above | £2,817.00 |
| Employer Pension | £12,734.92 | £10,466.00 |
| Training | £50.00 | £2,236.00 |
| Employee Travel | £0.00 | £113.00 |
| Protective Clothing/First Aid | inc Gen Exp | £0.00 |
| Staff Membership Fees | inc Gen Exp | £376.00 |
| Honoraria (Transport Liaison) | £250.00 | £250.00 |

| | | |
|--|-------------------------|--------------------|
| Repairs & Maintenance | inc in Premises | £403.00 |
| Purchase New Tools/Equipment | inc Gen Exp | £241.00 |
| Lease Tools/Equipment | inc Gen Exp | £518.00 |
| Fuel | inc Gen Exp | £0.00 |
| Stationery | inc Gen Exp | £1,509.00 |
| Newsletter Print | £1,295.00 | £969.00 |
| Newsletter Distribution | inc above | £565.00 |
| Postage | inc Gen Exp | £1,490.00 |
| Handbooks | inc Gen Exp | £12.00 |
| Telephone Calls | inc Gen Exp | £1,682.00 |
| Mobile Phone Calls | inc Gen Exp | £0.00 |
| Subscriptions | inc Gen Exp | £2,301.00 |
| External Audit)was Prof Advice | £0.00 | £1,300.00 |
| Internal Audit)was Prof Advice | £138.25 | £138.00 |
| Insurance | inc Gen Exp | £7,464.00 |
| Information Commision Reg | inc Gen Exp | £0.00 |
| Catering Sundries | inc Gen Exp | £158.00 |
| Newspapers | inc Gen Exp | £0.00 |
| Miscellaneous | inc Gen Exp | £0.00 |
| Books and Publications | inc Gen Exp | £0.00 |
| IT Hardware Provision | 0 | £1,613.00 |
| IT Hardware Maintenance | £3,565.35 | £4,161.00 |
| IT Software Licences | £0.00 | £1,808.00 |
| IT Website Maintenance | £1,195.00 | £665.00 |
| Legal Fees | inc Gen Exp | £1,827.00 |
| Remembrance Day | inc Gen Exp | £54.00 |
| Bank Charges | inc Gen Exp | £334.00 |
| Card Merchant Charge | inc Gen Exp | £145.00 |
| Barclaycard Fee | inc Gen Exp | £0.00 |
| CCTV | £6,980.00 | £7,185.00 |
| Bus shelter Cleaning | £308.35 | £308.00 |
| Landguard Partnership | £700 (*inc Ann Grants) | £1,000.00 |
| Felixstowe Bawdsey Ferry | £200 (*inc Ann Grants) | £200.00 |
| Level 2 | £1000 (*inc Ann Grants) | £1,000.00 |
| Christmas Lights | £5500 (*inc Ann Grants) | £6,750.00 |
| Grants - Was Occasional £1600 & Annual £13650* | £6,350.00 | £5,600.00 |
| Landguard Fort Trust | £1,000.00 | £0.00 |
| Establishment General Expenses which included Premises and Town Council Gen Exp | £23,746.71 | |
| Enhancement & Promotion was a budget 13/14 | | |
| £3774.84 Wings on Waves/Painting railings 660.87 | £4,935.71 | |
| Fx Music £500 | | |
| SUB-TOTAL EXPENDITURE | £138,717.39 | £126,644.00 |

