

Our Ref: 30/LJM

30th April 2014

Dear Councillor

You are summoned to a meeting of the **Annual Meeting of Felixstowe Town Council** to be held at the **Town Hall, Felixstowe** on **Wednesday 7th May 2014 at 7.15 p.m. or at the conclusion of the Annual Town Meeting whichever is the later**, for the transaction of the following business preceded by:

A G E N D A

- i. Prayers: Reverend Robert Hinsley, St Johns Church.
- 1. To elect a Town Mayor for the ensuing year.**
To elect a Town Mayor and for the newly-elected Town Mayor to sign their Declaration of Acceptance of Office
- 2. For the Newly-Elected Mayor to Make a Speech of Acceptance**
- 3. To elect a Deputy Mayor for the ensuing year.**
To elect a Deputy Mayor
- 4. Apologies.**
To receive apologies and consider requests for approved absence.
- 5. Declarations of Interest**
Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.
- 6. To consider requests for dispensations from Councillors with a Pecuniary Interest.**
Any Councillor with a pecuniary interest in a matter who wishes to be granted a dispensation to remain and speak during, or vote on, that matter, may apply for a dispensation in writing to the proper officer of the Town Council as soon as possible before the meeting which the dispensation is required. Applications may also be made at the Parish/Town Council meeting itself (if Parish/Town Councils have a standing item on the agenda to deal with dispensation requests and the nature of the interest has only become apparent to a Councillor at the meeting itself).
- 7. Minutes of the last Ordinary meeting of the Council held on 2nd April 2014 – attached.**
To approve the minutes of the Council held 2nd April 2014 as a true record
- 8. To note the receipt of the minutes of the meetings of the Plans Committee held on 2nd and 16th April 2014 – attached**

To note the receipt of the minutes of the meetings of the Plans Committee held on 2nd and 30th April 2014

9. To review the delegation arrangements to committees, sub-committees, staff and other local authorities and to review of the terms of reference for committees - attached

To review the delegation arrangements to committees, sub-committees, staff and other local authorities and to review of the terms of reference for committees

10. To confirm the appointment of members to existing committees and to any new committees in accordance with standing order 4 - attached

To confirm the appointment of members to existing committees and to any new committees in accordance with standing order 4

11. To Review and Adopt Appropriate Standing Orders and Financial Regulations - attached

To review and adopt Appropriate Standing Orders and Financial Regulations

12. To Review arrangements, including any charters and agency agreements, with other local authorities and review contributions made to expenditure incurred by other local authorities - attached

To review arrangements, including any charters and agency agreements, with other local authorities and review contributions made to expenditure incurred by other local authorities

13. To Review representation on or work with external bodies and arrangements for reporting back - attached

To review representation on or work with external bodies and arrangements for reporting back

14. To Review the inventory of land and assets including buildings and office equipment - attached

To review the inventory of land and assets including buildings and office equipment

15. To Confirm arrangements for insurance cover in respect of all insured risks - attached

To confirm arrangements for insurance cover in respect of all insured risks

16. To Review the council's and/or staff subscriptions to other bodies - attached

To review the council's and/or staff subscriptions to other bodies

17. To Review the council's complaints procedure - attached

To review the council's complaints procedure

18. To Review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 - attached

To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

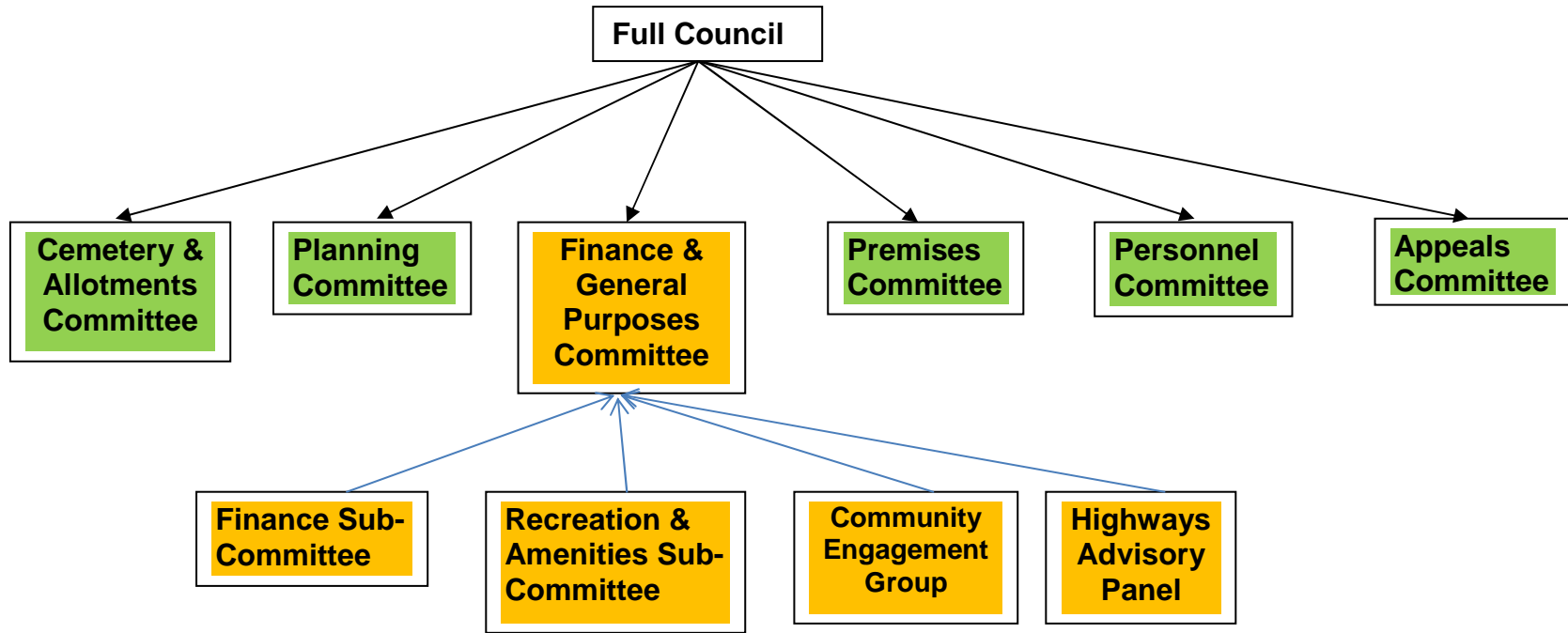
- 19. To Review the council's policy for dealing with the press/media - *attached***
To review the council's policy for dealing with the press/media
- 20. To Determine The Time And Place Of Ordinary Meetings Of The Full Council Up To And Including The Next Annual Meeting Of Full Council - *attached***
To determine the time and place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of Full Council
- 21. To appoint representatives to outside committees and organisations – list of current representatives and draft amended list of proposed representatives for 2014/15 – *attached***
To appoint representatives to outside committees and organisations – list of current representatives and draft amended list of proposed representatives for 2014/15
- 22. To comment on Suffolk Coastal's new air quality report - the Progress Report 2013 - *attached***
To comment on Suffolk Coastal's new air quality report
- 23. To Consider the Production of an Emergency Plan for Felixstowe - *attached***
To Consider the Production of an Emergency Plan for Felixstowe
- 24. To Note the Listing of 91-95 Undercliff Road as an Asset of Community Value, and the Need to Determine Further Action - *attached***
To note the listing of 91-95 Undercliff Road as an Asset of Community Value, and the need to determine further action

