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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 Richardson (Chairman)
Cllr T Green (Vice Chairman)
Cllr S Bennett
Cllr S Bird
Cllr M Deacon

Cllr S Harkin
Cllr A Smith
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend the **FINANCE & GOVERNANCE COMMITTEE** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held **ONLINE** on **Wednesday 15 July 2020** at **7.30pm**.

Public Attendance

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

To join the meeting please follow this 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.

Ash Tadjrishi
Town Clerk
8 July 2020

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 one minute 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 for matters in which they have a disclosable pecuniary interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of the Finance & General Purposes Committee meeting held on 27 May 2020 as a true record. **(Pages 4-7)**
- 5. Budget Monitoring to 30 June 2020**
To receive budget monitoring report to 30 June 2020 and consider any actions deemed necessary. **(Pages 9-12 & Appendix A)**
- 6. Council Investments**
To consider the re-investment from the proceeds of a 1 year fixed-rate bond with Close Brothers. **(Page 13)**
- 7. Data Retention and Disposal Policy**
To review Council's Data Retention and Disposal Policy and make any recommendations to Council. **(Page 13 & Appendix B)**
- 8. Amendments to Standing Orders**
To consider NALC's updated Model Standing Orders and make any recommendations to Council. **(Page 14 & Appendix C)**
- 9. Amendments to Financial Regulations**
To consider NALC's updated Model Financial Regulations and make any recommendations to Council. **(Page 15 & Appendix D)**
- 10. Code of Conduct Consultation**
To consider a response to the consultation on a new model Member Code of Conduct. **(Pages 15-16 & Appendix E)**
- 11. Financial Forecast to 2024**
To consider a draft 4-year Financial Forecast to 31 March 2024. **(Page 16)**
- 12. Felixstowe Forward**
To further consider the projects discussed at Ordinary Council 8 July. **(Pages 17-18)**

13. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 28 October 2020 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **FINANCE & GOVERNANCE COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 27 May 2020** at **7.30pm**

PRESENT:	Cllr M Richardson (Chairman)	Cllr M Deacon
	Cllr T Green (Vice-Chairman)	Cllr S Harkin
	Cllr S Bennett	Cllr A Smith
	Cllr S Bird	Cllr S Wiles

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Apprentice)

24. PUBLIC QUESTIONS

There were none.

25. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams**.

26. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr T Green Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk 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.

27. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 22 January 2020 be signed by the Chairman as a true record.

28. INTERNAL AUDIT REPORT : FULL YEAR 2019/20

The Town Clerk reported that the full year internal audit had been postponed due to a bereavement of a close relative to the usual auditor and would now be undertaken by another SALC-appointed auditor, Mrs V Waples, on 4 June. The full report would be brought to Council on 10 June..

It was RESOLVED that the update on the Internal Audit Report be noted.

29. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Committee reviewed the arrangements for and effectiveness of, Council's internal audit.

Committee noted that SALC-appointed auditors are not the only option for local councils. Members noted that the audit for 2019/20 would be carried out by Mrs V Waples a different auditor from SALC, but it was likely that Mr C Poole would be able to carry out the half year and final year audit for 2020/21.

The Deputy Clerk advised that the cost of the SALC internal audit had increased considerably and Members requested that a report of other internal audit options be brought to committee before the next annual review.

It was RESOLVED that:

- i. it be recommended to Council that, having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective;**
- ii. it be recommended to Council that, in being satisfied of the independence and competence of its internal auditor, both Mr Colin Poole and Mrs Vicky Waples of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditors, undertaking a half-yearly and year-end audit on the basis of paras 4.14-4.17 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2019"; and,**
- iii. a report considering other options for internal audit be brought to Committee before the next annual review.**

30. BUDGET MONITORING TO 30 APRIL 2020

Committee received the budget monitoring report to 30 April 2020. 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 30 April 2020 be approved, with no other action required at this time.

