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9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## TO ALL MEMBERS OF THE FINANCE & GOVERNANCE COMMITTEE

Cllr M Deacon (Chairman)  
Cllr D Rowe (Vice Chairman)  
Cllr D Aitchison  
Cllr S Bennett  
Cllr S Bird

Cllr M James  
Cllr M Sharman  
Cllr D Underwood  
Cllr S Wiles

You are hereby summoned to attend a meeting of the **FINANCE & GOVERNANCE COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE** on **Wednesday 24 May 2023** at **7.30pm** for the transaction of the following business:

### **Public Attendance**

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

*There is a limit to the number of public attending in-person. If you wish to attend in person, please email [townclerk@felixstowe.gov.uk](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

**Members of the public are very welcome join via Zoom using the following link: <https://us02web.zoom.us/j/83090518311>** . Alternatively, you may join via the meeting ID 830 9051 8311 or over the telephone by calling 0131 460 1196 Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

*Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.*



*The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.*

**Ash Tadjrishi**  
Town Clerk  
19 May 2023

For information (via email):

All Town Councillors  
Local Press



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

- 1. Public Question Time**  
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Committee on any relevant matters.
- 2. Apologies for Absence**  
To receive any apologies for absence.
- 3. Declarations of Interest**  
To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**  
To confirm the Minutes of the Finance & Governance Committee meeting held on 23 March 2023 as a true record. **(Pages 4-6)**
- 5. Internal Audit Report: Full Year 2022/23**  
To receive the Full Year Internal Audit report for 2022/23 taking place on Monday 22 May. **(Page 7 & Report to follow)**
- 6. Review of Internal Audit Effectiveness**  
To review the effectiveness of Council's appointed Internal Auditor and make any recommendations to Council. **(Pages 7-8)**
- 7. Annual Governance Statement and Annual Return 2022-23**  
To consider the Accounts, Annual Governance Statement and Annual Return for 2022-23 for onward referral to Council. **(Page 9 & AGAR to follow)**
- 8. Budget Monitoring to 30 April 2023**  
To receive budget monitoring report to 30 April 2023 and consider any actions deemed necessary. **(Pages 10-12 & Appendix A)**
- 9. Quarterly Bank Reconciliation**  
To note that the appointed Councillor confirmed the reconciliation between the actual bank statement and Scribe accounts for the period 1 April 2022 – 31 March 2023. **(Verbal confirmation)**
- 10. Statement of Internal Control 2023/24**  
To review the Council's Statement of Internal Control and make any recommendations to Council. **(Page 13 & Appendix B)**
- 11. Annual Report 2022/23**  
To approve and adopt the Annual Report of the Town Council for the Municipal Year 2022-23. **(Page 13 & Report to follow)**
- 12. CIL update Report**  
To receive a report on CIL and to appoint representatives to the CIL Working Group. **(Page 14-18)**

**13. Closure**

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 12 July 2023 at 7.30pm.



**467. BUDGET MONITORING TO 28 FEBRUARY 2023**

Committee received the budget monitoring report to 23 February 2023. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

**It was RESOLVED that the budget monitoring report to 28 February 2023.**

**468. 2022/23 OUTTURN PROJECTION**

Committee received and reviewed an outturn projection against budget for 2022/23.

Members discussed the cost of the range of provision of services being provided by the Council and the community benefit provided. The Clerk reported to Committee that, despite being set at a time before the impact of recent inflationary pressures such as fuel cost increases were fully anticipated, the Council's budgeted yearend outturn deficit was expected to be around £30,000 less. It was also acknowledged that Felixstowe Town Council remained one of the lowest charging town councils in East Suffolk per Band D ratepayer.

**RESOLVED the report on the projected outturn for the year 2022/23 be noted.**

**469. ACTION PLAN 2023-24**

Committee noted the difficulty in quantifying the aims proposed in the Climate Action Plan, particularly in relation to carbon reduction.

**It was RESOLVED that the Action Plan 2023/24 be noted and accepted.**

**470. TERMS OF REFERENCE 2023/24**

Committee considered Terms of Reference for the forthcoming Municipal Year 2023/24.

**It was RESOLVED that the Terms of Reference for 2023/24 be recommended to Annual Council for adoption as presented.**

**471. STANDING ORDERS 2023/24**

Committee reviewed the Council's Standing Orders for 2023/24.

