



9 am to 4 pm Mondays to Fridays

## 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 14 June 2017 at 7.30pm** for the transaction of the following business preceded by:

**Prayers** Rev. Trevor Harris, River of Life 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 10 May 2017 as a true record. **(Pages 4-11)**

### 7. **Mayor's Announcements**

To receive such communications as the Mayor may wish to lay before Council. **(Page 12)**

## **8. Minutes of Committee Meetings**

To receive and adopt the minutes of the following meetings:

- a) Planning & Environment Committee 17 May 2017 **(Pages 13-15)**
- b) Finance & General Purposes Committee 24 May 2017 **(Pages 16-19)**
- c) Planning & Environment Committee 31 May 2017 **(Pages 20-23)**
- d) Assets & Service Committee 31 May 2017 **(Pages 24-27)**

## **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 Policing**

Council is to welcome South East Locality Inspector Andrew Pursehouse following his appointment to the post and to receive a verbal report on local policing matters. **(Verbal Report)**

## **11. Felixstowe Forward Report**

To consider the report of the Felixstowe Forward Change Director.  
**(Page 28 and Appendices A & B)**

## **12. Annual Return 2016-17**

To approve the Accounts, Annual Governance Statement and Annual Return for 2016-17, along with any supporting documents, and to authorise the Town Mayor to sign the return on behalf of the Town Council.  
**(Pages 29-35 & Appendix C)**

## **13. Statement of Internal Control 2017/18**

To consider the recommendation of the Finance & General Purposes Committee and approve the Statement of Internal Control for the year ending 31 March 2018.  
**(Pages 36 & Appendix D)**

## **14. 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 37-39)**

## **15. Purchase of Tables for Town Hall**

To consider the recommendation of the Assets & Services Committee for the purchase of five new tables for Felixstowe Town Hall. **(Page 39)**

## **16. Replacement Doors at Broadway House**

To consider the replacement of two rear doors at Broadway House.  
**(Page 39)**

**17. Accounts for Payment**

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

**(Schedules attached at Appendix E)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
12/05/2017	52 – 82	£22,010.29
30/05/2017	83 - 103	£42,795.04
	<b>TOTAL</b>	<b>£64,805.33</b>

**18. Closure**

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 12 July 2017.



**Ash Tadjrishi**  
**Town Clerk**  
**7 June 2017**

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

## **AGENDA ITEM 6: CONFIRMATION OF COUNCIL MINUTES**

**MINUTES** of the **ANNUAL COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 10 May 2017 at 7.30pm**

**PRESENT:** Cllr Jan Garfield (Retiring Town Mayor) Cllr Jon Garfield  
Cllr N Barber (Deputy Mayor) Cllr T Green  
Cllr C Barham Cllr M Jepson  
Cllr S Bird Cllr G Newman  
Cllr S Bloomfield Cllr D Savage  
Cllr P Coleman Cllr A Smith  
Cllr M Deacon Cllr S Wiles  
Cllr S Gallant Cllr K Williams

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs L Monsen (Mayor's Secretary)  
Mrs D Frost (Deputy Town Clerk)  
Mrs S Faversham (Cemetery & Allotments Officer)  
Mrs S Morrison (Administrative Assistant)  
Mrs C Page (Planning Administration Officer)

**IN ATTENDANCE:** 32 members of the Public.

### **PRAYERS**

The meeting was preceded with prayers by Rev. Andrew Dotchin, St Johns Church, Felixstowe.

### **1. ELECTION OF TOWN MAYOR**

**Town Mayor, Cllr Jan Garfield, in the chair.**

It was proposed by Cllr A Smith, seconded by Cllr M Deacon, that Cllr Nick Barber be elected as Town Mayor for the ensuing Municipal Year.

**RESOLVED that Cllr Nick Barber be elected Town Mayor for the ensuing Municipal Year 2017-18.**

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

**Town Mayor, Cllr Nick Barber, in the chair.**

Councillor Barber thanked Cllrs A Smith and M Deacon for nominating him to the office of Mayor for 2017/18 and paid tribute to the outgoing Mayor, Cllr Jan Garfield, for her year in office and fundraising efforts in support of her charities.

In his incoming announcement, the Mayor named his charities for the Municipal Year 2017-18 as being Felixstowe & Walton Football Club, FACTS and the Level Two Youth Project.

The Mayor appointed Mrs Judy Barber as his Mayoress.

## **2. ELECTION OF DEPUTY MAYOR**

It was proposed by Cllr Jon Garfield, seconded by Cllr T Green, that Cllr Graham Newman be elected as Deputy Mayor for the ensuing Municipal Year.

**RESOLVED that Cllr Graham Newman be elected Deputy Mayor for the ensuing Municipal Year 2017-18.**

Addressing the Council, the Deputy Mayor thanked Cllrs Jon Garfield and T Green for nominating him to the office and stated that he would do his best to support the Mayor during his term in office.

The Deputy Mayor appointed Mrs Janet Newman as his Deputy Mayoress.

## **3. APOLOGIES**

There were none.