31. FINANCIAL IMPACT OF CORONAVIRUS

Financial information including graphs were shown to illustrate losses in income revenue and decreased costs in outgoing expenditure due to the closure of the Town Hall and Walton Community Hall, ascribed to by the onset effects of the Covid-19 lockdown. A 2.4% loss of overall income would be suffered if normality returns in July, compared to a 5.1% loss of overall income if the

pandemic continues throughout the year. In financial figures this would equate to a net loss of between £17,359 (3 months) to £32,569 (full year of lockdown). It was noted that £11,299 invoiced for weddings would be subject to them being rearranged or otherwise able to take place later in the year or next year. Committee noted that the 2020 Felixstowe in Flower event will be carried over to 2021/22. Cemetery income had remained consistent with previous years, with an anticipated increase to the frequency of urn interments and memorials at such a time when restrictions allowed more family members to attend.

Members reviewed the financial impact of the Coronavirus and agreed that the 2020/21 budget should not be revised at this time. However, the impact would continue to be monitored as the year progresses and more information is known.

It was RESOLVED that the financial impact of the coronavirus on Council's finances be noted, with no other action required at this time.

32. QUARTERLY BANK RECONCILIATION

Committee noted that Cllr D Savage had seen and signed to confirm bank reconciliation with the bank statements for the third quarter 1 October to 31 December. Due to the Coronavirus, the Deputy Town Clerk confirmed that she had emailed Cllr D Savage copies of the bank statement and monthly bank reconciliations for the period 1 January to 31 March which Cllr Savage had agreed and the documents would be signed off once Cllr Savage was no longer shielding due to Covid-19.

It was RESOLVED to note that the quarterly bank reconciliation between for the period 1 October 2019 – 31 March 2020 had been carried out by Cllr D Savage.

33. STATEMENT OF INTERNAL CONTROL 2020/21

Committee noted the requirement of the Accounts and Audit Regulations 2015 for Council to ensure that it has a sound system of internal control. It was noted that, other than non-material updates, no changes were proposed to the Council's Statement of Internal Control from the previous year. Following consideration of the Council's policy and internal control statement document it was proposed that it be recommended to Council for approval and adoption with no further changes.

It was RESOLVED that the Internal Control Statement for the year ending 31 March 2021 be recommended to Council for formal adoption as presented.

34. CYBER RISK INSURANCE

Committee considered adopting a Cyber Risk Insurance policy from Zurich, which protects organisations from malware, ransomware, personal data breaches, and other cyber-borne malevolence. At a cost of £308, this would be taken out of Council's insurance and IT Maintenance & Software budgets.

It was RESOLVED that a Cyber Risk Insurance policy would be taken out with Zurich.

35. IT SYSTEMS AND SUPPORT

Committee considered the details of upgrading IT equipment for members of staff, to include 6 Dell laptops and docking stations and acknowledged the indicative costs due to being accepted on Dell's government framework, as used by East Suffolk Council. Committee agreed that the upgrade would bring improved convenience and efficiency for the administrative staff.

Committee also considered the principle of providing IT equipment and support for Members to carry out Town Council related business. The Town Clerk confirmed that Council's current IT support provide may be able to offer support to Members if required.

Members discussed the need for enhancing digital conferencing services at the Town Hall in the future to enable remote participation at meetings by Councillors or members of the public and improve facilities for external hirers.

Committee agreed that, subject to approval by Council, a sum could be transferred from the General Fund Reserves to the IT Earmarked Reserve to enable a wholesale upgrade to Council's IT and digital conferencing capabilities over time. It was agreed that £40,000 would allow Committee to oversee a phased upgrade for staff, Members and the Town Hall. The Clerk was asked to survey all Town Councillors so that Committee would be able to understand the level of hardware, software and support that may be required.

