



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 April 2016 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 23 March 2016 as a true record. **(Pages 3-5)**
- 5. Accounts to 31 March 2016**
To receive the full-year accounts report to 31 March 2016, alongside a report on final outturn of Balances and Reserves, and consider any actions deemed necessary. **(Pages 6-9 & Appendix A)**
- 6. Business Planning 2016-2020**
To consider potential business objectives for Committee for the next four years. **(Page 9)**
- 7. Annual Report 2015/16**
To consider an draft Annual Report for recommendation to Annual Council. **(Page 9)**

8. Complaints Procedure

To review, and recommend to Council, Complaints Procedures for 2016/17.

(Page 10 & Appendix B)

9. Freedom of Information and Publication Scheme

To review, and recommend to Council, a Freedom of Information and Publication Scheme for 2016/17.

(Page 10 & Appendix C)

10. Internal Audit Report: Quarter Four 2015-16

To receive the final report of the Internal Auditor for 2015-16 and consider any actions in respect of any matters raised.

(Page 10 - Report to follow)

11. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 25 May 2016 at 7.30pm.



**Ash Tadjrishi
Town Clerk
21 April 2016**

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

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.

AGENDA ITEM 5: ACCOUNTS TO 31 MARCH 2016

At the last meeting Committee received the accounts report to 16 March 2016 together with an estimated outturn position projected for 2015/16. A summary Income & Expenditure Report for the Financial Year ending 31 March 2016 is shown below with a detailed report provided at **Appendix A**. These provide the final, unaudited, position at year end:

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Of Budget | |
|--|-----------------------------|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|---------|
| 20/04/2016 | | Felixstowe Town Council YE 15/16 | | | | | | Page No 1 | |
| 10:01 | | Summary Income & Expenditure by Budget Heading 31/03/2016 | | | | | | | |
| Month No : 12 | | Committee Report | | | | | | | |
| <hr/> | | | | | | | | | |
| <u>Finance & General Purposes</u> | | | | | | | | | |
| | Expenditure | 230,452 | 246,186 | 261,654 | 15,468 | 0 | 15,468 | 94.1 % | |
| | Income | 569,506 | 560,478 | 562,021 | -1,543 | | | 99.7 % | |
| | Net Expenditure over Income | <u>-339,053</u> | <u>-314,292</u> | <u>-300,367</u> | <u>13,925</u> | | | | |
| | | | | | | | | | |
| <u>Assets & Services</u> | | | | | | | | | |
| | Expenditure | 233,922 | 235,089 | 261,830 | 26,741 | 0 | 26,741 | 89.8 % | |
| | Income | 118,346 | 127,881 | 109,371 | 18,510 | | | 116.9 % | |
| | Net Expenditure over Income | <u>115,576</u> | <u>107,208</u> | <u>152,459</u> | <u>45,251</u> | | | | |
| | | | | | | | | | |
| <u>Civic & Community</u> | | | | | | | | | |
| | Expenditure | 113,264 | 105,499 | 110,316 | 4,817 | 0 | 4,817 | 95.6 % | |
| | Income | 4,502 | 11,833 | 4,000 | 7,833 | | | 295.8 % | |
| | Net Expenditure over Income | <u>108,762</u> | <u>93,665</u> | <u>106,316</u> | <u>12,651</u> | | | | |
| <hr/> | | | | | | | | | |
| <u>INCOME - EXPENDITURE TOTALS</u> | | Expenditure | 577,639 | 586,774 | 633,800 | 47,026 | 0 | 47,026 | 92.6 % |
| | | Income | 692,355 | 700,192 | 675,392 | 24,800 | | | 103.7 % |
| | Net Expenditure over Income | <u>-114,716</u> | <u>-113,418</u> | <u>-41,592</u> | <u>71,826</u> | | | | |

Total expenditure against budget for the year was 92.6% and Council achieved an income of 103.7% against budget. This positive performance has meant that funds totalling £71,826 have been returned to the General Fund. However, some individual elements resulted in an overspend by £500 or 10% (i.e. 110.0%), or under-income by the same variance. These are shown in the table below, together with explanatory notes and any recommended actions:

| |
|---|
| Cost Centre 101 - Administration |
| 4002 Employer Pensions Contributions (106.8%) Estimates for proportioning between Salaries/Pensions/NI in 2015/16 slightly out. Recommendation: No further action – Council approved budget reappportioning for 2016/17. |
| 4441 Telephone & Internet (134.7%) Annual maintenance charge not included in estimates for 2015/16 when budget setting took place. Provision reviewed and allocated accordingly for next year. Recommendation: No further action at this stage. Review contract in 2019. |
| 1805 Bank Interest Received (55.2%) Annual interest on Investment Bond will not be received until the investment matures early in the next financial year (April 2016). Recommendation: No further action. |
| Cost Centre 201 - Town Hall |
| 1030 Leases, Rents & Licences (79.3%) Budget set for 1 year Resort team lease, only renewed for 3 months. New lease contract starting April 2016. Recommendation: No further action. |
| Cost Centre 202 - Walton Community Hall |
| 4122 Electricity (120.7%) Supplier changing 7 th May 2016 with Smart Meter for improved monitoring. Recommendation: Continue to monitor throughout 2016/17. Consider requirements at budget setting for 2017/18. |
| Cost Centre 203 – Broadway House |
| 4002 Employer Pensions Contributions (118.7%) Estimates for proportioning between Salaries/Pensions/NI in 2015/16 slightly out. Recommendation: No further action – Council approved budget reappportioning for 2016/17. |
| Cost Centre 204 – Cemetery |
| 1120 Purchase of Graves (52.5%) Full year outturn complete. Recommendation: Continue to monitor throughout 2016/17. Consider requirements at budget setting for 2017/18. |
| 1140 Upkeep of grave spaces (77.1%) Full year outturn complete. Recommendation: Continue to monitor throughout 2016/17. Consider requirements at budget setting for 2017/18. |
| Cost Centre 301 – Civic & Community |
| 4530 Civic Events (was Civic Service) (180.7%) Cost of Civic Service higher than budget estimated for 2015/16. Civic Carol Service also charged to this code, name of budget changed accordingly. No further action necessary - Council approved increase to provision for 2016/17. |