## **4. DECLARATIONS OF INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
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 8 March 2017 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) Highways Advisory Committee 7 March 2017
- b) Planning & Environment Committee 8 March 2017
- c) Planning & Environment Committee 22 March 2017
- d) Finance & General Purposes Committee 22 March 2017
- e) Planning & Environment Committee 5 April 2017
- f) Assets & Service Committee 5 April 2017
- g) Personnel Committee 12 April 2017
- h) Planning & Environment Committee 19 April 2017
- i) Civic & Community Committee 19 April 2017
- j) Planning & Environment Committee 3 May 2017

**8. ANNUAL REPORT 2016/17**

The Mayor directed Council to its Annual Report for 2016/17 which had been tabled at the meeting.

**It was RESOLVED that the Annual Report for Felixstowe Town Council for the year 2016/17 be approved and adopted as received.**

**9. DELEGATION ARRANGEMENTS**

**It was RESOLVED that the powers delegated to the Town Clerk for 2017/18 be approved as presented in the report and appended to the Minute Book 2017-18.**

**10. ANNUAL MEETING ARRANGEMENTS**

Council considered the recommendation of the Civic & Communities Committee to amend the basis by which the Annual Town and Annual Council meetings were scheduled.

**It was RESOLVED that the recommendations be approved and that:**

- i. the Annual Town Meeting should be held on the second Wednesday in May at 7pm each year;
- ii. the Civic Awards should be presented during the Annual Town Meeting;
- iii. the Civic & Community Committee will review arrangements and proposed costs for consideration by Council as part of its 2018-19 budget review process; and,
- iv. the Annual Council Meeting be held on the third Wednesday in May at 7pm each year.

## **11. COUNCIL GOVERNANCE 2017/18**

**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 2017-18:**

- a) **Terms of Reference 2017-18**
- b) **Standing Orders 2017-18**
- c) **Financial Regulations 2017-18**
- d) **Meeting Schedule 2017-18**

## **12. 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 2017-18:**

### **FINANCE & GENERAL PURPOSES COMMITTEE (10)**

1. Cllr Graham Newman (Chairman)
2. Cllr Stuart Bird (Vice-Chairman)
3. Cllr Jan Garfield (*ex-officio as Chairman of Assets & Services Cttee*)
4. Cllr Doreen Savage (*ex-officio as Chairman of Civic & Community Cttee*)
5. Cllr Nick Barber
6. Cllr Mike Deacon
7. Cllr Steve Gallant
8. Cllr Andy Smith
9. Cllr Steve Wiles
10. Cllr Kimberley Williams

### **CIVIC & COMMUNITY COMMITTEE (10)**

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

### **ASSETS & SERVICES COMMITTEE (10)**

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

### **PERSONNEL COMMITTEE (5)**

1. Cllr Nick Barber (Chairman) (*ex-officio as Town Mayor for 2017/18*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Cllr Graham Newman (*ex-officio as Deputy Mayor for 2017/18*)
4. Cllr Jan Garfield (*ex-officio as Town Mayor for 2016/17*)
5. Cllr Tracey Green

### **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



### 13. 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 2017-18 as follows:**

<b>Organisation</b>	<b>Representatives Appointed</b>
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
Suffolk Libraries Industrial and Provident Society (IPS)	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> )

#### 14. **AUTHORISATION OF SIGNATORIES**

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

##### **BANK SIGNATORIES 2017/18**

1. Cllr Nick Barber
2. Cllr Graham Newman
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.

#### 15. **REVIEW OF ASSET REGISTER**

Council reviewed the Asset Register for the year ending 31 March 2017. It was noted that the insurance values on the register had been further updated since the Assets & Services Committee had considered it on 5 April, on the advice of the internal auditor.

**It was RESOLVED** that the Council's Asset Register to 31 March 2017 be adopted as presented and appended to the Minute Book 2016-17.

#### 16. **REVIEW OF RISK MANAGEMENT POLICY & REGISTER**

**It was RESOLVED** that, in accordance with the recommendation of the Finance & General Purpose Committee (*Minute #527 of 2016/17*), the Risk Management Policy and Risk Register for 2017/18 be approved and adopted as presented in the report.

**17. COMMUNITY ENGAGEMENT STRATEGY 2017/18**

Council reviewed its Community Engagement Strategy as recommended by the Civic & Community Committee. It was noted that this had been updated to clarify the arrangements for public speaking at Council and committee meetings.

**It was RESOLVED that, in accordance with the recommendation of the Civic & Community Committee (*Minute #583 of 2016/17*), the Community Engagement Strategy for 2017/18 be approved and adopted as presented in the report.**

**18. COUNCIL COMPLAINTS PROCEDURE**

In considering its Complaints Procedure for 2017/18, Council noted that, since the recommendation of the 22 March 2017 Finance & General Purposes Committee, the document had been updated to provide a distinction between complaints against an individual Councillor, the Council, or the Clerk and/or other Officers and expanded to include information about the appeals procedure. This had been undertaken following advice received from the Local Council Award Scheme Panel.