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|---|-------------------------|---------------------|
| Civic Expenditure | | |
| Election Expenses | £0.00 | £0.00 |
| Mayoral Allowance | £7,000.00 | £7,000.00 |
| Civic Regalia (was repairs & renewals for CR) | £500 + £3908.30 Gen Res | £0.00 |
| Town Twinning- was Wesel £3300 Salz £1100 | £2,979.67 | £1,481.00 |
| Engraving/Sign Writing | inc Gen Exp | £8.00 |
| Civic Awards | inc Gen Exp | £493.00 |
| Civic Service | inc Gen Exp | £0.00 |
| Remembrance Day | inc Gen Exp | £0.00 |
| SUB-TOTAL EXPENDITURE | £14,387.97 | £8,982.00 |
| | | |
| Community Fund Expenditure | | |
| Felixstowe Bawdsey Ferry (? Harwich) | £1,000.00 | £0.00 |
| Floral Bedding | £4,984.05 | £3,593.00 |
| Felixstowe Futures | £20,000.00 | £0.00 |
| Community Fund (2k Level2, 4k Landgd Ptnshp) | £6,493.80 | £4,084.00 |
| | | |
| SUB-TOTAL EXPENDITURE | £32,477.85 | £7,677.00 |
| | | |
| Income | | |
| Agency Income | £750.00 | £750.00 |
| Bank Interest Received | £83.75 | £854.00 |
| Donations | £0.00 | £0.00 |
| Miscellaneous Income | £0.00 | £2,903.00 |
| Precept | £254,210.00 | £254,221.00 |
| Transition Grant | £32,451.80 | £26,072.00 |
| SUB-TOTAL INCOME | £287,495.55 | £284,800.00 |
| | | |
| TOTAL TOWN COUNCIL EXPENDITURE | £185,583.21 | £143,303.00 |
| TOTAL TOWN COUNCIL INCOME | £287,495.55 | £284,800.00 |
| NET TOWN COUNCIL EXPENDITURE | -£101,912.34 | -£141,497.00 |
| | | |
| | | |
| PREMISES | | |
| TOWN HALL Expenditure | | |
| Salaries | Was inc Est/Cem | £5,013.00 |
| Employer NI | Was inc Est/Cem | £33.00 |
| Training | Was inc Est/Cem | £0.00 |
| Protective Clothing/First Aid | £0.00 | £140.00 |
| Rates) was Running Costs |) | £3,415.00 |
| Water & Sewage) was Running Costs | £9,173.75 | £95.00 |
| Gas) was Running Costs |) | £689.00 |

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| Electricity) was Running Costs |) | £837.00 |
| Cleaning | inc Gen Exp | £1,953.00 |
| Cleaning Materials | inc Gen Exp | £18.00 |
| Repairs & Maintenance was Premises | £3,299.00 | £8,255.00 |
| Maintenance Contracts - was Cycl Maintenance | £0.00 | £587.00 |
| Licences | inc Gen Exp | £712.00 |
| Flowers for Weddings | inc Gen Exp | £0.00 |
| Engraving/Sign Writing | inc Gen Exp | £60.00 |
| Loan Repayments | £0.00 | £0.00 |
| | | |
| Grit/Litter Bin was a budget 13/14 now Reserve | £400.00 | |
| | | |
| SUB-TOTAL EXPENDITURE | £12,872.75 | £21,807.00 |
| | | |
| Income | | |
| Hirings | £1,070.79 | £856.00 |
| Weddings | £1,254.18 | £1,310.00 |
| Leases | £1,653.00 | £3,878.00 |
| SUB-TOTAL INCOME | £3,977.97 | £6,044.00 |
| | | |
| Town Hall Net Expenditure | £8,894.78 | £15,763.00 |
| | | |
| | | |
| WALTON Expenditure | | |
| Rates was Walton Gen Exp |) | £450.00 |
| Water & Sewage was Walton Gen Exp | £507.65 | £170.00 |
| Electricity was Walton Gen Exp |) | £1,307.00 |
| Cleaning Materials was Walton Gen Exp |) | £6.00 |
| Repairs & Maintenance - was Cycl Maintenance | £3,202.00 | £3,282.00 |
| Maintenance Contracts - was Cycl Maintenance |) | £0.00 |
| SUB-TOTAL EXPENDITURE | £3,709.65 | £5,215.00 |
| | | |
| Income | | |
| Hirings | £2,685.28 | £2,037.00 |
| SUB-TOTAL INCOME | £2,685.28 | £2,037.00 |
| | | |
| Walton Net Expenditure | £1,024.37 | £3,178.00 |
| | | |
| BROADWAY HOUSE Expenditure | | |
| Employee Salaries | £3,967.20 | £3,976.00 |
| Employer NI | inc above | -£8.00 |
| Employer Pension Contributions | £626.02 | £699.00 |
| Employee Travel was BH Gen Exp | £291.67 | £33.00 |

