



9 am to 4 pm Mondays to Fridays

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

Cllr G Newman (Chairman)  
Cllr S Bird (Vice Chairman)  
Cllr N Barber  
Cllr M Deacon  
Cllr S Gallant

Cllr Jan Garfield  
Cllr D Savage  
Cllr A Smith  
Cllr S Wiles  
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 26 July 2017** at **7.30pm** for the transaction of the following business:

### **A G E N D A**

**1. Public Question Time**

Up to 15 minutes set aside to enable members of the public to make representation or put questions to the Committee on any relevant matters.

**2. Apologies**

To receive apologies for absence.

**3. 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.

**4. 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.

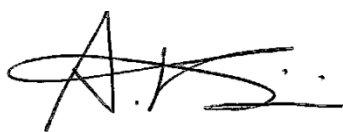
**5. Confirmation of Minutes**

To confirm the Minutes of the Finance & General Purposes Committee meeting held on 24 May 2017 as a true record. **(Pages 3-6)**

**6. Budget Monitoring to 30 June 2017**

To receive the budget monitoring report to 30 June 2017 and consider any actions deemed necessary. **(Pages 7-11 & Appendix A)**

- 7. Council Investments**  
To approve the reinvestment of Council funds within a 1 year fixed-rate bond with Nationwide Building Society. **(Page 11)**
- 8. Data Retention Policy**  
To review and recommend Council's Data Retention Policy. **(Page 11 and Appendix B)**
- 9. Financial Forecast to 2020**  
To consider a Financial Forecast to 2020, linked to Council's Business Plan. **(Pages 12 & Appendix C)**
- 10. Business Plan 2016-2020 Annual Review**  
To review, and recommend to Council, updates to the Business Plan 2016-2020. **(Pages 12 and Appendix D)**
- 11. Member Visit to Bury St. Edmunds**  
To consider arrangements for a visit to Bury St. Edmunds in November to compare the town's Christmas offer. **(Page 12)**
- 12. Felixstowe Ambulance Station**  
To consider recent reports and any other update on the potential closure of Felixstowe Ambulance Station. **(Page 13)**
- 13. Felixstowe Town Council Constitution**  
To consider the introduction of a Constitution as a single-source document for the Town Council policies and other relevant information. **(Page 14)**
- 14. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 27 September 2017 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**21 July 2017**

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

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***Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.***



There was one recommendation in the Quarter 4 Internal Audit Report: *‘The insurance values on the asset register need to be updated to match those in the insurance documents. This helps Councillors and officers cross-reference the two sources of information to confirm that all the assets that need to be insured are included in the insurance documentation and that insurance is indeed adequate.’* Committee noted that, given the timing of the recommendation, this had been reported to Annual Council. Accordingly, the Asset Register for the year ending 31 March 2017 had been updated and approved.

Members commended staff for their work in ensuring Council’s continued sound financial governance.

**It was RESOLVED that:**

- i. the report of the Internal Auditor be noted;**
- ii. that the action taken by Council in respect of the Asset Register recommendation from the Audit report be noted.**

### **38. REVIEW OF INTERNAL AUDIT EFFECTIVENESS**

Committee reviewed the arrangements for, and effectiveness of, Council’s internal audit.

Members commented on the good service received from the SALC-appointed auditor and it was proposed that the arrangement be continued on the same basis for 2017/18, albeit half-yearly rather than quarterly.

**It was therefore RECOMMENDED to Council that:**

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council’s internal auditor, undertaking a half-yearly and year-end audit on the basis of the schedule provided by Appendix 9 of the “Governance and Accountability for Local Councils – a Practitioner’s Guide 2014”.**

### **39. ACCOUNTS FOR FINANCIAL YEAR 1 APRIL 2016 – 31 MARCH 2017**

Committee received the accounts report for the financial year 1 April 2016 to 31 March 2017 along with a report on Earmarked Reserve changes throughout the year.

**RESOLVED that the Council’s financial position as at year end 2016/17 be noted with no other action required at this time.**

#### **40. BUDGET MONITORING TO 30 APRIL 2017**

Committee received the budget monitoring report to 30 April 2017.