**It was RESOLVED that the Community Engagement Strategy for 2017/18 be adopted as presented.**

**19. FREEDOM OF INFORMATION AND PUBLICATION SCHEME**

**It was RESOLVED that the recommendation of the Finance & General Purpose Committee (*Minute #529 of 2016/17*) be approved and the Freedom of Information, ICO model publication scheme for 2017-18 be re-adopted as presented.**

**20. ACCOUNTS FOR PAYMENT**

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
15/03/2017	468 – 487	£11,769.37
31/03/2017	488 – 524	£91,636.55
24/04/2017	1 - 32	£45,519.68
28/04/2017	33 – 51	£17,611.56
	<b>TOTAL</b>	<b>£166,537.16</b>

**21. CLOSURE**

The meeting was closed at 8.24pm. It was noted that the next Ordinary Meeting was scheduled for 14 June 2017 at 7.30pm.

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## **AGENDA ITEM 7: MAYOR'S ANNOUNCEMENTS**

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

Dementia Awareness Week - Vintage Bus Trip	15 May 2017
Promoting Felixstowe in Flower – Fairfield Infant School	16 May 2017
Visit to Town Hall by Langer Academy School	17 May 2017
Promoting Felixstowe in Flower – Kingsfleet Primary School	17 May 2017
St Edmundsbury Borough Council AGM	18 May 2017
St Edmundsbury Borough Council Civic Dinner	18 May 2017
East Anglian Sailing Trust	20 May 2017
Felixstowe & Walton Presentation Evening	20 May 2017
Mayor's Sunday, Aldeburgh Town Council	21 May 2017
<i>Deputy Mayor - Southwold Civic Service</i>	<i>21 May 2017</i>
Promoting Felixstowe in Flower – Maidstone Infant School	22 May 2017
Level Two Youth Project AGM	22 May 2017
Promoting Felixstowe in Flower – Langer Academy	23 May 2017
Promoting Felixstowe in Flower – Colneis School	24 May 2017
NSPCC Annual Meeting & Reception	25 May 2017
FOPWA Anniversary Tea Party	26 May 2017
Bucklesham Care Home Care Awards	26 May 2017
<i>Deputy Mayor – Seafarers Centenary Celebration Concert</i>	<i>26 May 2017</i>
St Edmundsbury Civic Service	4 June 2017
Felixstowe Flyer Breakfast	7 June 2017

**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.**

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## **AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS**

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 17 May 2017** at **9.30am**.

**PRESENT:** Cllr A Smith (Chairman) Cllr Jan Garfield  
Cllr S Bird (Vice-Chairman) Cllr Jon Garfield  
Cllr N Barber Cllr G Newman  
Cllr S Gallant Cllr D Savage

**OFFICERS:** Mrs C A Page (Planning Administration Officer)  
Mrs S Faversham (Cemetery & Allotments Officer)

**IN ATTENDANCE:** Mr R Abbott, Chairman of the Felixstowe Chamber of Trade and Commerce  
46 students and 6 teachers from Langer Primary School.

The Chairman welcomed those in attendance and gave a brief outline of the Committee's responsibilities and the procedure of the meeting.

### **22. PUBLIC QUESTIONS**

There were none.

### **23. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Wiles** and **Cllr K Williams**.

### **24. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	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)

### **25. REQUEST FOR DISPENSATION**

There were none.

### **26. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 3 May 2017** be signed by the Chairman as a true record.

## 27. 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:

<b>a</b>	<b>DC/17/1512/FUL</b>   Proposed detached dwelling, two bay garage and new vehicular access. <b>The Postern Marcus Road</b>
<b>Committee recommended APPROVAL</b>	

At this point the Chairman invited questions from the students and teachers. Members were asked about the importance of planning permission; what rules there were for Councillors who may want to make alterations to, or build, a house; and what 'Minutes' are.

At 9.55am the meeting was adjourned to enable some of the students and teachers from Langer Primary School to leave the meeting.

At 10am the meeting reconvened and the Chairman welcomed a second group of students and teachers from Langer Primary School.

<b>b</b>	<b>DC/17/0632/FUL</b>   Erection of log cabin (retrospective application). <b>7 Gulpher Road</b>
<b>Committee recommended APPROVAL</b>	

At this point the Chairman invited questions from the students and teachers. Members were asked about the importance of discussing local matters in Felixstowe; how long the meeting lasts; and, how the room has changed over the years.

At 10.15am the meeting was adjourned to enable the students and teachers to leave the meeting.

At 10.20am the meeting reconvened.

<b>c</b>	<b>DC/17/1813/TPO</b>   To crown lift up to 4m. 4no. Holm Oaks on north side of building to relieve shading on lawn area. <b>Convent Of Jesus And Mary 63 Orwell Road</b>
<b>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.</b>	

**28. 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.

**29. LOCAL PLAN REVIEW – INVITATION TO DISCUSSION WORKSHOPS**

Committee considered the request to appoint up to three representatives to attend Discussion Workshops organised by Suffolk Coastal District Council concerning the Local Plan Review.

**RESOLVED** that:

- i. Cllr Jan Garfield represent the Town Council at the 2<sup>nd</sup> June 2017 workshop at Kesgrave Community Centre;**
- ii. the Planning Administration Officer represent the Town Council at the 22<sup>nd</sup> May 2017 workshop at Kirton Recreation Ground; and,**
- iii. the Planning Administration Officer offer the final place on one of the workshops among those Councillors who were not Members of the Committee.**

**30. CORRESPONDENCE**

The Planning Administration Officer presented the following correspondence:

- a) Neighbourhood Planning Notice – Trimley St Mary. Letter from Suffolk Coastal District Council confirming that the Neighbourhood Plan Area for Trimley St Mary had been approved..**

**RESOLVED** that the correspondence be noted.

**31. CLOSURE**

The meeting was closed at 10.30am. The date of the next meeting was noted as being Wednesday 31 May 2017, 9.15am at Felixstowe Town Hall.