Yours sincerely

TOWN CLERK

9. **To review delegation arrangements to committees, sub-committees, staff and other local authorities and to review of the terms of reference for committees**

The Working Party established by Council to review Committee agreed to recommend to Full Council the following Committee structure, terms of reference and schemes of delegation:-



This Committee has delegated powers to act within budget/guidelines without Full Council approval

This Committee may only recommend action which must then be approved by Full Council

Draft Terms of Reference for the Above Committees

Cemetery & Allotments Committee

This Committee has delegated powers to act within a budget agreed by the Full Council.

- a) **Constitution** – The Mayor, and such other Councillors (maximum 6) plus one member of the Allotments Association and one member of any Association formed to represent persons with an interest in the cemetery. Non-Councillor members have no voting rights.
- b) **Meeting Frequency** – 6 scheduled meetings per annum
- c) **Specific Responsibilities**
 - a. To oversee the management of the Council's cemetery and allotment sites
 - b. To propose the budget for the provision of these services to the Finance & General Purposes Committee
 - c. To monitor expenditure against these budgets on a monthly basis and agree action to ensure compliance with budget
 - d. To monitor quality and effectiveness of service provision
 - e. To set and review scales of fees and charges
 - f. To set and review arrangements for the management of these functions
- d) **Scope of Meetings**

Matters affecting the delivery of the cemetery and allotment services of the Council including:-

 - a. Reviewing and recommending level of services provided
 - b. Receiving user and other surveys of service provision
 - c. Reviewing future service provision
 - d. Setting and reviewing regulations for the management of the Council's services
 - e. Maintaining the Council's services in proper order
 - f. To recommend future strategy to Full Council

Planning Committee

This Committee has full delegated responsibility to comment upon planning applications affecting the Town Council

- a) **Constitution** – The Mayor, and such other Councillors (maximum 8)
- b) **Meeting Frequency** – 26 scheduled meetings per annum
- c) **Specific Responsibilities**
 - a. To comment on planning applications
 - b. To comment on appeals lodged following the refusal of planning approval
 - c. To receive training on the planning process, NPPF and the Local Development Framework
 - d. Other minor planning-related matters

d) **Scope of Meetings**

Matters regarding the design, style, location and appropriateness of proposed development including:-

- i) Commenting on planning applications and appeals lodged
- ii) Reviewing the need for Neighbourhood Plans and making recommendations to the Full Council

Premises Committee

This Committee has delegated powers to act within a budget agreed by the Full Council.

- a) **Constitution** – The Mayor, and such other Councillors (maximum 6)
- b) **Meeting Frequency** – 6 scheduled meetings per annum
- c) **Specific Responsibilities**
 - a. To oversee the management and maintenance of the Council's land and property
 - b. To ensure the Council's land and property assets are protected from loss, encroachment or similar issues
 - c. To ensure the Council's obligations as land and property owners are fulfilled
 - d. To propose the budget for the provision of these services to the Finance & General Purposes Committee
 - e. To monitor expenditure against these budgets on a monthly basis and agree action to ensure compliance with budget
 - f. To monitor quality and effectiveness of service provision
 - g. To set and review scales of fees and charges
 - h. To set and review arrangements for the management of these functions
 - i. To receive training on the Council's responsibilities as land and property owners
- c) **Scope of Meetings**

Matters affecting the Council's land and property including:-

- a. Reviewing and recommending level of services provided
- b. Receiving user and other surveys of service provision
- c. Reviewing future service provision
- d. Setting and reviewing regulations for the use of the Council's premises
- e. Maintaining the Council's services in proper order
- f. To recommend future strategy to Full Council

Personnel Committee

This Committee has delegated powers to act within a budget agreed by the Full Council.