**RESOLVED that the budget monitoring report to 30 April 2017 be noted with no other action required at this time.**

#### **41. 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.

It was noted that the Internal Control Statement had been updated to include Committee's previous recommendation that internal audits be undertaken biannually (*Minute #347 of 2016/17 refers*) with further reference given to the approved use of electronic payment methods.

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

**It was RESOLVED that the Internal Control Statement for the year ending 31 March 2018 be recommended to Council for formal adoption as presented.**

#### **42. BUSINESS PLAN 2016-2020 – ACTION PLAN REVIEW**

Committee reviewed the Council's Action Plan which had been updated to reflect progress against Business Plan objectives achieved to May 2017. Members expressed thanks to the Deputy Town Clerk for the thoroughness of the 29 page report and advised that the format of the Action Plan could be reviewed in order that it may be condensed. Members suggested that the plan could be made more concise, reflecting strategic aims along themes such as community investment outcomes and quality of governance.

The Clerk advised that the Action Plan review was the first step towards a review and update to the Council's full Business Plan. This would be brought back to Committee in due course for consideration together with an updated financial projection for the life of the Plan.

**It was RESOLVED that the Action Plan review be agreed as presented with no changes at this time; future iterations of the Action Plan to be condensed and streamlined on a more strategic and thematic basis.**

#### **43. LOCAL COUNCILS AWARD SCHEME WORKING GROUP – UPDATE**

Members considered the update from the Local Councils Award Scheme Working Group. It was noted that the Group was working towards resubmitting evidence required to meet the few elements raised by the LCAS Panel in order to achieve the Gold standard. The Clerk advised that once the evidence was complete, it would be reviewed by the Working Group and distributed to Members for comments before being submitted.

**It was RESOLVED that the update from the Local Councils Award Scheme Working Group be noted.**

**44. CLOSURE**

The meeting was closed at 8.28pm. The next meeting was noted as being scheduled for 26 July 2017 at 7.30pm.

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## AGENDA ITEM 6: BUDGET MONITORING TO 30 JUNE 2017

A summary Income & Expenditure Report to 30 June 2017 is shown below with a detailed report provided at **Appendix A**.

07/07/2017 15:14	Felixstowe Town Council	Page No 1						
Month No : 3	Summary Income & Expenditure by Budget Heading 30/06/2017 Committee Report							
	Actual Last Year	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	277,515	76,246	257,053	180,807	0	180,807	29.7 %	
Income	562,055	279,952	555,342	-275,390			50.4 %	
Net Expenditure over Income	<u>-284,540</u>	<u>-203,706</u>	<u>-298,289</u>	<u>-94,583</u>				
<b><u>Assets &amp; Services</u></b>								
Expenditure	243,799	50,732	262,922	212,190	0	212,190	19.3 %	
Income	127,610	31,468	105,982	-74,514			29.7 %	
Net Expenditure over Income	<u>116,189</u>	<u>19,264</u>	<u>156,940</u>	<u>137,676</u>				
<b><u>Civic &amp; Community</u></b>								
Expenditure	110,142	52,452	125,584	73,132	0	73,132	41.8 %	
Income	17,210	2,495	11,992	-9,497			20.8 %	
Net Expenditure over Income	<u>92,932</u>	<u>49,957</u>	<u>113,592</u>	<u>63,635</u>				
<b><u>INCOME - EXPENDITURE TOTALS</u></b>								
Expenditure	631,456	179,430	645,559	466,129	0	466,129	27.8 %	
Income	706,876	313,915	673,316	-359,401			46.6 %	
Net Expenditure over Income	<u>-75,419</u>	<u>-134,486</u>	<u>-27,757</u>	<u>106,729</u>				

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 three 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 quarter stood at 27.8% Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