It was RESOLVED that Council be recommended to:

- i. transfer £40,000 from the General Fund into the IT Earmarked Reserve to enable Council to upgrade its IT provision;**
- ii. approve expenditure of up to £8,000 from the IT Earmarked Reserve for the purchase of business IT equipment for staff on the Dell government framework; and,**
- iii. delegate authority to the Finance & Governance Committee to commit expenditure from the IT Earmarked Reserve for the purposes of upgrading Council's IT hardware, software, and support.**

36. CLOSURE

The meeting was closed at 9.27pm. The next meeting was noted as being scheduled for Wednesday 15 July 2020 at 7.30pm.

AGENDA ITEM 5: BUDGET MONITORING TO 30 JUNE 2020

A summary Income & Expenditure Report to 30 June 2020 is shown below with a detailed report provided at **Appendix A**.

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<div style="display: flex; justify-content: space-between;"> 07/07/2020 14:47 Felixstowe Town Council Page 1 </div> <hr/> <div style="display: flex; justify-content: center; gap: 100px;"> Month No: 3 Summary Income & Expenditure by Budget Heading 30/06/2020 </div> <div style="text-align: center; margin-top: 10px;"> Committee Report </div> <hr/>							
Finance & Governance							
Income	616,585	317,270	608,570	291,300			52.1%
Expenditure	276,388	71,920	279,610	207,690	0	207,690	25.7%
Net Income over Expenditure	340,198	245,350	328,960	83,610			
less Transfer to EMR	30,245	0					
Movement to/(from) Gen Reserve	309,953	245,350					
Assets & Services							
Income	152,557	15,627	125,478	109,851			12.5%
Expenditure	262,821	54,153	274,144	219,991	0	219,991	19.8%
Net Income over Expenditure	(110,264)	(38,526)					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	(110,264)	(38,526)					
Civic & Community							
Income	27,119	6,082	28,942	22,860			21.0%
Expenditure	164,891	54,532	180,876	126,345	0	126,345	30.1%
Net Income over Expenditure	(137,772)	(48,450)					
plus Transfer from EMR	1,513	0					
Movement to/(from) Gen Reserve	(136,260)	(48,450)					
<hr/>							
Grand Totals:- Income	796,261	338,979	762,990	424,011			44.4%
Expenditure	704,100	180,605	734,630	554,025	0	554,025	24.6%
Net Income over Expenditure	92,161	158,374	28,360	(130,014)			
plus Transfer from EMR	1,513	0					
less Transfer to EMR	30,245	0					
Movement to/(from) Gen Reserve	63,429	158,374					

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 three months in to the year, for overall expenditure to be around 25%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 27.5%). Total expenditure for the first quarter stood at 24.6%. Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

Cost Centre 101 - Administration
<p>4460 Subscriptions (100.2%) All annual subscriptions paid to date. Recommendation: No action.</p>
<p>4462 Internal Audit (28.0%) End of year 2019/20 internal audit complete. Recommendation: No action.</p>
<p>4464 Insurance (100.0%) Full year payment up front. Recommendation: No action.</p>
<p>4481 IT Maintenance and Software (44.6%) Front loaded -annual fee IT support, mail boxes, 365, Defence 360, Payroll Manager & RBS already paid. Recommendation: No action.</p>
<p>1805 Bank Interest received (5.2%) Interest on one-year bond due in July 2020. Recommendation: No action.</p>
Cost Centre 201 - Town Hall
<p>4110 Rates (29.1%) Rates are paid over 10 months only. Recommendation: No action.</p>
<p>4180 Licences (100%) Paid in full for 2020-21. Recommendation: No action.</p>
<p>1000 Hirings (0%) Currently no bookings due to COVID-19 Recommendation: Continue to monitor on a monthly basis.</p>
<p>1001 Weddings (0%) Currently no bookings due to COVID-19. Money received currently being held in 'Receipts in Advance' awaiting confirmation of weddings restarting. Recommendation: Continue to monitor on a monthly basis.</p>
Cost Centre 202 – Walton Community Hall
<p>4110 Rates (30.2%) Rates are paid over 10 months only. Recommendation: No further action</p>
<p>4122 Electricity (28.6%) Supplier changed beginning June, first month taken based on proportion of previous year. Recommendation: Continue to monitor on a monthly basis.</p>
<p>1000 Hirings (-1.8%) Currently no bookings due to COVID-19, minus due to late billing correction from last year. Recommendation: Continue to monitor on a monthly basis.</p>

