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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 S Wiles

You are hereby summoned to attend a meeting of the **FINANCE & GOVERNANCE COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE** on **Wednesday 6 December 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 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://www.felixstowe.gov.uk/wp-content/uploads/2020/05/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
1 December 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 & General Purposes Committee meeting held on 25 October 2023 as a true record. **(Pages 3-6)**
- 5. Budget Monitoring to 30 November 2023**
To receive budget monitoring report to 30 November 2023 and consider any actions deemed necessary. **(Pages 7-10 & Appendix A)**
- 6. Budget Estimates 2024/25 (Draft)**
To consider draft budget proposals for 2024/25 following recommendations from Council's Assets & Services, Civic & Community and Personnel Committees and make any recommendations to Council. **(Pages 11-14 & Appendices B & C)**
- 7. Data Retention Policy**
To review Council's Data Retention and Disposal Policy and make any recommendations to Council. **(Page 14 & Appendix D)**
- 8. Business Plan 2024-2028**
To receive an update on the Business Plan process. **(Page 14)**
- 9. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 17 January 2024 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **FINANCE & GOVERNANCE COMMITTEE** meeting held at **Town Hall, Felixstowe on Wednesday 25 October 2023 at 7.30pm**

PRESENT: Cllr M Deacon (Chairman)
Cllr D Rowe (Vice-Chairman) Cllr M James
Cllr D Aitchison Cllr M Sharman
Cllr S Bird Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Financial Administration Assistant)

IN ATTENDANCE: One member of the public (*via Zoom*)

245. PUBLIC QUESTION TIME

There were none.

246. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bennett**.

247. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr M Deacon	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members of Suffolk County Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

248. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 12 July 2023 be signed by the Chairman as a true record.

249. BUDGET MONITORING TO 30 SEPTEMBER 2023

Committee received the budget monitoring report to 30 September 2023. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

The Financial Administration Assistant highlighted that water consumption and equipment purchases at the Cemetery were higher than anticipated on budget for this point.

It was RESOLVED that the budget monitoring report to 30 September 2023 be noted.

250. QUARTERLY BANK RECONCILIATIONS

It was confirmed that Cllr D Rowe, as the Council's nominated Quarterly Bank Reconciliation Signatory (*Minute #15 2023/24 refers*) had signed the reconciliation between the bank statement and Scribe accounts to confirm the amounts agreed each month.

RESOLVED that it be noted that the reconciliations between the bank statement and accounts statements for the period 1 April - 30 September 2023 had been reviewed and signed by Cllr D Rowe.

251. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

Committee noted that the External Audit for the Financial Year 2022/23 had been completed on 1 September 2023, with the External Auditor, PKF Littlejohn, having expressed the view that the information was in accordance with proper practices and no matters had come to attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Members recorded a vote of thanks to the Town Clerk, Deputy Town Clerk, and Finance Administration Assistant for their work in achieving Council's ongoing unqualified audits.

It was RESOLVED that:

- i. the Annual Governance & Accountability Return, including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 13 September 2023 and is available to view on the Financial Page of the Town Council website.**

252. IT EQUIPMENT UPDATE

Committee noted the report on the provision of IT equipment for Councillors.

It was RESOLVED that the report; and, expenditure of £4,974.53 from the IT Replacement Fund Earmarked Reserve which had been committed under Delegated Authority to the Town Clerk, be noted.

253. COMMUNITY INFRASTRUCTURE LEVY (CIL) ANNUAL REPORT

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2022/23.

RESOLVED that the Community Infrastructure Levy Annual Report for 2022/23 be approved as presented, published on the Council's website before 31st December 2023, and sent to East Suffolk Council.

254. BUSINESS PLAN 2024–28

The Town Clerk confirmed the dates and times of the two workshops taking place to help develop the Council's next 4-year Business Plan being held at Broadway House on Tuesday 7th November 7 – 9 pm and Wednesday 15th November 7 – 9pm.

The Clerk advised that the Business Plan Steering Group had a met with the appointed outside facilitator who would be supporting the workshops. All staff, as well as Councillors, were invited to attend these sessions. Anyone unable to attend can provide feedback on the questions that were attached to the agenda and had been circulated by email.

RESOLVED that the report on the Business Plan 2024 – 28 be noted.

