

## Felixstowe Town Council Meeting Schedule 2015-16

	9.15am	7.30pm	Cyclical/Indicative Business
Wed, May 20, 2015	Planning & Environment	Annual Parish 6pm followed by Annual Council 7.30pm	Mayor Making, Annual Report (inc. Q4 Full Year Budget), Appointments to Cttees & Outside Bodies, Terms of Reference and Scheme of Delegation, Bank Signatories, Mayor's Allowance, etc.
Wed, May 27, 2015		Finance & General Purposes	Accounts for April 2015, Note Terms of Reference, Review Standing Orders and Financial Regulations, Q4 Internal Audit Report
Wed, June 03, 2015	Planning & Environment (Note Terms of Ref)	Assets & Services	Note Terms of Reference
Wed, June 10, 2015		Full Council	Approve Annual Return and Governance Statement, Review Insurance Arrangements, Approve Standing Orders and Financial Regulations
Wed, June 17, 2015	Planning & Environment	Civic & Community	Consider Occasional Grants (R1), Note Terms of Reference
Wed, June 24, 2015		Finance & General Purposes	Accounts for May 2015
Wed, July 01, 2015	Planning & Environment		
Wed, July 08, 2015		Full Council	Q1 Budget Report, Review Asset Register
Wed, July 15, 2015	Planning & Environment		
Wed, July 22, 2015		Finance & General Purposes	Accounts for June 2015
Wed, July 29, 2015	Planning & Environment		
Wed, August 05, 2015			August Recess
Wed, August 12, 2015	Planning & Environment		No Council Meetings
Wed, August 19, 2015			No Council Meetings
Wed, August 26, 2015	Planning & Environment		No Council Meetings
Wed, September 02, 2015		Assets & Services	Review Fees and Charges
Wed, September 09, 2015	Planning & Environment	Full Council	Receive Report of External Auditor
Wed, September 16, 2015		Civic & Community	Review Annual Grants, Review Felixstowe in Flower, Review Floral Bedding contract and possible tender.
Wed, September 23, 2015	Planning & Environment	Finance & General Purposes	Accounts for July and August 2015, Q1 Internal Audit Report
Wed, September 30, 2015			
Wed, October 07, 2015	Planning & Environment	Assets & Services	Consider Budget Recommendations
Wed, October 14, 2015		Personnel	Note Terms of Reference, Full Year Appraisal Setting/Review, Staffing Structure Review, Salaries Review
Wed, October 21, 2015	Planning & Environment	Civic & Community	Consider Budget Recommendations, Award Floral Bedding contract
Wed, October 28, 2015		Finance & General Purposes	Accounts for September 2015, First Draft Budget, Investment Policy
Wed, November 04, 2015	Planning & Environment		
Wed, November 11, 2015		Full Council	Q2 Budget Report, Review First Draft Budget
Wed, November 18, 2015	Planning & Environment		
Wed, November 25, 2015		Finance & General Purposes	Accounts for October 2015, Final Draft Budget, Q2 Internal Audit Report

	9.15am	7.30pm	Cyclical/Indicative Business
Wed, December 02, 2015	Planning & Environment	Assets & Services	Risk Register review inc. Fire Risk Assessment
Wed, December 09, 2015			
Wed, December 16, 2015	Planning & Environment	Civic & Community	Consider Occasional Grants (R2)
Wed, December 23, 2015			
Wed, December 30, 2015			Christmas Holidays
Wed, January 06, 2016			No Council Meetings
Wed, January 13, 2016	Planning & Environment	Full Council	Q3 Budget Report, Budget Setting and Precept, Mayoral Allowance, Meetings Calendar 2016/17, Confirm Annual Grants in budget, Confirm Occasional Grants Funding in budget
Wed, January 20, 2016			
Wed, January 27, 2016	Planning & Environment	Finance & General Purposes	Accounts for November and December 2015
Wed, February 03, 2016		Assets & Services	
Wed, February 10, 2016	Planning & Environment		
Wed, February 17, 2016		Civic & Community	
Wed, February 24, 2016	Planning & Environment	Finance & General Purposes	Accounts for January 2016, Insurance Review, Internal Audit Review, Governance/Internal Controls Review, Q3 Internal Audit Report
Wed, March 02, 2016			
Wed, March 09, 2016	Planning & Environment	Full Council	Approve Year End Transfers, Approve Insurance, Approve Internal Audit Arrangements, Approve Statement of Internal Control
Wed, March 16, 2016			
Wed, March 23, 2016	Planning & Environment	Finance & General Purposes	Accounts for February 2016
Wed, March 30, 2016			
Wed, April 06, 2016	Planning & Environment	Assets & Services	
Wed, April 13, 2016		Personnel	Six Month Appraisal Review, HR Policies Review inc. Staff Handbook, Member/Officer Protocol, Code of Conduct (any changes to Code recommended to Council).
Wed, April 20, 2016	Planning & Environment	Civic & Community	Consider Civic Awards
Wed, April 27, 2016		Finance & General Purposes	Accounts for March 2016
Wed, May 04, 2016	Planning & Environment		
Wed, May 11, 2016		Annual Parish 6pm followed by Annual Council 7.30pm	Mayor Making, Annual Report (inc. Q4 Full Year Budget), Appointments to Cttees & Outside Bodies, Terms of Reference and Scheme of Delegation, Bank Signatories, Mayor's Allowance, etc.
Wed, May 18, 2016	Planning & Environment		
Wed, May 25, 2016		Finance & General Purposes	Accounts for April 2016, Review Standing Orders and Financial Regulations, Q4 Internal Audit Report