

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at  
Felixstowe Town Hall on Wednesday 25 November 2015 at 7.30pm**

**PRESENT:** Cllr G Newman (Chairman) Cllr Jan Garfield  
Cllr S Bird Cllr D Savage  
Cllr M Deacon Cllr A Smith  
Cllr S Gallant Cllr S Wiles

**OFFICERS:** Mr A Tadjirishi (Town Clerk)

**333. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr C Barham, Cllr S Bloomfield and Cllr K Williams.**

**334. DECLARATIONS OF INTEREST**

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

**335. REQUESTS FOR DISPENSATION**

There were none.

**336. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Finance & General Purposes Committee Meeting held on 28 October 2015 be signed by the Chairman as a true record.**

**337. MEMBERS ALLOWANCES & EXPENSES**

Committee considered Members Allowances and a policy for reimbursement of out-of-pocket expenses.

Members unanimously agreed that a Basic Members Allowance should not be introduced and that Town Councillors should continue to receive no remuneration for the office.

A policy for the reimbursement of out-of-pocket expenditure for Members representing the Town Council on authorised business outside the parish boundary was considered and it was agreed that this be referred to Council for approval.

Committee discussed the Mayor's Allowance and it was agreed that this be retained at £7,000 to defray the cost of the office of Town Mayor. It was further agreed that the Mayor's Allowance should be paid in full to an account of the Mayor's choosing, upon taking the office and following the Council resolution at the Annual Council meeting. Once the allowance had been paid, the Town Council, its Members or Officers would have no access or responsibility for the funds which are solely provided for the purposes of defraying the cost of the Office of Town Mayor. However, the Mayor's Secretary would support the administration of the Mayor's Allowance at the direction of the Mayor, who would retain overall responsibility for how the funds are used.

**Committee RESOLVED to recommend to Council that:**

- i. Felixstowe Town Council does not seek to introduce a Basic Allowance for its Members, and the office of Town Councillor is to remain unpaid;**
- ii. the Mayor's Allowance for 2016/17 be set at £7,000 for the purpose of defraying the costs associated with the office of Town Mayor;**
- iii. incoming Mayors be advised that the Mayor's Allowance should be used to defray legitimate costs incurred by the Deputy Mayor when deputising for the Mayor in his/her absence; and,**
- iv. the draft policy framework by which Members are able to claim for out of pocket expenditure be approved.**

**338. ACCOUNTS FOR OCTOBER 2015**

Committee considered a detailed report showing income and expenditure against budget to 31 October 2015.

A full list of material variances was provided and Members discussed a number of matters relating to income and expenditure.

**RESOLVED that the Accounts to 31 October 2015 be received and noted as presented with no other action required at this time.**

**339. CLOSURE**

The meeting was closed at 8.45pm. The next meeting was noted as being scheduled for 27 January 2016 at 7.30pm.

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

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