- a) **Constitution** – The Mayor, and such other Councillors (maximum 4)
- b) **Meeting Frequency** – 4 scheduled meetings per annum

c) Specific Responsibilities

- a. To oversee the management of the Council's employees
- b. To propose the budget for the provision of employee services to the Finance & General Purposes Committee
- c. To monitor expenditure against budget on a quarterly basis and agree action to ensure compliance with budget
- d. To oversee the management of health and safety within the Council
- e. To receive training in the conduct of employee hearings
- f. To receive training in the management of health and safety
- g. To agree and implement personnel-related policies and procedures
- h. To ensure compliance with current personnel-related statutory requirements and legislation

d) Scope of Meetings

Matters affecting the Council's employees including:-

- i) Reviewing and recommending staffing establishment and grades
- ii) Agreeing arrangements for employee recruitment
- iii) Agreeing arrangements for the management of the Council's personnel policies and procedures
- iv) Acting as the first stage in employee hearings
- v) To recommend future strategy to Full Council

Appeals Committee

a) **Constitution** – Such Councillors (maximum 4) who were not on the Personnel Committee

b) **Meeting Frequency** – 1 scheduled meeting per annum

c) Specific Responsibilities

- a. To oversee the appeals process
- b. To receive training in the conduct of employee hearings
- c. To receive training in the management of health and safety

d) Scope of Meetings

Matters affecting the Council's employees including:-

- i) Acting as the final stage in employee hearings

Finance & General Purposes Committee

a) **Constitution** – The Mayor, Chairs of Committees with delegated powers, and such other Councillors (maximum 14)

b) **Meeting Frequency** – 6 scheduled meetings per annum

c) Specific Responsibilities

- a. To recommend the budget and precept to Full Council
- b. To approve submissions for external funding
- c. To receive and initiate action on reports of the Independent Internal Auditor and External Auditor
- d. To receive training in the management and security of public monies and associated matters

- e. To receive reports on any other matters outside the scope of other Committees

d) Scope of Meetings

Matters affecting the Council's finances and risks including:-

- i. Over-seeing the Council's investments
- ii. Agreeing the Investment Policy
- iii. Reviewing the Council's risk assessments
- iv. Reviewing the Council's assets
- v. Reviewing the Council's insurance
- vi. Determination of grants to external bodies
- vii. Reviewing and setting the Council's fees and charges
- viii. Reviewing the Council's leases and licences, including determining terms for new leases/licences
- ix. Long-term financial planning
- x. Reviewing the Council's I.T. provision
- xi. Specific budgetary responsibility for the Town Council administration and civic budgets
- xii. To recommend future strategy to Full Council
- xiii. Any other matters outside the scope of existing Committees

Finance Sub-Committee

a) **Constitution** – The Mayor and Chairs of Committees

b) **Meeting Frequency** – 12 scheduled meeting per annum

c) Specific Responsibilities

- a. To recommend the budget and precept to Finance & General Purposes Committee
- b. To monitor expenditure against budget on a monthly basis and recommend action to ensure compliance with budget

d) Scope of Meetings

- i. To review and recommend the Council's future financing
- ii. To monitor expenditure against budget on a monthly basis and agree action to ensure compliance with budget

Community Engagement Group

b) **Constitution** – The Mayor and such other Councillors (maximum 6)

c) **Meeting Frequency** – 4 scheduled meetings per annum

c) Specific Responsibilities

- a. To receive reports on matters related to community services delivered in the town
- b. To make recommendations to Finance & General Purposes Committee for changes in community service delivery in the town

d) Scope of Meetings

- i. To review and recommend the future community service requirements for the town

Recreation & Amenities Sub-Committee

- a) **Constitution** – The Mayor and such other Councillors (maximum 6)
- b) **Meeting Frequency** – 4 scheduled meetings per annum
- c) **Specific Responsibilities**
 - a. To receive reports on matters related to recreational, leisure, tourism and sporting services delivered in the town
 - b. To make recommendations to Finance & General Purposes Committee for changes in recreational, leisure, tourism and sporting delivery in the town
- d) **Scope of Meetings**
 - i. To review and recommend the future recreational, leisure, tourism and sporting requirements for the town
 - ii. To recommend expenditure from any S106 funds for recreation, leisure, tourism and sport
 - iii. To review and make arrangements for Felixstowe in Flower

Highways Advisory Panel

- a) **Constitution** – The Mayor and such other Councillors (maximum 4) plus 3 Suffolk County Councillors
- b) **Meeting Frequency** – 4 scheduled meetings per annum
- c) **Specific Responsibilities**
 - a. To receive reports on matters related to highways services delivered in the town
 - b. To make recommendations to Finance & General Purposes Committee for changes in highways delivery in the town
- d) **Scope of Meetings**
 - i. To review and recommend the future highways requirements for the town, including opportunities for collaboration

Committees which have delegated authority may:-

- a) Incur expenditure within their agreed budgets without further approval by Council
- b) Nominate any of their members and/or the Town Clerk to represent the Council on external organisations that operate within, or influence upon, the Committee's sphere of operation
- c) Further delegate their responsibilities to the Town Clerk

Delegated Authority to the Town Clerk

Subject to any further delegation by Committees, the Town Clerk will have delegated authority to:-

- a) Incur expenditure within budgets on the budget related to the provision of the Town Council administration and Civic functions, without further approval by Committee

- b) Within the agreed staffing establishment and budget, to vary working hours of established staff, and to recruit both permanent, casual and contract staff provided that the grade of such staff is level 2 or below.
- c) In the event of an emergency incur expenditure to a maximum of £50,000
- d) To obtain and manage, on behalf of the Council, an Argos Corporate Card
- e) To write off assets of less than £50 residual value
- f) To make investments in accordance with the Council's agreed policy
- g) To ban persons from entering Council premises or land
- h) To negotiate commercial filming rights on Council property/land
- i) To produce and/or edit any Council newsletter in consultation with the Mayor
- j) To implement, where timescales require, any legislation which may affect the Town Council and to report its implementation to Full Council