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**MINUTES** of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 24 May 2017** at **7.30pm**

**PRESENT:** Cllr G Newman (Chairman) Cllr D Savage  
Cllr S Bird (Vice-Chairman) Cllr A Smith  
Cllr N Barber Cllr S Wiles  
Cllr M Deacon

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

**32. PUBLIC QUESTIONS**

There were none.

**33. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Gallant, Cllr Jan Garfield** and **Cllr K Williams**.

**34. DECLARATIONS OF INTEREST**

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

**35. REQUESTS FOR DISPENSATION**

There were none.

**36. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Finance & General Purposes Committee Meeting held on 22 March 2017** be signed by the Chairman as a true record.

**37. INTERNAL AUDIT – QUARTER FOUR 2016/17**

Committee considered the Internal Audit report for the period ending 30 March 2017. It was noted that the Internal Auditor had completed the relevant page of the Council's Annual Return, confirming that the Council has met all its internal control objectives.



There was one recommendation in the Quarter 4 Internal Audit Report: *‘The insurance values on the asset register need to be updated to match those in the insurance documents. This helps Councillors and officers cross-reference the two sources of information to confirm that all the assets that need to be insured are included in the insurance documentation and that insurance is indeed adequate.’* Committee noted that, given the timing of the recommendation, this had been reported to Annual Council. Accordingly, the Asset Register for the year ending 31 March 2017 had been updated and approved.

Members commended staff for their work in ensuring Council’s continued sound financial governance.

**It was RESOLVED that:**

- i. the report of the Internal Auditor be noted;**
- ii. that the action taken by Council in respect of the Asset Register recommendation from the Audit report be noted.**

### **38. 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 2017/18, albeit half-yearly rather than quarterly.

**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”.**

### **39. ACCOUNTS FOR FINANCIAL YEAR 1 APRIL 2016 – 31 MARCH 2017**

Committee received the accounts report for the financial year 1 April 2016 to 31 March 2017 along with a report on Earmarked Reserve changes throughout the year.

**RESOLVED that the Council’s financial position as at year end 2016/17 be noted with no other action required at this time.**

#### **40. BUDGET MONITORING TO 30 APRIL 2017**

Committee received the budget monitoring report to 30 April 2017.

**RESOLVED that the budget monitoring report to 30 April 2017 be noted with no other action required at this time.**

#### **41. 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 the Internal Control Statement had been updated to include Committee's previous recommendation that internal audits be undertaken biannually (*Minute #347 of 2016/17 refers*) with further reference given to the approved use of electronic payment methods.

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 2018 be recommended to Council for formal adoption as presented.**

#### **42. 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 2017. Members expressed thanks to the Deputy Town Clerk for the thoroughness of the 29 page report and advised that the format of the Action Plan could be reviewed in order that it may be condensed. Members suggested that the plan could be made more concise, reflecting strategic aims along themes such as community investment outcomes and quality of governance.

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 due course for consideration together with an updated financial projection for the life of the Plan.

**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.**

#### **43. LOCAL COUNCILS AWARD SCHEME WORKING GROUP – UPDATE**

Members considered the update from the Local Councils Award Scheme Working Group. It was noted that the Group was working towards resubmitting evidence required to meet the few elements raised by the LCAS Panel in order

to achieve the Gold standard. The Clerk advised that once the evidence was complete, it would be reviewed by the Working Group and distributed to Members for comments before being submitted.

**It was RESOLVED that the update from the Local Councils Award Scheme Working Group be noted.**

**44. CLOSURE**

The meeting was closed at 8.28pm. The next meeting was noted as being scheduled for 26 July 2017 at 7.30pm.

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**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 31 May 2017** at **9.15am**.

**PRESENT:** Cllr S Bird (Vice-Chairman) Cllr G Newman  
Cllr N Barber Cllr D Savage  
Cllr Jan Garfield Cllr S Wiles  
Cllr Jon Garfield

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs C A Page (Planning Administration Officer)

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

**45. PUBLIC QUESTION TIME**

There were none.

**46. APOLOGIES FOR ABSENCE**

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

**47. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird 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 Members of Suffolk County Council)

**Members requested an entry in the Minutes to acknowledge that one of the applicants was known to them as a current Town Councillor.**

**48. REQUEST FOR DISPENSATION**

There were none.

