



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Cllr G Newman (Chairman)	Cllr S Bloomfield	Cllr D Savage
Cllr S Bird (Vice Chairman)	Cllr M Deacon	Cllr A Smith
Cllr N Barber	Cllr S Gallant	Cllr S Wiles
Cllr C Barham	Cllr Jan Garfield	Cllr K Williams

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 27 May 2015 at 7.30pm** for the transaction of the following business:

A G E N D A

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

3. Requests for Dispensation

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

4. Confirmation of Minutes

To confirm the minutes of the Finance & General Purposes Committee meeting held on 18 March 2015 as a true record. **(Pages 3-5)**

5. Introduction to Finance & General Purposes Committee

To receive an introduction on the work of the Finance & General Purposes Committee and note its Terms of Reference.

6. Full Year Accounts 2014-15

To receive final account reports for the financial year 2014-15
(Page 6 & Appendix A)

7. Internal Audit Report: Quarter Four 2014-15

To receive the final report of the Internal Auditor for 2014-15 and consider any appropriate action in respect of any matters raised. **(Page 7 & Appendix B)**

8. Accounts for April 2015


To receive the Monthly Accounts reports for April 2015 and consider any actions deemed necessary. **(Page 8 & Appendix C)**

9. Risk Management Policy and Register

To recommend to Council that the Risk Management Policy and Financial Risk Register be updated to allow for electronic banking. **(Page 9 & Appendix D)**

10. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 24 June 2015 at 7.30pm.



**Ash Tadjrishi
Town Clerk
20 May 2015**

For information (via email): All Town Councillors.
Local Press

AGENDA ITEM 5: CONFIRMATION OF MINUTES

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 18 March 2015 at 7.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: One member of the Public.

559. APOLOGIES FOR ABSENCE

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

560. DECLARATIONS OF COUNCILLORS' INTERESTS

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

561. REQUESTS FOR DISPENSATIONS

There were none.

562. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that:

The Minutes of the Finance & General Purposes Committee Meeting held on 21 January 2015 be signed by the Chairman as a true record.

563. ACCOUNTS FOR JANUARY AND FEBRUARY 2015

The Committee considered a detailed report showing income and expenditure from the start of the financial year 2014/15 to 28 February 2015.

The Clerk advised that some in-year savings were likely to result in an overall underspend for the year whilst income was projected to be close to the estimated budget for 2014/15. A full list of material variances was provided although no further action was deemed necessary.

RESOLVED that the Accounts to 28 February 2015 be received and noted as presented with no other action required at this time.

564. ELECTRONIC AGENDA SUMMONS

Members noted that since 30 January 2015 the Local Government (Electronic Communications) (England) Order 2015 was in force which allowed legal summons of Councillors to meetings via email.

The Clerk advised that all Members would be still provided with hard copies of agendas at, or prior to, meetings in line with Members' personal preferences. However, Council would make a significant saving in postage costs over the longer term. Members who specifically request to receive agendas by post could still receive them in this way.

Although the changes were already in force the Clerk confirmed that existing arrangements would continue until the end of the current Municipal year.

It was RESOLVED that the recent legal changes surrounding electronic agenda summons be noted.

565. STANDING ORDERS 2015/16

Committee reviewed the Council's Standing Orders for 2015/16 and noted the recommended changes as tracked in the draft provided. Key updates in the draft reflected recent legislation, such as the Openness of Local Government Bodies Regulations 2014 which allow the recording or filming of Council meetings and Local Government (Electronic Communications) (England) Order 2015 which allowed legal summons of Councillors to meetings via email.

Following a vote on a proposal to maintain existing arrangements it was agreed that Council would not be requested to adopt arrangements for substitutions at meetings.

RESOLVED that the Clerk be instructed to incorporate the draft recommendations and other minor amendments and present a finalised copy of the Standing Orders 2015/16 to Council for formal adoption at its meeting of 1 April 2015.

566. FINANCIAL REGULATIONS 2015/16

Committee reviewed the Council's Financial Regulations for 2015/16 and noted the recommended changes as tracked in the draft provided. Members requested that references to the 'Clerk' be amended to state 'RFO' to avoid duplication.

There being no further amendments, it was RESOLVED that the Clerk be instructed to incorporate the draft recommendations and present a finalised copy of the Financial Regulations 2015/16 to Council for formal adoption at its meeting of 1 April 2015.

567. INTERNAL AUDIT – QUARTER THREE REPORT

Committee considered the Internal Audit report for the period ending 31 December 2014 and noted that the two recommendations in the report had been resolved prior to the meeting.

