



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

Cllr S Bennett (Mayor of Felixstowe)
Cllr M Deacon (Deputy Mayor)
Cllr D Aitchison
Cllr N Barber
Cllr S Bird
Cllr J Candy
Cllr A Folley
Cllr C Franklin

Cllr S Harkin
Cllr M James
Cllr M Morris
Cllr B Price
Cllr D Rowe
Cllr M Sharman
Cllr D Underwood
Cllr S Wiles

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **FELIXSTOWE TOWN HALL** on **Tuesday 20 June 2023** at **7pm**.

Public Attendance

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

There is a limit to the number of public attending in-person, which may be further affected by coronavirus guidance. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

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



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

Ash Tadjrishi
Town Clerk
15 June 2023

Moment of Reflection: Dr Josh Hunt, Chaplain to Felixstowe School, BOOST.

A G E N D A

- 1. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.
- 2. Apologies for Absence**
To receive any apologies for absence.
- 3. Declarations of Interest**
To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 26.
- 5. Confirmation of Council Minutes**
To confirm the minutes of the Annual Council Meeting held on Wednesday 17 May 2023 as a true record. **(Pages 4 - 14)**
- 6. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Page 15)**
- 7. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following meetings:
 - a) Planning & Environment Committee 24 May 2023 **(Pages 16 - 19)**
 - b) Finance & Governance Committee 24 May 2023 **(Pages 20 - 23)**
 - c) Planning & Environment Committee 7 June 2023 **(Pages 24 - 26)**
 - d) Civic & Community Committee 14 June 2023 **(Pages 27 - 29)**
- 8. 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.
- 9. Felixstowe BID Update**
To receive an update on the Felixstowe BID from the BID Manager, and to consider the Council's representation to the BID. **(Verbal update)**
- 10. Internal Audit Report: Full Year 2022/23**
To receive the final report of the Internal Auditor for 2022/23 and consider any recommendations therein. **(Pages 30 - 31 & Appendix A)**

- 11. Annual Governance Statement and Annual Return 2022/23**
To approve the Accounts, Annual Governance Statement and Annual Return for 2022/23, along with any supporting documents, and to authorise the Mayor to sign the return on behalf of the Town Council.
(Pages 31 - 38 & Appendix B)

- 12. Review of Internal Audit Effectiveness 2023/24**
To consider the recommendation of the Finance & General Purposes Committee and review the effectiveness of Council's internal audit arrangements.
(Pages 39 - 40)

- 13. Statement of Internal Control 2023/24**
To consider the recommendation of the Finance & General Purposes Committee and approve the Statement of Internal Control for the year ending 31 March 2024.
(Page 41 & Appendix C)

- 14. Annual Report 2022/23**
To approve and adopt the Annual Report of the Town Council for the Municipal Year 2022-23.
(Page 41 & Appendix D)

- 15. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows:
(Schedules attached at Appendix E)

Date	Voucher Nos.	Total Payment
18/05/2023	63 – 82	£7,441.49
31/05/2023	83 – 99	£50,408.64
15/06/2023	100 - 120	£16,636.03
	TOTAL	£74,486.16

- 16. Closure**
To close proceedings and note that the next Ordinary Council Meeting will be at 7.30pm on Wednesday 6 September 2023

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ANNUAL COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 17 May 2023** at **7pm**

PRESENT: Cllr S Harkin (Mayor)
Cllr D Aitchison
Cllr S Bennett
Cllr S Bird
Cllr J Candy
Cllr M Deacon
Cllr A Folley
Cllr C Franklin
Cllr M James
Cllr M Morris
Cllr B Price
Cllr D Rowe
Cllr M Sharman
Cllr D Underwood
Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Civic Events Officer)
Mrs S Morrison (Planning Administration Assistant)
Mr S Congi (Finance Administration Assistant)
Miss H Miles (Communications Officer)
Mrs J Smith (Assets & Services Officer)
Mr T Minns (Grounds & Maintenance Manager)

IN ATTENDANCE: Mr M Richardson
19 Members of the Public.

IN ATTENDANCE ONLINE: 2 Members of the Public

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection delivered by Rev. Andrew Dotchin, St John's Church, Felixstowe.

1. ELECTION OF MAYOR

Mayor, Cllr Sharon Harkin, in the chair.

The Mayor reflected on an unprecedented Mayoral year with many extraordinary events, such as recovering from the threat of covid, the war in Ukraine, members of the community queuing up to use the town's 'pop up shop' food banks, the deaths of Councillor Graham Newman and Her Majesty Queen Elizabeth II and the recent coronation of King Charles III.

The Mayor thanked the Civic Events Officer, for her support throughout her Mayoral year and thanked the Deputy Mayor and his wife for their support. The Mayor commented on how glad she was to be able to co-host the recent Civic Awards with the Deputy Mayor. The Mayor also thanked all Councillors, post election sitting together facing change and hope to now move forward as one team united to deliver best service for people of Felixstowe.

The Mayor encouraged newly elected Councillors to take time to settle in, with assistance from seasoned Councillors, the Town Clerk and Council's staff. The Mayor wished all Councillors well for the forthcoming term.

Following the Mayor's address, it was proposed by Cllr M Deacon, seconded by Cllr S Harkin, that Cllr S Bennett be elected as Mayor of Felixstowe for the ensuing Municipal Year.

RESOLVED that Cllr Seamus Bennett be elected Mayor of Felixstowe for the Municipal Year 2023-24.

Cllr Bennett was invested with the Mayor's Chain of Office and duly read out and signed the Declaration of Acceptance of Office.

Mayor, Cllr Seamus Bennett, in the chair.

The Mayor thanked the outgoing Mayor, Cllr S Harkin, on behalf of the Council for her hard work over the past year and her love of Felixstowe. The Mayor then presented her with a gift.

Cllr S Harkin presented the Mayor with a gift to the Town Council, a painting of the Town Hall painted by a Ukrainian staying with a local host family.

The Mayor thanked everyone, also his family, and the past-Mayor for the past year's events, those sad and joyous. He spoke of the past four years and how Felixstowe Town Council was one of the first local councils to declare a Climate Emergency; and paid tribute to former Councillor, Mark Jepson and his wife, for the two Mayoral years during the pandemic. The Mayor spoke on the importance of working for the good of the town in a non-political context. The Mayor paid tribute to the Council's last Liberal Democrat Mayor, Harry Dangerfield, who had the office in 2001 and was present. The Mayor spoke of the honour to follow in the footsteps of all Mayors on Mayoral board.