**49. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 17 May 2017 be signed by the Chairman as a true record.**

## 50. 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:

<b>a</b>	<b>DC/17/1949/FUL</b>   Rear extension. <b>22 Berners Road</b>
<b>Committee recommended APPROVAL subject to assurance that the neighbour at number 24 is content with the proposals as indicated by the comments from the architect regarding the party wall line.</b>	
<b>b</b>	<b>DC/17/2023/FUL</b>   Proposed rear and side single storey extensions, amended from previous scheme refused DC/16/4600/FUL; Roof design redesigned and reduced in height. <b>12 Holland Road</b>
<b>Committee recommended REFUSAL. Committee noted the reduction to the roof height in the amended proposed side extension but considered that the impact on residential amenity remained contrary to SPG16 and DM23.</b>	
<b>c</b>	<b>DC/17/1901/FUL</b>   1 Proposed new porch 2. Replacing existing cladding tiles with 'Hard-i-plank' horizontal cladding. <b>14A Garfield Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>d</b>	<b>DC/17/2030/FUL</b>   Replacement entrance doors/side panels (to access communal areas) and eight windows. <b>Felix Court Sea Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>e</b>	<b>DC/17/1935/FUL</b>   Removal of existing timber windows to front and rear elevations to be replaced with white UPVC double glazed windows. <b>Flat 2 5 Beach Road West</b>
<b>Committee recommended APPROVAL.</b>	

<b>-f</b>	<b>DC/17/2133/FUL</b>   Erection of canopy for spectators. <b>Felixstowe Bowls Club Crescent Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>g</b>	<b>DC/17/1921/FUL</b>   Retention of outbuilding with existing canopy to be removed. <b>49 Brightwell Close</b>
<b>Committee recommended APPROVAL for the retention of the outbuilding and removal of the canopy; subject to assurance that this building would remain ancillary to the main dwelling and a condition to prevent it being used as a separate residential dwelling at any time.</b>	
<b>h</b>	<b>DC/17/2149/COU</b>   Change of use on ground floor of building only, from store and premises to retail class A1. <b>259/261 High Street Walton</b>
<b>Committee recommended APPROVAL.</b>	
<b>i</b>	<b>DC/17/2097/TCA</b>   To fell roadside Lime tree. <b>46 Berners Road</b>
<b>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.</b>	

## 51. 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.

## 52. SUFFOLK COASTAL LOCAL PLAN REVIEW – DISCUSSION WORKSHOPS

Members received an update and report from the Planning Administration Officer following her attendance at a Local Plan Review Workshop on 22<sup>nd</sup> May at Kirton Recreation Ground.

**RESOLVED** that the report be noted.

## 53. APPEAL APP/J3530/W/15/313870 (LAND AT CANDLET ROAD)

Committee considered a report advising that the Town Council had been invited to give further views on the Candlet Road appeal currently being considered by

the Secretary of State, following the Supreme Court judgment on the cases of Cheshire East BC v SSCLG and Suffolk DC v SSCLG, handed down on Wednesday 10 May 2017. Members reviewed a proposed response which had been drafted by the Chairman and the Clerk outlining how permissions for housing developments in the Felixstowe Peninsula Area Action Plan had already advanced beyond the allocations distribution in the Core Strategy.

**It was RESOLVED that the proposed letter be submitted to the Secretary of State for Communities and Local Government as the Town Council's response in this matter.**

#### **54. CORRESPONDENCE**

The Planning Administration Officer presented the following correspondence:

- a) Suffolk Coastal District Council – an invitation to move away from receiving paper copies of plans to “E Consultation” only. It was agreed that, despite the Town Council having presented plans digitally for some time, paper plans were still valued as Officers use them when carrying out site visits or scaling measurements, they are viewed by interested members of the public and community groups who regularly meet at the Town Hall.

**RESOLVED that the correspondence be noted.**

#### **55. CLOSURE**

The meeting was closed at 10.49am. The date of the next meeting was noted as being Wednesday 14 June 2017, 9.15am at Felixstowe Town Hall.

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**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe  
Town Hall on **Wednesday 31 May 2017** at **7.30pm**

**PRESENT:** Cllr Jan Garfield (Chairman) Cllr Jon Garfield  
Cllr N Barber Cllr G Newman  
Cllr S Bird Cllr D Savage  
Cllr P Coleman

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

**56. PUBLIC QUESTIONS**

There were none.

**57. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr A Smith** and **Cllr M Deacon**.

**58. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr S Bird	All	Local Non-Pecuniary (as Members of Suffolk County Council)

**59. REQUESTS FOR DISPENSATION**

There were none.

**60. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 5 April 2017 be signed by the Chairman as a true record.**

**61. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 24 May 2017.

**RESOLVED that the Budget Report to 24 May 2017 be received and noted as presented with no other action required at this time.**



## **62. TOWN HALL UPDATE REPORT**

Committee noted that income for the year from weddings had already exceeded budget estimates and was now being correctly recorded in the accounts for the year in which the wedding was to take place.

Committee considered the provision of additional conference tables for the Town Hall in the same style as those in the Council Chamber in order to allow the existing 5 tables in the Courtroom Gallery to be moved to Walton Community Hall. The Deputy Clerk confirmed that the tables could be purchased from the original supplier at a cost of £319 + VAT each, however the total cost of £1,595+VAT would exceed the current budget for Town Hall Equipment Purchases which stood at £500. Committee considered whether to request that Council authorise expenditure for the purchase from the Town Hall Earmarked Reserves but agreed that authority for an overspend on the budget code should be sought instead.

**RESOLVED that the Town Hall Update report be noted, and the Council be recommended to approve an overspend in the Town Hall Equipment Purchases Budget in order to permit the purchase of five new conference tables for the Town Hall.**

## **63. CEMETERY UPDATE REPORT**

Committee received the Cemetery update report and commented on the positive feedback received in respect of the new Memorial Garden. Members were pleased to note that several memorial items had already been assigned.