**It was RESOLVED that Standing Orders for 2023/24 be recommended to Annual Council meeting for adoption as presented.**

**472. FINANCIAL REGULATIONS 2023/24**

Committee reviewed the Council's Financial Regulations for 2023/24. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

**It was RESOLVED that:**

- i. the Financial Regulations for 2023/24 be recommended to the Annual Council meeting for adoption as presented; and,**
- ii. the continued use of BACS also be recommended to Council.**

**473. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER**

Committee considered Council's Risk Management Policy and Financial Risk Register for 2023/24.

**It was RESOLVED that the Risk Management Policy and Financial Risk Register be recommended to the Annual Council meeting for adoption as presented.**

**474. COMPLAINTS PROCEDURE 2023/24**

Committee reviewed the Council's Complaints Procedure for 2023/24.

**It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for re-adoption in 2023/24 with no changes.**

**475. FREEDOM OF INFORMATION AND PUBLICATION SCHEME 2023/24**

Committee reviewed the Publication Scheme based on the Information Commissioner's Office (ICO) model publication scheme, and the schedule of information available from Felixstowe Town Council.

**RESOLVED that the ICO model publication scheme be recommended to Annual Council for re-adoption without change for 2023/24.**

**476. CLOSURE**

The meeting was closed at 8.18pm. The next meeting was noted as being scheduled for Wednesday 24 May 2023 at 7.30pm.

## **AGENDA ITEM 5: INTERNAL AUDIT REPORT: FULL YEAR 2022/23**

The Internal Audit for the year ending 31 March 2023 is due to take place on Monday 22<sup>nd</sup> May 2023 and the signed report will be circulated to members once received Monday evening. Copies will be made available also at the meeting.

The Internal Auditor will complete page 3 of the Council's Annual Governance and Accountability Return (AGAR). The completed AGAR will go to Council in June to be signed by the Mayor and then submitted to the External Auditors by the deadline of 3 July 2023.

**Committee is requested to consider the final Internal Audit Report for the year 1 April 2022 - 31 March 2023 and make any recommendations to Council it deems necessary.**

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## **ITEM 6: REVIEW OF INTERNAL AUDIT EFFECTIVENESS**

The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective. Mr Colin Poole, as appointed by the Suffolk Association of Local Councils (SALC), has acted as the internal auditor to Felixstowe Town Council since October 2015. SALC have been providing internal audit services to the Town Council since December 2012.

Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. The Council is required to sign the Annual Governance Statement (on the annual return - AGAR submitted to the external auditor) to evidence that this review has been undertaken. This item is to let members know that this item will go to the next Ordinary Council meeting.

### **Review of effectiveness of internal audit**

Paragraph 4.22 of "Governance and Accountability for Smaller Authorities in England – a Practitioner's Guide (March 2019)" states that the "*review should be designed to assure the authority that it has maintained the standards of an adequate and effective internal audit of its risk management, control and governance processes. It should include, as a minimum, making an assessment of each of the following:*

- *the scope of internal audit;*
- *independence;*
- *competence;*
- *relationships with the clerk and the authority; and*
- *audit planning and reporting.*

The Council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the Council's internal controls and its management of risk.

An assessment against the above criteria is provided, as follows, to assist Council in reviewing the effectiveness of the Town Council's internal audit arrangements:

**Scope of Internal Audit:** *It is a matter for the authority to determine the necessary scope and extent of its internal audit. When securing an internal audit service, the authority should make sure that it is proportionate to the needs, size and the circumstances of the authority.*

The scope of the internal audit work carried out by Mr Poole follows that which was suggested in paras. 4.14-4.17 of the “Governance and Accountability for Local Councils – a Practitioner’s Guide 2019.”

**Independence:** *Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in or responsibility for the financial decision making, management or control of the authority, or with the authority’s financial controls and procedures.*

Mr Poole is not involved in the Council’s financial controls, procedures or decision making.

**Relationships with the Clerk and the Authority:**

Mr Poole is not related to, nor associated with, any Member of the Council, its staff or the Clerk. The internal auditor has direct access to the Council should they think this necessary.

**Competence:** *There are various ways for an authority to source an internal audit service, for example, appointing a local individual administered by a local association or branch of NALC, SLCC or ADA. An individual will need to demonstrate adequate independence and competence to meet the needs of the authority.*

Mr Poole has extensive experience of carrying out audit work for parish councils across Suffolk on behalf of the Suffolk branch of the National Association of Local Councils.

