



TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 13 June 2018 at 7.30pm** for the transaction of the following business preceded by:

Prayers Rev Andrew Dotchin, St. John's Church, Felixstowe

A G E N D A

1. **Public Question Time**

Up to 15 minutes set aside to enable members of the public to make representation or put questions to the Council on any relevant matters.

2. **Apologies**

To receive apologies for absence.

3. **Declarations of Interest**

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

4. **Requests for Dispensation**

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

5. **Questions to the Mayor**

For the Mayor to respond to questions from Members, in accordance with Standing Order 25.

6. **Confirmation of Council Minutes**

To confirm the minutes of the Annual Council Meeting held on Wednesday 16 May 2018 as a true record. **(Pages 4-12)**

7. **Mayor's Announcements**

To receive such communications as the Mayor may wish to lay before Council. **(Page 13)**

8. Minutes of Committee Meetings

To receive and adopt the minutes of the following meetings:

- a) Planning & Environment Committee 23 May 2018 **(Pages 14-17)**
- b) Finance & General Purposes Committee 23 May 2018 **(Pages 18-21)**
- c) Planning & Environment Committee 6 June 2018 **(Pages 22-25)**
- d) Assets & Service Committee 6 June 2018 **(Pages 26-29)**

9. Reports from Members appointed to Outside Bodies

Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.

10. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director.

(Page 29 and Appendix A)

11. Statement of Internal Control 2018/19

To consider the recommendation of the Finance & General Purposes Committee and approve the Statement of Internal Control for the year ending 31 March 2019.

(Page 30 & Appendix B)

12. Review of Internal Audit Effectiveness

To consider the recommendation of the Finance & General Purposes Committee and review the effectiveness of Council's appointed Internal Auditor.

(Pages 31-33)

13. Digital Communications

To consider the recommendation of the Finance & General Purposes Committee to introduce Councillor's email addresses with effect from May 2019.

(Pages 34-35)

14. Town Hall Boiler Replacement

To consider the recommendation of the Assets & Services Committee to replace the boilers at the Town Hall.

(Page 36)

15. Asset Replacement: Mini Tractor

To consider the recommendation of the Assets & Services Committee to approve the part exchange of a mini tractor and ancillary equipment and authorise its replacement.

(Page 37)

16. Global Harbour Cities Forum 2018

To consider an invitation to the Mayor and Town Clerk to represent the Town Council at the Global Harbour Cities Forum in September 2018.

(Page 38)

17. General Data Protection Regulations (GDPR) Policies

To adopt data policies and notices in relation to GDPR.

(Page 39 and Appendices C,D &E)

18. Accounts for Payment

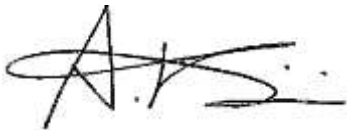
To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedules attached at Appendix F)

Date	Voucher Nos.	Total Payment
15/05/2018	49 – 77	£42,484.88
29/05/2018	78 - 93	£49,673.87
	TOTAL	£ 92,158.75

19. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 11 July 2018.



Ash Tadjrishi
Town Clerk
8 June 2018

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

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr D Savage, seconded by Cllr P Coleman, that Cllr Tracey Green be elected as Deputy Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Tracey Green be elected Deputy Mayor for the ensuing Municipal Year 2018-19.

Addressing the Council, the Deputy Mayor thanked Cllrs D Savage and P Coleman for nominating her to the office and referred to the sense of pride in being elected as Deputy Mayor of the town she grew up in, pledging to support the Mayor during his term in office.

3. APOLOGIES

Apologies for absences were received from **Cllr C Barham**.

4. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Bloomfield Cllr P Coleman Cllr M Deacon Cllr S Gallant Cllr T Green Cllr D Savage Cllr A Smith	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 Members of Suffolk County Council)

5. REQUESTS FOR DISPENSATION

There were none.

6. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 14 March 2018 be signed by the Mayor as a true record and adopted by the Council.

7. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) **Planning & Environment Committee 21 March 2018**
- b) **Personnel Committee 28 March 2018**
- c) **Finance & General Purposes Committee 28 March 2018**
- d) **Assets & Service Committee 4 April 2018**
- e) **Planning & Environment Committee 15 April 2018**
- f) **Civic & Community Committee 18 April 2018**
- g) **Planning & Environment Committee 25 April 2018**
- h) **Planning & Environment Committee 9 May 2018**

8. ANNUAL REPORT 2017/18

The Mayor directed Council to its Annual Report for 2017/18 which had been circulated prior to the meeting.

It was RESOLVED that the Annual Report for Felixstowe Town Council for the year 2017/18 be approved and adopted as received.

9. REVIEW OF ASSET REGISTER

Council reviewed the Asset Register for the year ending 31 March 2018.

It was RESOLVED that the Council's Asset Register to 31 March 2018 be adopted as presented.

10. INTERNAL AUDIT REPORT TO 31 MARCH 2018

Council consider the final Internal Audit Report for the year 1 April 2017 – 31 March 2018.

RESOLVED that:

- i. **the Internal Audit Report for the year 1 April 2017 – 31 March 2018 be received and noted; and,**
- ii. **proposed actions for the two recommendations in the report be approved.**

11. ANNUAL RETURN

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2017/18 as presented. The Clerk advised that the Notice of Audit would be displayed on the Town Hall noticeboards from 4th June 2018.

It was RESOLVED that:

- i. **approve the Annual Return for the financial year ended 31 March 2018 (Section 1 – Annual Governance Statement) and authorise the Mayor and Town Clerk to sign the declaration on behalf of Felixstowe Town Council;**

- ii. approve the Annual Return for the financial year ended 31 March 2018 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council’s Responsible Finance Officer, and authorise the Mayor to sign the declaration on behalf of Felixstowe Town Council; and,
- iii. note that there were no actions arising from the final Internal Audit Report for the Financial Year 2017-18 and, therefore, no action plan is required to be submitted with the Annual Return 2017/18 to the External Auditor.