Members are recommended to approve the above changes to Committee structures, memberships and schemes of delegation

10. To confirm the appointment of members to existing committees and to any new committees in accordance with standing order 4

Members are to agree the following appointments to the above Committees and Panels as follows:-

Cemetery & Allotments Committee – 6 Members
 Planning Committee – 8 Members
 Premises Committee – 6 Members
 Personnel Committee – 4 Members
 Appeals Committee – 4 Members
 Finance & General Purposes Committee – 14 Members
 Finance Sub-Committee – Chairs of Committees
 Community Engagement Group – 6 Members
 Recreation & Amenities Sub-Committee – 6 Members
 Highways Advisory Panel – 4 Members

11. Review and adoption of appropriate standing orders and financial regulations

Standing Orders were recently reviewed and adopted in December 2013. However, the following changes have been proposed. (a) and (b) have arisen because the amended Standing Orders omitted them. (c) has arisen following a recommendation from Finance and General Purposes Committee, and (d) from a recommendation from the Working Party on Delegation:-

- a) The insertion of 9(i) "That, in an ordinary year, nominations for the position of Town Mayor and Deputy Mayor must be given in writing to the Proper Officer no later than the date of the preceeding Ordinary meeting of the Council, and reported at that meeting"

- b) The insertion of a new Section “Questions to the Mayor”, with a paragraph “At a meeting of Full Council, questions may be put by Councillors to the Mayor provided that seven days’ notice has been given of the question. The Mayor may give a verbal or written response at the meeting; any such written response to form part of the minutes of the meeting.”
- c) The insertion of a new Section “Presentations to Council” with these paragraphs “External organisations will be permitted, or invited, to make presentations to a meeting of the Council or a Committee, provided that presentations on current planning applications will not be permitted”; “The Town Clerk, in conjunction with the Town Mayor, will determine whether an organisation may make a presentation.” and “Both Councillors and the public may be invited to question the presenter, subject to the existing rules on public participation”. This Section to be reviewed at the May 2016 Annual General Meeting.
- d) That Membership of Committees broadly represents the political make-up of the Town Council.

Members are recommended to adopt these changes to Standing Orders.

New Model Financial Regulations have recently been issued following the repeal of s150 of the Local Government Act 1972. The draft for approval is shown below:-

FELIXSTOWE TOWN COUNCIL
FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its Meeting held on [.....]

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow

instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and

- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman (or a cheque signatory) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Sub-Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the

financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee with delegated powers shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and the council.
- 3.3. The Council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of February each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £10,000;
- a duly delegated committee of the Council for items over £5,000; or
- the Clerk, for any items below £5,000.

Such authority is to be evidenced by a Minute..

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed by £500 or 10% (whichever is the lesser sum) the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Personnel Committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 10%, whichever is the lesser, of the budget.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council Meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) or below £5,000 in total, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
 - c) fund transfers within the councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and the original invoice.
- 6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.9. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.10. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

- 6.11. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.12. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.13. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.14. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.15. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £5,000] unless authorised by Council or committee in writing before any order is placed.
- 6.16. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.17. The Council will not maintain any form of cash float. All cash received must be banked intact.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No permanent changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can and MUST demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below)

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official letter would be inappropriate. Copies of orders shall be retained.
- 10.2. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.3. A member may not issue an official order or make any contract on behalf of the council.
- 10.4. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £1,000 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to

prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18, and shall refer to the terms of the Bribery Act 2010. [
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £5,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 15.2. [The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Members are recommended to adopt these financial regulations.

12. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities

This Council has not entered into any Charters nor agency arrangements with other local authorities.

This Council makes the following contributions to Suffolk Coastal District Council:-

Sum £	In Respect of	Comments
£20,000	Contribution towards running costs of Felixstowe Futures	Agreement expires 31 st March 2015
£7,700	Contribution towards maintenance of seafront garden planting	
£750	Contribution towards cleaning of four bus shelters	Report on bus shelters will be presented to Finance & General Purposes Committee

13. Review of representation on or work with external bodies and arrangements for reporting back

Based on the last civic year, the Council is represented on the following external organisations:-

Organisation	Council Representative (Councillors unless otherwise denoted)	Meeting Frequency	How Reported Back
Felixstowe & District Council for Sport & Recreation	Barber, Savage and Walker		No formal arrangements – no minutes received by Council
Felixstowe CCTV Partnership	Jon Garfield, Savage, Sennington, Smith, Stokell and Walker	Not knowingly met since 2012	No formal arrangements
Felixstowe Ferry Fairways Committee	Slemmings		No formal arrangements – no minutes received by Council
Felixstowe Ferry Forum	Savage		No formal arrangements – no minutes received by Council
Felixstowe Futures	Savage and Sennington. Town Clerk	Quarterly	Minutes received and circulated
Felixstowe Libraries and Heritage Advisory Committee	Sennington, Sharman and Webb		Appears to have subsumed into a Town Council Sub-Committee
Felixstowe Nightsafe	Sennington		No formal arrangements – no minutes received by Council
Felixstowe Old People's Welfare Association	Jan Garfield, Newman and Morris		No formal arrangements – no minutes received by Council
Felixstowe	Deacon and		No formal