**Audit Planning and Reporting:** *The minimum reporting requirement for internal audit to the smaller authority is met by completing the annual internal audit report on page 3 of the Council’s Annual Governance and Accountability Return.*

In addition to completing the annual internal audit report on the annual return, the SALC internal auditor prepares a report in their own name following completion of each internal audit. Each audit report is presented to the Council’s Finance & Governance Committee and any recommendations are reviewed and considered at that time. Any actions taken prior to the meeting, such as may be appropriate under delegated authority or for matters of urgency, are reported to the Committee at this time. Any actions to be taken on the recommendations made are recorded in the minutes of the meeting and reported to Council for approval, if required.

An internal audit of Felixstowe Town Council was carried out twice during 2022/23 on a half-yearly basis.

**Committee is requested to review the effectiveness of the internal audit and recommend appropriate arrangements to Council for 2023/24.**



## **ITEM 7: ANNUAL GOVERNANCE STATEMENT AND ACCOUNTABILITY RETURN FOR 2022/23**

The Annual Governance Statement and Accountability Return (AGAR) for 2022-23 is being prepared for submission.

Council's Full Year Internal Audit for 2022-23 is due to be carried out on 22 May (see Item 5 above), page 3 of the Annual Governance and Accountability Return will be completed and signed by the Internal Auditor on that date.

Once completed, and signed off by the Internal Auditor and Town Clerk, the AGAR will be circulated to all Members of the Committee and provided at the meeting for onward referral to Council.

**Committee is requested to receive the Annual Governance Statement and Accountability Return for 2022/23 for onward referral to Council on 21<sup>st</sup> June 2023.**

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## ITEM 8: BUDGET MONITORING TO 30 APRIL 2023

A summary Income & Expenditure Report to 30 April 2023 is shown below with a detailed report provided at **Appendix A**.

1 April - 30 April 2023 (2023 - 2024)

### **Felixstowe Town Council Summary of Receipts and Payments Summary - All Cost Centres**

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
101 Administration	637,129.00	47,789.29	-589,340	7.50%	332,113.00	35,751.09	296,362	10.76%
201 Town Hall	23,500.00	644.79	-22,855	2.74%	87,632.00	4,061.93	83,570	4.64%
202 Walton	8,000.00	485.00	-7,515	6.06%	12,875.00	1,187.75	11,687	9.23%
203 Broadway House	2,650.00		-2,650	0.00%	11,192.00	735.07	10,457	6.57%
204 Cemetery	82,792.00	1,720.00	-81,072	2.08%	209,982.00	16,191.49	193,791	7.71%
205 Allotment	17,000.00	0.00	-17,000	0.00%	40,692.00	2,992.92	37,699	7.36%
206 Parks & Recreation	0.00	2,520.00	2,520	N/A	11,400.00	2,520.00	8,880	22.11%
301 Civic & Community	4,191.00	0.00	-4,191	0.00%	33,828.00	6,798.67	27,029	20.10%
302 Grants	0.00	0.00	0	N/A	38,700.00	11,200.00	27,500	28.94%
303 Felixstowe in Flower	6,000.00	0.00	-6,000	0.00%	8,900.00	2,565.40	6,335	28.82%
304 Communication	8,000.00	0.00	-8,000	0.00%	21,000.00	0.00	21,000	0.00%
305 Community Projects	0.00	0.00	0	N/A	11,000.00	11,000.00	0	100.00%
<b>NET TOTAL</b>	<b>789,262.00</b>	<b>53,159.08</b>	<b>-736,102.92</b>	<b>6.74%</b>	<b>819,314.00</b>	<b>95,004.32</b>	<b>724,309.68</b>	<b>11.60%</b>

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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 one month in to the year, for overall expenditure to be around 8.3%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 9.2%). Total expenditure for the first month stood at 11.6%, as several items are paid upfront ie Insurance and Subscriptions.

Explanatory notes and any recommended action for individual qualifying items in **Appendix B** are shown below.

