



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 24 February 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 27 January 2016 as a true record. **(Pages 3-4)**
- 5. Accounts for January 2016**
To receive the Monthly Accounts report to 31 January 2016 and consider any actions deemed necessary. **(Pages 5-8 & Appendix A)**
- 6. Internal Audit – Quarter Three Report**
To receive the report of the Internal Auditor and agree appropriate action in respect of any matters raised. **(Page 8 & Appendix B)**
- 7. Investment Policy & Strategy**
To review the Investment Policy & Strategy and make any recommendations to Council. **(Page 9 & Appendix C)**

- 8. Community Emergency Planning**
To consider Community Emergency Planning. **(Page 9)**
- 9. Financial Regulations 2016/17**
To review, and recommend to Council, Financial Regulations for 2016/17.
(Page 10 & Appendix D)
- 10. Adequacy of Insurance**
To review the adequacy of the Council's insurance provision and make any recommendations to Council. **(Pages 10-11)**
- 11. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 23 March 2016 at 7.30pm.



Ash Tadjrishi
Town Clerk
18 February 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 27 January 2016** 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)

412. APOLOGIES FOR ABSENCE

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

413. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
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)

414. REQUESTS FOR DISPENSATION

There were none.

415. CONFIRMATION OF MINUTES

It was RESOLVED that:

The Minutes of the Finance & General Purposes Committee Meeting held on 25 November 2015 be signed by the Chairman as a true record.

416. ACCOUNTS FOR NOVEMBER/DECEMBER 2015

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

A list of those items of expenditure exceeding budget estimates for the period by 10% or £500 was considered. Members discussed various elements of income and expenditure and noted that, given the current position, Council was projected to outturn on budget.

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

417. MEETINGS SCHEDULE 2016/17

Members noted that Council had requested that the Finance & General Purposes Committee to consider reducing the number of its meetings during the 2016/17 Municipal Year and amend the Meetings Schedule accordingly (Minute #297 of 2015/16 refers).

Members considered how Committee's regular work programme could be balanced across a revised schedule of meetings every other month rather than 10 times per year.

It was RESOLVED that the approved schedule be amended so that the Financial & General Purposes Committee would meet six times during the 2016/17 Municipal Year on the 4th Wednesday in the months of May, July, September, November, January and March.

418. CLOSURE

The meeting was closed at 8.45pm. The next meeting was noted as being scheduled for 24 February 2016 at 7.30pm.

Date: _____

Chairman: _____

AGENDA ITEM 5: ACCOUNTS FOR JANUARY 2016

A summary Income & Expenditure Report to 31 January 2016 is shown below with a detailed report provided at **Appendix A**.

10/02/2016		Felixstowe Town Council			Page No 1		
12:12		Summary Income & Expenditure by Budget Heading 10/02/2016					
Month No : 10		Committee Report					
		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Finance & General Purposes</u>							
Expenditure		209,072	261,654	52,582	0	52,582	79.9 %
Income		560,117	562,021	-1,904			99.7 %
Net Expenditure over Income		-351,045	-300,367	50,678			
<u>Assets & Services</u>							
Expenditure		176,513	260,988	84,475	0	84,475	67.6 %
Income		91,153	109,371	-18,218			83.3 %
Net Expenditure over Income		85,360	151,617	66,257			
<u>Civic & Community</u>							
Expenditure		99,118	110,316	11,198	0	11,198	89.8 %
Income		11,633	4,000	7,633			290.8 %
Net Expenditure over Income		87,485	106,316	18,831			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure		484,703	632,958	148,255	0	148,255	76.6 %
Income		662,903	675,392	-12,489			98.2 %
Net Expenditure over Income		-178,199	-42,434	135,765			

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 ten full months in to the year, for overall expenditure to be around 83.3%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 91.7%). Total expenditure for the first nine months stood at 76.6% Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

Cost Centre 101 - Administration

4441 Telephone & Internet (112.4%)

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 (46.2%)

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: No further action.

Cost Centre 201 - Town Hall

4110 Rates (98.9%)

Rates are paid over 10 months only. Now complete.