The Mayor concluded his address by outlining the breadth of activities in the year ahead with a stage of the Men's cycle tour finishing in Felixstowe on Sept 7th, the return of Art on the Prom, the Love Felixstowe weekend, Fun Run, the new Beach Village being completed, a new Tourist Information Hut and the 2023 Blue Flag and Seaside Award status. Whilst there were many things to celebrate and be proud of, there was still a big demand for food banks and mental health services. The Mayor looked forward to a busy year, supported by the Town Council staff and Councillors, working for the community of Felixstowe.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr M Morris, seconded by Cllr A Folley, that Cllr Mike Deacon be elected as Deputy Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Mike Deacon be elected Deputy Mayor for the ensuing Municipal Year 2023/24.

3. COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE

Council noted that in accordance with Section 83 (3) of the Local Government Act 1972, all Members elected to Felixstowe Town Council have made their Declaration of Acceptance of Office before the Town Clerk.

4. PUBLIC QUESTION TIME

A member of the public congratulated the Mayor, and gave congratulations on the Blue flag, and enquired about the process of getting the flag and retaining that in the future. The Mayor responded, that Felixstowe had a Blue Flag in the early 2000s and then four years ago, the process was reviewed and found to have become much easier and are looking to renew each year now. The water quality needs to be regularly monitored and maintained. Various other factors are looked at e.g. education, and the work of Litter Free Felixstowe was a great asset to this. The Mayor was hoping to do some research through the Tourist Information into how the Blue Flag attracts visitors.

A member of the public had a couple of questions, although was aware that they may be East Suffolk Council and Suffolk County Council. Speaking as a member of the Friends of the Seafront Gardens which were renovated 10 years ago, with a maintenance agreement in place for those 10 years. The member of the public wants to ensure that they are properly maintained by professional gardeners with the support of the volunteers. The Mayor spoke of the change in organisation from Suffolk Coastal Norse to East Suffolk Services and will take that forward and ask the Clerk to respond.

The second question was regarding Undercliff Road East and campervans parking along that stretch of road. The member of public would like some clarification that Councillors are taking this seriously. They understand that it is not in the remit of the Town Council but would like support. The Mayor responded and said that a meeting had taken place some time ago with East Suffolk Council, at which it was suggested that this could be reviewed as part of a holistic town wide parking review, and this would be followed up.

5. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

6. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Wiles Cllr S Bennett	All	Other registerable interest (as Members of Suffolk County Council)

Cllr S Bennett Cllr J Candy Cllr M Deacon Cllr A Folley	All	Other registerable interest (as Members of East Suffolk Council)
Cllr D Rowe	504i (2022/23)	Other registerable interest (as a Director of Level Two Youth Project)
Cllr M Sharman	504i (2022/23)	Other registerable interests (as Chairman of the Felixstowe & District Council for Sports & Recreation and a Member of Landguard Trust)

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

7. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 8 March 2023 be signed by the Mayor as a true record and adopted by the Council.

8. 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:

Planning & Environment Committee 8 March 2023
Planning & Environment Committee 22 March 2023
Finance & Governance Committee 22 March 2023
Planning & Environment Committee 5 April 2023
Personnel Committee 5 April 2023
Civic & Community Committee 12 April 2023
Planning & Environment Committee 19 April 2023
Assets & Services Committee 26 April 2023
Planning & Environment Committee 3 May 2023

There was a correction to the Planning & Environment minutes dated 8 March 2023, page 10 planning application DC/23/0539/VOC should read 61 parking places and not 16.

9. ASSET REGISTER 2022/23

The Asset Register had been reviewed by Council's Asset and Services Committee on 26 April 2023 and recommended for adoption as presented.

It was **RESOLVED** that the Asset Register be adopted as presented.

10. GENERAL POWER OF COMPETENCE

Council considered to continue with the adoption of the General Power of Competence and confirmed that the eligibility conditions have been met.

It was RESOLVED that:

Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk being:

- i. At the time of the resolution, at least two thirds of the Council hold office as a result of being declared elected;**
- ii. The Town Clerk and Deputy Town Clerk both hold the Certificate in Local Council Administration (CiLCA); and,**
- iii. from 17 May 2023, until the next relevant Annual Meeting of the Council, 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, Council adopts the General Power of Competence.**

11. SCHEME OF DELEGATION TO THE TOWN CLERK 2022/23

Subject to a clarification under delegation (ii) in the report to confirm that staff working hours would only be changed with staff agreement, it was RESOLVED that the powers delegated to the Town Clerk for 2023/24 be approved as presented in the report.

12. COUNCIL GOVERNANCE AND POLICY 2023/24

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 2023/24:

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

It was RESOLVED that the Council's continued use of BACS payments be confirmed and approved.

13. APPOINTMENTS TO COMMITTEES

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

It was noted that the Mayor of Felixstowe was an ex-officio Member of all Committees with full voting rights if not otherwise formally appointed as a Councillor.

It was RESOLVED that appointments to Committees for the ensuing Municipal Year 2023-24 be made as follows:

FINANCE & GOVERNANCE COMMITTEE (9)

1. Cllr Mike Deacon (Chairman)
2. Cllr David Rowe (Vice-Chairman) **(ex-officio as Chairman of A&S)*
3. Cllr Marc James
4. Cllr Michael Sharman *** (ex-officio as Chairman of C&C)*
5. Cllr Stuart Bird
6. Cllr Steve Wiles
7. Cllr David Underwood
8. Cllr Seamus Bennett
9. Cllr Darren Aitchison

CIVIC & COMMUNITY COMMITTEE (9)

1. Cllr Michael Sharman* (Chairman) *(and ex-officio Member of F&G above)*
2. Cllr Corrine Franklin (Vice-Chairman)
3. Cllr Margaret Morris
4. Cllr Amanda Folley
5. Cllr Sharon Harkin
6. Cllr Nick Barber
7. Cllr Jan Candy
8. Cllr Bernard Price
9. Cllr Darren Aitchison

ASSETS & SERVICES COMMITTEE (9)

1. Cllr David Rowe *** (Chairman) (and ex-officio Member of F&G above)*
2. Cllr Marc James (Vice-Chairman)
3. Cllr Michael Sharman
4. Cllr Margaret Morris
5. Cllr Sharon Harkin
6. Cllr Nick Barber
7. Cllr Jan Candy
8. Cllr David Underwood
9. Cllr Darren Aitchison