12. DELEGATION ARRANGEMENTS

It was **RESOLVED** that the powers delegated to the Town Clerk for 2018/19 be approved as presented in the report.

13. COUNCIL GOVERNANCE AND POLICY 2018/19

It was **RESOLVED** that the following governance documents be approved and adopted by Council, inclusive of all recommendations as presented in the report and appended to the Minute Book 2018-19:

- a) Terms of Reference
- b) Standing Orders
- c) Financial Regulations
- d) Meeting Schedule
- e) Risk Management Policy & Risk Register
- f) Community Engagement Strategy
- g) Complaints Procedure
- h) Freedom of Information Publication Scheme

14. APPOINTMENTS TO COMMITTEES

The Mayor referred Council to the schedule of proposed appointments to Council’s Committees.

It was noted that the Town Mayor was an ex-officio Member of all Committees with full voting rights unless otherwise formally appointed as a Councillor.

Following a vote confirming that the above proposals were to be approved, it was RESOLVED that membership of Committees, Chairmen and Vice-Chairmen be as follows for the ensuing Municipal Year 2018-19:

FINANCE & GENERAL PURPOSES COMMITTEE (10)

- 1. Cllr Stuart Bird (Chairman)
- 2. Cllr Steve Gallant (Vice-Chairman)
- 3. Cllr Jan Garfield (ex-officio as Chairman of Assets & Services Committee)
- 4. Cllr Doreen Savage (ex-officio as Chairman of Civic & Community Committee)

5. Cllr Nick Barber
6. Cllr Mike Deacon
7. Cllr Graham Newman
8. Cllr Andy Smith
9. Cllr Steve Wiles
10. Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (10)

1. Cllr Doreen Savage (Chairman)
2. Cllr Steve Wiles (Vice-Chairman)
3. Cllr Christina Barham
4. Cllr Steve Bloomfield
5. Cllr Peter Coleman
6. Cllr Jon Garfield
7. Cllr Steve Gallant
8. Cllr Tracey Green
9. Cllr Mark Jepson
10. Cllr Kimberley Williams

ASSETS & SERVICES COMMITTEE (10)

1. Cllr Jan Garfield (Chairman)
2. Cllr Tracey Green (Vice-Chairman)
3. Cllr Nick Barber
4. Cllr Stuart Bird
5. Cllr Peter Coleman
6. Cllr Mike Deacon
7. Cllr Jon Garfield
8. Cllr Graham Newman
9. Cllr Doreen Savage
10. Cllr Andy Smith

PLANNING & ENVIRONMENT COMMITTEE (10)

1. Cllr Andy Smith (Chairman)
2. Cllr Stuart Bird (Vice-Chairman)
3. Cllr Nick Barber
4. Cllr Steve Gallant
5. Cllr Jan Garfield
6. Cllr Jon Garfield
7. Cllr Mark Jepson
8. Cllr Graham Newman
9. Cllr Doreen Savage
10. Cllr Kimberley Williams

PERSONNEL COMMITTEE (5)

1. Town Mayor (Chairman) (ex-officio as Town Mayor for 2018/19)
2. Cllr Kimberley Williams (Vice Chairman)
3. Deputy Mayor (ex-officio as Deputy Mayor for 2018/19)
4. Cllr Nick Barber (ex-officio as Town Mayor for 2017/18)
5. Cllr Mark Jepson

APPEALS COMMITTEE (5)

1. Cllr Andy Smith (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Mike Deacon
4. Cllr Jon Garfield
5. Cllr Doreen Savage

HIGHWAYS ADVISORY COMMITTEE (3 FTC + 3 SCC)

1. Cllr Steve Gallant
2. Cllr Jon Garfield
3. Cllr Andy Smith
4. *As appointed by Suffolk County Council*
5. *As appointed by Suffolk County Council*
6. *As appointed by Suffolk County Council*

YOUTH FORUM (3 FTC)

1. Cllr Doreen Savage
2. Cllr Mark Jepson
3. Cllr Christina Barham

COMMUNITY EMERGENCY GROUP

1. Cllr Steve Gallant (Lead Emergency Coordinator)
2. Cllr Mark Jepson (Deputy Emergency Coordinator)
3. Cllr Tracey Green (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)

SCDC/FTC JOINT WORKING GROUP

1. Cllr Nick Barber
2. Cllr Graham Newman
3. Town Clerk

15. APPOINTMENTS TO OUTSIDE BODIES

The Mayor referred Council to the schedule of proposed appointments to Outside Bodies.

RESOLVED that the Members be appointed to Outside Bodies for the ensuing Municipal Year 2018-19 as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Jan Garfield 2. Cllr Doreen Savage
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Felixstowe Forward	1. Cllr Doreen Savage 2. Cllr Steve Gallant
Friends of Felixstowe Library	1. Cllr Tracey Green
Felixstowe Nightsafe	1. Cllr Steve Gallant

Felixstowe Old People's Welfare Association	1. Cllr Jan Garfield + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr Graham Newman 2. Cllr Doreen Savage 3. Cllr Mike Deacon
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Jon Garfield 3. Cllr Mark Jepson + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Andy Smith (Substitute Jon Garfield)
Haven Ports Welfare	1. Cllr Mike Deacon
Landguard Partnership	1. Cllr Doreen Savage
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Jan Garfield 2. Town Mayor (<i>ex-officio</i>) 3. Town Clerk (<i>ex-officio</i>)
Safer Neighbourhood Team	1. Cllr Jan Garfield 2. Cllr Doreen Savage 3. Cllr Kimberley Williams 4. Cllr Nick Barber 5. Cllr Steve Gallant
Emergency Schemes	1. Cllr Steve Gallant 2. Cllr Andy Smith
Level Two Youth Project	1. Cllr Mark Jepson 2. Cllr Christina Barham
Freight Quality Partnership	1. Cllr Andy Smith
Fairtrade Forum	1. Cllr Graham Newman
East Suffolk Lines Community Rail Partnership	1. Cllr Graham Newman
Orwell District Scouts	1. Town Mayor (<i>ex-officio</i>)

