



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 27 January 2016** 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 25 November 2015 as a true record. **(Pages 3-4)**
- 5. Accounts for November/December 2015**  
To receive the Monthly Accounts report to 31 December 2015 and consider any actions deemed necessary. **(Pages 5-8 & Appendix A)**
- 6. Meetings Schedule 2016/17**  
To consider the Meetings Schedule and frequency of Finance & General Purposes Committee for 2016/17 as delegated by Council. **(Page 9 & Appendix B)**

**7. Closure**

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 24 February 2016 at 7.30pm.

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

**Ash Tadjrishi**  
**Town Clerk**  
**21 January 2016**

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 25 November 2015** at **7.30pm**

**PRESENT:** Cllr G Newman (Chairman) Cllr Jan Garfield  
Cllr S Bird Cllr D Savage  
Cllr M Deacon Cllr A Smith  
Cllr S Gallant Cllr S Wiles

**OFFICERS:** Mr A Tadjrishi (Town Clerk)

### **333. APOLOGIES FOR ABSENCE**

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

### **334. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird 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	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

### **335. REQUESTS FOR DISPENSATION**

There were none.

### **336. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Finance & General Purposes Committee Meeting held on 28 October 2015 be signed by the Chairman as a true record.**

### **337. MEMBERS ALLOWANCES & EXPENSES**

Committee considered Members Allowances and a policy for reimbursement of out-of-pocket expenses.

Members unanimously agreed that a Basic Members Allowance should not be introduced and that Town Councillors should continue to receive no remuneration for the office.

A policy for the reimbursement of out-of-pocket expenditure for Members representing the Town Council on authorised business outside the parish

boundary was considered and it was agreed that this be referred to Council for approval.

Committee discussed the Mayor's Allowance and it was agreed that this be retained at £7,000 to defray the cost of the office of Town Mayor. It was further agreed that the Mayor's Allowance should be paid in full to an account of the Mayor's choosing, upon taking the office and following the Council resolution at the Annual Council meeting. Once the allowance had been paid, the Town Council, its Members or Officers would have no access or responsibility for the funds which are solely provided for the purposes of defraying the cost of the Office of Town Mayor. However, the Mayor's Secretary would support the administration of the Mayor's Allowance at the direction of the Mayor, who would retain overall responsibility for how the funds are used.

**Committee RESOLVED to recommend to Council that:**

- i. Felixstowe Town Council does not seek to introduce a Basic Allowance for its Members, and the office of Town Councillor is to remain unpaid;**
- ii. the Mayor's Allowance for 2016/17 be set at £7,000 for the purpose of defraying the costs associated with the office of Town Mayor;**
- iii. incoming Mayors be advised that the Mayor's Allowance should be used to defray legitimate costs incurred by the Deputy Mayor when deputising for the Mayor in his/her absence; and,**
- iv. the draft policy framework by which Members are able to claim for out of pocket expenditure be approved.**

**338. ACCOUNTS FOR OCTOBER 2015**

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

A full list of material variances was provided and Members discussed a number of matters relating to income and expenditure.

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

**339. CLOSURE**

The meeting was closed at 8.45pm. The next meeting was noted as being scheduled for 27 January 2016 at 7.30pm.

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

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

## AGENDA ITEM 5: ACCOUNTS FOR NOVEMBER/DECEMBER 2015

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

05/01/2016		Felixstowe Town Council				Page No 1	
15:56		Summary Income & Expenditure by Budget Heading 31/12/2015					
Month No : 9		Committee Report					
		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		184,311	261,654	77,343	0	77,343	70.4 %
Income		559,929	562,021	-2,092			99.6 %
Net Expenditure over Income		-375,618	-300,367	75,251			
<b><u>Assets &amp; Services</u></b>							
Expenditure		155,431	260,988	105,557	0	105,557	59.6 %
Income		85,281	109,371	-24,090			78.0 %
Net Expenditure over Income		70,149	151,617	81,468			
<b><u>Civic &amp; Community</u></b>							
Expenditure		89,574	110,316	20,742	0	20,742	81.2 %
Income		11,633	4,000	7,633			290.8 %
Net Expenditure over Income		77,941	106,316	28,375			
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
Expenditure		429,316	632,958	203,642	0	203,642	67.8 %
Income		656,843	675,392	-18,549			97.3 %
Net Expenditure over Income		-227,528	-42,434	185,094			

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 seven months in to the year, for overall expenditure to be around 75%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 82.5%). Total expenditure for the first nine months stood at 67.8% Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

### Cost Centre 101 - Administration

#### **4441 Telephone & Internet (102.2%)**

Annual maintenance charge not included in estimates for 2015/16 when budget setting took place. Provision reviewed and allocated accordingly for next year.

**Recommendation: No further action at this stage. Review contract in 2019.**

#### **4461 External Audit (100%)**

Complete for year.