<b>Cost Centre 101 - Administration</b>
<p><b>4460 Subscriptions (68%)</b> Front loaded payments - SALC &amp; ICCM subscriptions paid to year <b>Recommendation: No action.</b></p>
<p><b>4464 Insurance (104%)</b> Full year payment up front. <b>Recommendation: No action.</b></p>
<p><b>4481 IT Maintenance &amp; Software (17%)</b> Front loaded - Scribe Accounting Software <b>Recommendation: Continue to monitor on a monthly basis</b></p>

<b>Cost Centre 201 - Town Hall</b>
<p><b>4110 Rates (9.7%)</b> Rates are paid over 10 months only. <b>Recommendation: No action.</b></p>
<p><b>4120 Gas (22%)</b> Gas costs expecting to wane after window refurbishment, increasing efficiency. <b>Recommendation: Continue to monitor</b></p>
<p><b>4155 Cleaning Materials (9%)</b> Hand towels and gloves ordered in bulk. <b>Recommendation: Continue to monitor</b></p>
<p><b>1001 Hirings (0%)</b> £218 Invoiced awaiting payment <b>Recommendation: Continue to monitor</b></p>
<b>Cost Centre 202 – Walton Community Hall</b>
<p><b>4111 Rates (10.2%)</b> Rates are paid over 10 months only. <b>Recommendation: No further action</b></p>
<p><b>4122 Electricity (11%)</b> Electricity increase due to large amount of regular hirers. <b>Recommendation: Continue to monitor</b></p>
<p><b>4171 Repairs &amp; Maintenance (19%)</b> New Walton Tables purchased, partially accrued for. <b>Recommendation: Continue to monitor</b></p>
<b>Cost Centre 203 – Broadway House</b>
<p><b>1030 Leases, Rents &amp; Licences (0.0%)</b> Annual receipt to be invoiced in July. <b>Recommendation: No further action.</b></p>
<p><b>4010 Employee National Insurance (10%)</b> <b>Recommendation: No further action</b></p>
<b>Cost Centre 204 – Cemetery</b>
<p><b>4014 Employee Pension Contributions (11%)</b> <b>Recommendation: No further action</b></p>
<p><b>4112 Rates (11%)</b> Rates are paid over 10 months only. <b>Recommendation: No further action</b></p>
<p><b>4300 Vehicle Running Costs (10%)</b> Some costs are front loaded e.g. Vehicle Tax paid for the year. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>1032 Mobile Phone Mast (0.0%)</b> Paid annually, invoiced in June. <b>Recommendation: No further action</b></p>

<p><b>1100 Interment Fees (3%)</b>  £5,803 invoiced and awaiting payment.  <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>1120 Purchase of Graves (2%)</b>  £7,095 invoiced and awaiting payment.  <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>1130 Memorials (2%)</b>  £4086 invoiced and awaiting payment.  <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>Cost Centre 205 – Allotments</b></p>
<p><b>1080 Allotment Rents (0%)</b>  Majority of Allotment rents are billed annually in September.  <b>Recommendation: No further action</b></p>
<p><b>Cost Centre 301 – Civic &amp; Community</b></p>
<p><b>1800 Agency Income (0%)</b>  CCTV contribution from ESC, invoice in July.  <b>Recommendation: No further action</b></p>
<p><b>4645 Christmas Lights (100%)</b>  Paid for the year.  <b>Recommendation: No further action</b></p>
<p><b>Cost Centre 302 – Grants</b></p>
<p><b>4620 Annual Grants (82%)</b>  Annual Grants Paid 23-24  <b>Recommendation: No further action</b></p>
<p><b>Cost Centre 303 – Felixstowe in Flower</b></p>
<p><b>1810 Donations &amp; Sponsorship (0%)</b>  Sponsors currently being contacted/invoiced  <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>Cost Centre 304 – Communication</b></p>
<p><b>1810 Donations &amp; Sponsorship (5%)</b>  Advertisements for Magazine.  <b>Recommendation: Continue to monitor on a quarterly basis.</b></p>
<p><b>Cost Centre 305 – Community Fund Projects</b></p>
<p><b>4625 Felixstowe Harwich Ferry (100%)</b>  Paid over at start of Financial Year.  <b>Recommendation: No further action.</b></p>
<p><b>4630 Level 2 (100%)</b>  Paid over at start of Financial Year  <b>Recommendation: No further action.</b></p>

**Committee is requested to consider the budget monitoring report to 30 April 2023 and decide on any action it deems necessary.**

## **ITEM 10: STATEMENT OF INTERNAL CONTROL 2023/24**

The Accounts and Audit Regulations 2015 states that a Council must ensure that it has a sound system of internal control which

- facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- ensures that the financial and operational management of the authority is effective; and
- includes effective arrangements for the management of risk.