Salzwedel Partnership Association	Savage		arrangements
Felixstowe Wesel Association	The Town Mayor, Deacon, Jon Garfield and Sennington		No formal arrangements
Felixstowe Travel Watch	Walker		No formal arrangement
Haven Ports Welfare	Barber		No formal arrangements – no minutes received by Council
Landguard Partnership	Savage	Quarterly ?	No formal arrangement
Port of Felixstowe Local Authority Liaison Partnership	The Mayor, the Town Clerk, Newman		No formal arrangements – no minutes received by Council
Safer Neighbourhood Team	Jan Garfield, Savage, Sennington, Shjarman and Williams		No formal arrangements
Youth Forum	Morris, Savage and Sennington	Quarterly	No formal process. Minutes circulated
Emergency Schemes	Jon Garfield, Slemmings and Smith		No formal arrangements – no minutes received by Council
Powered Watercraft Management Working Group	Slemmings and Webb		No formal arrangements – no minutes received by Council
SALC Larger Councils Group	Smith	Discontinued	
SALC Area Meeting	Barber, Jon Garfield and Morris	Quarterly	No formal arrangements.
Town Centre Management Group	Jon Garfield and Morris		Barber, Jon Garfield and Morris

Members are to review appointments to these, and any other bodies, and to agree the arrangements for receiving formal reports from those attending.

14. Review of inventory of land and assets including buildings and office equipment

The Council maintains an asset register, which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by the Council, and any equipment/tools/vehicles with a renewal price exceeding £500.

In the schedule land and property is assumed to be held for community benefit and is shown at a nominal value of £1 in accord with recommended practice. The Council's land holdings are in the process of being registered with the Land Registry, and the Town Clerk/Technical Officer will be bringing a future item to Council setting out (with clarity) the Council's land holdings, covenants and restrictions on those holdings, and other rights.

The current asset list is shown below:-

Fixed assets list

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
Community Assets									
10	Painting and Prints	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£11,952.10	01/04/14	
11	Civic Mayors Regalia		01/01/74	£1.00	£1.00	£1.00	£20,000.00	01/04/14	£0.00
14	Metal Donkey	Outside Library, Felixstowe	01/01/00	£1.00	£1.00	£1.00	£556.97	01/04/14	£0.00
15	Mayor's Chair	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£541.06	01/04/14	£0.00
16	Deputy Mayor's Chair	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£865.69	01/04/14	£0.00
17	Bell	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£1,082.12	01/04/14	£0.00
18	Dias table	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£2,164.24	01/04/14	£0.00
19	Sideboard	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£541.06	01/04/14	£0.00
20	Dresser	Felixstowe Town hall	01/01/74	£1.00	£1.00	£1.00	£541.06	01/04/14	£0.00
21	Mayor's Board	Felixstowe Town Hall	01/01/74	£1.00	£1.00	£1.00	£1,082.12	01/04/14	£0.00
32	Flood Victims Memorial	Langer Road, Felixstowe	01/01/06	£1.00	£1.00	£1.00	£44,595.99	01/04/14	£0.00
33	War Memorial	Undercliff Road West, Felixstowe	01/01/00	£1.00	£1.00	£1.00	£64,360.56	01/04/14	£0.00
34	Dove above Memorial	Undercliff Road West, Felixstowe	01/01/00	£1.00	£1.00	£1.00	£15,440.34	01/04/14	£0.00
41	Pop up Shelter	Cemetery	01/02/06	£1,270.00	£1,400.00	£1,400.00	£1,415.24	01/04/14	£0.00
49	Play Equipment		01/01/00	£1.00	£1.00	£1.00	£38,740.89	01/04/14	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
102	Planter	Town Hall	01/01/00	£1.00	£1,200.00	£1,200.00	£1,213.67	01/04/14	£0.00
Total Values				£1,285.00	£2,614.00	£2,614.00	£205,093.11		£0.00

