

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 20 March 2024 at 7.30pm**

PRESENT: Cllr M Deacon (Chairman) Cllr S Bird
Cllr D Rowe (Vice-Chairman) Cllr M James
Cllr D Aitchison Cllr M Sharman
Cllr S Bennett Cllr S Wiles

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

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

473. PUBLIC QUESTION TIME

There was none.

474. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Wiles & Cllr C MacGregor**.

475. 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 interests (as Members of Suffolk County Council)
Cllr S Bennett Cllr M Deacon	All	Other registerable interests (as Members of East Suffolk 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.

476. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 17 January 2024 be signed by the Chairman as a true record.

477. BUDGET MONITORING TO 29 FEBRUARY 2024

Committee received the budget monitoring report to 29 February 2024. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

It was RESOLVED that the budget monitoring report to 29 February 2024 be noted.

478. DRAFT BUSINESS PLAN 2024-28

Committee considered the draft business plan for 2024-28. A wide range of helpful, constructive criticism was received by councillors, noting potential shortcomings with colour-based formatting and better accessibility for those with visual impairments. Grammatical and wording errors were also noted, with a focus on brevity and readability. The Business Plan 2024-28 will go out to public consultation, and feedback from the public survey will be shared with the Business Plan Steering Group. The results will be reported to Annual Council.

It was RESOLVED that the Business Plan Report and Draft Business Plan 2024-2028 be noted

479. COMMUNITY INFRASTRUCTURE LEVY

Committee noted the report on Walton Recreation Ground & Seaton Recreation Ground, and the CIL working group's recommendation to fund £100,000 towards play equipment at Walton Recreation Ground & Seaton Park. Committee was very supportive of the proposed play area improvements.

It was RESOLVED that it be recommended to Council that £100,000 CIL funding is provided toward the refurbishment of Walton Recreation Ground & Seaton Park Play Areas.

480. TERMS OF REFERENCE 2024/25

Committee considered Terms of Reference for the forthcoming Municipal Year 2024/25.

The Public Spaces Earmarked Reserve was added to the Delegated Authority under the Assets & Services Committee, to enable the Assets & Services Committee to approve expenditure from the Public Spaces Earmarked Reserve, up to a limit of £20,000 in each financial year, in accordance with Council's Financial Regulations, without requiring further approval from Council.

It was RESOLVED that the Terms of Reference for 2024/25 be recommended to Annual Council for adoption as presented.

481. STANDING ORDERS 2024/25

Committee reviewed the Council's Standing Orders for 2024/25.

It was agreed to change all references to he/she to either they or an applicable title such as current Mayor.

It was RESOLVED that Standing Orders for 2024/25 be recommended to Annual Council meeting for adoption.

482. FINANCIAL REGULATIONS 2024/25

Committee reviewed the Council's Financial Regulations for 2024/25. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

It was **RESOLVED** that:

- i. **the Financial Regulations for 2024/25 be recommended to the Annual Council meeting for adoption as presented; and,**
- ii. **the continued use of BACS also be recommended to Council.**

483. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Committee considered Council's Risk Management Policy and Financial Risk Register for 2024/25.

It was RESOLVED that the Risk Management Policy and Financial Risk Register be recommended to the Annual Council meeting for adoption as presented.

484. COMPLAINTS PROCEDURE 2024/25

Committee reviewed the Council's Complaints Procedure for 2024/25. Two minor changes were agreed, changing 'we ' to 'it' in the first paragraph and changing the word 'such' representative to 'a' in item 8.

It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for adoption in 2024/25.

485. PUBLICATION SCHEME 2024/25

Committee reviewed the Publication Scheme based on the Information Commissioner's Office (ICO) model publication scheme, and the schedule of information available from Felixstowe Town Council.

RESOLVED that the ICO model publication scheme be recommended to Annual Council for re-adoption without change for 2024/25.

486. CLOSURE

The meeting was closed at 8.25pm. The next meeting was noted as being scheduled for Wednesday 5 June 2024 at 7.30pm.

Date: _____

Chairman: _____