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The Council must operate an overall system of internal control appropriate to its expenditure and activity. As part of its system of internal control, the Council arranges for an internal audit where someone, other than the Responsible Financial Officer (RFO) and acting independently of the Council, scrutinises the Council's financial systems.

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council Members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

Council's Statement of Internal Control for the year ending 31 March 2023 is shown at **Appendix B**.

**Committee is requested to review and recommend to Council, its Statement of Internal Control for the 2023/24 financial year.**

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## **ITEM 11: 2022/23 ANNUAL REPORT**

The Annual Report is produced every year to capture the work carried out in the previous Municipal Year. The Report, which is being finalised, will be circulated prior to the meeting and tabled for review.

**Committee is requested to review, and recommend to Council, the Annual Report of the Town Council for the Municipal Year 2022-23.**

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## **ITEM 12: CIL UPDATE REPORT**

Following the elections, Committee is requested to review and appoint Members to the CIL Working Group to enable its work to continue. The Working Group consisted of seven Councillors plus the Town Clerk and Deputy Town Clerk. Returning Councillors D Aitchison, N Barber, S Bennett, and M Morris were all Members of the Working Group last term.

### **Background to CIL**

The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008, as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010. It has not replaced s106 which is still required for Affordable Housing and site-specific mitigation.

CIL is paid to East Suffolk Council by developers on commencement of development and usually in instalments. It can take two years before all instalments are paid. Once CIL has been received it is split in the following way as per the CIL Regulations:

- Administration – 5% CIL is retained by East Suffolk to pay for systems and salaries of staff that manage CIL collection and spend processes;
- Neighbourhood CIL –15%\* is currently what Felixstowe Town Council receives of the total CIL received in the previous 6 months and is paid in April and October each year. Where a neighbourhood plan is made in the town or parish, then this proportion is increased to 25% for any development where planning permission was granted after the neighbourhood plan was made. \*the 15% is subject to a 'cap' at £100 (indexed) per council tax dwelling in the parish area;
- District CIL - The rest of the CIL goes to the District Infrastructure CIL Fund which is then allocated to infrastructure projects that make the development in the area sustainable – e.g. extensions to schools and health. This may be spent on infrastructure projects identified in the Local Plan's Infrastructure Delivery Framework or through bids received.

For further information go to <https://www.eastsuffolk.gov.uk/planning/developer-contributions/community-infrastructure-levy/>

### **What can CIL potentially be spent on?**

Regulation 59c of the CIL Regulations 2010 (as amended) states that the parish councils must spend Neighbourhood CIL on:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area.

See <https://www.eastsuffolk.gov.uk/assets/Planning/Community-Infrastructure-Levy/Parish-Support/Infrastructure-List-for-Town-and-Parish-Councils.pdf> for details of the infrastructure items which can be provided or maintained by Parish and Town Councils.

Each CIL payment is put in an Earmarked Reserved marked for the financial year it is received in, and Felixstowe Town Council intends to spend them on suitable projects within the five-year timescale allowed by legislation.

### **Actions so far**

CIL has been used so far as follows:

- 2019 £27,807.79 towards the upgrade of play equipment at three play areas in Felixstowe. Gosford Way & Allenby Park fully refurbished with a range of items suitable for toddlers, juniors and teenagers and Cavendish Park gained a Multi-Use Games Area aimed at Teenagers.
- 2021 £10,000 Felixstowe Allotment Association towards their community hut project.
- 2023 £10,000 agreed to go towards the Felixstowe Lions Club relocation.

The table below shows CIL payments received and spent so far (years struck through are complete/spent):

<b>Year</b>	<b>CIL Received</b>	<b>CIL spent</b>	<b>Balance</b>
2016/17	£910.67	£0	£910.67
2017/18	£26,896.79	£0	£27,807.46
2018/19	£4,057.15	£27,807.79	£4,056.82
2019/20	£30,245.03	£0	£34,301.85
2020/21	£17,291.40	£0	£51,593.25
2021/22	£77,289.65	£10,000	£118,882.9
2022/23	£116,511.36	(£10,000) committed to be paid	£225,394.26
2023/24	£46,843.92 (1 of 2)		£272,238.18
<b>Total to date</b>	<b>£320,045.97</b>		<b>£272,238.18</b>

The CIL Working Group has been meeting to consider ideas from the community. Consultation included an article in the Town Council Magazine asking for ideas for infrastructure improvements in Felixstowe; Emails sent to over 150 community groups asking for ideas for infrastructure improvements in Felixstowe and ideas received from Felixstowe BID derived from feasibility study work and consultation. The ideas collected were put into priority order by the working group, and some new ideas have also been received since. Some of these ideas have come from Council's Climate Emergency Working Group which since declaring its Climate Emergency in 2019, remains a top priority for Council.