Infrastructure

Total Values

Land & Buildings

1	Town Hall	Undercliff Road, Felixstowe IP11 2AG	26/09/07	£1.00	£1.00	£1.00	£1,671,872.31	01/04/14	£0.00
2	Walton Community Hall	High Street, Felixstowe IP11 9DS	01/01/81	£1.00	£1.00	£1.00	£454,665.67	01/04/14	£0.00
3	Broadway House	Orwell Road, Felixstowe IP11 7DD	01/01/04	£1.00	£1.00	£1.00	£879,385.17	01/04/14	£0.00
4	Cemetery inc Buildings & Toilets	Langley Avenue, Felixstowe IP11 8NA	01/01/74	£1.00	£1.00	£1.00	£111,960.80	01/04/14	£0.00
5	Cowpasture Allotment Site	Candleet Road, Felixstowe	01/01/74	£1.00	£1.00	£1.00	£0.00		£0.00
6	Ferry Road Allotment Site	Ferry Road, Felixstowe	01/01/74	£1.00	£1.00	£1.00	£0.00		£0.00
7	Taunton Road Allotment Site	Taunton Road, Felixstowe	01/01/74	£1.00	£1.00	£1.00	£0.00		£0.00
8	Cemetery Allotment Site	Langley Road, Felixstowe	01/01/74	£1.00	£1.00	£1.00	£0.00		£0.00
9	Railway Hill Allotment Site	Coronation Drive	01/01/74	£1.00	£1.00	£1.00	£0.00		£0.00
12	Peewit Hill Nature Reserve	Peewit Hill, Felixstowe	01/01/96	£1.00	£1.00	£1.00	£0.00		£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value	
Total Values				£10.00	£10.00	£10.00	£3,117,883.95	£0.00	
Stock									
104	2.5 percent Consolidated Stock		21/01/76	£0.00	£146.81	£146.81	£0.00	£0.00	
Total Values				£0.00	£146.81	£146.81	£0.00	£0.00	
Vehicles & Equipment									
22	Toyota Hi-Ace Truck		03/12/12	£16,995.00	£16,995.00	£16,995.00	£16,995.00	01/04/14	£0.00
23	Water Bowser, Pump and Lance		01/04/09	£1,768.00	£1,768.00	£1,768.00	£2,006.24	01/04/14	£0.00
24	Kubota Tractor	Cemetery	01/01/05	£5,600.00	£6,904.00	£6,904.00	£6,904.44	01/04/14	£0.00
25	Kubota Cultivator	Cemetery	01/01/05	£1,450.00	£1,450.00	£1,450.00	£1,450.00		£0.00
26	Kubota Topper	Cemetery	01/01/05	£740.00	£740.00	£740.00	£740.00		£0.00
27	Kubota Plough	Cemetery	01/01/05	£1,139.00	£1,139.00	£1,139.00	£1,139.00		£0.00
28	Goods Trailer	Cemetery	01/02/11	£1,050.00	£2,814.00	£2,814.00	£2,814.57	01/04/14	£0.00
29	Shoring Equipment inc Installation kit	Cemetery	01/11/11	£2,840.00	£2,840.00	£2,840.00	£2,840.00	01/04/14	£0.00
30	Computer equipment inc 3 laptops (also existing equipment)	Town Hall	01/04/12	£6,689.00	£10,000.00	£10,000.00	£10,000.00	01/04/14	£0.00
112	Shoring Equipment (2nd set)	Cemetery	12/02/13	£2,460.00	£2,460.00	£2,460.00	£2,460.00	01/04/14	£0.00
114	Echo Power Pruner		21/02/14	£594.00	£0.00	£0.00	£594.00		£0.00
Total Values				£41,325.00	£47,110.00	£47,110.00	£47,943.25		£0.00
Grand Total				£42,620.00	£49,880.81	£49,880.81	£3,370,920.31		£0.00

15. **Confirmation of arrangements for insurance cover in respect of all insured risks:**

The Town Clerk has just reviewed the Council's Insurance and achieved a nearly 50% reduction on the premium by ensuring that the Council's insured items reflected its requirements. The current insurance is arranged with a broker, WPS, and the final insurance is with Aviva. Details of the actual insurance cover will be advised at the meeting. The current agreement lasts for three years and the insured risks may be changed at any time within that period; there is no charge to change the risks but the insurance premium may change accordingly.

16. **Review of the council's and/or staff subscriptions to other bodies**

The Town Council, during 2013/2014, subscribed to the following organisations on its own behalf:-

Organisation	Annual Payment	Notes
SALC	£2081	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	£90	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Community Action Suffolk	£30	
Ipswich Transport Museum	£25	

And on behalf of staff subscribed to:-

Organisation	Annual Payment	Notes
Royal Institute of Chartered Surveyors	£499	For Technical Officer to remain in Membership
Society of Local Council Clerks	No payment made	Provides procedural and legal advice to Town Clerk. Not renewed in 2013/2014 pending appointment of new Town Clerk. Fee c£120.

Members are to review these subscriptions and determine whether to continue with membership, and whether the Town Council should subscribe to any other organisations.

Review of the council's complaints procedure

The Council's present procedure is set out below; it appears to date from 2003.

17. FELIXSTOWE TOWN COUNCIL COMPLAINTS PROCEDURE

Before the Meeting

1. If a complaint about procedures or administration is notified orally to a Councillor or the Clerk and it is not possible to satisfy the complainant fully forthwith, the complainant shall be asked to put his complaint in writing to the Clerk and be assured that it will be dealt with promptly after receipt.
2. If the complainant does not wish to put the complaint to the Clerk or other proper officer, they may be advised to put it to the Mayor of the Council.
3. The Clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the Town Council's Hearings Committee.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting

6. The Hearings Committee shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the next meeting of the Town Council in public.
7. Chairman to introduce everyone.
8. Chairman to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.
10. Members to ask any question of the complainant.
11. If relevant, Clerk or other proper officer to explain the Council's position.

12. Members to ask any question of the Clerk or other proper officer.
13. Clerk or other proper officer and complainant to be offered opportunity of last word (in this order).
14. Clerk or other proper officer and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made.
(If a point of clarification is necessary, both parties to be invited back)
15. Clerk or other proper officer and complainant return to hear decision, or to be advised when decision will be made.

After the Meeting

16. Decision confirmed in writing within seven working days together with details of any action to be taken.

Clearly there is now no Hearings Committee, and this should be properly changed to Town Council, together with any other changes Members may wish to implement. The adopted policy/procedure will be put on the website.

18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

The Council does not currently have any written procedures in respect of the Freedom of Information Act 2000. A draft procedure covering Freedom of Information is attached to this agenda for Members to consider.

In respect of the Data Protection Act 1998 the Council adopted a new policy in October 13, and the following procedure is included within it:-

"A formal request from a data subject for information that we hold about them must be made in writing. A fee is payable by the data subject for provision of this information. Any member of staff who receives a written request should forward it to the Clerk immediately."

Members are recommended to:-

- a) **Adopt the Freedom of Information Procedures**
- b) **Endorse the existing Data Protection Policy and Procedures**

19. Review of the council's policy for dealing with the press/media

At present the Council has no written policy for dealing with the press/media. A draft policy is shown below:-

Felixstowe Town Council

Media and Publicity Policy

Policy Statement

Felixstowe Town Council wishes to be open and transparent in the way it considers information and takes decisions. As a Town Council we will therefore proactively seek opportunities to publish information about our activities with the intention of raising awareness about what the Town Council is doing.