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|---|-------------------|-------------------|
| SUB-TOTAL EXPENDITURE | £4,884.89 | £4,700.00 |
| | | |
| Income | | |
| Licences | £0.00 | £841.00 |
| SUB-TOTAL INCOME | £0.00 | £841.00 |
| | | |
| Broadway House Net Expenditure | £4,884.89 | £3,859.00 |
| | | |
| TOTAL PREMISES EXPENDITURE | £21,467.29 | £31,722.00 |
| TOTAL PREMISES INCOME | £6,663.25 | £8,922.00 |
| NET PREMISES EXPENDITURE | £14,804.04 | £22,800.00 |
| | | |
| OPEN SPACES | | |
| CEMETERY | | |
| Employee Salaries | £26,664.88 | £40,002.00 |
| Employer NI | inc in above | £1,906.00 |
| Employer Pension Contributions | £3,188.37 | £4,780.00 |
| Training | £0.00 | £813.00 |
| Protective Clothing/First Aid was inc Cem Gen Exp |) | £695.00 |
| Rates was inc Cem Gen Exp |) | £1,246.00 |
| Water & Sewage was inc Cem Gen Exp | £7,708.81 | £51.00 |
| Electricity was inc Cem Gen Exp |) | £405.00 |
| Cleaning Materials was inc Cem Gen Exp |) | £27.00 |
| Repairs & Maintenance was inc Cem Gen Exp |) | £1,864.00 |
| Maintenance Contracts was inc Cem Gen Exp |) | £0.00 |
| Skip Hire was inc Cem Gen Exp |) | £729.00 |
| Purchase New Tools/Equipment was inc Cem Gen Exp |) | £1,909.00 |
| Maintenance Tools/Equipment was inc Cem Gen Exp |) | £28.00 |
| Routine Vehicle Maintenance | £8.15 | £332.00 |
| Unscheduled Vehicle Repairs | £0.00 | £170.00 |
| Hire of Vehicles | £308.27 | £689.00 |
| Fuel was inc Cem Gen Exp | inc Cem Gen Exp | £1,226.00 |
| Stationery was inc Cem Gen Exp | inc Cem Gen Exp | £452.00 |
| Telephone Calls | £0.00 | 0 |
| Mobile Phone Calls was inc Cem Gen Exp | inc Cem Gen Exp | £138.00 |
| Catering Sundries was inc Cem Gen Exp | inc Cem Gen Exp | £13.00 |
| Miscellaneous | inc Cem Gen Exp | £352.00 |
| SUB-TOTAL EXPENDITURE | £37,878.48 | £57,827.00 |
| | | |
| Income | | |
| O2 Mast | £0.00 | £5,315.00 |
| Interment Fees | £17,392.00 | £16,741.00 |