Members discussed the condition of the path and roadway just inside the gates, in the area outside the office. The Clerk agreed to raise the matter with the Cemetery Supervisor in order to consider whether this area could be improved without incurring a high repair cost.

**It was RESOLVED that :**

- i. the Cemetery update report be noted; and,**
- ii. the condition of the path and roadway outside the Cemetery office be assessed by staff for remedial repair.**

## **64. ALLOTMENTS UPDATE REPORT**

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

Members noted that the total number of serviceable allotment plots had decreased from 490 to 473 as 19 plots are no longer available at the Cemetery field site and 2 plots have been added at Cowpasture due to resizing.

Committee were interested to learn whether the type of soil at each allotment site affected its relative popularity. The Clerk agreed to make enquiries about this the next FSALG meeting scheduled for 6 June.

The Clerk reported to Committee that he had received a letter from Suffolk Coastal District Council confirming that their in-house legal team would commence rectification of the Cowpasture Allotment site with Land Registry in order to correctly register the title in the name of the Town Council.

The Clerk also advised that he had sent a letter to the agents of the Ferry Road development requesting that consideration be made to putting in a vehicle-access gate from the new development to the allotment site.

**It was RESOLVED that:**

- i. the Allotments Update Report be noted; and,**
- ii. the Clerk make enquiries with FSALG to establish whether soil type has an impact on the popularity of allotment sites.**

**65. BROADWAY HOUSE REPORT**

Committee noted that the new licence agreement was in the process of being drawn up by Council's solicitors.

Members were pleased to note the positive feedback about the new caretaker from Felixstowe Old People's Welfare Association.

**It was RESOLVED that the Broadway House Report be noted.**

**66. WALTON COMMUNITY HALL REPORT**

Committee considered the purchase of stackable banqueting style chairs with cushioned seats and back pads at the cost of £14.57 each. For 30 chairs the total would be £437.50 + VAT plus delivery.

**It was RESOLVED that :**

- i. Walton Community Hall Update Report be noted; and,**
- ii. a virement of £437.50 be approve from the Walton Community Hall Repairs and Maintenance budget (4170/202) to Walton Community Hall Equipment Purchases budget (4260/202) in order to purchase 30 stackable banqueting style chairs.**

**67. FELIXSTOWE WAR MEMORIAL**

Committee considered the report on the War Memorials Condition Survey workshop recently attended by the Deputy Town Clerk and noted that the War Memorials Trust Grant Scheme had been given an additional £2 million towards

the improvement of war memorials, available until November 2018. It was agreed that the Deputy Clerk survey the Memorial and submit a pre-application as soon as possible to obtain advice regarding an application for a War Memorials Trust Grant.

The history of the dove at the top of the War Memorial was discussed, and the Deputy Town Clerk agreed to make some investigations as to whether the dove held an olive branch pre-1980s, as there could be an opportunity to restoring this element to its original state.

**It was RESOLVED that the Deputy Town Clerk submit a survey and pre-application to the War Memorial Trust.**

**68. CLOSURE**

The meeting was closed at 8.20pm. The next meeting was noted as being scheduled for Wednesday 6 September 2017 at 7.30pm.

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## **AGENDA ITEM 11: FELIXSTOWE FORWARD REPORT**

Council is requested to receive the 'Felixstowe Forward Progress Report to the end of May 2017 (**Appendix A**) as submitted by the Felixstowe Forward Change Director, Helen Greengrass.

Council is also asked to note that the Felixstowe Forward Sponsor Group have agreed to seek a continued term for Felixstowe Forward beyond March 2018.

With this in mind the 2017 Review at **Appendix B** outlines progress over 2 years, work in progress and future priorities. This will be presented (subject to comments by the Sponsor Group on Monday 12 June) to SCDC Cabinet Briefing at the end of June.

A formal proposal for Felixstowe Forward will be brought to the relevant stakeholders in accordance with the following anticipated timeline:

Sept 2017	Draft proposal to Sponsor Group
Oct/Nov 2017	Formal paper and proposal to SCDC Cabinet and FTC
March 2018	Existing term will conclude

Council are reminded that this year's Annual Engagement Event is due to be held on July 20th at The Orwell Hotel. Invitations and agenda will be circulated in due course.

**Council is requested to receive the Felixstowe Forward Progress Report and 2017 Review and consider any actions it deems necessary.**

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## **AGENDA ITEM 12: ANNUAL RETURN 2017-18**

Council is required to approve the Annual Return as presented at **Appendix D** before 2 July 2017.

Council's Finance & General Purposes Committee at its meeting on 24 May 2017 found no actions arising from the final report of the Internal Auditor for the Financial Year 2016-17 and, therefore, no action plan was required to be submitted with the Annual Return 2016-17 to the External Auditor. Accordingly, Council's Internal Auditor has completed Section 4 of the Annual Return confirming that all internal control objectives were met.