Cost Centre 203 – Broadway House
<p>1030 Leases, Rents & Licences (0.0%) Annual receipt normally invoiced in July but will this year be invoiced once the building is able to reopen at a proportion of normal annual fee. Recommendation: No further action.</p>
Cost Centre 204 – Cemetery
<p>4110 Rates (29.6%) Rates are paid over 10 months only. Recommendation: No further action</p>
<p>4300 Vehicle Running Costs (50.5%) Some costs are front loaded e.g. Truck Tax & MOT paid for the year. Also work on trailer has been included in this budget. Recommendation: Continue to monitor on a monthly basis.</p>
<p>1032 Mobile Phone Mast (0.0%) Paid annually, invoiced in July. Recommendation: No further action</p>
<p>1100 Interment Fees (5.3%) £7,993 (19.98%) invoiced awaiting payment, and £5,995 (14.98%) to be invoiced. Recommendation: Continue to monitor on a monthly basis.</p>
<p>1130 Memorials (2.8%) £640 (4.92%) invoiced, awaiting payment plus £586 to be invoiced (4.5%). Recommendation: Continue to monitor on a monthly basis.</p>
<p>1140 Upkeep of Grave Spaces (-16.7%) To be invoiced in July. The minus refers to an outstanding debtor from last year where payment was expected, and was chased several times – now not being renewed. Recommendation: Continue to monitor on a monthly basis.</p>
Cost Centre 205 – Allotments
<p>1080 Allotment Rents (4.2%) Majority of Allotment rents are billed annually in September Recommendation: No further action</p>
Cost Centre 301 – Civic & Community
<p>4512 Engraving/Sign Writing (85%) Mayoral board sign writing paid. Recommendation: No action required</p>
<p>4531 Remembrance (-20.9%) Refund of Marquee for VE day has been deposited here pending virement to an Earmarked Reserve for a future event. Recommendation: No action required</p>
<p>4600 CCTV (100%) Paid in full June 2020. Proportion has been received back from East Suffolk Council Recommendation: No action required</p>

4645 Christmas Lights (100%)

Paid in full for 2020.

Recommendation: No action required

4675 Youth Forum (-12.2%)

Refund of Marke for VE day has been deposited here pending virement to an Earmarked Reserve for a future event.

Recommendation: No action required

1810 Donations & Sponsorship (0%)

Sponsorship normally received for Ice Rink and Remembrance Barriers due to Covid-19 there is still uncertainty whether these events will go ahead.

Recommendation: No further action

Cost Centre 302 – Grants

4620 Annual Grants (100.0%)

All annual grants have been paid for the year 2020/21

Recommendation: No action required

4655 Occasional Grants (37.9%)

Coronavirus grants paid to date. Civic & Community to re-evaluate at the emergency grant scheme in September 2020.

Recommendation: No action required

Cost Centre 303 – Felixstowe in Flower

4290 Flowers & Containers (59.5%)

Costs for flowers and baskets for Felixstowe in Flower 2020 paid.

Recommendation: Continue to monitor on a monthly basis.

1810 Donations & Sponsorship (0%)

All sponsorship for baskets received in 2020/21 to be rolled over to next year. Funds being kept in 'Receipts in Advance'

Recommendation: No further action.

Cost Centre 304 - Communication

1810 Donations & Sponsorship (16.1%)

Magazine advertisements, due to pandemic no new advertisers sought. Further renewals for forthcoming year and new advertisers being sought.

Recommendation: Continue to monitor on a monthly basis.

Cost Centre 305 – Community Fund Projects

4625 Felixstowe Harwich Ferry (100.0%)

Paid over at start of Financial Year.

Recommendation: No action required

4630 Level Two (100.0%)

Paid over at start of Financial Year.