255. NOTICE OF ELECTION FOR FELIXSTOWE SOUTH WARD

The election will take place on Thursday 23 November 2023, the Polling stations will be at St. John's and St. Edmunds with the Town Hall being used for the count afterwards.

The cost of the By-Election will come from the Elections Expenses Earmarked Reserves. The cost was currently unknown but would be reported in due course.

It was RESOLVED that:

- i. the report on the Notice of Election for Felixstowe South Ward be noted; and,**
- ii. The cost of the by-election be taken from the Elections Expenses Earmarked Reserve, the amount to be reported in due course.**

256. MEMBERS' ALLOWANCES & EXPENSES POLICY 2023–27

The Town Clerk updated members on the Parish Basic Allowance and the District Council's independent remuneration panel. The panel has been asked to consider suggesting an allowance for Parish Councillors. This is currently with SALC and the Town Clerk will update committee when there is more information on this. This is not urgent as it had been decided that a Member's allowance was not to be taken at this time, but if it is decided to investigate a member's allowance in the future then Council can consider the District Council's independent remuneration panel's recommendation.

Committee reviewed the updated Member's Allowance & Expenses Policy. Under eye tests if someone requires spectacles to use specifically for computer work then this cost could be reimbursed.

Under Subsistence, this should be amended to be set at HMRC level without receipts. Where receipts are provided, then the amount should be of up to £45. These expenses to be separate from the cost of overnight accommodation which, if required, would be arranged directly by the Town Hall.

Members discussed the email received regarding allowing mileage claims inside of the Parish of Felixstowe. Members discussed the small amounts that would be claimed and the work involved in processing the claims and agreed that the policy should not be amended to include this.

Under mileage, it was agreed that the rates be changed to standard rate.

It was RESOLVED that the Members' Allowances & Expenses Policy be recommended for approval at Ordinary Council as presented with the above amendments.

257. CLOSURE

The meeting was closed at 8.12pm. The next meeting was noted as being scheduled for Wednesday 6 December 2023 at 7.30pm.

AGENDA ITEM 5: BUDGET MONITORING TO 30 NOVEMBER 2023

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

1 April - 30 November 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	797,791.78	160,663	125.22%	332,113.00	225,872.07	106,241	68.01%
201 Town Hall	23,500.00	14,450.08	-9,050	61.49%	87,632.00	51,998.30	35,634	59.34%
202 Walton	8,000.00	6,596.73	-1,403	82.46%	12,875.00	8,139.72	4,735	63.22%
203 Broadway House	2,650.00	0.00	-2,650	0.00%	11,192.00	6,582.38	4,610	58.81%
204 Cemetery	82,792.00	51,292.80	-31,499	61.95%	209,982.00	133,592.63	76,389	63.62%
205 Allotment	17,000.00	15,700.08	-1,300	92.35%	40,692.00	24,134.52	16,557	59.31%
206 Parks & Recreation	0.00	2,520.00	2,520	N/A	11,400.00	5,658.03	5,742	49.63%
301 Civic & Community	4,191.00	3,095.50	-1,096	73.86%	33,828.00	21,113.10	12,715	62.41%
302 Grants	0.00	0.00	0	N/A	38,700.00	22,030.00	16,670	56.93%
303 Felixstowe in Flower	6,000.00	3,145.92	-2,854	52.43%	8,900.00	6,167.90	2,732	69.30%
304 Communication	8,000.00	3,855.00	-4,145	48.19%	21,000.00	10,533.75	10,466	50.16%
305 Community Projects	0.00	0.00	0	N/A	11,000.00	11,000.00	0	100.00%
NET TOTAL	789,262.00	898,447.89	109,185.89	113.83%	819,314.00	526,822.40	292,491.60	64.30%

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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 less. As the Council's budgets are not produced on a phased basis, the expectation is, being eight months in to the year, for overall expenditure to be around 66.67%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 73.34%). Total expenditure for the first eight months stood at 64.3%. Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

Cost Centre 101 - Administration
<p>4400 Stationery (146%) Boswell orders, printer paper increase in price Recommendation: No action.</p>
<p>4460 Subscriptions (94%) All annual subscriptions for 2023/24 now paid. Recommendation: No action.</p>
<p>4461 External Audit (100%) External Audit now paid. Recommendation: No action.</p>
<p>4464 Insurance (104%) Full year payment up front - overspend due to parks Recommendation: No action.</p>