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Stuart Bird (Chairman)
2. Cllr Margaret Morris (Vice-Chairman)
3. Cllr Amanda Folley
4. Cllr Corrine Franklin
5. Cllr Nick Barber
6. Cllr Steve Wiles
7. Cllr Seamus Bennett
8. Cllr Jan Candy
9. Cllr David Underwood

PERSONNEL COMMITTEE (5)

1. Mayor of Felixstowe (Chairman) (*ex-officio as Mayor of Felixstowe for 2023/24*)
2. Deputy Mayor (*ex-officio as Deputy Mayor for 2023/24*)
3. Cllr Sharon Harkin (*ex-officio as Mayor of Felixstowe for 2022/23*)
4. Cllr David Rowe
5. Cllr Michael Sharman

APPEALS COMMITTEE (5 Members who are not on the Personnel Committee)

1. Cllr Margaret Morris (Chairman)
2. Cllr Amanda Folley (Vice-Chairman)
3. Cllr Marc James
4. Cllr Nick Barber
5. Cllr Bernard Price

YOUTH FORUM (3 FTC)

1. Cllr Margaret Morris
2. Cllr Bernard Price
3. Cllr Darren Aitchison

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

1. Cllr Amanda Folley (Lead Emergency Coordinator)
2. Cllr Nick Barber (Deputy Emergency Coordinator)
3. Cllr Darren Aitchison (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

ESC/FTC JOINT FORUM

1. Cllr Margaret Morris
2. Cllr David Underwood
3. Town Clerk

CCTV WORKING GROUP

1. Cllr Marc James (Chairman)
2. Cllr Nick Barber
3. Cllr Sharon Harkin
4. Cllr Darren Aitchison
5. Deputy Town Clerk

CLIMATE EMERGENCY WORKING GROUP

1. Cllr Margaret Morris (Chairman)
2. Cllr Mike Deacon
3. Cllr Jan Candy
4. Cllr Seamus Bennett
5. Cllr Nick Barber
6. Cllr Sharon Harkin
7. Cllr Darren Aitchison
8. Town Clerk
9. Deputy Town Clerk

14. 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 2023-24 be appointed as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Memory Lane Steering Group	1. Cllr Sharon Harkin 2. <i>Cllr Bernard Price</i>
Felixstowe Ferry Fairways Committee	1. Cllr Amanda Folley
Friends of Felixstowe Library	1. Cllr Jan Candy
Felixstowe Nightsafe	1. Cllr Marc James
Felixstowe Old People's Welfare Association	1. Cllr Margaret Morris + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr David Rowe 2. Cllr Margaret Morris
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 Amanda Folley + Mayor is Honorary President (<i>ex-officio</i>)

Felixstowe Travel Watch	1. Cllr David Underwood
Haven Ports Welfare	1. Cllr Darren Aitchison
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Jan Candy 2. Cllr David Rowe 3. Mayor of Felixstowe (<i>ex-officio</i>) 4. Town Clerk (<i>ex-officio</i>)
Felixstowe Area ASB Meeting	1. Cllr Michael Sharman 2. Cllr Marc James 3. Cllr Stuart Bird
Level Two Youth Project	1. Cllr Corrine Franklin 2. Cllr Margaret Morris 3. Cllr Bernard Price
Freight Quality Partnership	1. Cllr Seamus Bennett
Fairtrade Forum	1. Cllr Margaret Morris 2. Cllr David Underwood
East Suffolk Lines Community Rail Partnership	1. Cllr Nick Barber
Orwell District Scouts	1. Mayor of Felixstowe (<i>ex-officio</i>)
Felixstowe Peninsula Community Partnership	1. Cllr Sharon Harkin 2. Cllr Michael Sharman 3. Town Clerk
Felixstowe Chamber of Trade	1. Cllr Amanda Folley 2. Cllr David Underwood
Ukraine2Felixstowe	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett

CHARITY TRUSTEES

RESOLVED that the Council appoint the following Trustees to the Mayor of Felixstowe Charity Fund:

Cllr Seamus Bennett (Mayor of Felixstowe)
Cllr Mike Deacon (Deputy Mayor)
Cllr Sharon Harkin (Immediate past Mayor)

15. AUTHORISATION OF SIGNATORIES

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBERS AS ITS BANK SIGNATORIES FOR 2023/24:

Cllr Seamus Bennett
Cllr Mike Deacon
Cllr Stuart Bird
Cllr Sharon Harkin
Cllr Margaret Morris
Cllr Corrine Franklin

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBER AS ITS QUARTERLY BANK RECONCILIATION SIGNATORY FOR 2023/24:

Cllr David Rowe

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING OPEN CREDIT AGREEMENT FOR 2023/24:

Town Clerk, Deputy Clerk and Civic Events Officer be 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.

16. SUBSCRIPTIONS

Council reviewed its Council's and staff subscriptions to other bodies for 2023/24 to the organisations below.

Organisation	2023/24 fee	Notes
Suffolk Association of Local Councils (SALC)	£2,442.79	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£95	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.

And on behalf of its staff Council pays subscription fees to:

Organisation	2023/24fee	Notes
Society of Local Council Clerks (SLCC)	£470	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£296	Professional membership of the Deputy Town Clerk

It was RESOLVED that the subscriptions for 2023/24 be approved.

17. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
15/03/2023	452 - 470	£32,715.09
31/03/2023	471 - 493	£67,325.30
01/04/2023	1 - 6	£12,973.80
18/04/2023	7 - 37	£52,610.55

30/04/2023	38 - 62	£84,410.28
	TOTAL	£250,035.02

18. CLOSURE

The meeting was closed at 8.29pm. It was noted that the next Ordinary Meeting was scheduled for 21 June 2023 at 7.30pm, however, this date may be subject to change due to Suffolk Day.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

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

18/05/2023	4 th Birthday of Cuppa Community Café in Walton
20/05/2023	Foxgrove Residential Home - Cynthia Barker 100 th Birthday
21/05/2023	Global Food & Pita Festival - Ipswich
24/05/2023	Visit Pushchair Pitstop
27/05/2023	Felixstowe 999 Emergency Service Day
03/06/2023	Felixstowe in Flower Launch
05/06/2023	50 th Anniversary - Russell Smith
08/06/2023	Felixstowe Radio
09/06/2023	Raising Pride Flag
10/06/2023	OFCA - Summer Fair
15/06/2023	RAF Honington Annual Formal Reception
16/06/2023	Visit National Coastwatch Institution (NCI)
17/06/2023	200 th parkrun
18/06/2023	Mayors Civic Service

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 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe, on Wednesday 24 May 2023 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr A Folley (*from item 23a*)
Cllr M Morris (Vice Chairman) Cllr C Franklin
Cllr N Barber Cllr D Underwood (*to item 23c*)
Cllr S Bennett (*to item 23i*) Cllr S Wiles (*to item 23h*)
Cllr J Candy

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

IN ATTENDANCE: 2 Members of the public (*in person*)
3 Members of the public (*via Zoom*)

19. PUBLIC QUESTION TIME

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

20. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

Cllr D Underwood gave apologies in advance of needing to leave the meeting at 9.45am to attend to other business.