Recommendation: No action required

4685 Landguard Partnership (100.0%)

Paid over at start of Financial Year.

Recommendation: No action required

Committee is requested to consider the budget monitoring report to 30 June 2020 and decide on any action it deems necessary.

AGENDA ITEM 6: COUNCIL INVESTMENTS

Committee is requested to note that its 1-Year Investment Bond of £500,000 with Close Brothers Savings matures on 20 July 2020, receiving interest of £6,284.25. The interest rate for the year was 1.25%.

The interest will be returned to the Town Council's Barclays account and recorded in the budget as revenue income. Committee is asked to consider the next investment vehicle for the sum of £500,000, in line with its Investment Policy and Strategy, which can be found [here](#). This sum is not expected to negatively impact on cashflow as it relates to earmarked reserves including the Cemetery extension project and is therefore unlikely to be required in the next 12 months.

Close Brothers are currently offering (although subject to change) 0.80% for a 1-Year bond, 0.85% for 18 months, or 0.9% for 2 years.

Nationwide are offering 0.3% for a 1-Year bond, and Santander 0.25%.

The CCLA Public Sector Deposit fund has also been investigated, which is unit linked and is therefore not a guaranteed investment, last year gave a return of 0.2061%.

The current bond will be automatically rollover for a period of two weeks from 20 July, awaiting instructions, after which the whole funds will be repaid direct to the Town Council main account.

Committee is requested to consider the above investment.

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 B** 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 2020-2023.

AGENDA ITEM 8: STANDING ORDERS

Council's Standing Orders are reviewed at least once annually and normally approved for adoption by Annual Council each year. Council's Standing Orders were last adopted on 20 May 2020 (*Minute #9 2020/21 refers*).

Council Standing Orders are based on the NALC (National Association of Local Councils) Model template.

NALC has advised of changes to the model standing orders due to adjustments to the public contract thresholds. SALC have therefore recommended that councils include the following amendments at their next review of standing orders:

Section 18 – Financial controls and Procurement (parts f and g)

f) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

g) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

The changes from the previous version, which are minor in nature, are shown as tracked at page 16 of **Appendix C** for review.

Committee is requested to consider NALC's updated Model Standing Order amendments and make any recommendations to Council.

AGENDA ITEM 9: FINANCIAL REGULATIONS

Council's Financial Regulations are reviewed at least once annually and normally approved for adoption by Annual Council each year. Council's Financial Regulations were last reviewed on 20 May 2020 (*Minute #9 2020/21 refers*).

Council Financial Regulations are based on the NALC (National Association of Local Councils) Model template.

Unlike the update to Standing Orders above, NALC have not yet issued advice regarding their model financial regulations, however SALC have advised that councils can update these by replacing the footnotes at the bottom of section 11 with the correct thresholds.

Section 11 – Contracts

The footnotes should now read

- a. For public supply and public service contracts £189,330
- b. For public works contracts £4,733,252

The changes are shown as tracked at page 15 of **Appendix D** for review.

Committee is requested to consider NALC's updated Model Financial Regulations and make any recommendations to Council.

AGENDA ITEM 10: CODE OF CONDUCT CONSULTATION

At the Ordinary Council meeting of 8th July, Council delegated authority to the Finance & Governance Committee to consider a response to the code of Conduct consultation.

All councils are required to have a local Member Code of Conduct. A new Model Member Code of Conduct is now out for consultation. It has been developed in collaboration with the sector and will be offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. Once finalised, the LGA will also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and SALC (Suffolk Association of Local Councils) will offer advice and support to town and parish councils.

The Model Member Code of Conduct which is out for consultation by the Local Government Association (LGA) is presented at **Appendix E**. At the end of this

appendix are the questions that are required to be completed online for the consultation for information only.