Notes are provided below to provide some context to the figures to the Accounting Statements 2016/17 Section 2 of the Annual Return (figures for Year Ending 31 March 2016 are shown in brackets for comparison). The External Auditor requires an explanation of any variances for boxes 2 to 6, 9 & 10 in Section 1 where the percentage change is greater than +/- 10% and if the increase or decrease is greater than £100. 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 before 24 July 2017.

All figures are rounded to the nearest £1.

### **1 - Balances Brought Forward: £930,888 (£867,611)**

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 2016.

### **2 - Precept: £537,347 (£522,361)**

As approved by Council at its meeting of 11 January 2017 (Minute #407 of 2016/17 refers).

### **3 - Total other receipts: £169,529 (£177,831)**

Comprising:

Local Council Tax Scheme Transition Grant:	£ 19,364
Income from Other Receipts:	£150,165

Local Council Tax Scheme Transition Grant (2015/16):	£ 34,160
Income from Other Receipts (2015/16):	£143,671

The majority of the reduction to the total other receipts is attributed to the reduction of the Local Council Tax Scheme Transition Grant received from the District Council. No further receipts of this kind are due after the 2016/17 financial year. Income from other receipts was slightly higher in 2016/17 mainly due to an increase in Cemetery income, Allotment rents and Felixstowe in Flower donations.

#### **4 - Staff Costs: £420,222 (£333,341)**

##### ***Explanation of Variance***

Staffing review during 2016/17 resulted in three voluntary redundancies and the implementation of a new staffing structure. Variance to 2015/16 relates in part to the cost of implementation and a budgeted increase to staff costs for the year.

#### **5 - Loan Repayments: £34,732 (£34,732)**

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

#### **6 – All Other Payments: £270,698 (£268,862)**

Total expenditure/payments as recorded in the cash book less staff costs and loan repayments. Increased expenditure in 2016/17 can be attributed in part to the cost of a by-election (£6,637), New Memorial Garden (£16,885) and Town Hall Maintenance (£15,981).

#### **7 – Balance Carried Forward: £912,112 (£930,888)**

Representing total Balances and Reserves at 31 March 2017.

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

General Fund opening Balance:	£254,643
Earmarked Reserves:	<u>£676,245</u>
Total opening Balance 01.04.16:	<b>£930,888</b>

Total Receipts:	£706,876 (+)
Total Expenditure:	<u>£725,652 (-)</u>

Total closing Balance 31.03.17: **£912,112**

##### *Represented by*

General Fund:	£286,532
Earmarked Reserves:	£625,580 (Net change to ER 16/17 = -£50,665)

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

Description	Opening Balance 1/4/16	Transfer In/Out	From/To Reference	Direct Expenditure	Reference	Closing Balances 31/3/17
Election Expenses	£4,500	£5,000	Min 407 of 16/17	£6,638	Min 329 of 16/17	£2,862
Enhancement & Promotional	£3,679	£0		£958	Min 571 of 15/16 & Min 114 of 15/16	£2,721
Felixstowe in Flower	£8,428	£0		£0		£8,428
Asset Repairs & Replacement	£13,532	£3,000	Min 407 of 16/17	£0		£16,532
IT Replacement Fund	£3,117	£0		£0		£3,117
Recycling Credits	£2,434	£0		£0		£2,434
Cemetery Projects	£126,807	£20,000	Min 407 of 16/17	£16,885	Min 498 of 15/16	£129,922
Broadway House	£57,500	£2,500	Min 407 of 16/17	£1,480	Min 328 of 16/17	£58,520
Walton Community Hall	£57,500	£2,500	Min 407 of 16/17	£0		£60,000
Town Hall Capital Refurb	£7,821	-£7,821	Min 407 of 16/17	£0		£0
Town Hall Maintenance	£59,118	£54,774	Min 407 of 16/17	£8,160	Min 599 of 14/15	£105,732
Play Equipment	£27,000	£0		£0		£27,000
Community Fund	£162,405	£17,184	Min 407 of 16/17	£27,128	Min 325, 210 & 317 of 15/16	£152,461
Council Tax Local Rsrve	£74,904	-£62,339	Min 407 of 16/17	£0		£12,565
CCTV	£42,000	£0		£0		£42,000
Staffing Reserve	£25,500	£0		£25,125	Min 286 of 16/17	£375
Community Infrastructure Levy	£0	£911		£0		£911
<b>Totals</b>	<b>£676,245</b>	<b>£35,709</b>		<b>£86,374</b>		<b>£625,580</b>

**8 – Total Cash and Short Term Investments: £913,420 (£920,983)**

**Variance between Boxes 7 and 8 = £1,308**

**Represented by:**

Debtors: -£9,493  
Creditors: £10,801

## 9 - Fixed Assets Plus Other Long Terms Investments/Assets: £50,789 (£50,207)

The value of fixed assets reported in 2015/16 was £50,207. Changes during 2016/17 have resulted in a revised total value of £50,789 summarised as follows:

Category	Value
Paintings*	£1
Street Furniture	£2,307
Memorials*	£6
Play Equipment*	£1
Civic Regalia*	£1
Furniture*	£7
Land & Premises*	£10
Tools	£19,632
I.T. Equipment	£780
Vehicles	£23,899
Defibrillators	£4,145
<b>TOTAL</b>	<b>£50,789</b>

*\*In accord with Local Council Accounting Practice the Council's land and premises and other items of community value are deemed to be "Community Assets" each with a nominal valuation of £1*

The Asset Register to 31 March 2017 was reviewed and approved at Annual Council on 10 May 2017 (Minute #549 of 2016/17 refers).