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|--|-------------------|-------------------|
| Purchase of Graves | £2,930.00 | £4,530.00 |
| Memorials | £4,050.00 | £3,900.00 |
| Upkeep of Grave Spaces | £316.00 | £832.00 |
| Bench Maitnenance | £0.00 | £250.00 |
| Geneological Research/Transfer of Grant | £229.00 | £176.00 |
| SUB-TOTAL INCOME | £24,917.00 | £31,744.00 |
| | | |
| Cemetery Net Expenditure | £12,961.48 | £26,083.00 |
| | | |
| ALLOTMENTS Expenditure | | |
| Water & Sewage inc Allot Gen Exp |) | £313.00 |
| Repairs & Maintenance inc Allot Gen Exp | £1,524.64 | £501.00 |
| Skip Hire inc Allot Gen Exp |) | £354.00 |
| Hire of Vehicles was inc Cemetery Hire of Vehicles | | £0.00 |
| Fuel was Vehicle Maintenance | £8.14 | 0 |
| SUB-TOTAL EXPENDITURE | £1,532.78 | £1,168.00 |
| | | |
| Allotments Income | | |
| Allotment Rents | £650.42 | £1,547.00 |
| SUB-TOTAL INCOME | £650.42 | £1,547.00 |
| | | |
| Allotments Net Expenditure | £882.36 | -£379.00 |
| | | |
| FELIXSTOWE IN FLOWER Expenditure | | |
| Stationery - was FIF Gen Exp |) | £11.00 |
| Catering Sundries - was FIF Gen Exp | £5,931.60 | £113.00 |
| Engraving/Sign Writing - was FIF Gen Exp |) | £60.00 |
| Felixstowe in Flower Awards - was FIF Gen Exp |) | £13.00 |
| Floral Bedding (Watering was separate 13/14) | | £3,413.00 |
| SUB-TOTAL EXPENDITURE | £5,931.60 | £3,610.00 |
| | | |
| FELIXSTOWE IN FLOWER Income | | |
| Donations | £3,954.09 | £3,219.00 |
| SUB-TOTAL INCOME | £3,954.09 | £3,219.00 |
| | | |
| Felixstowe in Flower Net Expenditure | £1,977.51 | £391.00 |
| | | |
| TOTAL OPEN SPACES EXPENDITURE | £45,342.86 | £62,605.00 |
| TOTAL OPEN SPACES INCOME | £29,521.51 | £36,510.00 |
| NET OPEN SPACES EXPENDITURE | £15,821.35 | £26,095.00 |

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|--------------------------|--------------------|--------------------|
| TOTAL EXPENDITURE | £252,393.36 | £237,630.00 |
| TOTAL INCOME | £323,680.31 | £330,232.00 |
| NET EXPENDITURE | -£71,286.95 | -£92,602.00 |

It should be noted that £20,000 is due for payment to Felixstowe Futures for the current year which will bring the net expenditure for 2014/15 to -£72,602 compared to -£71,287 for the same period in the previous year.

The attached income and expenditure report shows current performance against budget. The following notes are provided by way of explanation of any variances:

Town Council

- 4001 Employer NI – The Employment Allowance allowed us to claim £2000 back from our Employer NI Contributions at the beginning of the year, which resulted in no payment due for April and a reduced payment in May.
- 4030 Training - This includes Councillor Training, Recruitment Training, CiLCA DLF & MS Excel training.
- 4080 Staff Membership Fees – This was a prepayment – moving from Edge to RBS it had to be shown under a budget for the proportion of this year’s fees. The fees were for RICS.
- 4170 Repairs and Maintenance – Removal of Aerial Transposer from Anzani House.
- 4260 Running close to budget limit due to purchase of camera for Plans Committee.
- 4400 This includes printing for the new Multi-Function Printer £525 1st Quarter and £380 2nd Quarter. Printing has generally increased.
- 4420 Newsletter Print - We have had 2 newsletters that were twice the usual size.
- 4425 Postage costs have increased.
- 4460 Subscriptions are paid up front.
- 4461 External Audit – This is a one off payment.
- 4462 Internal Audit – We have so far received just one audit bill £138 for Quarter 4, we are awaiting the invoice for the recent audit for Q1. There will be 4 audits in total this year.
- 4464 Insurance was reviewed and moved to WPS, The annual premium was reduced. Hence there is currently a £7,965 saving on budget.
- 4480 IT Hardware Provision, 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.
- 4481 Contains the IT Support/Outlook for the year
- 4482 IT Software Licences - this includes RBS Omega, Hosting. Allotment software and MS Office.
Note: Total budget across 3 IT codes £8,110, Total spend so far £7,582. Taking in to account £64 per month for hosting RBS x 7 = £448 = £8,030
- 4483 IT Website Maintenance – Annual cost is currently £1140 (Sept 2014-Aug 2015), pro rate £665 coming from this year’s budget.