NALC is urging all parish and town councils to consider the proposed code and respond to the LGA to share their views. The deadline for response 17 August 2020. SALC are encouraging councils to provide a corporate response to this important consultation, however it is also open for individual councillors and staff to make representations in an individual capacity. The position of the National Association of Local Councils (NALC) on the Code can be seen here:

<https://www.nalc.gov.uk/news/entry/1500-nalc-calls-on-government-to-introduce-sanctions-to-support-the-proposed-code-of-conduct>

Responses can be completed online at

https://research.local.gov.uk/jfe/form/SV_bluYpYNXmiJ0xECV . Narrative responses from councils or stakeholder groups can also be made via email

ModelCode@local.gov.uk. The LGA will be holding a number of webinars over the Summer, details of which will be on the LGA events page here

<https://www.local.gov.uk/events>. Councillors are welcome to email

ModelCode@local.gov.uk with any queries regarding the consultation and/or code of conduct.

Council is requested to consider the LGA consultation on the new Model Member Code of Conduct.

APPENDIX ITEM 11: FINANCIAL FORECAST TO 2024

In July 2017, Committee considered Council's Financial Forecast for the years 2016-20 and this was approved by Council in September 2017 (*Minute #226 2017/18 refers*) and can be found on our website [here](#).

The financial forecast runs for the duration of the Business Plan and is linked to revenue and capital plans for the Council and its community over that period.

A draft financial forecast for Felixstowe Town Council is being prepared, insofar as possible to reflect the current situation and covering the Business Plan period of 2020-2024 and will be circulated prior to the meeting.

Committee is requested to consider the draft four-year Financial Plan for the year 2020-24 for onward referral to Council.

AGENDA ITEM 12: FELIXSTOWE FORWARD

On 8 July 2020, Council received the 'Felixstowe Forward Progress Report' presented by the Felixstowe Forward Change Director, Helen Greengrass. There were three items of interest in the report and Council has given the Finance and Governance Committee delegated authority to spend up to £10,000 on these items subject to further consideration and receiving additional information.

Drive in Cinema

Following interest from some Councillors for a drive-in-cinema event, Felixstowe Forward made some enquiries and the indicative cost would be approximately £5.5-£6k. This would cover a one-day event showing three different films throughout the day. The Grove Car Park could accommodate about 60 cars per showing. It has the advantage of having public conveniences nearby. Any event will need to fully risk assess against COVID-19: for example, the use of public conveniences would need to be monitored and additional cleaning scheduled in.

Please note: There remains a suspended service for the booking of East Suffolk Council land for events. This continues to be regularly reviewed against current government guidance.

Once confirmation has been received that bookings are allowed on East Suffolk Council land, enquiries can be made with some of Felixstowe's existing Event Organisers to enquire whether this is an event that they would like to manage with any confirmed financial assistance from the Town Council. Felixstowe Forward are able to provide support to the event manager with the process of obtaining the event licence which currently requires 28 days notice, creating an Event Management Plan and obtaining Health and Safety advice.

Council have requested that Committee members consider whether an outdoor cinema would be viable. A variety of considerations should also be made such as whether there should be an entry charge per car or whether persons on a bicycle would be able to attend. A large number of volunteer stewards would be required.

Wicker Family in the Seafront Gardens

The existing Wicker Family will not survive another season and will be removed in September. They have been much loved and have lasted longer than anticipated (approximately 4 years). They were originally funded through the Heritage Lottery Fund for the Seafront Gardens project. The artist, Tracy Barritt-Brown, has quoted £2,500 to replace with includes maintenance. Members may wish to consider funding a replacement.

Toilets at Landguard Peninsular

Members are concerned about the lack of toilet facilities at the Port Viewing area and Landguard point, as currently the Landguard Viewing Point Café, Fort and Museum are closed and visitors are increasing.

An update will be given at the meeting on the reopening of the Café, Fort and Museum and whether Portaloos could be an option with the consideration of Covid-

19. A sign to the current toilets at Manor Terrace car park may also be a useful addition.

Committee is requested to consider viability and funding of a Drive-in Cinema, a replacement for the Wicker Family and toilets at Landguard peninsular.