## 10 – Total borrowings: £380,770 (£396,083)

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 capital balance outstanding as at 31 March 2017 was £380,770.

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

### Leases

At the end of 2016/17 the Town Council had no 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	£3,570.00 per annum (£2,975 net)	Annual renewal
Suffolk Coastal District Council	Felixstowe Forward Accommodation	£3,250.00 per annum (£2,708 net)	Annual renewal
Suffolk Coastal District Council	Resort Team Accommodation	£2,500.00 per annum (£2,083 net)	Quarterly renewal



The Town Council owns the freehold interest in two schemes within Felixstowe which have either been re-built or re-furnished in conjunction with the Orwell Housing Association. Both of these 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.

<b>Lessee</b>	<b>Rent</b>	<b>Freeholder</b>	<b>Address</b>
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:

<b>Lessor</b>	<b>Purpose</b>	<b>Lease Payable £</b>	<b>Year of Expiry</b>
Danwood	Multi-Functional Device	£517.82 per quarter	29.10.2018
Pitney Bowes	Franking Machine	£685.76 per annum	13.11.2019
4Com	Telephone System	£212.16 per month	19.02.2021
O2	5 Mobile Phones	£38.50 per month	24.03.2018

### **Tenancies**

During the year the following tenancies were held:

<b>Council as Landlord</b>			
<b>Tenant</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing/Non repairing</b>
Felixstowe Old Peoples Welfare Association	Broadway House	£2,000.00	(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.

## Local Government Act 1972, Section 137 Payments

Section 137 of the Local Government Act 1972 enables local councils to spend up to £7.42 per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers.

During the year the following payments were made:

Description	Amount
Annual Grants	6,800
Occasional Grants	15,000
Remembrance Day	296
<b>Total</b>	<b>£22,096</b>

## Advertising and Publicity

The following costs for advertising and publicity were incurred during the year 2016/17:

Wedding Advertisements	£260
Remembrance	£57

## Pensions

The Council is in membership of the Suffolk County Council Local Government Pension Scheme, with a liability to pay employers contributions. Employer's contributions in 2016/17 were 24.2% and the Council paid £52,098.22 into the Suffolk County Council Local Government Pension fund in respect of its employees.

Employees qualifying for auto-enrolment in to a pension scheme are enrolled in to Council's NEST Pension scheme. Employer contributions for 2016/17 were 6% and the Council paid £1,615.38 into the NEST Pension scheme in respect of its employees.

**Council is requested to:**

- i. approve the Annual Return for the financial year ended 31 March 2017 (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 2017 (Section 2 – Statement of Accounts) 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 the Finance & General Purposes Committee at its meeting on 24 May 2017 found no actions arising from the final Internal Audit Report for the Financial Year 2016-17 and, therefore, no action plan was required to be submitted with the Annual Return 2016/17 to the External Auditor.**
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## **AGENDA ITEM 13: STATEMENT OF INTERNAL CONTROL 2017/18**

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 2018 was reviewed by the Finance & General Purposes Committee on 24 May 2018 (*Minute #41 of 2017/18 refers*) and is recommended for approval at **Appendix D**.

**Council is requested to approve the Statement of Internal Control for the year ending 31 March 2018, as recommended by the Finance & General Purposes Committee.**

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## **AGENDA ITEM 14: 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 2016)" 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 four times during 2016/17 on a quarterly basis. During that year the Internal Auditor recommended that, due to Council’s demonstrably ongoing good governance, Council’s internal audits could be carried out twice annually.

**Council's Finance & General Purposes Committee RECOMMENDED the following (*Minute #38 of 2017/18 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".**

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### **AGENDA ITEM 15: PURCHASE OF TABLES FOR TOWN HALL**

At its meeting of 31 May 2017, Council's Assets & Services Committee considered the provision of replacement tables for the Courtroom Gallery, which would allow the existing tables to be moved to Walton Community Hall. It was agreed that replacement tables should match the conference style of those in the Town Hall Chamber and these have been sourced at a cost of £1,595+VAT for all five. The Town Hall Equipment Purchases budget currently stands at £500. Committee has therefore recommended that Council approve an overspend on this element of its budget and allow the purchase (*#Minute 62 of 2017/18 refers*).

**Council is requested to consider the recommendation of the Assets & Services Committee to approve an overspend in the Town Hall Equipment Purchases Budget in order to permit the purchase of five new conference tables for the Town Hall.**

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### **AGENDA ITEM 16: REPLACEMENT DOORS AT BROADWAY HOUSE**

It has been reported that the rear doors to Broadway House are in a poor state of repair and replacement should be considered. Council's Assets & Services Committee would ordinarily consider such matters however, as its next meeting is in September, the Clerk will bring further information to Council for consideration.

Should Council deem replacement doors to be necessary, expenditure could be funded via the Broadway House Earmarked Reserve which currently stands at £61,020.

**Council is requested to consider the replacement of two rear doors at Broadway House; and, authorise appropriate expenditure for such action it deems necessary.**