<p>4464 IT Maintenance & Software (82%) Several frontloaded costs, not expecting to exceed budget Recommendation: No action.</p>
<p>Cost Centre 201 - Town Hall</p>
<p>4110 Rates (81%) Rates are paid over 10 months only. Recommendation: No action.</p>
<p>4180 Licences (100%) Paid in full for 2023-24 Recommendation: No action.</p>
<p>4170 Repairs & Maintenance (89%) Boiler and Stair-Riser / Lift Service Recommendation: No action.</p>
<p>4466 Catering Sundries (70%) Banqueting Roll for events + weddings Recommendation: Continue to monitor on a monthly basis.</p>
<p>4260 Equipment Purchases (64%) Safety equipment & additional clothing for new member of staff Recommendation : Continue to monitor on a monthly basis</p>
<p>4490 Repairs & Maintenance (67%) Boiler repair and Stair-Riser/ Lift Service paid upfront Recommendation: Continue to monitor on a monthly basis.</p>
<p>Cost Centre 202 – Walton Community Hall</p>
<p>4110 Rates (84%) Rates are paid over 10 months only. Recommendation: No further action</p>
<p>4110 Water & Sewerage (97%) Increase in hirers use more water Recommendation: No further action</p>
<p>4123 Electricity (61%) Increase in hirers use more energy Recommendation: Moderate increase to budget for 2024/25</p>
<p>Cost Centre 203 – Broadway House</p>
<p>1031 Leases, Rents & Licenses (0%) Annual invoice is outstanding, awaiting payment Recommendation: Chase outstanding invoice</p>
<p>Cost Centre 204 – Cemetery</p>

<p>1032 Mobile Phone Mast (0%) Annual invoice is outstanding, awaiting payment Recommendation: Chase outstanding invoice</p>
<p>4032 Water & Sewerage (126%) Overspend caused by increased water usage due to FIF basket watering Recommendation: Continue to monitor on a monthly basis</p>
<p>4112 Rates (85%) Rates are paid over 10 months only. Recommendation: No further action</p>
<p>4330 Equipment Purchases (105%) Safety equipment purchased for new member of staff Recommendation: Continue to monitor on a monthly basis</p>
<p>4300 Vehicle Running Costs (86%) Front loaded costs such as MOT, Truck Tax paid, also work to trailer and tractor. Recommendation: Continue to monitor on a monthly basis</p>
<p>4320 Vehicles/Tool Hire (87%) More digger hire and skips necessary this year Recommendation: Continue to monitor on a monthly basis</p>
<p>Cost Centre 205 – Allotments</p>
<p>4174 Repairs & Maintenance (97%) Tools purchased, pesticides, wasp removals, road repairs, etc. Recommendation: No further action.</p>
<p>Cost Centre 206 – Parks & Recreation</p>
<p>4175 Repairs & Maintenance (97%) East Suffolk Services/Norse maintenance work Recommendation: No further action.</p>
<p>4615 Street Furniture (72%) Defib Cabinets Recommendation: No further action.</p>
<p>Cost Centre 301 – Civic & Community</p>
<p>4471 Advertising & Promotion (88%) Keep Britain Tidy Recommendation: Complete for 2023/24. No further action</p>
<p>1800 Agency Income (0%) CCTV invoice (6 months) settled, recorded on Scribe in October so not reflected Recommendation: No further action</p>
<p>4511 Town Twinning (84%) Travel and expenses for Wesel visit Recommendation: Continue to monitor on a monthly basis</p>

4645 Christmas Lights (100%)

Paid in full June 2022.

Recommendation: No further action**4512 Engraving/Sign Writing (85%)**

Paid in full for 2023-24

Recommendation: No further action.**4530 Civic Events (82%)**

Most civic events for 2023-24 have been settled

Recommendation: No further action.**Cost Centre 302 – Grants****4620 Annual Grants (99.0%)**

All annual grants processed & paid.