Cllr S Wiles gave apologies in advance of needing to leave the meeting at 10.40am to attend to other business.

Cllr S Bennett gave apologies in advance of needing to leave the meeting at 10.45am to attend to other business.

21. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird Cllr S Wiles	All	Other registerable interests (as a Members of Suffolk County Council)

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

22. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 3 May 2023 be confirmed as a true record.

23. PLANNING APPLICATIONS

At direction of the Chairman, item C below was moved up the agenda to be considered first.

Committee noted concerns from a member of the public in respect of item C below on potential loss of amenity and the impact on access from the proposals.

At this point, 9.45am, Cllr Underwood left the meeting.

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

C	DC/23/1635/FUL New single storey side and rear extensions. New porch and extension to the front of the property. New dropped kerb and vehicle crossing. 91 Western Avenue
Committee recommended APPROVAL, subject to ESC Planning Officers being content with regard to the effect of the proposed side utility room and the consequential impact on the adjoining neighbour.	

Cllr Folley joined the meeting at this point.

A	DC/23/1804/ADI Illuminated Advertisement Consent - Sign 1: New Isuzu Fascia with built up illuminated letters, Sign 2: New Isuzu Fascia with built up illuminated letters and Sign 3: New Isuzu Fascia with built up illuminated letters 8 - 10 Bryon Avenue The Docks
Committee recommended APPROVAL.	
B	DC/23/1725/FUL Front extension and deck extension. Alexandra Cottage Undercliff Road
Committee recommended APPROVAL.	

D	DC/23/1901/FUL Extension to replace balcony 14 Western Avenue
Committee recommended APPROVAL.	

E	DC/23/1683/FUL 2no. external window awnings 22 - 24 Hamilton Road
Committee recommended APPROVAL.	

F	DC/23/1773/FUL Alterations to Garage Outbuilding (reconstruction of roof to form storage / workshop area). Brandeston Golf Road
Committee recommended APPROVAL. However, we would ask that the new side window at the top of the internal stairs be of obscured glass to prevent potential overlooking to the neighbouring property's rear garden.	

G	DC/23/1524/FUL Retrospective Application - Outbuilding for social use 52 Seaton Road
Committee recommended APPROVAL.	

At this point, 10.40am, Cllr Wiles left the meeting.

H	DC/22/4774/FUL Two storey maisonette over existing retail unit. 27 Beach Station Road
Committee recommended APPROVAL.	

At this point, 10.45am, Cllr Bennett left the meeting.

I	DC/23/1624/TPO G1 of TPO No. 112 / 1973 2no. Holm oak (T1 and T2 on plan) - Fell Replace with 2no. Silver birch planted to the front left hand corner of the front garden 30 Maybush Lane
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

24. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

25. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. Persimmon Homes were seeking a further meeting with Councillors to outline their plans for the drainage of the site off Candlet Road, the detail of the proposed equipped play areas and information on a Tree Planting Event they were looking to host in October this year with a local school.

Agreed that the Clerk would invite Persimmon to provide an informal briefing to Members following the next Committee meeting.

- ii. The Clerk advised that an application DC/23/1612/P3MA, giving prior notification of an application to be considered as Permitted Development under the Use Classes Order 2015 Schedule 2, Part 3, for a change of use from commercial to residential 109a Hamilton Road, had been responded to under delegated authority, in consultation with the Committee Chairman, (Recommend Approval) as this would have been out of time for Committee to consider.

The action taken under Delegated Authority was noted.

26. CLOSURE

The meeting was closed at 11.09am. It was noted that the next meeting was scheduled to take place on Wednesday 7 June 2023 at 9.15am.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 24 May 2023 at 7.30pm**

PRESENT: Cllr D Rowe (Vice Chairman in the chair)
Cllr M Sharman
Cllr S Bird
Cllr M James
Cllr D Underwood

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

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

27. PUBLIC QUESTION TIME

There were none.

28. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Deacon, Cllr Aitchison, Cllr S Bennett** and **Cllr S Wiles**.

29. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr S Bird	All	Other registerable interest (as a Members of Suffolk County Council)

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

30. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 23 March 2023 be signed by the Chairman as a true record.

31. INTERNAL AUDIT REPORT: FULL YEAR 2022/23

Members considered the final Internal Audit Report for the year 1 April – 31 March 2023 as presented.

The Auditor's recommendation that Councillors should date their authorisations to demonstrate the authorisation took place before the payment occurred was noted and would be actioned.

The Town Clerk referred to the note on page 8 of the report where the Auditor drew Council's attention to the fact that using general reserves to support a freeze on council tax is a reasonable step to cover short-term increased costs, however Councillors should note that if increased costs are not temporary, achieving a balanced budget in subsequent years can become more challenging as the gap met by spending from reserves will at some point have to be covered as well as inflation.

The Town Clerk advised that the external auditors, PKF Littlejohn, had raised that the Notice of Exercise of Public Rights for the previous year had an error on the written dates on the notice. Although it had been available online throughout the period, the paper copy was put on the noticeboard as of the date of the agenda going out to Councillors, with the six weeks counted from that point, whereas it should have been following the authorisation of the accounts at the Ordinary Council meeting a few days later. As requested by the External Auditors Assertion 4 on Section 1 'We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations is marked 'No' with an explanation being sent with the Annual Return.

Committee recorded a vote of thanks to the Finance Administration Assistant, and Deputy Town Clerk for their work in obtaining a clear audit.

RESOLVED that Committee noted that there were no significant actions arising from the final Internal Audit Report for the Financial Year 2022/23 and, therefore, no action plan is required to be submitted with the Annual Return 2022/23 to the External Auditor.

32. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

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

Members considered the good service received from the SALC-appointed auditor and the benefit of an internal auditor with experience of working within the town council sector. It was proposed that the arrangement be recommended to continue on the same basis for 2023/24.

RESOLVED that it be recommended to Council that:

- i. having reviewed the effectiveness of its internal audit, it be resolved 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 paras 4.14-4.17 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2023".

33. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2022-23

Members considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2022/23 as presented.

The Clerk confirmed that the Notice of Audit would be displayed on the Town Hall noticeboard in accordance with the statutory requirements.

It was RESOLVED that it be recommended to Council that:

- i. the Annual Return for the financial year ended 31 March 2023 (Section 1 – Annual Governance Statement) be approved and the Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- ii. the Annual Return for the financial year ended 31 March 2023 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council's Responsible Finance Officer be approved, and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. it be noted that there were no actions arising from the final Internal Audit Report for the Financial Year 2022/23 and, therefore, no action plan was required to be submitted with the Annual Return 2022/23 to the External Auditor.**

34. BUDGET MONITORING TO 30 APRIL 2023

Committee received the budget monitoring report to 30 April 2023. 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 2023 be noted.

35. QUARTERLY BANK RECONCILIATION

It was confirmed that the Council's nominated Quarterly Bank Reconciliation Signatory (*Min #13 2022/23 refers*), had signed the reconciliation between the bank statement and Scribe accounts to confirm the amounts agreed each month.

RESOLVED that it be noted that the reconciliations between the bank statement and accounts statements for the period 1 April 2022 – 31 March 2023 had been reviewed and signed by the appointed bank reconciliation signatory.

36. STATEMENT OF INTERNAL CONTROL 2023/24

Committee noted the requirement of the Accounts and Audit Regulations 2015 for Council to ensure that it has a sound system of internal control.

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 2024 be recommended to Council for formal adoption as presented.

37. ANNUAL REPORT 2022/23

Committee considered the Annual Report 2022/23. Members suggested a couple of minor amendments and corrections. The Clerk advised that he would update the report and circulate to all Councillors prior to inclusion on the next Council meeting agenda.

RESOLVED that the Annual Report be recommended to Council for approval and adoption for the Municipal Year 2022-23

38. CIL UPDATE REPORT

Committee received the report on CIL and appointed the following representatives to the CIL Working Group. The Deputy Town Clerk will arrange a meeting in the forthcoming weeks.

It was RESOLVED that the following representatives are appointed to the CIL Working Group:

1. Cllr M Deacon
2. Cllr M Sharman
3. Cllr M Morris
4. Cllr D Rowe
5. Cllr N Barber
6. Cllr S Bennett
7. Cllr D Aitchison
8. Cllr D Underwood
9. Town Clerk
10. Deputy Town Clerk

39. CLOSURE

The meeting was closed at 8.24pm. The next meeting was noted as being scheduled for Wednesday 12 July 2023 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 7 June 2023 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr A Folley
Cllr M Morris (Vice Chairman) Cllr C Franklin
Cllr J Candy Cllr D Underwood

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

IN ATTENDANCE: 1 Member of the public (*via Zoom*)

40. PUBLIC QUESTION TIME

None.

41. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr S Bennett** and **Cllr S Wiles**.

42. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird	All	Other registerable interests (as a Member of Suffolk County Council)

Cllr A Folley declared a Non-Registerable Interest in item 44(D) as the applicant was a close friend. Having declared this Non-Registerable Interest, Cllr Folley advised that they would leave the meeting prior to any debate and decision on the item.

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

43. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 24 May 2023 be confirmed as a true record.

44. PLANNING APPLICATIONS

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

A	DC/23/1914/DRC Discharge of Condition No. 35 of DC/21/1322/ARM - Approval of reserved matters (layout, scale, appearance and landscaping) on DC/16/2778/OUT: Hybrid application seeking outline planning permission for demolition of existing buildings and phased construction of up to 385 dwellings, associated infrastructure, new public open space and a new link road and linear park between Walton High Street and Candlet Road with all matters reserved except access and full planning permission and listed building consent for demolition of existing buildings and conversion of curtilage listed stables to B1 business use, associated infrastructure and enhancements to the curtilage of 362 High Street. The development is not EIA development - the Hybrid Planning Permission was the subject of an EIA Screening Opinion (EIA) - Sustainability Land North Of Walton High Street
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Committee recommended APPROVAL, subject to the applicant supplying additional detail; specifically details on how many and which properties will be provided with Solar PV panels and Air Source Heat Pumps; and, therefore, how the applicant has arrived at the figure of 31% carbon reduction below the compliant figure.

B	DC/23/1135/FUL Erection of office accommodation building (to replace existing office building approved for a temporary period by 22/2930) Land Off Walton Avenue
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Committee recommended APPROVAL, subject to the entrances to the building being fully disability compliant. Furthermore, in light of this Council's declaration of a Climate Emergency, we express regret that the application appears to show no significant carbon emissions mitigation measures.

C	DC/23/1909/FUL Side single storey extension 24 Kendal Green
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Committee recommended APPROVAL.

At this point in the meeting, having declared a Non-Registerable Interest in the following item, Cllr A Folley left the meeting.

D	DC/23/1753/FUL Construction of a wooden garden room 2 Laurel Walk Holmhill Drive
----------	---

Committee recommended APPROVAL.

Cllr Folley returned.

E	DC/23/1945/FUL Replace the existing white painted timber windows, doors, fascia's and soffits with white UPVC The Firs Residential Home 186 Grange Road
Committee recommended APPROVAL.	

F	DC/23/1615/FUL Creation of vehicular access 80 Mill Lane
Committee recommended APPROVAL.	

G	DC/23/1968/TCA 1no. Honey Locust (red circle on plan) - Overall crown reduction by up to 2 metres Beauty Therapy 30 Maybush Lane
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

45. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

46. CORRESPONDENCE

None.

47. CLOSURE

The meeting was closed at 10.35am. It was noted that the next meeting was scheduled to take place on Wednesday 21 June 2023 at 9.15am.

53. OCCASIONAL GRANTS ROUND 1 2023/24

Committee considered completed applications for funding received prior to the 31 May 2023 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being £15,650.

Members noted the number of organisations that were responding to community need in the current financial climate.

At this point in the meeting, having declared an Other-Registerable Interest in the following two items, Cllr M Sharman left the meeting.

RESOLVED that the following Occasional Grants be awarded:

- i. Felixstowe Museum
£900 for poster printer (on confirmation of the cost of the equipment).**
- ii. Ipswich Skating Club
£1,000 for the Back to Skate at Felixstowe project.**

Cllr Sharman returned.

