



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 23 September 2015 at 7.30pm** for the transaction of the following business:

A G E N D A

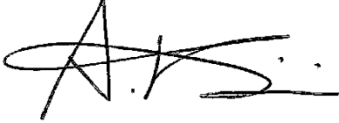
- 1. Apologies**
To receive apologies for absence.
- 2. Declarations of Interest**
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at 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 22 July 2015 as a true record.

(Pages 3-4)
- 5. Accounts for July/August 2015**
To receive the Monthly Accounts report to 31 August 2015 and consider any actions deemed necessary.

(Pages 5-9 & Appendix A)
- 6. Local Council Gold Award Scheme**
To receive an update from the Working Group on progress with this project.

7. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 28 October 2015 at 7.30pm.

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

**Ash Tadjrishi
Town Clerk
16 September 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 22 July 2015 at 7.30pm**

PRESENT: Cllr G Newman (Chairman) Cllr S Gallant
 Cllr S Bird (Vice-Chairman) Cllr Jan Garfield
 Cllr N Barber Cllr D Savage
 Cllr C Barham Cllr A Smith
 Cllr S Bloomfield Cllr S Wiles
 Cllr M Deacon

OFFICERS: Mrs D Frost (Finance Administrative Officer)

22. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams**.

23. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Bloomfield Cllr M Deacon Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	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 24 June 2015 be signed by the Chairman as a true record.

26. ACCOUNTS FOR JUNE 2015

Committee considered a detailed report showing income and expenditure against budget to 30 June 2015.

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

RESOLVED that the Accounts to 30 June 2015 be received and noted as presented with no other action required at this time and a vote of thanks be recorded to the staff for their work.

27. INTERNAL AUDIT REPORT: QUARTER ONE 2015-16

Committee considered the Internal Audit report for the quarter ending 30 June 2015 and noted that there were no recommended actions recorded.

Note was made to Item 1. Proper Book-keeping – correct arithmetic and balancing. The inconsistency in the payment amount and invoice from Underwoods was due to a discount being given on prompt payment of the invoice, this discount is written on the attached Underwoods Statement but does not show on the invoice.

Note was also made to item 4. Budgetary controls. The precept amount stated £522,361 is the correct annual precept, the council tax support grant stated of £17,080 is in fact the half yearly amount, the total for year 2015/16 being £34,160.41.

RESOLVED that the Internal Audit Report for the quarter ending 30 June 2015 be received and a vote of thanks be recorded to the staff for their work.

28. CLOSURE

The meeting was closed at 7.42pm. The next meeting was noted as being scheduled for 23 September 2015 at 7.30pm.

Date: _____ Chairman: _____

AGENDA ITEM 5: ACCOUNTS FOR JULY & AUGUST 2015

A summary Income & Expenditure Report to 31 August 2015 is shown below with a detailed report provided at **Appendix A**.

16/09/2015		Felixstowe Town Council				Page No 1	
09:34		Summary Income & Expenditure by Budget Heading 31/08/2015					
Month No : 5		Committee Report					
		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Finance & General Purposes</u>							
Expenditure		102,595	261,654	159,059	0	159,059	39.2 %
Income		280,064	562,021	-281,957			49.8 %
Net Expenditure over Income		-177,469	-300,367	-122,898			
<u>Assets & Services</u>							
Expenditure		75,508	260,988	185,480	0	185,480	28.9 %
Income		40,969	109,371	-68,402			37.5 %
Net Expenditure over Income		34,539	151,617	117,078			
<u>Civic & Community</u>							
Expenditure		55,242	110,316	55,074	0	55,074	50.1 %
Income		4,850	4,000	850			121.3 %
Net Expenditure over Income		50,392	106,316	55,924			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure		233,345	632,958	399,613	0	399,613	36.9 %
Income		325,883	675,392	-349,509			48.3 %
Net Expenditure over Income		-92,538	-42,434	50,104			

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 five months in to the year, for overall expenditure to be around 41.67%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 45.8%). Total expenditure for the first five months stood at 36.9% Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

Cost Centre 101 - Administration

4460 Subscriptions (75.0%)

Front loaded – 2 more subscriptions to pay which will be within budget.