- 4490 Legal Fees – No budget was set for this. We have incurred £1,802 legal fees for Langley Avenue and 2 x £25 Money Claim online fees to obtain outstanding revenue (1 successful claim so £25 refunded and 1 still pending).
- 4531 Remembrance Day – No budget was set for this. Flower arrangements were obtained at cost of £54.17 for WWI.
- 4551 Card Merchant Charge – This budget was set on last year's usage. Outturn is dependent on the number of card payments taken and this is on the increase.
- 4600 CCTV increased from last year.
- 4645 Christmas Lights – A payment of £6750 has been made and £500 is set aside from which a portion will be paid on production of the electricity bill from the Lions Club.
- 4655 Grants – For years this had followed a budget set of Annual Grants in the region of £13650 and Occasional Grants £1600, during budget setting 14/15 this had been reduced, and proportioned out to a variety of named budgets.

Civic

- 1805 Bank Interest Received – The interest on the £200,000 investment will be payable at the end of term (January 2015)
- 4500 Election Expenses – This should be transferred into Earmarked Reserves at the end of the financial year.
- 4505 Mayoral Allowance – Paid up front.

Community Fund

- 4625 Felixstowe Bawdsey Ferry – Should this title have read Felixstowe Harwich Shotley Ferry as they were given £1000 last year from Community Fund?
- 4680 Community Fund – So far £4000 has been given to Level 2, £84 went towards paint brushes to paint the railings – this was reimbursed from Cllr Barber's Locality Budget.

Town Hall

- 4070 Felixstowe Town Council T-Shirts purchased.
- 4170 This includes Remedial Work for front of building
- 4180 Licences – There was no budget set for this, and it came across as a closing prepayment for the pro-rata Wedding Licence fee payable to Suffolk County Council. This is payable every two years.
- 4512 Mayoral Board increased from £55 to £60

Walton Community Hall

Note: Until last year salaries for the Caretaker and Cleaner were calculated between hours spent at Broadway House or Town Hall and Walton. It may be useful review budgets for Salaries, Employer NI and Pension under Walton as part of the 2015/15 budget process.

- 4122 Electricity – Late bills have been received for both Walton and the Town Hall some dating back to 2012 which were not received from British Gas. Needs investigation.
- 4170 Repairs and Maintenance – This includes new automatic door mechanisms

Broadway House

1031 Licences – Receipt in Advance from last year. This year’s bill will also be pro-rata.

Cemetery

4170 This includes £780 guttering repairs and £594 Painting new doors

4260 Purchase New Tools/ Equipment – includes Chemsafe £1,102 Health and Safety requirement.

4330 Fuel – This increased due to Felixstowe in Flower watering.

4400 Stationery – this includes memorial sheets and Interment forms being especially printed

4468 Miscellaneous – There was no budget allowed for this title. It was created to host the facility for credit notes which had to be given for Grave Planting which had been overcharged. As these were cheques sent out they had to come out of an expenditure code.

1032 O2 Mast – No budget set for this year, this had been done in previous years.

1100 & 1130 These budgets may have been set slightly high, although it is difficult to predict:

| | 2013/14 actual | 2014/15 budget |
|-----------------------|----------------|----------------|
| Interments | £45,568 | £63,000 |
| Memorials | £13,858 | £13,000 |
| Purchase graves | £12,403 | £9,000 |
| Upkeep of grave | £316 | £300 |
| Gen Resrch/Trsf Grant | £518 | £250 |

Allotments

4185 Skip Hire – No budget was set under allotments.

Felixstowe in Flower

4466 Catering Sundries – The buffet for the Launch of Felixstowe in Flower has come out of this. There will hopefully be enough in budget 4532 Felixstowe in Flower Awards to cover the catering for the Awards Ceremony.

1810 We have banked another £1000 at the beginning of September and hope to have another contribution of £450. Which would bring the total to £5,058. Last year we received £5,464.09 so donations are slightly down.

Earmarked Reserves

9015 Enhancement and Promotional – This is for the installation of the 50 Flags £3,587.70 (This is $\frac{3}{4}$ payment of the initial quote – another £ 1,195.90 to pay to dismantle them). This also is for the Women’s Cycle Race last May, being the cost of 2 acts (£1,188) and flowers (£333.34).

9035 Recycling Credits - £62.00 for a cast iron litter bin which was re-used at the bus shelter near Pine House.

Committee is requested to note the Accounts to 31 August 2014 and consider any action it deems necessary.