16. **AUTHORISATION OF SIGNATORIES**

RESOLVED that the Members authorised to act as signatories to the Council's Bank Account be appointed as follows:

BANK SIGNATORIES 2018/19:

1. Cllr Graham Newman
2. Cllr Tracey Green
3. Cllr Stuart Bird

4. Cllr Jon Garfield
5. Cllr Steve Gallant
6. Cllr Andy Smith

QUARTERLY BANK RECONCILIATION SIGNATORY: Cllr Doreen Savage

OPEN CREDIT AGREEMENT:

Town Clerk, Deputy Town Clerk and Cemetery & Allotments Officer are authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

17. GENERAL DATA PROTECTION REGULATIONS

Council consider the report in respect of its obligations under the General Data Protection Regulations (GDPR).

It was RESOLVED that

- i. Council's responsibilities in respect of GDPR be noted;
- ii. the recommendations of the Finance & General Purposes Committee and the action to instruct LCPAS to act as the Council's Data Protection Officer (DPO) for 2018/19 be approved;
- iii. with reference to the recommendation of the Internal Auditor, it be noted that the Data Audit would be completed by 25th May 2018; and,
- iv. authority be delegated to the Clerk to take any necessary actions to ensure Council is able to comply with any other aspect of the regulations ahead of its introduction on 25 May 2018.

18. ACCOUNTS FOR PAYMENT

It was RESOLVED that the schedule and payment of accounts be received and approved as follows:

Date	Voucher Nos.	Total Payment
20/03/2018	468 – 479	£9,474.52
29/03/2018	480 – 503	£57,466.71
17/04/2018	1 – 32	£28,133.84
25/04/2018	33 – 48	£38,308.60
	TOTAL	£133,383.67

At this point in proceedings the Mayor suspended Standing Orders to allow questions from members of the public in attendance.

A member of the public asked whether councillors had been given an opportunity to meet with the head of Felixstowe Academy to learn about any

actions that were being taken in light of the school's most recent Ofsted report. Members advised that 6 councillors had attended a meeting with the head on the 1st May and had been reassured that there were several actions being initiated by school leaders that would address the concerns raised.

In response to a question on how Suffolk Coastal District Council's decision to keep the beach huts on the promenade this year would affect Art on the Prom, Members felt that whilst the situation was not ideal there should be enough room on the prom to allow the event to go ahead with minimal disruption. It was understood that the event organisers were in discussion with SCDC officers to identify and address any issues.

In response to a question about repairs to seafront shelters, the public were advised that SCDC had indicated that there would be work to tidy them up in the short-term, with a project being considered to ensure their long-term sustainability.

Standing Orders were reinstated.

19. CLOSURE

The meeting was closed at 8.07pm. It was noted that the next Ordinary Meeting was scheduled for 13 June 2018 at 7.30pm.

AGENDA ITEM 7: MAYORS ANNOUNCEMENTS

The following Mayoral Engagements have been undertaken since the previous meeting:

Bucklesham Grange Care Awards	18 May 2018
Aldeburgh Mayor's Sunday	20 May 2018
New Signage at Felixstowe Train Station	21 May 2018
Level Youth Development Group AGM	21 May 2018
The Association of Dunkirk Little Ships Parade & Service	27 May 2018
NSPCC East Suffolk Branch Annual Meeting	31 May 2018
Felixstowe Rugby Summer Ball	2 June 2018
Community Event for Ramadan	3 June 2018
Photo Call for Pita Festival	4 June 2018
Community Action Suffolk Volunteering Day	5 June 2018
Launch of Ferry Fest Felixstowe	7 June 2018
Opening of OFCA Summer Fair	9 June 2018
Retirement & Final Service of Rev Mark Kichenside	10 June 2018
Stowmarket Civic Service	10 June 2018
<i>Deputy Mayor – 6th Annual Understanding Ramadan Event</i>	12 June 2018

Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.

AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 23 May 2018** at **9.15am**.

PRESENT: Cllr S Bird (Vice Chairman) Mr M Jepson
 Cllr Jan Garfield Cllr G Newman
 Cllr Jon Garfield Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administrative Assistant)

IN ATTENDANCE: 1 Member of the public.

In the absence of the Chairman, Vice-Chairman Cllr Stuart Bird in the chair.

20. APOLOGIES FOR ABSENCE

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

21. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr S Bird Cllr Jan Garfield Cllr Jon Garfield Cllr G Newman Cllr D Savage	24(a)	Local Non-Pecuniary (applicant is known to Members)

22. REQUEST FOR DISPENSATION

There were no requests for dispensation.

23. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 9 May 2018 be signed by the Chairman as a true record.

24. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a	DC/18/1825/OUT Outline proposal for one dwelling on side gardens 25 Springfield Avenue
Committee recommend APPROVAL.	

b	DC/18/1956/FUL Proposed Side Extension with a new pitched garage roof. 4 Surrey Road
Committee recommended APPROVAL.	

c	DC/18/1844/FUL Replacement Balcony with Canopy Flat 3, 6 Sea Road
Committee recommended APPROVAL.	

d	DC/18/1955/FUL Replacement of three windows to North elevation 15 Red Hall Court
Committee recommended APPROVAL.	

e	DC/18/1882/TCA T1 Walnut - Section fell to ground level 46 Leopold Road
Committee had NO OBJECTIONS to the proposed works subject to guidance of the District Council's Arboricultural Officer.	

25. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

26. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Committee discussed a range of potential local projects which could be eligible for CIL funding.

Following consideration of type of infrastructure included on the Council's Regulation 123 List and the infrastructure requirements of the Felixstowe Peninsula Area Action Plan, it was agreed that the Clerk should circulate a draft submission which would be sent to Suffolk Coastal District Council thereafter based on the following aspirations:

- Comprehensive, design-led development of the Felixstowe South Seafront area, encompassing; redevelopment of the dilapidated shelters and sea front gardens, a total revamp of 'on the prom' lighting (to encompass the length from Cobbolds Point to Martello Park), provision of attractive litter and recycling facilities, new and innovative resort-focused attractions.
- Provisions for a state of the art leisure centre, focused on providing a wealth of popular and traditional sport and leisure facilities, well-located to the town centre with associated infrastructure to ensure accessibility on foot/by bicycle.
- Enhanced cycle links throughout the town, resort and to the countryside. Enhancement of rural open-space pathways that linking the countryside to the town and sea front, with appropriate signage and waymarkers.
- The completion of the shared space infrastructure treatment between Bent Hill and bank corner.
- Review town-wide signage and replace with bespoke, modern, locally branded and attractive information panels (in conjunction with other local improvement projects) assisting visitors to discover, navigate and provide information about the town, resort and our varied attractions and events. This could include digital media.
- Supporting the development of enhanced allotment facilities, to offer a range of traditional and modern options.
- To design and support the expansion of Felixstowe Cemetery.
- The provision of community facilities in the West Ward.
- Wide scale review and enhancement of local public play and informal sports areas.

RESOLVED that the Clerk draft the response on behalf of Committee and circulate this to Members; with authority delegated to the Vice-Chairman to approve the draft in order that it be submitted to SCDC by 25th May 2018.

27. COMMUNITY ASSET NOMINATION – RIGHT TO BID: VICTORIA PUBLIC HOUSE

Committee considered the nomination, by the Felixstowe Ferry Residents Association, to register the Victoria Public House as an Asset of Community Value.

RESOLVED that it be recommended to Suffolk Coastal District Council that the Victoria Public House, Felixstowe Ferry, be approved for inclusion on

the register of Community Assets. Committee believes that this public house should retain the opportunity to return as a thriving business as it is able to offer an attractive venue for visitors to this unique and highly popular setting, the local community, and as an employment provider.

28. CORRESPONDENCE

The Town Clerk advised that Committee were due to receive an application in relation to revised access arrangements for the Ferry Road development once it had been submitted to and validated by Suffolk Coastal District Council.

Committee NOTED the update.

29. CLOSURE

The meeting was closed at 10.45am. The date of the next meeting was noted as being Wednesday 6 June 2018, 9.15am at Felixstowe Town Hall.

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 23 May 2018 at 7.30pm**

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

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

30. PUBLIC QUESTIONS

Referring to the popular Art on the Prom event, a Member asked whether the Town Council could request SCDC to remove any beach huts from the prom at the end of August so that there would be no disruption to the event. Members understood that, due to weather circumstances, Suffolk Coastal District Council had not been able to relocate a number of beach huts on to the beach for the summer months and had agreed that around 60 huts would remain on the prom for this year only whilst a longer term solution could be found. To reduce the impact on other users the affects huts had been turned sideways to maximise the remaining width of the prom and prevent hut owner from taking up additional space when huts were open.

Members reported having received correspondence directly from individual stall holders concerns about the arrangements for this year's event. It was understood that SCDC were working with the event organisers to minimise any likely disruption and had offered several alternative areas, such as the Pier Plaza, Beachside Events Area and the Spa Gardens, to accommodate any stall which were affected by the beach huts. It was also noted that these particular beach hut owners had been advised that they would not be able to access their huts whilst the event took place. Members agreed that, whilst the situation was not ideal, it was reasonable in the circumstances.

31. APOLOGIES FOR ABSENCE

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

32. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr D Savage	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)

33. REQUESTS FOR DISPENSATION

There were none.

34. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 28 March 2018 be signed by the Chairman as a true record.

35. BUDGET MONITORING FOR THE FINANCIAL YEAR 1 APRIL 2017 – 31 MARCH 2018

Committee received the budget monitoring report for the financial year 1 April 2017 - 31 March 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was also received, alongside a report on Balances and Reserves. It was noted that the Annual Return for the financial year 2017-18 was prepared on the basis of the figures given, and was approved by Annual Council on 16 May 2018 due to the earlier deadline of 11 June from the new External Auditors PKF Littlejohn.

It was also noted that the Internal Audit report, which was presented at this meeting in previous years, had been reviewed at Annual Council on 16 May 2018.

RESOLVED that the accounts to 31 March 2018 and the Council's financial position as at year end 2017/18 be noted, with no other action required at this time.

36. BUDGET MONITORING TO 30 APRIL 2018

Committee received the budget monitoring report to 30 April 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

RESOLVED that the budget monitoring report to 30 April 2018 be approved, with no other action required at this time.

37. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

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

Members commented on the good service received from the SALC-appointed auditor and it was proposed that the arrangement be continued on the same basis for 2018/19.

It was therefore RECOMMENDED to Council that:

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a half-yearly and year-end audit on the basis of the schedule provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2014".**

38. STATEMENT OF INTERNAL CONTROL

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 no changes had been made to the Internal Control Statement 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 2019 be recommended to Council for formal adoption as presented.

39. DIGITAL COMMUNICATIONS

Committee considered the costs and benefits of Councillors being provided with an official Town Council email address, especially with the introduction of GDPR e.g. `cllr.firstname.lastname@felixstowe.gov.uk`

For 16 councillors, paid annually the current cost would be £ 758.40 + VAT per year.