RESOLVED that the following Occasional Grants be awarded:

- iii. Air Cadets 356 Sqn
£1,300 for the Get Active project and Life Saving Skills for cadets.**
- iv. Dora Brown
£2,000 for the Felixstowe Families Project (on confirmation of recipient families being identified).**
- v. Emmaus
£1,030 towards the Felixstowe Wellbeing Hub held at Felixstowe Library.**
- vi. Felixstowe and Villages Carers Group
£400 for activities for the group and white board/flip chart**
- vii. Felixstowe Opportunity Group
£500 towards the Energy Efficiency Project.**
- viii. Old Felixstowe Nursery
£500 towards play equipment and activity sets.**
- ix. WAMFest
£2,000 for WAMFest 2023 – series of art events in Felixstowe**

It was therefore RESOLVED that for the first round of Occasional Grants for 2023/24 a total of £9,630 be awarded and approved for payment based on the schedule above.

54. ANNUAL GRANTS UPDATE

The Deputy Town Clerk updated Members on the Annual Grant which had been approved for Art on the Prom but which had been retained whilst confirmation had been sought on whether the event would be taking place in 2023.

Members noted that the organiser was working with Art Eats and the event would be going ahead in the same way as in previous years. Members also commented on the increased costs associated with delivering the event.

It was RESOLVED that the £2,000 Annual Grant for Art on the Prom be released and authorised for payment to the event organiser.

55. SUFFOLK DAY 2023

Members noted the report and received a verbal update from the Civic Events Officer. Local residential homes and schools had been invited. Members noted that Morrisons would be supporting the event and supplying refreshments.

It was noted that the event would be promoted on social media and all Councillors would be reminded of the details.

RESOLVED that the update report on Suffolk Day 2023 be noted.

56. FLAG FLYING ARRANGEMENTS

Committee received the report detailing designated days when the Union Flag should be flown on government buildings and other flag flying occasions.

RESOLVED that the Flag Flying policy be approved as presented.

57. TWINNING POLICY

Members noted the report on Town Twinning and received an update from the Clerk on current arrangements.

RESOLVED that the Twinning Policy be approved as presented.

58. CCTV UPDATE

The Deputy Town Clerk presented a report on the CCTV Working Group. Following a discussion it was agreed that the Working Group should report back to Committee in September with its recommendations. Committee understood that the current maintenance contract was due to expire on 30th June and agreed that the agreement should renew for a quarter and be reviewed at the September meeting.

RESOLVED that the CCTV update report be noted.

59. CLOSURE

The meeting was closed at 9.11pm. It was noted that the next meeting was scheduled to take place on Wednesday 13 September 2023 at 7.30pm.

AGENDA ITEM 10: INTERNAL AUDIT REPORT: FULL YEAR 2022/23

The Internal Audit for the year ending 31 March 2023 took place on Monday 22nd May 2023 and the signed report is presented at **Appendix A**.

The Year End Internal Audit Report was presented to the Finance & Governance Committee for review, with no actions recommended (*Minute #31 of 2022/23 refers*) and is also required to be formally reviewed and received at a meeting of the full Council.

Though there were no actions raised by the Internal Auditor, the following recommendation and note were made:

Where applicable, are internet banking transactions properly recorded and approved?

Recommendation: *Councillors should date their authorisations to demonstrate the authorisation took place before the payment occurred.*

This was agreed to be actioned by the Finance & Governance Committee.

Verify that the precept amount has been agreed in full Council and clearly minuted.

Note: *As the general reserves are within the expected range for the council and will still be within the expected range despite spending from reserves to support a freeze on council tax, this is a reasonable step to cover short-term increased costs.*

However, Councillors should note that if increased costs are not temporary, achieving a balanced budget in subsequent years can become more challenging as the gap met by spending from reserves will at some point have to be covered as well as inflation.

The Internal Auditor has completed page 3 of the Council's Annual Governance and Accountability Return (AGAR). The completed AGAR once signed by the Mayor will be submitted to the External Auditors by the deadline of 3 July 2023. See item 11.

Once approved by Council the Notice of Exercise of Public Rights will be put on display both on the noticeboard and on the website.

Last year, there was an issue with the dates written on the Notice of Exercise of Public Rights, although it had been available online throughout the period, the paper copy was put on the noticeboard when the agenda went out to Councillors and the six weeks were counted from that point, when it should have been dated from authorisation at Ordinary Council a few days later. As requested by the External Auditors Assertion 4 on Section 1 'We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations is marked 'No' with an explanation being sent with the Annual Return.

Documentation including the signed AGAR is required to be published on the website the day before the Notice of Exercise of Public Rights is dated, the period should be at least 30 working days and include the first 10 working days of July. The Notice of Exercise of Public Rights will commence on Friday 23 June 2023 and end on Monday 7 August 2023.

Council is requested to note the final Internal Audit Report for the year 1 April 2022 - 31 March 2023.

AGENDA ITEM 11: ANNUAL GOVERNANCE STATEMENT AND ACCOUNTABILITY RETURN FOR 2022-23

Council is required to approve its Annual Governance Statement and Accountability Return for 2022-23, presented at **Appendix B**.

Council's Full Year Internal Audit for 2022-23 was carried out 22 May and there were no matters arising from the report requiring an action plan to be submitted with the Annual Return 2022-23 to the External Auditor. Accordingly, Council's Internal Auditor has completed page 3 of the Annual Governance and Accountability Return confirming that all internal control objectives have been met.

Notes are provided below to provide some context to the figures to the Accounting Statements 2022/23 Section 2 of the Annual Return (figures for Year Ending 31 March 2022 are shown in brackets for comparison). The External Auditor requires an explanation of any variances for box 3 in Section 2 where the percentage change is greater than +/- 15% and if the increase or decrease is greater than £200, variances of £100,000 or more also require explanation regardless of the % variation year on year. Where this applies, the explanation is given below and will be appropriately evidenced alongside all other documentation due to be submitted to the External Auditor. All figures are rounded to the nearest £1.

1 - Balances Brought Forward: £1,233,785 (£1,130,155 for Y.E. 31 March 2022)

This represents the total balances and reserves as recording in the financial records at the start of the year and agrees with the audited figure in Box 7 of the previous year ending 31 March 2022.

2 - Precept: £612,6736 (£601,608) Variance = +2%

As approved by Council at its meeting of 12 January 2022 (*Minute #318 of 2021/22 refers*).

3 - Total other receipts: £280,672 (£271,412) Variance = +3%

4 - Staff Costs: £538,354 (£478,247) Variance = +13%

5 - Loan Repayments: £34,732 (£34,732) Variance = 0%

Repayment of PWLB loan at fixed sum paid in two instalments of £17,365.97 per year.