Procedures

Notes:

- (i) When the Mayor is unavailable the Deputy Mayor will take on any of the specified tasks and responsibilities.
- (ii) When the Town Clerk is unavailable the Technical Officer will take on any of the specified tasks and responsibilities.

(A) Requests from the Media

1. The Mayor and the Town Clerk should be made aware of all approaches from the media for interviews, statements or information. (This includes any approaches made to individual Councillors.) A simple register will be kept in the Town Council offices detailing all requests and the response.
2. Any request from the media will be discussed by the Mayor and Town Clerk and then forwarded to the most appropriate person - Mayor, Deputy Mayor, Committee Chair or Vice-Chair, Town Clerk or combination of those people to make a response on behalf of the Town Council.
3. Prior to its release, the Mayor and Town Clerk should be made aware of the broad content of any response.

(B) Response to Media Articles, published letters, on-line comments, tweets, facebook items

1. Every situation must be carefully assessed and in many cases a response will not be appropriate.
2. Anyone seeing an article / item and thinking a response may be needed should inform the Mayor and the Town Clerk.
3. In assessing whether or not a response is appropriate the following will be considered:
 - Is the article / item in question factually accurate?
 - Is the article / item expressing a personal view – and if so is that clearly stated?
 - Would further discussion on the subject be constructive?
4. Any potential response will be discussed by the Town Clerk and the Mayor and then forwarded to the most appropriate person - Mayor, Deputy Mayor, Committee Chair or Vice-Chair, Town Clerk or combination of those people to prepare a response on behalf of the Town Council.
5. Prior to its release the Mayor and Town Clerk should be made aware of the broad content of any response where they were not involved in its preparation.

(C) Media Releases

1. The Town Clerk, Mayor and Committee Chairs will identify issues and stories that have the potential to be interest to the public.
2. The Town Clerk will draft media releases consulting with the Mayor and Committee Chairs or any individual Councillor as appropriate.
3. An information copy of the final media release will be sent to the Mayor and any Councillor who is quoted in the text.
4. Media releases will be sent to relevant media outlets as determined by the Town Clerk following consultation with the Mayor.
5. A copy of the media release will be posted on the Town Council's website.
6. A copy of the media release will be sent to Councillors and staff.

(D) Media Training

1. Opportunities will be made for the Mayor, Deputy Mayor, Chairs and Vice-Chairs of Committees and the Town Clerk to attend training in dealing with the media.

(E) Decision Making

1. The Town Council's Standing Orders (No 21) refer to relations with the press / media and the Town Council's policy - this media and publicity policy and procedures is the relevant policy.
2. Any decision about the content of media releases or information to be supplied to the media or any response to any media item will be taken by the Town Clerk following consultation with the Mayor. (This delegation complies with the legislative restriction that an individual Town Councillor cannot make a decision on behalf of the Council.)

Note: This policy and the associated procedures do not preclude an individual Councillor talking to the media on a personal basis, but in such a case it should be made clear that is the individual's own opinion / suggestion, not that of the Town Council, and the use of the title Councillor should be avoided

20. To Determine The Time And Place Of Ordinary Meetings Of The Full Council Up To And Including The Next Annual Meeting Of Full Council

The suggested dates are shown below:-

4th June

6th August

1st October – the Accounts and Audit Regulations state (Regulation 12(1)) that “as soon as reasonably possible after the completion of the audit but no later than September 30, the local council should publish its statement of accounts and the auditor's certificate.” Members may wish to vary the date of this meeting to 24th September in order that the report of the External Auditor may be reported to Council ahead of publication.

3rd December

4th February

1st April

21. **To Appoint Representatives To Outside Committees And Organisations – List Of Current Representatives And Draft Amended List Of Proposed Representatives For 2014/15**

Organisation	Current Council Representative (Councillors unless otherwise denoted)	Notes	Proposed Council Representatives
Felixstowe & District Council for Sport & Recreation	Barber, Savage and Walker		
Felixstowe CCTV Partnership	Jon Garfield, Savage, Sennington, Smith, Stokell and Walker	Does a “partnership” still exist ?	
Felixstowe Ferry Fairways Committee	Slemmings	Should the same representative sit on all Ferry matters ?	
Felixstowe Ferry Forum	Savage	Should the same representative sit on all Ferry matters ?	
Felixstowe Futures	Savage and Sennington. Town Clerk		
Felixstowe Libraries and Heritage Advisory Committee	Sennington, Sharman and Webb		
Felixstowe Nightsafe	Sennington		
Felixstowe Old People’s Welfare Association	Jan Garfield, Newman and Morris		
Felixstowe Salzwedel Partnership Association	Deacon and Savage		
Felixstowe Wesel Association	The Town Mayor, Deacon, Jon Garfield and Sennington		
Felixstowe Travel Watch	Walker		

Haven Ports Welfare	Barber		
Landguard Partnership	Savage		
Port of Felixstowe Local Authority Liaison Partnership	The Mayor, the Town Clerk, Newman		
Safer Neighbourhood Team	Jan Garfield, Savage, Sennington, Sharman and Williams		
Youth Forum	Morris, Savage and Sennington		
Emergency Schemes	Jon Garfield, Slemmings and Smith		
Powered Watercraft Management Working Group	Slemmings and Webb		
SALC Larger Councils Group	Smith	No longer exists as a group	
SALC Area Meeting	Barber, Jon Garfield and Morris		
Town Centre Management Group	Jon Garfield and Morris		

22. To Comment On Suffolk Coastal’s New Air Quality Report - The Progress Report 2013

The Town Council has been invited to comment on the Air Quality Progress Report. Included within the report are:

- **Action Plan updates** for our Air Quality Management Areas in **Woodbridge and Felixstowe**
- Findings of the Detailed Assessment for properties in **Stratford St Andrew**, close to the A12 trunk road, **which has determined that an Air Quality Management Area (AQMA) should be declared for nitrogen dioxide (NO₂).**

The Progress Report 2013 (which includes the additional reports described above) is available for viewing on a website at <http://tinyurl.com/lch5ma9> . Alternatively,

paper copies are available at the Melton Hill Council Offices for viewing or to borrow short term if requested.

