

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Felixstowe Town Hall on Wednesday 17 July 2019 at 7.30pm**

PRESENT: Cllr S Gallant (Chairman) Cllr S Bird
Cllr M Richardson (Vice-Chairman *in the Chair*) Cllr M Deacon
Cllr N Barber Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)

At the direction of the Chairman, Cllr S Gallant, the Vice-Chairman Cllr M Richardson took the chair for the meeting.

139. PUBLIC QUESTIONS

There were none.

140. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr D Savage, Cllr A Smith and Cllr K Williams.**

141. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as a Members of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

142. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 29 May 2019 be signed by the Chairman as a true record.

143. BUDGET MONITORING TO 30 APRIL 2019

Committee received the budget monitoring report to 30 June 2019. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

RESOLVED that the budget monitoring report to 30 June 2019 be approved, with no other action required at this time.

144. COUNCIL INVESTMENTS

Committee noted that Council's 1-Year Investment Bond of £500,000 with Close Brothers Savings matured on 16 July 2019, receiving interest of £6,000.01. Members considered investment options in accordance with Council's Investment Policy and Strategy and agreed that a re-investment for a 1 year bond with Close Brothers at a rate of 1.25% to be a good investment providing security, appropriate liquidity and yield.

RESOLVED that

- i. the interest for the past year 16 July 2018 – 16 July 2019 of £6,000.01 be returned to the Town Council Tracker account as part of the budgeted interest for 2019/20.**
- ii. The sum of £500,000 be re-invested in a 1-year Investment Bond with Close Brothers Savings.**

145. BUSINESS PLAN REVIEW STEERING GROUP

Cllr M Richards gave a verbal update on the first meeting of the Business Plan Review Steering Group which took place earlier that afternoon. The meeting was attended by all steering group members, Cllr M Richardson, Cllr M Morris, Cllr D Savage, Cllr A Smith, Cllr K Williams, the Town Clerk and Deputy Town Clerk.

The timeline for the development of the 2020-2024 Business Plan is as follows:

11 December 2019	F&G reviews first draft
22 January 2020	F&G reviews final draft for recommendation to Council
11 March 2020	Business Plan approved by Council

The group considered both in house and using an external facilitator to help with the Business Planning process, and enquiries are being made for a facilitator to run three one-hour workshops to help Councillor and staff develop key issues and priorities for the Council.

A condensed survey which will be fairly prescriptive, will be circulated via the Magazine, online via Council's website, and will be available at the library and through local community Groups. The Youth Forum and in particular Academy students will also be asked to complete the survey. This data will also help to inform the Business Planning process.

Feedback from the recent Felixstowe Horizons Engagement event will also be used.

RESOLVED that verbal report from the Business Plan Review Steering Group be noted.

146. BUDGET FOR VE DAY 75TH ANNIVERSARY

Committee noted the detailed report on suggestions for the VE Day 75th Anniversary on 8th May 2020. Though it was understood that a full weekend of celebrations was being considered, Members felt that a well-organised single-day event could offer ample opportunity to appropriately mark the occasion. In consideration of the time required to lead the organisation of a large-scale event, and the associated pressure on staff resources, Members were concerned that the Town Council should instead be supporting a community-led event. However, Committee were happy for the Council to facilitate arrangements by providing a venue for planning meetings and through the support of Council officers. Following a discussion on funding, Members agreed that it would be a good use of the surplus in this year's insurance budget to help fund an event for the VE Day 75th Anniversary.

It was RESOLVED that

- i. a virement of £3,500 be made from the unused Insurance budget 4464/101 to the Remembrance Budget 4531/301; and,**
- ii. Council's Civic & Community Committee be advised to use these funds to support the community organisation of a VE Day 75th Anniversary event.**

147. BROADWAY HOUSE ENTRANCE DOORS

Committee considered the quotes that had been brought to the table and noted that a request to Orwell Housing had been made to see if they could support half of the cost of the repair to the doors.

A discussion took place regarding as to the need for electrically operated automatic doors, given that Council had recently declared a climate emergency. The Clerk advised that Broadway House was used by many elderly people, some of whom relied on the use of wheelchairs. As such, the aid of an automatic door was considered essential in this instance. It was also noted that an automatically closing door would help to contain heat within the building.

It was RESOLVED that as it was an urgent requirement to repair the external front doors at Broadway House, a maximum of £2,999 + VAT be taken from the Broadway House Earmarked Reserve 9050/900 and this be reported to both Assets & Services and Council for formal approval.

148. HONORARY FREEMEN/FREEWOMAN POLICY

Committee considered the Honorary Freeman/Freewoman Policy and discussed the merits of introducing the policy alongside the existing Mayor's Awards which are given as part of the Council's Civic Awards at the Annual Town Meeting.

Members felt that the introduction of an Honorary Freeman/Freewoman scheme could diminish the significance of the Mayor's Awards.

It was RESOLVED that an Honorary Freeman/Freewoman Policy should not be introduced at this time.

149. CLOSURE

The meeting was closed at 8.10pm. The next meeting was noted as being scheduled for Wednesday 23 October 2019 at 7.30pm.

Date: _____

Chairman: _____