Committee noted the Q3 2014/15 report of the Internal Auditor and recorded a vote of thanks to the staff for their hard work.

568. CLOSURE

The meeting was closed at 8.35pm. The next meeting was noted as being scheduled for 27 May 2015 at 7.30pm. Members recorded a vote of thanks to Cllr C Slemmings, for his chairmanship of the Committee.

Date: _____

Chairman: _____

AGENDA ITEM 6: FULL YEAR ACCOUNTS 2014-15

A summary Income & Expenditure Report to for the Full Year 1 April 2014 to 31 March 2015 is shown below with a detailed report for provided at **Appendix A**.

Month No : 12

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Town Council</u>							
	Expenditure	335,256	373,149	37,893	0	37,893	89.8 %
	Income	569,706	566,336	3,370			100.6 %
	Net Expenditure over Income	-234,450	-193,187	41,263			
<u>Premises</u>							
	Expenditure	93,655	97,480	3,825	0	3,825	96.1 %
	Income	21,989	22,265	-276			98.8 %
	Net Expenditure over Income	71,666	75,215	3,549			
<u>Open Spaces</u>							
	Expenditure	148,728	155,025	6,297	0	6,297	95.9 %
	Income	100,659	102,150	-1,491			98.5 %
	Net Expenditure over Income	48,068	52,875	4,807			
<u>INCOME - EXPENDITURE TOTALS</u>							
	Expenditure	577,639	625,654	48,015	0	48,015	92.3 %
	Income	692,355	690,751	1,604			100.2 %
	Net Expenditure over Income	-114,716	-65,097	49,619			

Members will note that overall expenditure against budget for the year stood at 92.3% and income at 100.2%.

The Annual return for the Financial Year 2014-15 is being prepared and will be submitted to Council in June for approval.

Committee are requested to note the budget report.

AGENDA ITEM 7: INTERNAL AUDIT REPORT: QUARTER FOUR
2014-15

The Internal Audit Report for the Quarter ending 31 December 2014 is attached at **Appendix B** with no actions or recommendations.

All audit reviews scheduled have been undertaken and the Internal Auditor has completed Section 4 of the Annual Return confirming that the Council has met its internal control objectives.

Committee is requested to consider the attached quarterly Internal Audit Report for the period 1 April 2014-31 March 2015 and make recommendations to Council for any action it deems necessary.

AGENDA ITEM 8: ACCOUNTS FOR APRIL 2015

A summary Income & Expenditure Report to 30 April 2015 is shown below with a detailed report provided at **Appendix C**.

20/05/2015

Felixstowe Town Council

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Summary Income & Expenditure by Budget Heading 19/05/2015

Month No : 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Finance & General Purposes</u>					
Expenditure	28,812	261,654	232,842	0	232,842
Income	278,427	562,021	-283,594		
Net Expenditure over Income	-249,615	-300,367	-50,752		
<u>Assets & Services</u>					
Expenditure	15,702	260,988	245,286	0	245,286
Income	5,521	109,371	-103,850		
Net Expenditure over Income	10,181	151,617	141,436		
<u>Civic & Community</u>					
Expenditure	12,586	110,316	97,730	0	97,730
Income	3,875	4,000	-125		
Net Expenditure over Income	8,711	106,316	97,605		
<u>INCOME - EXPENDITURE TOTALS</u>					
Expenditure	57,099	632,958	575,859	0	575,859
Income	287,823	675,392	-387,569		
Net Expenditure over Income	-230,723	-42,434	188,289		

In accordance with Council's Financial Regulations, Committee is to receive explanations of Material Variances for expenditure in excess of the estimated budget of 10% or £500, whichever is the lesser. Although, as would be expected in the first month, there are no items over budget at this time, most of the expenditure codes standing around 8.5% or above (being approximately 1/12 of a whole year) can be attributed to front-loading or early payment of known costs.

Committee is requested to consider the Accounts to 30 April 2015 and decide on any action it deems necessary.

AGENDA ITEM 9: RISK MANAGEMENT POLICY AND REGISTER

Council is in the process of updating its financial administration practices to allow payments to be made via online/electronic banking. To ensure that Members are able to retain overall assurance over the Council's finances, the Risk Management Policy and Financial Risk Register should be updated to account for this change in practice.

A suggested addition on page 2 of Council's Risk Management Policy (approved in February 2015) in bold text in paragraph 1(b) Risk Identification of **Appendix D** to include a new reference to online payments.

Committee is request to consider and decide any appropriate recommendation to Council in this matter.