### **Consideration of potential future CIL Projects**

The working group discussed in broad terms the type of projects that they agreed the Town Council should consider in the form of:

- Achievability
- Appropriateness
- Purpose and Outcome
- Cost
- Priority

Members of the CIL Working Group felt that the projects chosen should be for Felixstowe Town Council to lead and should not ordinarily be used for projects that are the responsibility of other authorities. However, it was agreed that FTC should also be willing to work in partnership with other partners to support wider projects to happen.

The following is a list of projects put forward by the CIL Working Group, that are considered to be achievable, although not in order of priority. The list is not to be considered exhaustive or prescriptive at this stage and all potential projects will be subject to further consideration as to feasibility, cost and timeframe.

<b>Project Description</b>	<b>Community Impact</b>	<b>Partners</b>
Cemetery Extension and Langley Avenue Community Enhancement (FTC has £200,000 in an Earmarked Reserve). Next 2-3 years feasibility studies - Scout hut on our land and will need to move – ongoing discussion with SCC re Langley Playing field – possibly multi-functional building which can provide pavilion/community space.	Keeps the playing field as a community asset. Support enhanced community use.  Enables expansion of the Cemetery	Scouts/Foot ball Club/SCC
Paint the benches in different bright colours to give immediate impact at the Triangle, also refurbishing other street furniture around the town i.e. railings, benches, bike racks.	Brighten and smarten up the environment around the town.	BID, ESC, SCC
Play areas - 10 areas of which FTC own two (Allenby Park and Gosford Way). Play area Improvements (in particular at Seaton Road, Walton Rec and Langer Park . Planting of bulbs and blossom trees – any other places?) AT has spoken with ESC re S106 and their plan for their parks so will be an opportunity to review again.	To make play areas safer and the parks nicer environments for people to spend time in.	ESC
Upgrade of the Skateboard Park.	To ensure skate park is safe and a pleasant environment to skateboard in.	ESC
Town Centre Triangle - feasibility study to reconfigure and make it a multi-functional space. Need to think about cycling walking strategy and consider current plans re closure of road from Harvest house to carpark.	More user-friendly environment for centre of town.	SCC/ESC



New Walking/Cycling facilities.	Reduce Carbon footprint, health benefits of more exercise	SCC/ESC
Felixstowe School need some cycle storage – how about other schools in Felixstowe? Should SCC or school trusts be paying for this?	Reduce carbon footprint, health benefits for students and staff	SCC School trusts

The following projects have been taken off the list for the following reasons:

- Seafront ‘Active Zone’ enhancement (Trim Trail 2.0). Now being carried out by ESC.
- Improvements to area around Gulpher Pond. Members felt low community impact. Not appropriate to CIL.
- The Grove Woods, upkeep footpaths, information signage boards. Not on FTC land so more ESC responsibility. Should be captured under Felixstowe Garden Neighbourhood discussions.
- Allotment Improvements. FTC has a budget for this.

The following list contains projects that have not been ruled out or are longer term projects but should still stay on the list:

- Public Art/Sculpture
- Art and nature trails (note FTC is funding the Lost Creek Play Trail at Langer park 2022/23)
- Wallball court.
- Model Boating lake
- A bandstand
- Planting of bulbs and blossom trees on request on specific sites – may not be a case for CIL. (420 trees from Woodland Trust March 2023)

Larger projects that are likely to take longer :

<b>Project Description</b>	<b>Community Impact</b>	<b>Partners</b>
Electric Shuttle Bus	Reduces Carbon footprint. Helps transport people around the town.	SCC
Bike Pump track.	Improves health, activities for all not just used for bikes.	ESC

South Seafront Investment - specifically good lighting scheme – Could do with lights all the way to Cobbold’s Point.	Improves safety of people walking on the prom at night. Tourist attraction.	ESC/SCC
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**Next Steps**

Once Members have been appointed, the CIL Working Group to meet to develop a CIL Action Programme, reporting back to F&G for further consideration.

**Committee is requested to note the CIL update report, appoint Members to the CIL Working Group and decide on any action it deems necessary.**

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