6 – All Other Payments: £288,429 (£257,412) Variance = 12%

7 – Balance Carried Forward: £1,264,677 (£1,232,785)

Representing total Balances and Reserves at 31 March 2023.

Movements to Council's General Fund and allocated Earmarked Reserves for the year are shown below (all figures are rounded):

General Fund opening Balance: £ 437,340
 Earmarked Reserves: £ 795,445
 Total opening Balance 01.04.22: **£1,232,785**

Total Receipts: £ 893,407 (+)
 Total Expenditure: £ 861,515 (-)

Total closing Balance 31.03.23: **£1,264,677**

Represented by

General Fund: £ 390,828
 Earmarked Reserves: £ 873,849 (Net change to ER 22/23 = £ 78,404)

A summary of transfers to and from Earmarked Reserves is provided in the table below:

Description	Opening Balance 1/4/22	Transfer In/Out	From/To Reference	Direct Expenditure	Reference	Closing Balances 31/3/23
Election Expenses	£17,862.00	£6,000	Min #318 2021/22	£0		£23,862.00
Enhancement & Promotional	£692.00	£0		£0		£692.00
Asset Repairs & Replacement	£23,615.33	£3,000	Min #318 2021/22	£3,550.34	Min #237 325 412 (2021/22)	£23,064.99
IT Replacement Fund	£25,402.62	£0		£0		£25,402.62
Cemetery Projects	£195,344.45	£20,000	Min #318 2021/22	£10,802.69	Min #237, 325, 412 of 2021/22	£204,541.76
Broadway House	£57,450.99	£2,500	Min #318 2021/22	£223.75	Min # 129 2020/21 and Min #162, 262, 325 2021/22	£59,727.24
Walton Community Hall	£72,250.84	£2,500	Min #318 2021/22	£223.75	Min # 261 ii 2022/23	£74,527.09
Town Hall Maintenance	£86,582.54	£5,000	Min #318 2021/22	£39,070.26	Min #85iii, #170, and 193 (2022/23)	£52,512.28
Play Equipment	£7,500	£7,500	Min #318 2021/22	£0		£15,000.00

Community Fund	£34,296.84	-£25,000.00	Min #318 2021/22	£0		£9,296.84
CCTV	£42,000.00	£0		£0		£42,000.00
Staffing Reserve	£58,563.90	£0	Min #318 2021/22	£0		£58,563.90
Community Infrastructure Levy 2018/19	£0	£0		£0		£0
Community Infrastructure Levy 2019/20	£24,302.18	£0		£0		£24,302.18
Community Infrastructure Levy 2020/21	£17,291.40	£0		£0		£17,291.40
Community Infrastructure Levy 2021/22	£77,289.65	£0		£0		£77,289.65
Community Infrastructure Levy 2022/23	£0	£116,511.36				£116,511.36
Queen's Platinum Jubilee (formally VE 75 Event)	£30,000	£0		£21,990.38		£8,009.62
Community Support	£25,000	£25,000	Min #318 2021/22	£8,745.54		£41,254.46
Totals	£795,444.74	£163,011.36		-£84,606.71		£873,849.39

8 – Total Cash and Short-Term Investments: £1,260,265 (£1,233,379)

Variance between Boxes 7 and 8 = £4,412.08

Represented by:

Debtors: -£15,974.41
Creditors: £11,562.33

9 - Fixed Assets Plus Other Long Terms Investments/Assets: £324,069 (£76,785) Variance = +322%

The value of fixed assets reported in 2021/22 was £76,785. The following additions and deletions took place:

Additions (Subtotal: £247,863.00)

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
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2x Husqvarna Backpack Battery	Cemetery	01/04/2022	£1,732.00	£1,732.00	£1,732.00
Husqvarna Backpack Battery	Cemetery	12/07/2022	£963.00	£963.00	£963.00
Husqvarna Lawnmower	Cemetery	12/05/2022	£666.00	£666.00	£666.00
Allenby Park	Allenby Park	12/07/2022	£1.00		£1.00
Allenby Park Matta Surfacing	Allenby Park	12/07/2022		£54,450.00	£54,450.00
Allenby Park Activity Trail	Allenby Park	12/07/2022		£6,500.00	£6,500.00
Climbing Frame	Allenby Park	12/07/2022		£6,500.00	£6,500.00
Multi Play	Allenby Park	12/07/2022		£4,500.00	£4,500.00
Bench	Allenby Park	12/07/2022		£600.00	£600.00
Litter Bin	Allenby Park	12/07/2022		£600.00	£600.00
Park Fencing	Allenby Park	12/07/2022		£11,000.00	£11,000.00
Free Standing Slide	Allenby Park	12/07/2022		£3,000.00	£3,000.00
Dish Roundabout	Allenby Park	12/07/2022		£2,500.00	£2,500.00
Self-Closing Gate	Allenby Park	12/07/2022		£700.00	£700.00
Spinning Pole	Allenby Park	12/07/2022		£750.00	£750.00
1 Bay 2 Seat Swing	Allenby Park	12/07/2022		£3,250.00	£3,250.00
Basket Swing - Type 1	Allenby Park	12/07/2022		£3,250.00	£3,250.00
Five-A-Side Goals	Allenby Park	12/07/2022		£8,500.00	£8,500.00
Table Tennis	Allenby Park	12/07/2022		£1,250.00	£1,250.00
Spring See-Saw	Allenby Park	12/07/2022		£1,250.00	£1,250.00
Gosford Way Park	Gosford Way	12/07/2022		£1.00	£1.00