Recommendation: No further action

1000 Hirings (70.7%)

A further £75 (5%) invoiced, awaiting payment.

Recommendation: Continue to monitor.

1030 Leases, Rents & Licences (72.4%)

A further £520.83 (7%) invoiced, awaiting payment.

Budget set for 1 year Resort team lease, only renewed for 3 months.

Recommendation: No further action.

Cost Centre 202 - Walton Community Hall

4110 Rates (98.1%)

Rates are paid over 10 months only. Now complete.

Recommendation: No further action

Cost Centre 203 – Broadway House
<p>1030 Leases, Rents & Licences (0.0%) Annual sum invoiced in February. Recommendation: No further action.</p>
Cost Centre 204 – Cemetery
<p>4110 Rates (97.8%) Rates are paid over 10 months only. Now complete. Recommendation: No further action</p>
<p>1100 Interment Fees (80.8%) Further £6,335 (14%) invoiced, awaiting payment Recommendation: Continue to monitor.</p>
<p>1120 Purchase of Graves (36.1%) No invoices outstanding. Recommendation: Continue to monitor.</p>
<p>1140 Upkeep of grave spaces (52.6%) No invoices outstanding. Recommendation: Continue to monitor.</p>
Cost Centre 301 – Civic & Community
<p>4095 Honoraria (100.0%) Paid in full in August for 2015/16. Recommendation: No further action.</p>
<p>4505 Mayoral Allowance (100.0%) Paid in full at start of Municipal Year. Recommendation: No further action.</p>
<p>4530 Civic Events (was Civic Service) (180.7%) Cost of Civic Service higher than budget estimated for 2015/16. Civic Carol Service also charged to this code, name of budget changed accordingly. No further action necessary - Council approved increase to provision for 2016/17.</p>
<p>4600 CCTV (100%) Cost of annual maintenance contract paid in full for 2015/16. Recommendation: No further action.</p>
<p>4645 Christmas Lights (93.1%) Annual provision for Christmas Lights paid in full in advance. Recommendation: No further action.</p>

Cost Centre 302 – Section 137 Expenditure
4620 Annual Grants (100.0%) Complete. <i>Recommendation: No further action.</i>
Cost Centre 303 – Felixstowe in Flower
4170 Repairs and Maintenance (96.5%) Front loaded cost of repairs and maintenance for Felixstowe in Flower. <i>Recommendation: No further action.</i>
Cost Centre 305 – Community Fund Projects
4625 Felixstowe Harwich Ferry (100.0%) Paid over at start of Financial Year. <i>Recommendation: No further action.</i>
4630 Level 2 (100.0%) Paid over at start of Financial Year. <i>Recommendation: No further action.</i>
4670 Felixstowe Forward (100.0%) Paid in full for the year. <i>Recommendation: No further action.</i>

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

AGENDA ITEM 6: INTERNAL AUDIT – QUARTER THREE REPORT

The Internal Audit Report for the Quarter ending 31 December 2015 is attached at **Appendix B.**

There are no recommendations.

Committee is requested to consider the attached quarterly Internal Audit Report for the period ending 31 December 2015 and make recommendations to Council for any action it deems necessary.

AGENDA ITEM 7: INVESTMENT POLICY & STRATEGY

Council is required to review its Investment Policy & Strategy annually. The existing strategy is out of date and a new draft has been prepared at **Appendix C** for consideration.

Committee is requested to consider the attached Investment Policy & Strategy and make recommendations to Council for any action it deems necessary

AGENDA ITEM 8: COMMUNITY EMERGENCY PLANNING

Cllrs S Gallant and A Smith are the Town Council's nominated Emergency Scheme Representatives. However, like many authorities in the district, Felixstowe Town Council does not currently have a Community Emergency Plan.

A Community Emergency Plan (CEP) can help a community prepare for an emergency and reduce its impact.

The community plan is the focus of the community's steps to become better prepared. It is a written document detailing the steps the community will take before, during and after an emergency incident. The overall aim of the community plan is, where possible, to help reduce the risk of harm to persons and damage to property within the community.