Recommendation: No further action.**Cost Centre 303 – Felixstowe in Flower****1811 Donations & Sponsorship (53%)**

£2,000 main sponsorship awaiting payment (95%)

Recommendation: Chase up outstanding invoices**4290 Flowers & Containers (85%)**

Flowers & containers purchased for 2023/24

Recommendation: No further action**Cost Centre 304 – Communication****1812 Donations & Sponsorship (50%)**

Many magazine invoices are outstanding and awaiting payment. £4,160 (90%)

Recommendation: Chase up outstanding invoices**Cost Centre 305 – Community Projects & Partnerships****4625 Harwich Harbour Ferry Services (100%)*****Paid in full at the beginning of the year*****Recommendation: No action****4630 Level 2 (100%)*****Paid in full at the beginning of the year*****Recommendation: No action**

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

AGENDA ITEM 6: BUDGET ESTIMATES 2024/25 (DRAFT)

Committee is to consider draft budget estimates for the Financial Year 2024/25 and to make any recommendations to Council. Sections of the budget have been considered and reviewed by Council's Assets & Services, Civic & Community and Personnel committees. Further adjustments to these drafts (shown in red) have been incorporated within a full initial draft budget for 2024/25. This is presented for consideration alongside current-year expenditure and projected outturn for the full year to 31 March 2024 and a comparison against the previous year provided in the summary at **Appendix B**. A detailed draft full budget and notes to the estimates are provided at **Appendix C**. This includes proposals for movements, reallocations, and transfers to Earmarked Reserves.

Each year East Suffolk Council is required to calculate the tax base by 31 January at the latest for the financial year ahead.

Based on current forecasts, with no other Government support, East Suffolk Council currently anticipate that the tax base for Felixstowe Town Council for the year 2024/25 will be 8,887.28 band D equivalent properties. An increase in the tax base of 115.88 since 2023/24.

Should the Town Council look to freeze its portion of council tax at 0% change (i.e. the same £70.87 charge per Band D property as 2022/23) a precept of £629,841.53 would need to be requested, This would provide an additional £8,212.41 more than last year.

Members will note that the budget estimates presented provide for the following:

	Budget 2023/24	Budget 2024/25
Estimated Total Expenditure Requirement	£818,314	£843,383
Add on Earmarked Reserves Exp.	£77,320	£50,000
Less Estimated Income	£167,633	£178,656
Less Contribution from General Fund	£106,372	£84,886
Gross Precept Requirement	£621,629	£629,841
Band D Equivalent Properties	8,771.40	8,887.28
Annual Council Tax charge per Band D	£70.87	£70.87
% change 2022/23 to 2023/24		0%

Committee will note that to achieve a 0% change to the Band D Council Tax rate, the draft budget assumes a contribution from the General Fund of £84,886 to offset the estimated net expenditure requirements next year. A portion of the General Fund contribution is being put towards Earmarked Reserves, rather than direct expenditure.

To achieve a 0% deficit (excluding ER expenditure) would require a 5.54% increase to the Band D Council Tax rate (to £74.80), with a precept of £664,727.

To give Members an idea of how this may impact on yearend balances, should the tax base and precept remain the same for 2024-25 and 2025-26, a projection has been calculated as follows:

	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Draft Budget 2024-25	Forecast Budget 2025-26
TOTALS					
General Reserves (c/f)	449,926	437,340	391,149	301,260	224,874
Earmarked Reserves (c/f)	680,229	795,445	873,528	961,506	953,006
TOTAL RESERVES (c/f balance)	1,130,155	1,232,785	1,264,677	1,262,766	1,177,880
Income (excluding Precept or CIL)	199,458	157,491	156,969	178,656	184,093
Precept	601,608	612,736	621,629	629,842	629,842
Expenditure	719,462	769,919	806,987	843,383	855,438
Expenditure (from Earmarked Reserves)	-21,026	-31,583	-26,478	50,000	17,291
Transfers from GF to Earmarked reserves	94,190	46,500	61,500	41,500	41,500
General Reserves (balance 31 March)	437,340	391,149	301,260	224,874	141,872
Earmarked Reserves (balance 31 March)	795,445	873,528	961,506	953,006	977,215
(of which CIL) 24/25 & 25/26 income TBC	(118,883)	(235,395)	(359,754)	(359,754)	(359,754)
<i>Surplus (+) Shortfall (-)</i>	<i>102,630</i>	<i>31,892</i>	<i>-1,911</i>	<i>-84,886</i>	<i>-58,794</i>
<i>Surplus (+) Shortfall (-) excl. ER</i>	<i>81,604</i>	<i>308</i>	<i>-28,389</i>	<i>-34,886</i>	<i>-41,503</i>
<i>% Expenditure change excl. ER</i>		<i>7.01%</i>	<i>4.81%</i>	<i>4.51%</i>	<i>1.43%</i>
TOTAL RESERVES (closing balance)	1,232,785	1,264,677	1,262,766	1,177,880	1,119,087