Members agreed that it would be easier to distinguish Town Council business from other business and personal emails and would add more professionalism to using a corporate email. Members would require the email to be easily accessible and very secure. Council would need to have a Security Policy in place which would ensure that passwords were protected and would detail the procedure of handing the email address back when a Member's term is over, or leaves Council.

Members agreed that it would be beneficial to introduce the official Town Council email addresses in May 2019 for the new term, once the new Council had been elected.

Committee received the report detailing figures of the approximate cost of printing out agendas for members throughout their four year term. Members discussed the introduction of electronic tablets for Agenda publication, use at meetings and the reduction of printed paper and environmental benefits. The figure of approximately £332 compared to the cost of an electronic tablet plus the software and maintenance did not make it financially proven. Members also felt that looking at a screen could be tiresome on the eyes for a long meeting and also a distraction from the meeting. Some Members also felt that the agendas were helpful for them to write notes on. It was unanimously agreed to stay with the paper version, however if Members wished to opt out of receiving the paper and use their own tablet or laptop this could be done.

It was RESOLVED that it be recommended to Council to adopt official Town Council email addresses from May 2019; paper agendas would continue to be printed, however, if Members wished to opt out of paper agendas this would be possible.

40. BUSINESS PLAN 2016-2020 – ACTION PLAN REVIEW

Committee reviewed the Council's Action Plan which had been updated to reflect progress against Business Plan objectives achieved to May 2018. Members were pleased that the review listed some genuine real achievements such as the Local Councils Quality Gold Award, completing the Community Emergency Plan and the Armed Forces Weekend. Members advised that the format of the Action Plan could be reviewed in the future in order that it may be more succinct and strategic.

The Clerk advised that the Action Plan review was the first step towards a review and update to the Council's full Business Plan. This would be brought back to Committee in July for consideration.

It was RESOLVED that the Action Plan review be agreed as presented with no changes at this time; future iterations of the Action Plan to be condensed and streamlined on a more strategic and thematic basis.

41. CLOSURE

The meeting was closed at 8.33pm. The next meeting was noted as being scheduled for Wednesday 25 July 2018 at 7.30pm.

47. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a	DC/18/1958/FUL Proposed development of the land between Treetops and Candlet Road to construct a total of 3 new dwelling houses with associated hard and soft landscaping including new access road from Treetops. Land Between Treetops And Candlet Road
Committee recommend APPROVAL.	

b	DC/18/2095/FUL Erection of two storey side/single storey rear extensions 2 Hill House Cottages Gulpher Road
Committee recommended APPROVAL.	

At this point in the meeting, 10.15am, Cllr G Newman left the Chamber.

c	DC/18/1951/FUL Single storey shower room side extension 310 High Street Walton
Committee recommended APPROVAL.	

Cllr G Newman returned.

d	DC/18/1739/FUL Demolition of existing annex and detached double garage. Install portable modular office block and storage container located in the footprint of the annex Wardens House Landguard Nature Reserve View Point Road
Committee had no objections in principle for a building in this location. However, Committee recommended REFUSAL on the basis that the proposed building was starkly utilitarian, with no visual appeal and would not blend in with the environment or enhance this unique area. It was felt that a more sensitively designed building could be considered.	

e	DC/18/1753/FUL Provide customer/security lighting in self-storage yard on a PIR system, 4 x LED flood lights. 116 Garrison Lane
Committee recommend APPROVAL	

f	DC/18/0595/FUL Change of use from dwelling house to occasional holiday let. 18 Western Avenue
Committee NOTED that the application recorded by SCDC appears to have been superseded in description by another application. Committee therefore requests that SCDC clarify the application and resubmit for consultation once updated.	

g	DC/18/2096/FUL To remove the existing Aluminium framed windows (mill finish) in Flat 3 (Top Flat) and install WER A Rated White PVC-u windows. The existing windows have a horizontal transom. The proposed windows would not have a transom and be one entire opening pane of glass. Top Flat 20 Victoria Street
Committee recommended APPROVAL.	

h	DC/18/2102/TCA G1 - 6 Sycamores in rear garden - prune regrowth to previous pruning points. If possible the applicant would like approval for this to be carried out on an annual basis Villa Bonita 58 Maybush Lane
Committee had NO OBJECTIONS to the proposed works subject to guidance of the District Council's Arboricultural Officer. Committee also had NO OBJECTION to the principle of this work being carried out on an annual basis.	

48. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

49. NEW TRAFFIC REGULATION ORDER

Further to hearing from Mr David Stiff, SCC Highways, in relation to the new Traffic Regulation Order for Suffolk Coastal, Committee noted the Department for Transport had been requested to approve the devolution of Civil Parking Enforcement from the county for April 2019. Members heard that the Department's priorities were currently focused on Brexit which would potentially delay the project, however, SCC were progressing matters with a view to be ready by April 2019.

As part of the process SCC were taking the opportunity to move from text-based to map-based TROs.

In response to Members' queries, Committee was advised that the opportunity to review, add new or make changes to TROs would come later, once CPE was introduced. At this stage SCC were concentrating on ensuring that the maps reflected the situation on the ground and making sure all signs and lines were correct and visible.

Following a discussion on restrictions for parking an access for 3.5 tonne and 7 .5 tonne trucks, Committee was assured that existing signage was in place which corresponded to the information on the maps.

It was noted that surface treatment improvements to the Shared Space section from bank corner to Bent Hill had been included on the CIL project proposals to SCDC and, if completed, could provide a visual deterrent to parking issues close by.

Committee noted that navigating the maps was challenging as they were not digitally searchable difficult.