**Recommendation: No further action.**

#### **4464 Insurance (99.2%)**

Full year payment up front.

**Recommendation: No further action.**

#### **4500 Election Charges (94.5%)**

Complete.

**Recommendation: No further action.**

#### **1805 Bank Interest Received (41.5%)**

One account is quarterly. However annual interest on Investment Bond will not be received until the investment matures early in the next financial year (April 2016).

**Recommendation: Continue to monitor.**

### Cost Centre 201 - Town Hall

#### **4110 Rates (89.0%)**

Rates are paid over 10 months only.

**Recommendation: No further action**

#### **1000 Hirings (59.5%)**

A further £422 (28.1%) invoiced, awaiting payment.

**Recommendation: Continue to monitor on a monthly basis.**

#### **1030 Leases, Rents & Licences (72.4%)**

Payments due at various points in-year, expect to achieve budget.

**Recommendation: No further action**

### Cost Centre 202 - Walton Community Hall

#### **4110 Rates (88.3%)**

Rates are paid over 10 months only.

**Recommendation: No further action**

#### **4122 Electricity (89.6%)**

Supplier changed 6<sup>th</sup> May. Assets & Services made aware at its meeting of 3<sup>rd</sup> June 2015

**Recommendation: Continue to monitor on a monthly basis. Assets & Services to consider options for reducing consumption.**

**4155 Cleaning Materials (90.9%)**

Bulk of cleaning materials purchased in advance.

**Recommendation: Continue to monitor on a monthly basis.****Cost Centre 203 – Broadway House****1030 Leases, Rents & Licences (0.0%)**

Annual receipt invoiced in December.

**Recommendation: No further action.****Cost Centre 204 – Cemetery****4110 Rates (88.1%)**

Rates are paid over 10 months only.

**Recommendation: No further action****4155 Cleaning Materials (84.3%)**

Bulk of cleaning materials purchased in advance.

**Recommendation: Continue to monitor on a monthly basis.****1100 Interment Fees (71.8%)**

Further £3,100 (7%) invoiced, awaiting payment

**Recommendation: Continue to monitor on a monthly basis.****1120 Purchase of Graves (36.1%)**

No invoices outstanding.

**Recommendation: Continue to monitor on a monthly basis.****1140 Upkeep of grave spaces (52.6%)**

No invoices outstanding.

**Recommendation: Continue to monitor on a monthly basis.****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.****4530 Civic Service (124.7%)**

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

**Recommendation: Council approved increase to 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%)**

Complete.

**Recommendation: No further action.**

**Cost Centre 303 – Felixstowe in Flower****4170 Repairs and Maintenance (96.5%)**

Front loaded cost of repairs and maintenance for Felixstowe in Flower.

**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.**

**4670 Felixstowe Forward (100.0%)**

Complete.

**Recommendation: No further action.**

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

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## **AGENDA ITEM 7: MEETINGS SCHEDULE 2016/17**

At the Ordinary Council meeting held on 13 January 2016, Council approved a schedule of meetings for the forthcoming 2016/17 Municipal Year. The schedule was based on the current Municipal Year cycle, with a change from the number of Assets & Services Committee meetings from 6 to 5. Council approved the proposal to replacing the two meetings that would have taken place in October and December with a single meeting in November in order to avoid a congested schedule of 8 consecutive weekly meetings throughout September and October:

Furthermore, Members proposed that a reduction in the number of scheduled Finance & General Purposes Committee meetings for 2016/17 be considered. It is expected that the work programme for this Committee is able to be condensed across fewer meetings in the forthcoming year as council business has been more evenly spread across all committees in the current year.

Council resolved to delegate the authority to Finance & General Purposes Committee to amend the Meetings Schedule accordingly (*Minute #297 of 2015/16 refers*).

A revised schedule has been drafted, based on an indicative work programme for Council and committees across 2016/17 and is presented for consideration at **Appendix B**. The new schedule includes a revised cycle for F&GP to meet every other month rather than 10 times per year.

Aside from Planning & Environment (Wednesdays 9.15am), Youth Forum (4-5pm) and Highways Advisory Committee (2pm), all meetings are scheduled to commence on at 7.30pm on Wednesdays in the following pattern:

**Annual Parish Meeting (1 per year):** 2<sup>nd</sup> Wednesday in May each year (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 (6):** 4<sup>th</sup> Wednesday in the months of May, July, September, November, January and March.

**Assets & Services (5):** 1<sup>st</sup> Wednesday in the months of June, September, November, 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**

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

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

**Appeals Committee:** Arranged if and when required.

The schedule provides for at least 50 meetings across the 2016/17 Municipal Year, however additional meetings can be scheduled if required.

**Committee is requested to consider and decide the Meetings Schedule for 2016/17 and approve the arrangements as delegated by Council.**

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