



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE FINANCE & GOVERNANCE COMMITTEE

Cllr S Gallant (Chairman)

Cllr M Richardson (Vice Chairman)

Cllr N Barber

Cllr S Bird

Cllr M Deacon

Cllr D Savage

Cllr A Smith

Cllr S Wiles

Cllr K Williams

You are hereby summoned to attend a meeting of the **FINANCE & GOVERNANCE COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 29 May 2019** at **7.30pm** for the transaction of the following business:

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 March 2019 as a true record. **(Pages 3-5)**

5. Internal Audit Report: Full Year 2018/19

To receive the final report of the Internal Auditor for 2018/19 and consider any actions in respect of any matters raised. **(Page 6 & Appendix A)**

6. Review of Internal Audit Effectiveness

To review the effectiveness of Council's appointed Internal Auditor and make any recommendations to Council. **(Pages 6-7)**

7. Accounts for the Financial Year 1 April 2018 – 31 March 2019

To receive the full-year accounts report to 31 March 2019, alongside a report on final outturn of Balances and Reserves, and consider any actions deemed necessary. **(Pages 8-9 & Appendix B)**

- 8. Budget Monitoring to 30 April 2019**
To receive budget monitoring report to 30 April 2019 and consider any actions deemed necessary. **(Pages 10-12 & Appendix C)**
- 9. Statement of Internal Control 2019/20**
To review the Council's Statement of Internal Control and make any recommendations to Council. **(Page 13 & Appendix D)**
- 10. Business Plan 2020-2024**
To consider the development of the Council's Business Plan for the period from May 2020 – April 2024. **(Page 14)**
- 11. Works to Trees at Ferry Road**
To consider a proposal to carry out works to Council-owned trees on land at Ferry Road. **(Page 15)**
- 12. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 17 July 2019 at 7.30pm.



Ash Tadjrishi
Town Clerk
22 May 2019

For information (via email): All Town Councillors
Local Press

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 27 March 2019** at **7.30pm**

PRESENT: Cllr S Bird (Chairman) Cllr D Savage
Cllr M Deacon Cllr S Wiles
Cllr Jan Garfield Cllr G Newman
Cllr S Gallant

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

549. PUBLIC QUESTIONS

There were none.

550. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**, **Cllr A Smith** and **Cllr K Williams**.

551. DECLARATIONS OF INTEREST

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

552. REQUESTS FOR DISPENSATION

There were none.

553. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Finance & General Purposes Committee Meeting held on 23 January 2019** be signed by the **Chairman** as a true record.

554. BUDGET MONITORING TO 19 MARCH 2019

Committee received the budget monitoring report to 19 March 2019. A report of any variance to budget estimates for the period greater than 10% or £500 was considered. Committee also received a report on Balances and Reserves.

RESOLVED that the accounts to 19 March 2019 and the Balance and Reserve report be noted, with no other action required at this time.

555. TERMS OF REFERENCE 2019/20

Committee reviewed the Terms of Reference for Council and its Committees for 2019/20. Members noted the provisions for the consideration of appropriate highways matters within the scope of the Planning & Environment Committee's Terms of Reference as instructed by Council at its meeting on 13 March 2019.

Members discussed and agreed to recommend to Council that the number of Members to each of the main committees should be reduced to nine. It was noted that this will reduce the quorum for these committees from four Members to a minimum of three Members.

Members also agreed to rename Finance & General Purposes Committee to become the Finance & Governance Committee to further clarify its function.

It was RESOLVED that, the Terms of Reference for 2019/20 be recommended to the Annual Council meeting for adoption as presented, with a change to member numbers to the main committees reducing from ten to nine Members.

556. STANDING ORDERS 2019/20

Committee considered Standing Orders for 2019/20

It was RESOLVED that Standing Orders for 2019/20 be recommended to Annual Council meeting for adoption as presented.

557. FINANCIAL REGULATIONS 2019/20

Committee reviewed its Financial Regulations for 2019/20. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

Members discussed whether Council should have a Living Wage Policy and discuss Gender Pay Gap. The Clerk confirmed that Town Council posts were pay graded on the job and not on gender. Committee requested that a Living Wage Policy be discussed at Personnel Committee.