Members will note that a budget deficit is projected from the current financial year and beyond, from a surplus in previous years. Council's reserves are such that it is possible to run a deficit for a couple of years but, given that expenditure increases (predominately due to inflation, energy and staffing costs) are not anticipated to reduce in future, this may not be sustainable in the medium-term. The taxbase (number of houses on which the precept is calculated) will undoubtedly increase as housing developments are completed, which will mitigate the deficit, however it is unlikely that Council will be able to continue to freeze the Council Tax indefinitely.

Felixstowe Town Council set a 0% Council Tax increase for the current year, whereas the increase in the average Band D Council Tax charge for all Town and Parish Councils in East Suffolk from 2023/24 was 3.59%, resulting in an average figure of £78.53 for 2023/24.

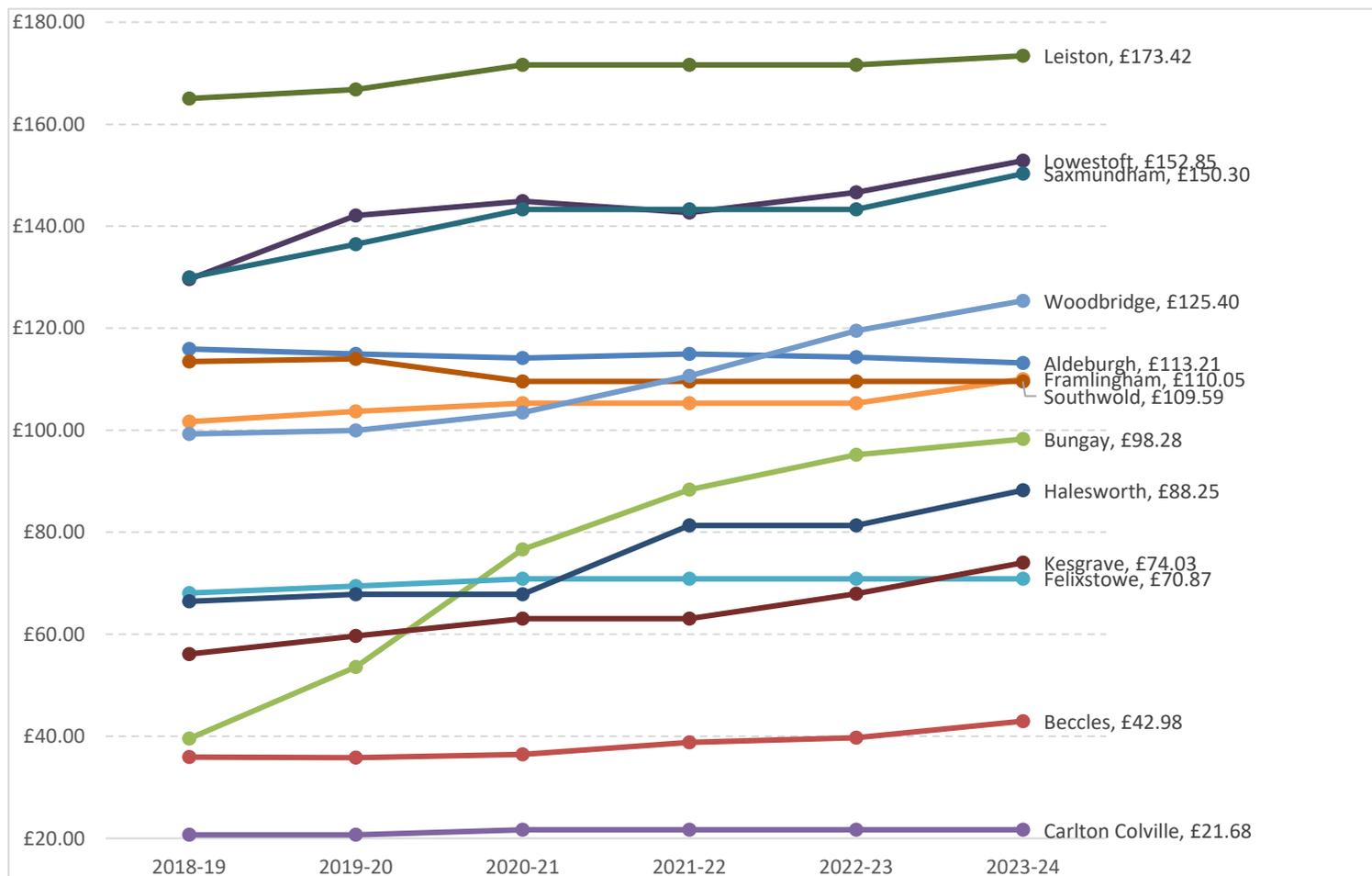
Members are to note that the RPI over the past 12 months to September 2023 was 8.9%: www.ons.gov.uk/economy/inflationandpriceindices/timeseries/czbh/mm23