<b>Cost Centre 101 - Administration</b>
<p><b>4030 Training (96.9%)</b> Includes upfront payment for staff tuition fees and cost of yearend close down. <b>Recommendation: Review budget provision for 2018-19</b></p>
<p><b>4460 Subscriptions (96.0%)</b> Front loaded – 3 annual subscriptions paid to date. Expected to be within budget. <b>Recommendation: No action.</b></p>
<p><b>4464 Insurance (97.4%)</b> Full year payment up front. <b>Recommendation: No action.</b></p>
<p><b>4481 IT Maintenance and Software (57.8%)</b> Front loaded, annual fee for IT support, Payroll &amp; RBS already paid. <b>Recommendation: No action.</b></p>
<p><b>4490 Professional Fees (55.8%)</b> Professional charges re Broadway House. (Moneyclaim fees to be credited back when received from debtor 10%) <b>Recommendation: No action.</b></p>
<b>Cost Centre 201 - Town Hall</b>
<p><b>4110 Rates (28.5%)</b> Rates are paid over 10 months only. <b>Recommendation: No action.</b></p>
<p><b>4180 Licences (100%)</b> Paid in full for 2017-18. <b>Recommendation: No action.</b></p>
<p><b>4260 Equipment Purchases (65.9%)</b> PAT Tester, 2 fans, kettle and caretaker shirts purchased. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>1000 Hirings (9.3%)</b> Further £23.33 (1.2%) invoiced, awaiting payment. £500 net booking received for Sept (25%) to be invoiced. <b>Recommendation: A&amp;S Committee to monitor.</b></p>
<p><b>1030 Leases, Rents &amp; Licences (6.7%)</b> £2,708 (34.8%) invoiced &amp; received for July + £2,975 (38.3%) invoiced awaiting payments. Payments due at various points in-year. <b>Recommendation: No further action</b></p>



<b>Cost Centre 202 – Walton Community Hall</b>
<p><b>4110 Rates (28.9%)</b> Rates are paid over 10 months only. <b>Recommendation: No further action</b></p>
<p><b>1000 Hirings (11.4%)</b> £655 (8.7%) invoiced, awaiting payment + £868.75 (11.5%) for year 2015/16 Invoiced 1 month in arrears for all regular users. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<b>Cost Centre 203 – Broadway House</b>
<p><b>4170 Repairs and Maintenance (37.6%)</b> Annual boiler services and repair &amp; annual fire service carried out. <b>Recommendation: Review budget provision for 2018-19</b></p>
<p><b>1030 Leases, Rents &amp; Licences (0.0%)</b> Licence fee due during 2017/18 pending. <b>Recommendation: No further action.</b></p>
<b>Cost Centre 204 – Cemetery</b>
<p><b>4110 Rates (28.6%)</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 July <b>Recommendation: No further action</b></p>
<p><b>1100 Interment Fees (21.3%)</b> £4,604 (11.5%) invoiced, awaiting payment. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>1140 Upkeep of Grave Spaces (0.0%)</b> Invoiced in July. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>1160 Admin Fees (-2.9%)</b> £178 (25.4%) invoiced, awaiting payment. <b>Recommendation: No further action.</b></p>

<b>Cost Centre 205 – Allotments</b>
<p><b>1080 Allotment Rents (1.9%)</b> Rents billed annually in September. <b>Recommendation: No further action</b></p>
<b>Cost Centre 301 – Civic &amp; Community</b>
<p><b>4505 Mayoral Allowance (100%)</b> Mayoral allowance transferred in full. <b>Recommendation: No further action</b></p>
<p><b>4511 Town Twinning (58.5%)</b> Frontloaded. Includes receiving civic party during April and reciprocal visit to Wesel in August. <b>Recommendation: No further action</b></p>
<p><b>4512 Engraving/Sign Writing (42.5%)</b> Front loaded cost as Mayoral board updated at start of Municipal Year. <b>Recommendation: No further action</b></p>
<p><b>4513 Civic Awards (32.5%)</b> Civic Awards took place in May, expect to be within budget. <b>Recommendation: Review budget provision for 2018-19 in light of changes to Civic Awards/Annual Town Meeting arrangements</b></p>
<p><b>4600 CCTV (100%)</b> Full year contract fee paid. <b>Recommendation: No further action</b></p>
<p><b>1800 Agency Income (0%)</b> SCDC invoiced re CCTV awaiting payment £3992 (100%). <b>Recommendation: No further action</b></p>
<p><b>1810 Donations &amp; Sponsorship (0%)</b> Awaiting invoicing <b>Recommendation: Continue to monitor on a regular basis</b></p>
<b>Cost Centre 302 – Section 137 Expenditure</b>
<p><b>4620 Annual Grants (100%)</b> All annual grants paid <b>Recommendation: Review budget provision for 2018-19</b></p>
<p><b>4655 Occasional Grants (8.0%)</b> Round 1 complete, with 5 awards either ring-fenced or awaiting confirmation. Expect to end year at 100% <b>Recommendation: Continue to monitor on a regular basis</b></p>