It was RESOLVED that

- i. the Financial Regulations for 2019/20 be recommended to the Annual Council meeting for adoption as presented; and**
- ii. the continued use of BACS also be recommended to Council; and**
- iii. Living Wage Policy is added to the forthcoming Personnel Committee's agenda.**

558. GENERAL POWER OF COMPETENCE

Committee considered the report on the General Power of Competence. Members welcomed this and noted the eligibility conditions had been met. Members agreed that it should be recommended to Council to pass the necessary resolution at the Annual Council Meeting of 15 May 2019.

It was RESOLVED that the following resolution be recommended to Annual Council to pass at its Annual Council Meeting of 15 May 2019:

“The Town Council resolves from 15 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.”

559. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Committee considered Council's Risk Management Policy and Financial Risk Register for 2019/20.

It was RESOLVED that the Risk Management Policy be recommended to the Annual Council meeting for adoption.

560. COMPLAINTS PROCEDURE

Committee reviewed the Council's Complaints Procedure for 2019/20.

It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for re-adoption in 2019/20 with no changes.

561. FREEDOM OF INFORMATION AND PUBLICATION SCHEME

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.

562. CLOSURE

The meeting was closed at 8.21pm. The next meeting was noted as being scheduled for Wednesday 29 May 2019 at 7.30pm.

AGENDA ITEM 5: INTERNAL AUDIT REPORT: FULL YEAR 2018/19

The Internal Audit for the year ending 31 March 2019 took place on Thursday 11 April 2019 and the signed report is presented at **Appendix A**.

The Internal Auditor has completed page 3 of the Council's Annual Governance and Accountability Return confirming that the Council has met all its internal control objectives.

Committee is requested to consider the final Internal Audit Report for the year 1 April 2018 - 31 March 2019 and make any recommendations to Council it deems necessary.

AGENDA 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 submitted to the external auditor) to evidence that this review has been undertaken.

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 Committee 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 he 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, Mr Poole prepares a report in his 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 2018/19 on a half-yearly basis.

Committee is requested to review the effectiveness of the internal audit and recommend appropriate arrangements to Council for 2019/20.

AGENDA ITEM 7: ACCOUNTS FOR THE FINANCIAL YEAR 1 APRIL 2018 – 31 MARCH 2019

At the previous meeting Committee received the accounts report to 19 March 2019 together with an estimated outturn position projected for 2018/19. A summary Income & Expenditure Report for the Financial Year ending 31 March 2019 is shown below with a detailed report provided at **Appendix B**. These provide the final, unaudited, yearend position:

