



9 am to 4 pm Mondays to Fridays

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

Cllr G Newman (Chairman)	Cllr S Bloomfield	Cllr D Savage
Cllr S Bird (Vice Chairman)	Cllr M Deacon	Cllr A Smith
Cllr N Barber	Cllr S Gallant	Cllr S Wiles
Cllr C Barham	Cllr Jan Garfield	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 22 July 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 Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
- 3. Requests for Dispensation**  
Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
- 4. Confirmation of Minutes**  
To confirm the minutes of the Finance & General Purposes Committee meeting held on 24 June 2015 as a true record.  

**(Pages 3-4)**
- 5. Accounts for June 2015**  
To receive the Monthly Accounts reports for June 2015 and consider any actions deemed necessary.  

**(Pages 5-9 & Appendix A)**
- 6. Internal Audit – Quarter One Report**  
To receive the report of the Internal Auditor and agree appropriate action in respect of any matters raised.  

**(Page 10 & Appendix B)**

**7. Closure**

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 23 September 2015 at 7.30pm.

A handwritten signature in black ink, appearing to read 'A. Tadjrishi', with a large, stylized initial 'A'.

**Ash Tadjrishi  
Town Clerk  
15 July 2015**

For information (via email): All Town Councillors.  
Local Press

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 24 June 2015** at **7.30pm**

**PRESENT:** Cllr G Newman (Chairman)                      Cllr S Gallant  
                 Cllr S Bird (Vice-Chairman)                      Cllr D Savage  
                 Cllr S Bloomfield                                      Cllr A Smith  
                 Cllr Jan Garfield                                        Cllr S Wiles

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

### **22. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr C Barham, Cllr M Deacon** and **Cllr K Williams**.

### **23. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Bloomfield Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

### **24. REQUESTS FOR DISPENSATION**

There were none.

### **25. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Finance & General Purposes Committee Meeting held on 27 May 2015 be signed by the Chairman as a true record.**

### **26. ACCOUNTS FOR MAY 2015**

Committee considered a detailed report showing income and expenditure against budget to 31 May 2015.

A full list of material variances was provided with no further action deemed necessary.

**RESOLVED that the Accounts to 31 May 2015 be received and noted as presented with no other action required at this time.**

**27. STATEMENT OF INTERNAL CONTROL**

Committee noted the requirement of the Accounts and Audit Regulations 2015 for Council to ensure that it has a sound system of internal control.

Following consideration of a draft policy and internal control statement document it was proposed that it be recommended to Council for approval and adoption with no changes.

**It was RESOLVED that the Internal Control Statement for the year ending 31 March 2016 be recommended and presented to Council for formal adoption.**

**28. LOCAL COUNCILS AWARD SCHEME**

Committee considered the report outlining options for further accreditation in the Local Councils Award Scheme, noting the Town Council had already achieved the Foundation Award certificate following the dissolution of the Quality Councils scheme.

Members agreed that the Town Council should aspire to achieving the Gold award as this would demonstrate the Council as being at the forefront of best practice and the highest standards of governance, community leadership and council development.

**RESOLVED to recommend to Council that:**

- i. the Town Council register for the Quality Gold Award at a cost of £250+VAT from Council's 'Enhancement and Promotional' Earmarked Reserve; and,**
- ii. a Working Group consisting the Town Clerk, Finance Administration Officer and up to three Members be appointed to oversee delivery of the project, reporting to Council throughout the process.**

**29. CLOSURE**

The meeting was closed at 8.27pm. The next meeting was noted as being scheduled for 22 July 2015 at 7.30pm.

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

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

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## AGENDA ITEM 5: ACCOUNTS FOR MAY 2015

A summary Income & Expenditure Report to 30 June 2015 is shown below with a detailed report provided at **Appendix A**.

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### Summary Income & Expenditure by Budget Heading 30/06/2015

Month No : 3

### Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<b><u>Finance &amp; General Purposes</u></b>								
Expenditure		17,288	67,029	261,654	194,625	0	194,625	25.6 %
Income		805	279,397	562,021	-282,624			49.7 %
Net Expenditure over Income		16,483	-212,368	-300,367	-87,999			
<b><u>Assets &amp; Services</u></b>								
Expenditure		13,331	45,644	260,988	215,344	0	215,344	17.5 %
Income		13,766	22,450	109,371	-86,921			20.5 %
Net Expenditure over Income		-435	23,194	151,617	128,423			
<b><u>Civic &amp; Community</u></b>								
Expenditure		23,277	51,569	110,316	58,747	0	58,747	46.7 %
Income		354	4,675	4,000	675			116.9 %
Net Expenditure over Income		22,923	46,894	106,316	59,422			
<b><u>INCOME - EXPENDITURE TOTALS</u></b>								
Expenditure		53,896	164,242	632,958	468,716	0	468,716	25.9 %
Income		14,925	306,522	675,392	-368,870			45.4 %
Net Expenditure over Income		38,972	-142,280	-42,434	99,846			

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. As the Council's budgets are not produced on a phased basis, the expectation is, being two months in to the year, for overall expenditure to be around 25%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 27.5%). Total expenditure for the first three months stood at 25.9%. Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