Gosford Way Park Matta Surfacing	Gosford Way	12/07/2022		£56,200.00	£56,200.00
Gosford Way Park Adventure Trail	Gosford Way	12/07/2022		£11,000.00	£11,000.00
Climbing Frame	Gosford Way	12/07/2022		£5,000.00	£5,000.00
Multi Play Equipment (Junior)	Gosford Way	12/07/2022		£12,000.00	£12,000.00
Multi Play Equipment (Toddler)	Gosford Way	12/07/2022		£9,750.00	£9,750.00
Bench	Gosford Way	12/07/2022		£800.00	£800.00
Litter Bin	Gosford Way	12/07/2022		£700.00	£700.00
Picnic Table	Gosford Way	12/07/2022		£2,400.00	£2,400.00
See Saw	Gosford Way	12/07/2022		£2,000.00	£2,000.00
Spring Ghost Rocking Equipment	Gosford Way	12/07/2022		£1,050.00	£1,050.00
See-Saw (Spring)	Gosford Way	12/07/2022		£950.00	£950.00
Rotor Play - Dish Roundabout	Gosford Way	12/07/2022		£1,850.00	£1,850.00
2 Bay 2 Flat 1 Basket Seat	Gosford Way	12/07/2022		£3,750.00	£3,750.00
Fencing	Gosford Way	12/07/2022		£14,000.00	£14,000.00
Gates - Combination	Gosford Way	12/07/2022		£1,900.00	£1,900.00
Gates - Self Closing	Gosford Way	12/07/2022		£2,100.00	£2,100.00
Table Tennis	Gosford Way	12/07/2022		£1,250.00	£1,250.00
Talk Tubes	Gosford Way	12/07/2022		£1,200.00	£1,200.00
1 Bay Swing	Gosford Way	12/07/2022		£2,500.00	£2,500.00
Surf Swing	Gosford Way	12/07/2022		£2,400.00	£2,400.00
Five-a-Side Goals	Gosford Way	12/07/2022		£3,100.00	£3,100.00

Deletions (Subtotal: £579.17)

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
Stihl FS410 Brushcutter	Cemetery	08/03/2017	£579.17	£579.17	£579.17

In accordance with the Practitioner's Guide to Governance and Accountability for Smaller Authorities, the Council's land and premises transferred under local government reorganisation or any 'community assets' without an intrinsic resale value are given a nominal valuation of £1.

The value of fixed assets reported to Council (Min #9 2023/24 refers) for 2022/23 was **£324,069**

10 – Total borrowings: £271,361 (£291,895) Variance = -7%

Felixstowe Town Council borrowed £500,000 from the Public Works Loan Board in 2007/08 for the purchase and refurbishment of Felixstowe Town Hall. The loan period being 25.5 years. Repayments are £34,731.94 per annum and the balance outstanding as at 31 March 2023 was £271,361.

Further to the Accounting Statements, the following additional notes may be of benefit to Council:

Leases

At the end of 2022/23 the Town Council had no new lease of property. Parts of the Town Hall are licensed to third party organisations, as follows:

Lessee	Purpose	Annual Lease Payable £	Year of Expiry
Suffolk County Council	Registration Service Accommodation	£4,397.57 per annum (£3,664.64 net)	Annual renewal
East Suffolk Council	Felixstowe Forward Accommodation	£3,250.00 per annum (£2,708.34 net)	Annual renewal
*East Suffolk Council	Resort Team Accommodation	£2,500.00 per annum (£2,083.32 net)	Quarterly renewal

*Note that the lease for the Resort Team accommodation ended on 31/3/2023.

The Town Council owns the freehold interest in two schemes within Felixstowe which have either been re-built or re-furbished in conjunction with the Orwell Housing Association. Both schemes comprise a community hall on the ground floor and social housing flats on the upper floors.

The Housing Association financed the building works at each site and consequently has the benefit of an agreement to a long lease of the flats at a peppercorn rent to

reflect the value of the building works carried out. The Housing Association then sub-lets the flats to its own tenants.

Lessee	Rent	Freeholder	Address
Orwell Housing Association Ipswich	Annual peppercorn	Felixstowe Town Council 65 years from January 2005	Broadway House Orwell Road Felixstowe
Orwell Housing Association Ipswich	Annual Peppercorn	Felixstowe Town Council 65 years from March 2007	Walton Community Hall Walton Felixstowe

In addition, the Town Council leases the following items of equipment:

Lessor	Purpose	Lease Payable Net £	Year of Expiry
Sharp	Multi-Functional Device	£97.57 per quarter	29.10.2023
Pitney Bowes	Franking Machine	£85.59 per quarter	10.12.2024
Stellantis (Previously known as PSA Finance)	Electric Van	£283.14 per month	18.08.2025

Tenancies

During the year, the following tenancies were held:

Council as Landlord

Tenant	Property	Rent p.a.	Repairing/Non repairing
Felixstowe Old Peoples Welfare Association	Broadway House	£2,392.56	(Licence)
Telefonica	Telephone mast situated at Felixstowe Cemetery	£5,314.75	N/A

Council as Tenant

The Flood Memorial owned by Felixstowe Town Council is located at Langer Primary Academy, Langer Road, Felixstowe. An annual fee of £10.00 is due to Suffolk County Council.

General Power of Competence

The “General Power of Competence” was included in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). This power was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012. The power enables eligible councils to have “the power to do anything that individuals generally may do” as long as they are not prevented from doing so by other laws. The Town Council meets the criteria for eligibility and adopted the use of the General Power of Competence at its Annual Council Meeting on 15 May 2019 and, furthermore, confirmed its eligibility on 17 May 2023 (min #10 2023/24).

Pensions

The Council is a member of the Suffolk County Council Local Government Pension Scheme. Employees who are not LGPS Members but subject to auto-enrolment to a pension scheme are enrolled into Council’s NEST Pension scheme.

Council is requested to:

- i. approve the Annual Return for the financial year ended 31 March 2023 (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 2023 (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 2022/23 and, therefore, no action plan is required to be submitted with the Annual Return 2022/23 to the External Auditor.**

AGENDA ITEM 12: 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. This item is to let members know that this item will go to the next Ordinary Council meeting.

Review of effectiveness of internal audit

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

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

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

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

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

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

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

procedures.

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

Relationships with the Clerk and the Authority:

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

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

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

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

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

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

Council's Finance & Governance Committee RECOMMENDED the following (Minute #32 of 2023/24 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 paras 4.14-4.17 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2019".**

AGENDA ITEM 13: STATEMENT OF INTERNAL CONTROL 2023/24

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

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

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

The Council must operate an overall system of internal control appropriate to its expenditure and activity. As part of its system of internal control, the council arranges for an internal audit where someone, (other than the Clerk or 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 2024 was reviewed by the Finance & Governance Committee on 24 May 2023 (*Minute #36 of 2023/24 refers*) and is recommended for approval at **Appendix C**.

Council is requested to approve the Statement of Internal Control for the year ending 31 March 2024, as recommended by the Finance & Governance Committee.

AGENDA ITEM 14: ANNUAL REPORT 2022/23

The Annual Report is produced every year to capture the work carried out in the previous Municipal Year. The Report, **at Appendix D**, was reviewed by the Finance & Governance Committee and it presented to Council for approval (*Minute #37 of 2023/34 refers*).

Council is therefore requested to approve and adopt the Annual Report of the Town Council for the Municipal Year 2023-23.