21/05/2019		Felixstowe Town Council				Page 1		
17:14		Summary Income & Expenditure by Budget Heading 31/03/2019						
Month No: 12		Cost Centre Report						
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Administration							
	Income	593,476	570,109	564,967	(5,142)			100.9%
	Expenditure	252,788	256,676	265,081	8,405		8,405	96.8%
	Net Income over Expenditure	<u>340,688</u>	<u>313,433</u>	<u>299,886</u>	<u>(13,547)</u>			
	less Transfer to EMR	0	4,057					
	Movement to/(from) Gen Reserve	<u>340,688</u>	<u>309,376</u>					
201	Town Hall							
	Income	22,628	20,538	19,967	(571)			102.9%
	Expenditure	82,443	82,600	81,630	(970)		(970)	101.2%
	Movement to/(from) Gen Reserve	<u>(59,816)</u>	<u>(62,063)</u>					
202	Walton							
	Income	8,890	8,738	7,500	(1,238)			116.5%
	Expenditure	7,133	7,505	8,716	1,211		1,211	86.1%
	Movement to/(from) Gen Reserve	<u>1,758</u>	<u>1,233</u>					
203	Broadway House							
	Income	2,000	2,067	2,040	(27)			101.3%
	Expenditure	6,363	6,279	6,451	172		172	97.3%
	Movement to/(from) Gen Reserve	<u>(4,363)</u>	<u>(4,212)</u>					
204	Cemetery							
	Income	102,540	88,575	68,815	(19,760)			128.7%
	Expenditure	127,105	131,574	138,862	7,288		7,288	94.8%
	Movement to/(from) Gen Reserve	<u>(24,565)</u>	<u>(42,999)</u>					
205	Allotments							
	Income	14,728	14,593	14,900	307			97.9%
	Expenditure	23,796	27,664	27,407	(257)		(257)	100.9%
	Movement to/(from) Gen Reserve	<u>(9,067)</u>	<u>(13,071)</u>					
301	Civic & Community							
	Income	7,562	7,442	7,992	550			93.1%
	Expenditure	35,399	35,346	37,930	2,584		2,584	93.2%
	Movement to/(from) Gen Reserve	<u>(27,837)</u>	<u>(27,904)</u>					
302	Section 137 Expenditure							
	Expenditure	30,403	32,846	32,850	4		4	100.0%
303	Felixstowe in Flower							
	Income	6,246	7,600	6,250	(1,350)			121.6%
	Expenditure	9,150	7,664	7,850	186		186	97.6%
	Movement to/(from) Gen Reserve	<u>(2,904)</u>	<u>(64)</u>					
304	Communication							
	Expenditure	5,971	4,708	6,527	1,820		1,820	72.1%
305	Community Projects & Ptnrshps							
	Expenditure	41,779	42,779	43,801	1,022		1,022	97.7%
	Grand Totals:- Income	758,070	719,661	692,431	(27,230)			103.9%
	Expenditure	622,329	635,642	657,105	21,463	0	21,463	96.7%
	Net Income over Expenditure	<u>135,741</u>	<u>84,019</u>	<u>35,326</u>	<u>(48,693)</u>			
	less Transfer to EMR	0	4,057					
	Movement to/(from) Gen Reserve	<u>135,741</u>	<u>79,962</u>					

Total expenditure against budget for the year was 96.7% and Council received an income of 103.9% against budget. This resulted in a positive outturn against budget of £84,019.

Total expenditure from Earmarked Reserves was £117,712, with £55,241 having been transferred in from the General Fund during the year as shown in the table below:

900	Earmarked Reserves	Balance at 31 March 2018	Transferred in from General Fund 2018/19	Council approved expenditure during 2018/19	Closing Balance at 31 March 2019
9010	Election Expenses	£8,862	£6,000	-	£14,862
9015	Enhancement & Promotional	£1,941	-	-	£1,941
9025	Asset Repairs & Replacement	£19,532	£3,000	£7,500	£15,032
9030	IT Replacement Fund	£3,117	-	-	£3,117
9040	Cemetery Projects	£149,922	£20,000	£5,486	£164,436
9050	Broadway House	£61,020	£2,500	£4,414	£59,106
9055	Walton Community Hall	£62,500	£2,500	0	£65,000
9065	Town Hall Maintenance	£104,242	-	£27,055	£77,187
9070	Play Equipment	£27,000	-	£27,000	0
9075	Community Fund	£156,821	£7,184	£11,333	£152,672
9085	CCTV	£42,000	-	-	£42,000
9090	Staffing Reserve	£10,375	£10,000	-	£20,375
9100	Community Infrastructure Levy	£27,808	£4,057	£27,808	£4,057
9095	Armed Forces Weekend Legacy Fund	£10,796	-	£7,116	£3,680
	Total Earmarked Reserves	£685,936	£55,241	£117,712	£623,465

At the previous Financial Year end 31st March 2018, Council held total reserves of £1,042,759. This was represented by General Reserves of £356,823 and Earmarked Reserves of £685,936.

Fund	Balance at 31 March 2018	Balance at 31 March 2019
General Fund	£356,823	£385,601
Earmarked Reserves	£685,936	£623,465
Total	£1,042,759	£1,009,067

The overall financial position of the authority as of 31 March 2019 therefore was £1,009,067.

The Annual return for the Financial Year 2018-19 is being prepared on this basis and will be submitted to Council in June for approval.