RESOLVED that Ward Members be invited to consider the maps for their respective wards and, that if any inconsistencies with the actual situation on the road were identified, to advise the Town Clerk. It was also agreed that Members would be welcomed to pass on any aspirations to change/add TROs in their wards, a list of which would be maintained and passed to the Highways Advisory Committee in due course, but be advised that any consideration of this would not take place until after CPE was introduced.

50. CORRESPONDENCE

i. North Sea Hotel

Committee welcomed the notification from SCDC that demolition of the North Sea Hotel had been approved.

ii. 2018 Quality of Place Awards.

The Committee agreed the new pierhead building and the surrounding area should be put forward for consideration by SCDC.

RESOLVED that the above correspondence be noted.

51. CLOSURE

The meeting was closed at 11.10am. The date of the next meeting was noted as being Wednesday 20 June 2018, 9.15am at Felixstowe Town Hall.

RESOLVED that the Budget Report to 29 May 2018 be received and noted as presented with no other action required at this time.

58. TOWN HALL UPDATE REPORT

Committee received the update report on the Town Hall.

Committee considered repairs to and the current age of the boilers serving the Town Hall. It was agreed that the boilers should be replaced. Though it was understood that the two domestic-quality boilers appeared to be able to cope with demand when they were running well; Members asked that consideration be given toward a commercial installation. Environmental issues should also be considered and checks should be made to ensure that using domestic boilers does not mean that they are going to be running at maximum capacity. Committee discussed the possibility of an insurance/maintenance plan but it was considered that, as any new boilers would come with a lengthy guarantee, using the general repairs/maintenance budget should prove to be more economical.

RESOLVED that:

- i. the Town Hall Update report be noted; and,**
- ii. Council be recommended to authorise expenditure from the Town Hall Maintenance Earmarked Reserve (9065/900) to enable the replacement of the existing boilers, up to a limit of £8,000; and,**
- iii. It be recommended to Council that the Clerk and Chairman of the Assets & Services Committee be delegated the necessary authority to affect replacement of the boilers, subject to seeking appropriate advice and at least three quotes.**

59. BROADWAY HOUSE REPORT

Committee were pleased to note that the Council's Caretakers would be carrying out internal painting in preparation for the new carpet that was to be laid at Broadway House.

The Deputy Town Clerk updated the Committee on the two rear doors which had been fitted via Orwell Housing in the last few days. Members noted that, unfortunately, the new doors were still letting in water underneath. Orwell Housing had been contacted to resolve.

Committee discussed the issue of smoking on Council-owned land, particularly outside Broadway House. Members agreed that smoking should be banned within the curtilage of Broadway House.

It was RESOLVED that the Broadway House Report be noted, and that FOPWA are informed that Council are happy to ban smoking within the curtilage of Broadway House.

60. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report and three quotes for the purchase of a new tractor. It was agreed that the existing tractor and ancillary equipment should be part exchanged and a new tractor with cutting deck be purchased via company C, a local agricultural equipment firm.

The Deputy Town Clerk gave a verbal update on the memorial tree and the offer by the current supplier to replace the engraved leaves with new leaves with more coats of lacquer applied. Members discussed the merits of using stainless steel and also of using brass leaves without applying any lacquer, as in the case of a brass plaque on a bench it would age with time and may not corrode as the current leaves have done. It was agreed the purchasers of the leaves would need to be contacted if the leaves are to be changed and their preference be sought regarding replacement.

Data for the sale of leaves, rose bushes, plaques and benches were noted, and Members were pleased to see that at the current rate of sale, the cost of the Memorial Garden would be replenished in 6-10 years. Previously it had been considered that promotion via local funeral directors could include an incentive scheme to help to publicise the availability of the new Memorial Garden. Members agreed that it would be useful to invite local funeral directors to a meeting to discuss how this may work.

The Clearskies software package update was noted.

Members noted that the income budget for the year 2018/19 for the purchase of Cemetery grave plots had already been exceeded, and Members suggested that the Cemetery capacity is checked in order to estimate the length of time still available for the Cemetery allotment site.

It was RESOLVED that:

- i. the Cemetery update report be noted;**
- ii. Council be recommended to approve the purchase of a new Kubota B1181 Compact Tractor with 48-inch cutter deck; and,**
- iii. the funding for the above, quoted at a cost of £8,000 subject to part exchanging the existing Kubota B1611 tractor and attachments, to be authorised via the Asset Repairs & Replacement Earmarked Reserve (9025/900).**

61. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information.

Members were pleased to note that the total number of vacant allotment plots had decreased from 55 to 36.

The Clerk updated Members following a meeting held the previous day with the Felixstowe Society of Allotment and Leisure Gardeners (FSALG) which had been held onsite at Cowpasture Allotments. The Clerk reported that FSALG had commented that the allotment sites appeared to as well cultivated as they had been for a number of years.

The Clerk advised that discussions had been held with FSALG as to how tenants could be supported with rotavating allotments. Over the years, the practice had been for Council staff to rotovate a plot prior to re-letting. However this often cost Council more than one year's annual allotment rent and impacted on staff capacity in other areas. It was understood that it was common around the country for new tenants to make plots ready themselves when taking them on. However, if a plot was particularly overgrown, this could deter prospective tenants. Members noted that FSALG were considering hiring a small rotovator on a regular basis which could allow them to assist any allotment holders who wished their plot to be rotavated, and that this could give an added value to the current FSALG membership offer.

Geotextile material was working well to suppress the growth of weeds on vacant plots and reducing the need to regularly tend to them until they could be let.

It was RESOLVED that the Allotments Update Report be noted.

62. CLOSURE

The meeting was closed at 8.23pm. The next meeting was noted as being scheduled for Wednesday 5 September 2018 at 7.30pm.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

Council is requested to receive the 'Felixstowe Forward Progress Report to June 2018 (**Appendix A**) as submitted by the Felixstowe Forward Change Director, Helen Greengrass.