In view of the size (279 pages) of this document it has not been reproduced in full for Felixstowe Town Council Members. However, Members may wish to notes the following regarding the Action Plan for the Dooley Inn, Ferry Lane, Felixstowe:-

This Air Quality Management Area (AQMA) was declared in 2009. The Action Plan consists of 13 measures to try and reduce nitrogen dioxide levels in the area, of which seven have now been completed. Six measures are the responsibility of Suffolk Coastal District Council (three of these have been completed) and seven are the responsibility of the Port of Felixstowe (four of these have been completed). All other measures which are the responsibility of the Port of Felixstowe have been started and are on-going.

*Updates for each measure can be seen in the table in section 10 of this report. The monitoring results for 2012 show that **nitrogen dioxide levels within the Felixstowe AQMA have fallen below the air quality Objective** (highest recorded at 36µg/m³). Several more years of monitoring data will be needed to confirm whether this is a true trend and whether we can in fact revoke the AQMA in the future.*

23. To Consider the Production of an Emergency Plan for Felixstowe

As a consequence of the recent storm surge and consequent flooding and evacuation of parts of Felixstowe, Members have suggested that the Town Council should consider the production of an Emergency Plan for the town. This would cover all emergencies, including, but not confined to flooding, power outages, natural and man-made disasters, and other major incidents.

In Suffolk there is a well-established Suffolk Community Resilience concept. The key driving force behind how Suffolk prepares for and, when needed, reacts to major natural or man-made incidents is the Civil Contingencies Act¹. This legislation provides a single framework for civil protection within the UK and requires certain organisations to undertake defined duties to prepare for emergencies, to respond to them and then to support community recovery. Within Suffolk, the Suffolk Resilience Forum oversees the civil protection framework and is made up of a partnership of key responder agencies and supporting organisations that are required to prepare for, respond to and assist the recovery from major incidents.

The concept accepts that communities may wish to play a more formal role in being prepared for emergencies, both to reduce any local impact but also to make any response more effective, but stresses that they will need to be linked into the formal Suffolk civil protection framework.

A range of options have been developed to allow communities to choose how they wish to be more involved. The following range of options is offered throughout Suffolk allowing emergencies services to adopt a common approach to engaging

with communities once they have decided how much or how little they wish to be involved.

Option	Involvement
0. No Formal Resilience Arrangements	No community engagement in relation to civil protection arrangements
1. Basic Contact	Community group provides a contact number to be used during emergencies to allow emergency responders to seek information about local situation
2. Community Contact Point	As above plus: 1. Contact point agrees to pass on information and advice to the community during emergencies. 2. Contact point agrees to pass on local queries and concerns before emergencies through existing community networks (eg SNT) or as a default to Suffolk Joint Emergency Planning Unit. 3. Receive information on ad-hoc support that can be provided from the community and develop community issues during recovery.
3. Community Emergency Plan & Focal Point	As above plus: 1. Develops and maintains a Community Emergency Plan that will be held by Suffolk local authorities. 2. Develops a Community Focal Point (building) that can be a visible location for people within communities to pass on and receive information during an incident (including public meeting). 3. Act as a monitor on emergency situation, feeding into local authority Operations Rooms
4. Community Emergency Team	As above plus: 1. Maintain a list of accredited volunteers that can be used by emergency services and others, such as social care, to support response within the community.

A diagrammatic representation of how communities fit into the Emergency Response structure is attached separately.

24. To Note the Listing of 91-95 Undercliff Road as an Asset of Community Value, and the Need to Determine Further Action

Members will recall that the Town Clerk was given authority to apply for the listing of Assets of Community Value. The intention had been to apply to list the playing fields off Langley Avenue but before the process could commence they had been leased for a substantial period to Felixstowe Academy.

However following representations from staff working in 91-95 Undercliff Road West (the Suffolk Coastal District Council offices adjoining the Town Hall) regarding their future accommodation needs, the question arose as to whether to apply to list these premises on the basis that this may be the last opportunity to acquire the adjoining premises, there may be an opportunity to “commercialise” some of the current Town Hall hirings, and that there may be additional unexpressed community needs. It may also be the only real opportunity the Town Council has to control the use of those premises. Listing as such merely opens up a 6-month window of opportunity to (without commitment) develop a business plan and make an acquisition bid for the property.

Accordingly a successful listing was achieved. However the District Council has now initiated the first stage of the sale procedure, which requires a decision by 6th June as to whether the Town Council, or some other community group, has to express a further interest (to extend the earliest sale date to 6 months from 25th April). Again there is no commitment other than time.

The sale price is expected to be in the region of £350,000 to £400,000, and further sums will be required to refurbish the premises. However the opportunity exists to:-

- a) Provide some form of community function suite (to compliment the use of the Town Hall as a wedding venue – at present wedding parties leave for their reception elsewhere)
- b) Provide additional residential accommodation – whether for seasonal, rental or resale
- c) Provide some other seafront leisure facility – whether retail or other use

The preparation of a business plan within six months is achievable, but before taking any further action **Members are asked to consider whether they would wish to pursue this option.**