<b>Cost Centre 101 - Administration</b>
<p><b>4425 Postage (28.2%)</b> Includes Quarterly rental charge <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>4460 Subscriptions (75.0%)</b> Front loaded – 2 more subscriptions to pay which will be within budget. <b>Recommendation: No further action.</b></p>
<p><b>4464 Insurance (99.2%)</b> Full year payment up front. <b>Recommendation: Continue to monitor on an annual basis.</b></p>
<p><b>4481IT Maintenance &amp; Software (40.9%)</b> Front loaded, annual fee for IT support &amp; RBS already paid. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>1805 Bank Interest Received (9.7%)</b> One account is quarterly paid in June. However annual interest on Investment Bond will be now not be received until maturation in next financial year (April 2016). <b>Recommendation: Continue to monitor on a regular basis.</b></p>
<b>Cost Centre 201 - Town Hall</b>
<p><b>4110 Rates (29.7%)</b> Rates are paid over 10 months only. <b>Recommendation: No further action</b></p>
<p><b>4120 Gas (32.5%)</b> Supplier changed 2<sup>nd</sup> May. Assets &amp; Services made aware at its meeting of 3<sup>rd</sup> June 2015 <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>4180 Licences (66.7%)</b> Complete. Wedding licence paid over 3 years (budget set for a 2 yearly charge) <b>Recommendation: Continue to monitor on a tri-annual basis.</b></p>
<p><b>1000 Hirings (14.2%)</b> £168.34, (11%) billed awaiting receipt of payment. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>1030 Leases, Rents &amp; Licences (18.3%)</b> Payments due at various points in-year. Expect to be at 100% by year end. <b>Recommendation: No further action</b></p>

<b>Cost Centre 202 - Walton Community Hall</b>
<p><b>4110 Rates (29.6%)</b> Rates are paid over 10 months only. <b>Recommendation: No further action</b></p>
<p><b>4122 Electricity (33%)</b> Supplier changed 6<sup>th</sup> May. Assets &amp; Services made aware at its meeting of 3<sup>rd</sup> June 2015 <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>1000 Hirings (13.7%)</b> £2,059.79 (27%) invoiced for payment yet to be received. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<b>Cost Centre 203 – Broadway House</b>
<p><b>4002 Employer Pension Contributions (29.3%)</b> Employee proportioned between Walton/Broadway House. Surplus in Walton 4002 (18.3%) <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>1030 Leases, Rents &amp; Licences (0.0%)</b> Annual receipt on invoice in December. <b>Recommendation: No further action.</b></p>
<b>Cost Centre 204 – Cemetery</b>
<p><b>4110 Rates (29.5%)</b> Rates are paid over 10 months only. <b>Recommendation: No further action</b></p>
<p><b>1032 Mobile Phone Mast (0.0%)</b> Paid annually, invoiced in June. <b>Recommendation: No further action</b></p>
<p><b>1100 Interment Fees (21.5%)</b> £1,570 (3.5%) invoiced but payment outstanding. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>

**1120 Purchase of Graves (5.6%)**

None awaiting invoicing. Can be seasonal.

**Recommendation: Continue to monitor on a monthly basis.****1130 Memorials (20.7%)**

£855.00 (8%) invoiced but payment outstanding.

**Recommendation: Continue to monitor on a monthly basis.****1140 Upkeep of Grave Spaces (0.0%)**

Invoiced in June.

**Recommendation: Continue to monitor on a monthly basis.****Cost Centre 205 – Allotments****1080 Allotment Rents (6.3%)**

Majority of Allotment rents are billed annually in September

**Recommendation: No further action****Cost Centre 301 – Civic & Community****4505 Mayoral Allowance (100.0%)**

Paid over at start of Municipal Year.

**Recommendation: No further action.****4512 Engraving/Sign Writing (35.2%)**

Front loaded due to Mayoral board being updated.

**Recommendation: No further action.****4513 Civic Awards (69.4%)**

Civic Awards completed.

**Recommendation: No further action.****4530 Civic Service (116.7%)**

Cost of Civic Service higher than budget estimated for 2015/16.

**Recommendation: Review budget provision for 2016/17****4600 CCTV (100%)**

Cost of annual maintenance contract.

**Recommendation: No further action.****4645 Christmas Lights (93.1%)**

Annual provision for Christmas Lights paid in advance.

**Recommendation: No further action.**



**Cost Centre 302 – Section 137 Expenditure**

**4620 Annual Grants (100.0%)**

Paid over at start of Financial Year.

***Recommendation: No further action.***

**4655 Occasional Grants (34.8%)**

First Round of Grants Awards (50% of total was available) approved at Civic & Community Committee on 17 June 2015.

***Recommendation: No further action.***

**Cost Centre 303 – Felixstowe in Flower**

**4290 Flowers & Containers (73.6%)**

Front loaded cost of providing the flowers and containers for Felixstowe in Flower.

***Recommendation: No further action.***

**Cost Centre 304 - Communications**

**4483 Website (44.1%)**

Front loaded. Website hosting Apr-Aug 15 and Biennial fee for .gov.uk paid

***Recommendation: No further action.***

**Cost Centre 305 – Community Fund Projects**

**4625 Felixstowe Harwich Ferry (100.0%)**

Paid over at start of Financial Year.

***Recommendation: No further action.***

**4630 Level 2 (100.0%)**

Paid over at start of Financial Year.

***Recommendation: No further action.***

**Committee is requested to consider the Accounts to 30 June 2015 and decide on any action it deems necessary.**

## **AGENDA ITEM 6: INTERNAL AUDIT REPORT: Q1 2015-16**

The Internal Audit Report for the Quarter ending 30 June 2015 is attached at **Appendix B** with no actions or recommendations reported.

Committee is to note that Diane Jimpson is leaving her role at SALC who will appoint her replacement in due course.

**Committee is requested to consider the attached quarterly Internal Audit Report for the period 1 April 2015 - 30 June 2015 and make recommendations to Council for any action it deems necessary.**

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