

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 23 March 2016 at 7.30pm**

**PRESENT:** Cllr G Newman (Chairman) Cllr Jan Garfield  
Cllr S Bird (Vice-Chairman) Cllr A Smith  
Cllr N Barber Cllr S Wiles  
Cllr S Gallant

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mrs D Frost (Finance Administration Officer)

**513. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr C Barham, Cllr S Bloomfield, Cllr M Deacon, Cllr D Savage** and **Cllr K Williams**.

**514. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

**515. REQUESTS FOR DISPENSATION**

There were none.

**516. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Finance & General Purposes Committee Meeting held on 24 February 2016 be signed by the Chairman as a true record.**

**517. ACCOUNTS TO 16 MARCH 2016**

Committee considered a detailed report showing income and expenditure against budget to 16 March 2016. Members noted that the Clerk and the Finance Administration Officer had provided estimates for expenditure up to 31 March to give an idea of how this may affect the outturn position.

**RESOLVED that the Accounts to 16 March 2016 and the Reserves and Balances outturn estimate report to 31 March 2016 be noted as received and a vote of thanks be recorded for the clarity of the information provided.**

**518. LOCAL COUNCILS' AWARD SCHEME**

Committee considered the report of the Local Councils' Award Scheme Working Group and the need for an appropriate Annual Report and Business Plan.

Members supported the principle of a Business Plan for Council to span four years, from 2016 to 2020. It was noted that this would allow for a review of the plan in the first year of each new Council term in preparation for a new four-year plan in the second year.

The Clerk advised that a draft Annual Report would be brought to the next meeting for consideration also.

**RESOLVED that update from the Local Councils' Award Scheme Working Group be noted and that a first draft Business Plan 2016-2020 be referred to Council's main Committees for consideration of business plan objectives before coming back to F&GP for further consideration.**

**519. TERMS OF REFERENCE 2016/17**

Committee considered Terms of Reference for Council and its Committee for 2016/17.

Members commented on the effectiveness of Council's Terms of Reference, which had been created in line with the restructuring of its committees for 2015/16.

**It was RESOLVED that, with authority delegated to the Clerk in consultation with the Chairman to confirm the number of seats on committees, the Terms of Reference for 2016/17 be recommended to Annual Council for adoption as presented.**

**520. STANDING ORDERS 2016/17**

Committee considered Standing Orders for 2016/17 and noted the recommendation for amendment to reflect the recent changes brought about by the Public Contracts Regulations 2015.

Following discussion on enhancing provisions for community engagement, it was proposed and agreed that a public participation session, as per Ordinary Council meetings, should be included prior to formal business at the outset of each ordinary meeting of Council's main four Committees (F&GP, A&S, C&C, P&E).

**It was RESOLVED that Standing Orders for 2016/17 be recommended to Annual Council for adoption as presented; and, Annual Council be recommended to confirm provisions for public participation at each ordinary meeting of Council's main four Committees (F&GP, A&S, C&C, P&E).**

**521. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER**

Committee considered Council's Risk Management Policy and Financial Risk Register for 2016/17.

**RESOLVED that the Risk Management Policy and Financial Risk Register for 2016/17 be recommended to Annual Council for adoption.**

**522. CLOSURE**

The meeting was closed at 9.02pm. The next meeting was noted as being scheduled for 27 April 2016 at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_