Council is reminded that this year's Annual Engagement Event is due to be held on 6th July at The Orwell Hotel. The agenda, postcard invitations and general public flyer promoting the event will be circulated to Members at this meeting at the meeting.

Council is requested to receive the Felixstowe Forward Progress Report to June 2018 and consider any actions it deems necessary.

AGENDA ITEM 11: STATEMENT OF INTERNAL CONTROL 2018/19

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 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 was reviewed by the Finance & General Purposes Committee on 23 May 2018 (*Minute #38 of 2018/19 refers*) and is recommended for approval at **Appendix B**.

Council is requested to approve the Statement of Internal Control for the year ending 31 March 2019, as recommended by the Finance & General Purposes Committee.

AGENDA ITEM 12: REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council's Finance & General Purposes Committee conducted a review of the effectiveness of Council's internal audit arrangements on the following basis:

Regulation 6 of the Accounts and Audit Regulations 2015 imposes a duty on local councils to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control."

Internal audit is a key component of the system of internal control. 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 Local Councils – a Practitioner's Guide (March 2018)" 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 the suggested approach to internal audit provided by Appendix 9 of the “Governance and Accountability for Local Councils – a Practitioner’s Guide 2014.”

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 has no involvement 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 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 5 of the annual 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 & General Purposes 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 2017/18 on a half yearly basis.

Council’s Finance & General Purposes Committee RECOMMENDED the following (*Minute #37 of 2018/19 refers*):

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**

- ii. in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a half yearly and year-end audit on the basis of the schedule provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2014".**
-

AGENDA ITEM 13: DIGITAL COMMUNICATION

With the introduction of GDPR on 25 May it has been recommended that Council consider providing corporate email address for each Councillor for the following reasons:

- Using a personal email for social and business heightens the risk of a data breach, for example if an autofill address pops up when inputting who the email is to, a business email could easily be sent to the wrong person.
- At such as time when a Member leaves, the council-business mailbox can be deleted. Otherwise a Councillor and/or Council could still be liable for a breach if any Council-related data leaked even once a Councillor has left.
- It prevents the possibility of confusion between personal and business use.

Councillors are also advised to take additional care when forwarding emails which may contain sensitive data within previous conversations in the thread, as this could also easily lead to a breach.

Separate email addresses for council-only business can be obtained for free from services such as Gmail, Hotmail and Yahoo. However, these would be fully outside the Council's control and may not provide the same assurance to enquirers that they are corresponding with official representatives of the Town Council.

Therefore, following consideration by the Finance & General Purposes Committee, it has been recommended that Council subscribe to a hosted exchange mailbox for with felixstowe.gov.uk email addresses. The cost per mailbox is between £3.95 - £4.95 per month (the lower price when paid quarterly or annually on a one year agreement). *Minute #39 of 2018-19 refers.*

The Finance & General Purposes Committee considered that an official Town Council email address, for example cllr.firstname.lastname@felixstowe.gov.uk, would help distinguish Town Council business from other business and personal emails and would be more professional.

Council will need to have a Security Policy in place which will ensure that passwords are protected and will detail the procedure of handing the email address back when a Member's term is over, or leaves the Council.

For 16 councillors, the annual cost if paid upfront would be £758.40 + VAT per year.

Further advice for Councillors using electronic communication is provided for consideration as follows:

- If forwarding information, consider whether to just include the issue and not the name of the person reporting the issue
- Copy into a fresh email to remove the IP address or use email encryption.

- Correspond where possible through the Council's office and Clerk to avoid holding personal information
- Password protect PCs and other electronic devices like phones and tablets if they hold Council information and emails
- Keep anti-viruses up to date
- Keep Firewalls activated
- Keep Operating Systems up to date and automatic updates enabled
- Consider encryption for emails and files where relevant.

Members should also note that any emails copied in to council staff may be subject to the Freedom of Information Act.

As there is to be an election in less than twelve months' time, the Finance & General Purposes Committee has recommended that new email accounts be provided for all Members elected to the Council from May 2019.

Council is requested to approve the introduction of felixstowe.gov email addresses for all Councillors by May 2019, as recommended by the Finance & General Purposes Committee.

AGENDA ITEM 14: TOWN HALL BOILER REPLACEMENT

There are two boilers in operation at the Town Hall which service all the radiators and provide hot water. At the beginning of April, one of the boilers had a small leak and an engineer was called out to rectify which included the fitting of a new heat exchanger and sump to the cost of £636.58 +VAT. The engineer came to do the annual service on both boilers a few weeks later and the second boiler was discovered to have a similar problem. A further issue was also discovered with a valve needing replacement; otherwise the boilers are both firing up even if the heating is turned off at the switch. The cost to repair the boiler and the valve is £912.50 + VAT. Running one boiler is sufficient to heat the hot water in the Town Hall but repair or replacement will be required before the end of the summer.

The boilers were both fitted when the Town Hall was refurbished, a little over 10 years ago and are domestic specification. The reason why domestic boilers were chosen is thought to be because there are more gas engineers who are able to work on a domestic boiler (commercial boilers are more specialised and require further training for engineers). Also, two domestic boilers provide contingency if one fails, as opposed to one high-capacity commercial boiler. An initial quote to replace the boilers was sought and has been estimated at approximately £3,500 per unit.

Council's Assets and Services Committee considered this matter at its meeting of 6 June 2018 and has recommended that the boilers be replaced. Though it was understood that the two domestic-quality boilers appeared to be able to cope with demand when they were running well; Members asked that consideration be given toward a commercial installation. Environmental issues should also be considered and checks should be made to ensure that using domestic boilers does not mean that they are going to be running at maximum capacity. Committee discussed the possibility of an insurance/maintenance plan but it was considered that, as any new boilers would come with a lengthy guarantee, using the general repairs/maintenance budget should prove to be more economical.