Recommendation: No further action.

4462 Internal Audit (47.7%)

2 Quarterly audits carried out.

Recommendation: No further action.

4464 Insurance (99.2%)

Full year payment up front.

Recommendation: Continue to monitor on an annual basis.

1805 Bank Interest Received (22.7%)

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).

Recommendation: Continue to monitor on a regular basis.

Cost Centre 201 - Town Hall

4110 Rates (49.5%)

Rates are paid over 10 months only.

Recommendation: No further action

4155 Cleaning Materials (52.0%)

Cleaning materials purchased in advance.

Recommendation: Continue to monitor on a monthly basis.

4180 Licences (66.7%)

Complete. Wedding licence paid over 3 years (budget set for a 2 yearly charge)

Recommendation: Continue to monitor on a tri-annual basis.

1000 Hirings (14.2%)

£337.00, (22.5%) billed awaiting receipt of payment.

Recommendation: Continue to monitor on a monthly basis.

1030 Leases, Rents & Licences (18.3%)

Payments due at various points in-year. Expect to be at 100% by year end.

Recommendation: No further action

Cost Centre 202 - Walton Community Hall

4110 Rates (49.1%)

Rates are paid over 10 months only.

Recommendation: No further action

4122 Electricity (33%)

Bill from new Supplier chased and still awaited from May.

Recommendation: Continue to monitor on a monthly basis.

1000 Hirings (35.1%)

£2,384.75 (31%) invoiced for payment yet to be received.

Recommendation: Continue to monitor on a monthly basis.

Cost Centre 203 – Broadway House

4002 Employer Pension Contributions (48.8%)

Employee proportioned between Walton/Broadway House.

Surplus in Walton 4002 (30.4%)

Recommendation: Continue to monitor on a monthly basis, consider reappportioning this budget next year.

1030 Leases, Rents & Licences (0.0%)

Annual receipt on invoice in December.

Recommendation: No further action.

Cost Centre 204 – Cemetery

4110 Rates (49.0%)

Rates are paid over 10 months only.

Recommendation: No further action

1100 Interment Fees (37.5%)

£ 5,250 (11.9%) invoiced but payments outstanding.

Recommendation: Continue to monitor on a monthly basis.

1120 Purchase of Graves (16.4%)

£420.00 (3%) invoiced but payment outstanding.

Recommendation: Continue to monitor on a monthly basis.

1130 Memorials (38.2%)

£490.00 (5%) invoiced but payment outstanding.

Recommendation: Continue to monitor on a monthly basis.

Cost Centre 205 – Allotments**1080 Allotment Rents (7.0%)**

Majority of Allotment rents are billed annually in September

Recommendation: No further action

Cost Centre 301 – Civic & Community**4095 Honoraria (100.0%)**

Paid in full in August for 2015/16.

Recommendation: No further action.

4505 Mayoral Allowance (100.0%)

Paid in full at start of Municipal Year.

Recommendation: No further action.

4513 Civic Awards (69.4%)

Civic Awards completed, no further expense due.

Recommendation: No further action.

4530 Civic Service (124.7%)

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 paid in full for 2015/16.

Recommendation: No further action.

4645 Christmas Lights (93.1%)

Annual provision for Christmas Lights paid in full in advance.

Recommendation: No further action.

Cost Centre 302 – Section 137 Expenditure

4620 Annual Grants (100.0%)

Paid in full 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 (70.0%)

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 in full at start of Financial Year.

Recommendation: No further action.

4630 Level 2 (100.0%)

Paid in full at start of Financial Year.

Recommendation: No further action.

Committee is requested to consider the Accounts to 31 August 2015 and decide on any action it deems necessary.