<b>Cost Centre 303 – Felixstowe in Flower</b>
<p><b>4290 Flowers &amp; Containers (49.6%)</b>  Front loaded cost of providing the flowers and containers for Felixstowe in Flower.  <b>Recommendation: Continue to monitor on a regular basis</b></p>
<b>Cost Centre 305 – Community Fund Projects</b>
<p><b>4625 Felixstowe Harwich Ferry (100.0%)</b>  Paid over at start of financial year.  <b>Recommendation: No further action. 2 year partnership agreement ends this year, review for 2018-19 budget.</b></p>
<p><b>4630 Level 2 (100.0%)</b>  Paid over at start of financial year.  <b>Recommendation: No further action.</b></p>

**Committee is requested to consider the Accounts to 30 June 2017 and decide on any action it deems necessary.**

### **AGENDA ITEM 7: COUNCIL INVESTMENTS**

Committee is requested to note that its 1 Year Investment Bond with Nationwide Building Society matured in June 2017, receiving interest of £4,802.02. In accordance with the Council’s Investment Policy and Strategy, a new Business Fixed Rate Saver has been taken out with Nationwide attracting a rate of 0.75% for a further 1 year. At the reinvestment date of 26 June, the total invested was £404,966.72.

The bond matures on 27 June 2018.

**Committee is requested to note and approve the above investment.**

### **AGENDA ITEM 8: DATA RETENTION POLICY**

Council’s Data Retention Policy, which was first adopted in September 2014, is to be reviewed every three years and recommended to Council for approval.

The Data Retention Policy is attached at **Appendix B** for review. The Council’s policy for retaining data is made in accordance with NALC guidelines. The policy outlines the length of time and basis for the retention of specific documents and information before they should be disposed.

**Committee is requested to review and recommend to Council its Data Retention Policy for the period 2017-2020.**

## **AGENDA ITEM 9: FINANCIAL FORECAST TO 2020**

Progress is being made on gathering the Local Council Award Scheme accreditation re-submission.

As part of the re-submission a financial forecast for at least three years linked to revenue and capital plans for the council and its community is required.

A financial forecast for Felixstowe Town Council has been prepared, covering the Business Plan period of 2016-2020, linked to the Plan and, where possible, to a corresponding Action Plan reference. This is shown at **Appendix C**.

**Committee is requested to consider the draft four-year Financial Plan for the year 2016-20 for onward referral to Council.**

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## **AGENDA ITEM 10: BUSINESS PLAN 2016-2020 ANNUAL REVIEW**

Council adopted the Business Plan at its meeting of 14 September 2016, (*Minute #204 of 2016/17 refers*) after a period of 6 weeks public consultation.

The Business Plan is published on the Town Council website and available at several locations around town, such as the Library.

One year on, committee is requested to consider updates as shown in **Appendix D** with the proposed amendments tracked, for review.

Subject to Committee's approval, Council will be requested to consider Committee's recommendations and adopt the amendments to the Business Plan 2016-2020 at its meeting in September.

**Committee is requested to consider the updated Business Plan, approve any amendments, and recommend an amended version for formal adoption by Council in September.**

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## **AGENDA ITEM 11: MEMBER VISIT TO BURY ST. EDMUNDS**

Members have previously suggested that there would be a benefit in seeing how a town like Bury St Edmunds puts on successful seasonal events, such as its popular Christmas Market. Enquiries have been made for the hire of a local mini-bus which can take up to 15 persons and can be provided for a total cost at £109.

**Committee is requested to consider and decide arrangements for a visit to Bury St Edmunds.**

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## **AGENDA ITEM 12: FELIXSTOWE AMBULANCE STATION**

Committee's attention is drawn to a 7 July article in the East Anglian Daily Times reporting that the East of England Ambulance Trust may propose to close the ambulance station at Felixstowe.

The newspaper reports that "over recent years EEAST has missed many key performance targets, with response times consistently worse than national averages. Latest results, however, have shown an improvement.