Committee is requested to receive the Accounts to 31 March 2019 and note the Council's financial position as at year end 2018/19.

AGENDA ITEM 8: BUDGET MONITORING TO 30 APRIL 2019

A summary Income & Expenditure Report to 30 April 2019 is shown below with a detailed report provided at **Appendix C**.

22/05/2019 09:07	Felixstowe Town Council							Page 1
Month No: 1	Summary Income & Expenditure by Budget Heading 22/05/2019							
	Committee Report							
	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>Finance & General Purposes</u>								
Income	570,109	289,195	585,463	296,268			49.4%	
Expenditure	256,676	19,597	283,942	264,345	0	264,345	6.9%	
Movement to/(from) Gen Reserve	313,433	269,598						
<u>Assets & Services</u>								
Income	134,510	15,251	117,835	102,585			12.9%	
Expenditure	255,623	13,779	270,767	256,988	0	256,988	5.1%	
Movement to/(from) Gen Reserve	(121,113)	1,472						
<u>Civic & Community</u>								
Income	15,042	5,704	14,692	8,988			38.8%	
Expenditure	123,343	2,525	169,837	167,313	0	167,313	1.5%	
Movement to/(from) Gen Reserve	(108,301)	3,180						
Grand Totals:- Income	719,661	310,150	717,990	407,840			43.2%	
Expenditure	635,642	35,901	724,546	688,645	0	688,645	5.0%	
Net Income over Expenditure	84,019	274,250	(6,556)	(280,806)				
Movement to/(from) Gen Reserve	84,019	274,250						

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 5%. Explanatory notes and any recommended action for individual qualifying items in **Appendix C** are as follows:

Cost Centre 101 - Administration
<p>4460 Subscriptions (85.0%) Front loaded – three annual subscriptions paid to date. Recommendation: No action.</p>
<p>4464 Insurance (59.0%) Full year payment up front – new Insurer so reduction in annual spend. Recommendation: No action.</p>
<p>1805 Bank Interest received (1.9%) Interest on one-year bond due in July 2019. Recommendation: No action.</p>
Cost Centre 201 - Town Hall
<p>4110 Rates (9.9%) Rates are paid over 10 months only. Recommendation: No action.</p>
<p>4120 Gas (9.3%) Winter gas monthly bill. Supplier changing 7th May 2019 Recommendation: Continue to monitor on a monthly basis.</p>
<p>4180 Licences (100%) Paid in full for 2019-20. Recommendation: No action.</p>
<p>1000 Hirings (0%) £200.00 (23.8%) invoiced, awaiting payment Recommendation: Continue to monitor on a monthly basis.</p>
<p>1030 Leases, Rents & Licences (0%) £3,192.13 received May (39.7%) and £3,229.17 (40.1%) invoiced awaiting payment. Payments for Resort office due at various points in-year. Expect to be at 100% by year end. Recommendation: No further action</p>
Cost Centre 202 – Walton Community Hall
<p>4110 Rates (10.6%) Rates are paid over 10 months only. Recommendation: No further action</p>
<p>4122 Electricity (27.0%) First quarterly bill received. Supplier changing 27th May 2019 Recommendation: Continue to monitor on a monthly basis.</p>
Cost Centre 203 – Broadway House
<p>1030 Leases, Rents & Licences (0.0%) Annual receipt to be invoiced in July. Recommendation: No further action.</p>