Usually a local town or parish council take the lead in preparing a CEP and overseeing its use in an emergency so anyone in the community can get involved.

A community plan may be produced for specific emergency incidents in mind, such as; flooding, snow or fire. Or, it could be a general emergency plan to cover any events.

Putting together a plan will help local authorities take basic steps to identify:

- What resources we have in the community, such as 4x4 vehicles, people with useful skills and local knowledge.
- Where to go to if there is an immediate need to evacuate and take shelter;
- How to mobilise those resources and who to contact.

There are no right or wrong ways of creating a community plan. It is a unique document created by the community for the community.

Town Councillors have expressed an interest in joining a small Working Group to develop a CEP for Felixstowe and to also consider business continuity for the Town Hall in emergencies.

Committee is requested to consider setting up a Working Group to progress a Community Emergency Plan and report back to this Committee with its recommendations.

AGENDA ITEM 9: FINANCIAL REGULATIONS 2016/17

Following feedback from County Officers, Member Councils, and Legislative changes NALC's Model Financial Regulations (MFRs) have been amended to take account of the following:

1. MFR 1.6 has been amended to provide for the possibility of disciplinary action in the event of breach of the Regulations, rather than a definitive statement as to gross misconduct;
2. MFR 6.4 has been re-written to apply more generally than merely in respect of disclosable interests; and,
3. Incorporation of the specific requirements of The Public Contracts Regulations 2015 in MFR 11.

The recommended changes to Council's current Financial Regulations are shown (as tracked) at **Appendix D**.

Councils Standing Orders will be reviewed at the next meeting and updated in accordance with these Regulations where appropriate.

Committee is requested to review its Financial Regulations in accordance with these recommendations for onward referral and approval by Council.

AGENDA ITEM 10: INSURANCE REVIEW

Council's insurance is arranged through its broker, WPS, and provided by Aviva.

Insurance cover is provided, in accordance with Council's Risk Management Policy, to the following levels:

- (a) **Protection of physical assets:** All physical assets are insured.
- (b) **Public Liability:** The Council has a Public Liability Insurance of £10,000,000. It has also personal accident liability cover for employees, members and volunteers under the above policy.
- (c) **Employers Liability:** The Council has an Employers Liability Insurance of £10,000,000
- (d) **Loss of cash:** Insured to the sum of £2,000
- (e) **Fidelity guarantee:** Insured to the sum of £1,500,000
- (f) **Libel and Slander:** Insured to the sum of £250,000
- (h) **Office equipment:** Insured to the value of £58,600
- (i) **Personal accident:** Insured to standard contingencies

Council is nearing the end of year two of a three year agreement with WPS. Insured risks may be changed at any time within that period. There is no charge to change the risks but the insurance premium may change accordingly.

WPS have offered renewal terms for 2016/17 as follows:

1. Renewal within the existing Longer Term Agreement (which expires in 2017) at £7,557.07; or,
2. Renewal within a new three year LTA at £7,206.59 (which represents a 5% discount).

If the new three year agreement is taken up, Council is also able to take advantage of an offer for a free buildings valuation service offered by Barrett Corp Harrington.

Additional insurance provision has been acquired to cover the hired-in plant equipment at a cost of £547.50 (inc. 9.5% insurance premium tax) for 2016/17.

Furthermore, an endorsement has been added to the Council's Motor insurance policy for the use of any hire-in plant vehicle. The terms of the renewal premium from the Motor insurers are not usually released until 3-4 weeks before the renewal date (as there could be new claims, for example, which would affect the renewal premium), but if there are no claims or changes to the vehicle schedule, WPS estimate that the renewal premium would be £640.57 (inc. insurance premium tax).

These policies are payable separate to the Council's general insurance policy. Council has budgeted £8,500 for insurance for 2016/17.

Members are requested to consider entering in to a new three-year agreement with WPS and, on confirming the adequacy of its arrangements for insurance cover in respect of all insured risks, make any recommendations to Council.