The article asserts that "EEAST insists the proposals, which were agreed earlier this year, are not about closures. They will see the introduction of a "hub and spoke" model to enable a "high performing estate". The 18 "hubs" across the region, including in Bury St Edmunds, Ipswich and Colchester, will be where management are based, vehicles are repaired and all staff report to at the start of shifts. Staff in emergency vehicles will then "feed" into the spokes - community ambulance stations (CASTs) – from which they will be despatched to calls. CASTs will include staff accommodation and parking for at least one ambulance. However their locations are yet to be decided. Meanwhile, EEAST's 69 existing stations outside hub locations could face closure. EEAST said it spent more on its estate proportionally than any other trust in the country and said many of its buildings were old and inefficient. "

EEAST said it was planning to invest £42million over five years to bring its estates "into the 21st century" with better facilities for staff and greater cost efficiency. "This is not a closure programme and any suggestion to the contrary is incorrect," a spokesman added. The spokesman said the hubs in Bury St Edmunds, Ipswich and Colchester, with a network of community ambulance stations, would "meet service delivery and response targets".

"This is about making the most of our estate and working with partners to share more facilities and buildings to help increase our presence in the local community, especially in rural areas," the spokesman said. "The existing estate does not support the requirements of a modern ambulance service. We will be working closely with our staff to make sure that future developments deliver the same effective results that we have been seen to date.

It is incorrect to suggest 10 stations will close in Suffolk and 69 across the region. "A final set of proposals are being drawn up around where 18 depots will be located and the supporting network of community ambulance stations and shared facilities. This will improve staff access to line managers and enable EEAST to develop better health and wellbeing facilities which we can't do on our existing estate."

Members of the public have raised concerns locally that the response times issued by the Trust have been below the expected level and there is concern that the new proposal will not benefit the population of Felixstowe, particularly in light of new housing expected in the area.

**Committee is requested to consider the report and any other update on the potential closure of Felixstowe Ambulance Station.**

## **AGENDA ITEM 13: FELIXSTOWE TOWN COUNCIL CONSTITUTION**

Local councils, unlike principal authorities are not required by law to adopt a constitution, however, we are obliged to draw up and adopt a significant number of key policies such as Standing Orders, Financial Regulations and other governing documents such its Code of Conduct and a Publication Scheme.

Collating the Council's statutory governance documents, policies and other information in to a single-source constitution may provide a better overview for Members and residents and an opportunity for Council to review policies on a more structured basis.

The contents of a Constitution could include Council documents such as:

- Standing Orders
- Financial Regulations
- Financial Information/Budgets/Annual Return
- Financial Risk Assessment
- Terms of Reference
- Scheme of Delegation
- Business Plan
- Allotment Tenancy Agreement/Regulations
- Annual Report
- Asset Register
- Audit Plan – Review of Audit Effectiveness
- Cemetery Regulations
- Civic Protocol
- Civic Awards Protocol
- Community Engagement Strategy
- Complaints Procedure
- Data Protection Policy
- Data Retention Policy
- Equal Opportunities Policy
- Fire Risk Assessment & Procedures Policy
- Flag Flying Policy
- Gifts and Hospitality Policy
- Grants Policy & Application Form
- Guide to Parish Meetings and Parish Polls
- Health and Safety Policy
- Internal Control Statement
- Investment Policy & Strategy
- Insurance Review
- LGPS Employer's Discretions Policy
- Mayor's Handbook
- Meeting Schedule
- Member Officer Protocol
- Members Expenses Policy
- Members Handbook
- Planning Process
- Press & Media Policy
- Public Participation at Council and Committee Meetings
- Publication Scheme and Schedule
- Register of Members' Interests
- Risk Management Policy
- Schedule of Fees and Charges – Town Hall, Walton Hall, Allotments, Cemetery
- Social Media Policy
- Staff Handbook
- Statement of Internal Control
- Suffolk Local Code of Conduct
- Toil Policy
- Town Council Powers and Duties
- Town Hall Terms of Hire
- Training Agreement
- Training Strategy
- Walton Hall Conditions of Hire
- Wedding Terms and Conditions

**Committee is requested to consider whether it supports the principle of introducing a Felixstowe Town Council Constitution and make recommendations to Council for any action it deems necessary.**

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