Cost Centre 204 – Cemetery
<p>4110 Rates (9.8%) Rates are paid over 10 months only. Recommendation: No further action</p>
<p>4300 Vehicle Running Costs (15.5%) Some costs are front loaded e.g. Truck Tax & MOT paid for the year. Recommendation: Continue to monitor on a monthly basis.</p>
<p>1032 Mobile Phone Mast (0.0%) Paid annually, invoiced in June. Recommendation: No further action</p>
<p>1100 Interment Fees (2.1%) £915 (2.3%) invoiced, awaiting payment. Recommendation: Continue to monitor on a monthly basis.</p>
<p>1140 Upkeep of Grave Spaces (0.0%) Invoiced in July. Recommendation: Continue to monitor on a monthly basis.</p>
Cost Centre 205 – Allotments
<p>4170 Repairs and Maintenance (11.9%) Rodenticide equipment purchased. Recommendation: Continue to monitor on a monthly basis.</p>
<p>1080 Allotment Rents (2.6%) Majority of Allotment rents are billed annually in September Recommendation: No further action</p>
Cost Centre 301 – Civic & Community
<p>4650 Seasonal Events (23.8%) Deposit for ice rink paid. Recommendation: No further action</p>
<p>1800 Agency Income (0%) CCTV contribution from SCDC, invoice in July Recommendation: No further action</p>
Cost Centre 305 – Community Fund Projects
<p>4625 Felixstowe Harwich Ferry (100.0%) Paid over at start of Financial Year. Recommendation: No further action.</p>

Committee is requested to consider the budget monitoring report to 30 April 2019 and decide on any action it deems necessary.

AGENDA ITEM 9: STATEMENT OF INTERNAL CONTROL

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 2019 is presented in draft with tracked changes for consideration at **Appendix D**.

Committee is requested to review and recommend to Council, its Statement of Internal Control for the 2018/19 financial year as drafted for consideration at Appendix D.

AGENDA ITEM 10: BUSINESS PLAN 2020-2024

Committee is requested to consider the development of the Council's Business Plan for the period from May 2020 – April 2024.

At its meeting of 23 March 2016, Committee considered the recommendation of the Local Councils' Award Scheme Working Group for the development of a Council business plan (*Minute #518 of 2015/16 refers*) and it was agreed that a Business Plan for Felixstowe Town Council should span four years, from 2016 to 2020. This was approved by Council in September 2016 (*Minute #204 of 2016/17 refers*).

The time span was set in order that the Business Plan would enter its final year during the first year of this new Council term and enable it to be reviewed for a new four-year period from the following year. i.e. each new Council would be able to see out a current plan and work towards setting a new one in its first year.

Members may wish to consider how to approach the development of the Town Council's Business Plan for 2020 – 2024.

F&G Committee should oversee this process to enable a finalised version of the Business Plan 2020-2024 to be considered by Council in March 2020 for adoption.

Committee is requested to consider the best approach to create a new Business Plan 2020-2024 and any recommendation to Council it deems necessary in order to progress this matter.

AGENDA ITEM 11: WORKS TO TREES AT FERRY ROAD

Generator Optima (Ferry Road) Ltd. contacted the Town Council to advise that they need to cut back branches of three trees on land owned by the Town Council at Ferry Road which are overhanging their boundary in order to facilitate the construction of a house in close proximity to the trees.

As such they have instructed a local tree surgeon to remove/reduce/prune selected limbs and branches from two mature Turkey Oak trees and one mature Ash tree which are growing over site boundary. Where possible pruning reductions will be done to appropriate regenerative growth points. The major limb removals will be cut back flush to the main trunk of the trees.

The tree surgeon has advised that, in the interest of the trees aesthetic appearance and to counter balance the weight distribution of the lower and mid-level canopies additional pruning work should be conducted on the opposing side of the trees (i.e. on the Council's land-side). The surgeon believes that a limited reduction is necessary, though it would be excessive and counter-productive to 'mirror' the pruning work proposed on the 'construction site' side of the trees. The suggestion is to reduce selected limbs and branches which are currently protruding over the allotment access route and the residents rear fences/gardens by approximately 50%.

Generator Optima (Ferry Road) Ltd. have booked in the works to prune the trees on the construction side for the week commencing 3rd June 2019 so as to not delay their programme of works. As a gesture of goodwill, they have indicated that they are happy to instruct the tree surgeon to balance the trees by pruning branches facing onto the existing homes on site to enable a more aesthetic result. For reasons of expediency this is being brought to F&G Committee Members attention for consideration, with any decision and update being reported to the Assets & Services Committee meeting on 26 June.

Committee is therefore requested to consider the proposal to carry out works to Council-owned trees on land at Ferry Road.