In the full year internal audit 2022/23 on page 8 of the report, <https://felixstowe.gov.uk/wp-content/uploads/2023/05/Felixstowe-TC-Internal-Audit-YE-2023-05-22.pdf> the Auditor drew Council's attention to the fact that using general reserves to support a freeze on council tax is a reasonable step to cover short-term increased costs, however Councillors should note that if increased costs are not temporary, achieving a balanced budget in subsequent years can become more challenging as the gap met by spending from reserves will at some point have to be covered as well as inflation.

Members will also be interested to note that, at £70.87, Felixstowe Town Council is currently one of the lowest costing town councils in East Suffolk:

Annual Band D Tax Charge					
Town Council	2019-20	2020-21	2021-22	2022-23	2023-24
Leiston	£166.83	£171.63	£171.63	£171.63	£173.42
Lowestoft	£142.07	£144.91	£142.68	£146.63	£152.85
Saxmundham	£136.46	£143.28	£143.28	£143.28	£150.30
Woodbridge	£99.97	£103.45	£110.67	£119.50	£125.40
Aldeburgh	£114.98	£114.14	£114.95	£114.31	£113.21
Framlingham	£103.72	£105.31	£105.31	£105.31	£110.05
Southwold	£114.01	£109.59	£109.59	£109.59	£109.59
Bungay	£53.61	£76.61	£88.34	£95.18	£98.28
Halesworth	£67.83	£67.83	£81.34	£81.34	£88.25
Kesgrave	£59.67	£63.07	£63.07	£67.93	£74.03
Felixstowe	£69.45	£70.87	£70.87	£70.87	£70.87
Beccles	£35.82	£36.44	£38.82	£39.74	£42.98
Carlton Colville	£20.69	£21.68	£21.68	£21.68	£21.68

The annual change to the council tax charge for each town council in East Suffolk is shown in the graph below:



Pending any further adjustments, as a result of new information or recommendations of the Finance & Governance Committee, Committee is requested to consider draft budget estimates for the Financial Year 2024/25 and make any recommendations to Council as it considers necessary.

AGENDA ITEM 7: DATA RETENTION POLICY

Council's Data Retention Policy, which was first adopted in September 2014, is to be reviewed every three years and recommended to Council for approval.

The Data Retention Policy is attached at **Appendix D** for review. The Council's policy for retaining data is made in accordance with NALC guidelines. The policy outlines the length of time and basis for the retention of specific documents and information before they should be disposed.

Committee is requested to review and recommend to Council its Data Retention Policy for the period 2023-2026.

AGENDA ITEM 8: BUSINESS PLAN 2024–28

Since the previous meeting, two workshops have been held to support the drafting of the Council's Business Plan 2024-28, involving all councillors and staff.

Ideas and information gathered at the two workshops is currently being processed to create an initial draft Plan based on a vision for Felixstowe which was agreed at the workshops as being: "*A thriving and dynamic community that welcomes all people to live, work and visit in a clean and safe environment.*"

Residents are being encouraged to submit their ideas and priorities for consideration by 31 January 2024 via the Winter edition of the Town Magazine,

The Committee and the Business Plan Steering Group will oversee the production of a full draft Business Plan for public consultation from late March until Annual Council in May.

Committee is requested to note the update and any other report form the Business Plan Steering Group on the workshops and process of developing the Town Council's Business Plan for 2024-28.