Council is requested to consider the recommendation of the Assets & Services Committee (*Minute #58 of 2018/19 refers*) and:

- i. authorise expenditure from the Town Hall Maintenance Earmarked Reserve (9065/900) to enable the replacement of the existing boilers, up to a limit of £8,000; and,**
 - ii. delegate the necessary authority to the Clerk and Chairman of the Assets & Services Committee to affect replacement of the boilers, subject to seeking appropriate advice and at least three quotes.**
-

AGENDA ITEM 15: ASSET REPLACEMENT: MINI TRACTOR

Council owns a small tractor, a Kubota B1610, which was purchased second-hand in November 2004 for £5,600 with additional Cultivator attachment purchased new at £1,450, Topper £740 and Plough at £1,139. The tractor has required a few repairs in the past, most recently in December 2015 (£700); October 2017 (£304) and some minor repairs to the seat. Being over 13 years old it has given good service to the Council th a replacement should be considered soon. The cultivator attachment is currently leaking oil and is not able to be used without repair, the cost of which is unknown at this time.

With more grassed areas needing cutting e.g. Cemetery allotments, grass pathways between allotment plots etc., investigations have been made into obtaining a mount mower to attach to the tractor. However, it is not possible to attach this to the existing tractor and a rear mower would need to be purchased which is less practical.

Three quotes have been obtained for a new Kubota B1181 Compact Tractor including 48 inch cutter deck as follows:

Company A (Online)	£10,476.15 + VAT
Company B (Online)	£ 9,000.00 + VAT
Company C (Local Brick+Mortar)	£10,250.15 + VAT (£8,000+VAT with Part Ex.)

Company C has offered part exchange value of £2,250 for Council's Tractor, Rotovator, Plough and Topper Mower, reducing their quote to £8,000+VAT

Council's Assets & Services Committee has recommended that the existing tractor and ancillary equipment should be part exchanged and a new tractor with cutting deck be purchased via company C, a local agricultural equipment firm.

A alternative option of purchasing a ride-on mower was also considered but was not recommended as it would have limited other practical use and not be able to tow a trailer.

Council is requested to approve the recommendation of the Assets & Services Committee (Minute #60 of 2018/19 refers) and:

- i. to approve the purchase of a new Kubota B1181 Compact Tractor with 48-inch cutter deck; and,**
 - ii. authorise the funding for the above, quoted at a cost of £8,000 subject to part exchanging the existing Kubota B1611 tractor and attachments, via the Asset Repairs & Replacement Earmarked Reserve (9025/900).**
-

AGENDA ITEM 16: GLOBAL HARBOUR CITIES FORUM 2018

The Mayor of Kaohsiung, Taiwan, has invited the Mayor of Felixstowe and Town Clerk to attend the 2018 Global Harbour Cities Forum, <http://www.ghcf.org.tw/>, which is to be held in Kaohsiung from 25-27 September. The event brings together representatives of port and harbour towns and cities around the world to discuss common issues and share experiences. The inaugural forum in 2016 attracted almost 200 speakers and representatives from 25 countries.

The Clerk outlined to the GCHF organisers that, whilst the Council and the Port of Felixstowe cooperate closely in the interests of the local community and economy, the Town Council does not have authority over the Port or its operations. Therefore, the Council should be not seen as representing the Port nor should any expectations be raised as to our authority.

The Clerk also requested that the GCHF Secretariat refer the matter to the Port of Felixstowe in order that they could consider the invitation which had been made to the Council and advise accordingly.

The Port has confirmed that they have no objections to the Town Council participating at the event.

There is no cost to the Town Council as Kaohsiung will cover the majority of the expenses of attending the event and any other costs will be personally funded. However, in accordance with the Suffolk Local Code of Conduct, any hospitality received in excess of £25 associated with the event must be recorded and declared to the Monitoring Officer at Suffolk Coastal District Council.

Members should also note that, in accordance with The Bribery Act 2010, the Town Council is committed to carrying out business fairly, honestly and openly and does not tolerate, permit, or engage in bribery, corruption, or improper payments of any kind in our business dealings, anywhere in the world, both with public officials and people in the private sector.

Similarly, officers of the Council are not permitted to accept money, gifts, hospitality and other advantages from business associates, actual or potential suppliers, or service providers which are intended to influence a business decision or transaction in some improper way. In its consideration of this matter, Council is therefore advised to assess whether the potential attendance of the Mayor and/or Town Clerk would present any risk to Council.

Council is requested to consider whether to permit the Mayor and Town Clerk to accept the invitation to attend the 2018 Global Harbour Cities Forum at its representatives.

AGENDA ITEM 17: GENERAL DATA PROTECTION REGULATIONS (GDPR) POLICIES

At its previous meeting Council considered a report in respect of its obligations under the General Data Protection Regulations (GDPR) and resolved that the Clerk should take any necessary actions to ensure Council is able to comply with the regulations ahead of its introduction on 25 May 2018. The Data Protection Act 2018 received Royal Assent the same day and the 1998 Act was repealed.

As part of its obligations with respect to the regulations, Council is required to adopt a Data Protection Policy and a General Privacy Notice and publish these on the Council's website.

The Clerk has drafted the relevant policies, based on appropriate templates, alongside an updated Data Retention and Disposal Policy, on the Town Council's website on 25th May 2018.

Council is requested to consider these policies, as follows, for formal adoption:

- i. FTC Data Protection Policy 2018 (Appendix C)**
 - ii. FTC GDPR Privacy Notice (Appendix D)**
 - iii. FTC Data Retention and Disposal Policy 2018 (Appendix E)**
-