

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 19 November 2014 at 7.30pm

PRESENT: Cllr C Slemmings (Chairman) Cllr D Savage (Vice-Chairman)
Cllr S Bird Cllr A Smith
Cllr M Deacon Cllr J Sennington
Cllr M Morris Cllr M Walker
Cllr Jan Garfield Cllr K Williams
Cllr M Sharman
Cllr G Newman (Town Mayor) *from item 375*

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

IN ATTENDANCE: One member of the Press, Two members of the Public.

370. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Barber, Cllr Jon Garfield and Cllr C Webb.

Apologies for lateness were received from Cllr G Newman.

371. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Member	Minute No.	Nature of Interest
Cllr M Deacon	375	Non-Pecuniary (as a trustee to the Level Two Youth Group)
Cllr Jan Garfield	376	Non-Pecuniary (as treasurer to the Carnival Committee)

In additions, Cllrs S Bird, M Deacon, M Morris, C Slemmings, M Sharman, J Sennington, D Savage, A Smith and K Williams each declared a Local Non-Pecuniary Interest on all items on the agenda as Members of Suffolk Coastal District Council.

372. REQUESTS FOR DISPENSATIONS

There were none.

373. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that:

The Minutes of the Finance & General Purposes Committee Meeting held on 17 September 2014 be signed by the Chairman as a true record.

374. REFERRALS FROM OTHER COMMITTEES/SUB-COMMITTEES

The Committee considered the recommendation from the 22 October 2014 Finance Sub-Committee (Minute 323 of 2014/15) that a virement of £1,200 from 301/4320 'Hire of Vehicles' to 301/4185 'Skip Hire' be approved.

It was RESOLVED that a virement of £1,200 from 301/4320 'Hire of Vehicles' to 301/4185 'Skip Hire' be approved.

Cllr G Newman joined the meeting.

375. FELIXSTOWE YOUTH DEVELOPMENT GROUP FUNDING PROPOSAL

The Committee considered a request for additional funding for Level Two.

The Chairman suspended Standing Orders and invited Mr S Wyatt, Vice-Chairman of the Felixstowe Youth Development Group Management Board, to address the Committee.

Committee heard that Level Two regularly supported over 650 young people in the town and were facing the loss of a major grant of £30,000 from next year. This funding had been received from the Henry Smith Foundation over the past 9 years and provided for the salary and on-costs of the Project Manager.

The Chairman reinstated Standing Orders

Committee thanked Mr Wyatt and all agreed that the service provided by the Level Two project was of great importance to young people in the town.

It was noted that support from the Town Council in the current year had been to the sum of £5,000 to Level Two by virtue of a £1,000 grant and £4,000 approved from the Community Fund. Level Two were seeking a larger and more sustained contribution from the Town Council over the next few years.

It was suggested that as the remit of the Council's Community Fund was to be considered at the next Ordinary Council meeting in December, Committee was not able to make a recommendation for any increase to its current provision at this time.

However, as budget setting was to be considered by this Committee in January, consideration of funding arrangements could be undertaken as part of that process. This could also be considered at the next Finance Sub meetings where budget setting will be discussed.

Committee advised that the accounts statements provided to the Clerk would be considered before any additional grant funding could be awarded.

It was RESOLVED that any formal decision on enhanced provision to Level Two be deferred until after such time as Council has considered the use of its Community Fund.

376. FELIXSTOWE CARNIVAL AND AIRSHOW

The Committee noted the report regarding 2014 Felixstowe Carnival and Airshow and congratulated the organisers and volunteers on a great event.

It was further noted that more money may have been raised by the event if there had been more volunteers available to carry fundraising buckets during the weekend. Members were invited to help with this during the 2015 event.

It was RESOLVED that:

- i. the payment of £1,713.44 from the Enhancement and Promotional fund (9015/900) as per the authority given by Council 5 February 2014 be approved; and,**
- ii. funding support for the event in following years be considered by the appropriate Council body with the authority to award grants.**

377. COMMITTEE STRUCTURE AND TERMS OF REFERENCE 2015/16

Members thanked the staff for their work on the new Committee Structure and Terms of Reference. Subject to minor changes detailed below, the final version was to be presented to Council on 3 December.

RESOLVED that:

- i. the Plans Committee be renamed 'Planning & Environment Committee' to better reflect its Terms of Reference;**
- ii. clarification be given within the Terms of Reference for the Youth Forum that the Chairman is appointed by the schools in rotation; and,**
- iii. subject to these amendments and two minor typographical corrections, a finalised version be presented and recommended to Council on 3 December 2014 for formal adoption to come in to force from May 2015.**

378. ACCOUNTS TO 31 OCTOBER 2014

The Committee considered a detailed report showing income and expenditure from the start of the financial year 2014/15 to 31 October 2014.

RESOLVED that the Accounts to 31st October 2014 be received and noted as presented with no other action required at this time.

379. CHART OF ACCOUNTS 2015/16

Members noted the draft Chart of Accounts for 2015/16 as tabled which had been prepared in accordance with the proposed new Committee structure (as outlined in item 377 above).

It was RESOLVED that:

- i. the Finance Sub-Committee be instructed to consider the Chart of Accounts when drafting budget estimates for 2015/16; and,**
- ii. draft estimates be presented in this new format to Finance & General Purposes Committee at its January meeting prior to final approval by Council on 4 February.**

380. INTERNAL AUDIT REPORT

Committee considered the Internal Audit report for the period ending 30 September 2014.

The single matter raised in the report referred to the requirement for all employers to consider and publish a discretions policy, in accordance with revisions to the LGPS regulations from 1 April 2014. The Clerk advised that he would be seeking advice from the Council's pension fund administrator, Suffolk County Council. However, as noted in the report, it was known that the County Council had not yet published its own policy.

Committee noted the report of the Internal Auditor and recorded a vote of thanks to the staff for their hard work.

381. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED that, in accord with the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted due to commercial sensitivity, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

382. FLORAL BEDDING CONTRACT

Three quotations were considered and a debate followed. Members noted that Council's existing supplier had provided a competitive quotation for the works at less than 1% increase to the cost in the current year. Committee was disappointed to learn that a third supplier has not been in a position to provide a cost for labour as the cost for plants had been very competitive. As it was agreed that the service provided to the Town Council by the existing supplier was of a high standard and more competitive than the proposal submitted by

Ipswich Borough Council, it was proposed that the contract be approved again for 2015.

It was therefore RESOLVED that:

- i. Suffolk Coastal Norse be contracted for the provision and maintenance of Floral Bedding for 2015/16; and,**
- ii. Due to orders for plants were required to be placed before the end of November, this action be reported to Council on 3 December 2014.**

383. CLOSURE

The meeting was closed at 9.15pm. The next meeting was noted as being scheduled for 21 January 2015 at 7.30pm.

Date: _____

Chairman: _____