At the previous Financial Year end 31st March 2015, Council held total reserves of £867,611. This was represented by General Reserves of £184,110 and Earmarked Reserves of £683,501.

Subsequent to Council approved transfers in and expenditure against Earmarked Reserves for 2015/16, the closing balance as of 31 March 2016 is as follows:

| 900 | Earmarked Reserves | Closing Balance at 31 March 2015 | Balance at 1 April 2015 after GF transfers (net £42,886) | Council approved expenditure during 2015/16 | Closing Balance at 31 March 2016 |
|------------|---------------------------------|---|---|--|---|
| 9010 | Election Expenses | 11,000 | 4,500 | - | 4,500 |
| 9015 | Enhancement & Promotional | 7,865 | 7,865 | 4,187 | 3,679 |
| 9020 | Felixstowe in Flower | 8,428 | 8,428 | - | 8,428 |
| 9025 | Asset Repairs & Replacement | 10,532 | 13,532 | - | 13,532 |
| 9030 | IT Replacement Fund | 3,117 | 3,117 | - | 3,117 |
| 9035 | Recycling Credits | 5,106 | 4,306 | 1,872 | 2,434 |
| 9040 | Cemetery Projects | 110,000 | 130,000 | 1,671 | 126,807 |
| 9050 | Broadway House | 55,000 | 57,500 | - | 57,500 |
| 9055 | Walton Community Hall | 55,000 | 57,500 | - | 57,500 |
| 9060 | Town Hall Capital Refurb | 7,821 | 7,821 | - | 7,821 |
| 9065 | Town Hall Maintenance | 88,594 | 93,594 | 34,476 | 59,118 |
| 9070 | Play Equipment | 27,000 | 27,000 | - | 27,000 |
| 9075 | Community Fund | 151,636 | 168,820 | 6,285 | 162,405 |
| 9080 | Council Tax Localisation Rsrve | 74,904 | 74,904 | - | 74,904 |
| 9085 | CCTV | 42,000 | 42,000 | - | 42,000 |
| 9090 | Staffing Reserve | 25,500 | 25,500 | - | 25,500 |
| | Total Earmarked Reserves | 683,501 | 726,387 | 48,490 | 676,245 |

With the surplus returned to the General Fund of £71,826 and accounting for creditors and debtors, the financial position of the authority as of 31 March 2016 is:

| Fund | Balance at 31 March 2015 | Balance at 31 March 2016 |
|--------------------|---------------------------------|---------------------------------|
| General Fund | 184,110 | 254,643 |
| Earmarked Reserves | 683,501 | 676,245 |
| Total | 867,611 | 930,888 |

The Annual return for the Financial Year 2015-16 is being prepared and will be submitted to Council in June for approval.

Committee is requested to receive the Accounts to 31 March 2016 and note the Council's financial position as at year end 2015/16.

AGENDA ITEM 6: BUSINESS PLANNING 2016-2020

At the previous meeting, the Finance & General Purposes Committee considered proposals for a first draft Business Plan spanning the next four years from 2016 to 2020.

To assist with the formulation of the Business Plan, each of Council's committees has been considering potential objectives, in line with known local priorities. F&GP will consider a final draft Plan for recommendation to Council incorporating these objectives.

Final approval and adoption of the Plan would be considered by Council following further public consultation.

Committee is to consider objectives for the Finance & General Purposes Committee over the next four years. Members have been provided with an early draft for discussion purposes and further consideration.

Committee is requested to consider potential business objectives for the next four years for inclusion in to the Council's draft Business Plan 2016-2020.

AGENDA ITEM 7: ANNUAL REPORT 2015/16

An Annual Report for the Municipal Year 2015/16 is being prepared for Annual Council. The format for this first Annual Report will include a foreword from the Mayor and reports from the Chairman of each committee, giving a full summary of Council's activities throughout the past year.

The draft of the Annual Report will be tabled at the meeting.

Committee is requested to review the Council's draft Annual Report for 2015/16 and for onward referral to Annual Council along with any other recommendations it considers necessary.

AGENDA ITEM 8: COMPLAINTS PROCEDURE

Council is to review its Complaints Procedure annually.

The procedure provided at **Appendix B** was adopted by Council at its meeting of 20 May 2015 and is presented for approval without amendment.

Committee is requested to review the Complaints Procedure and recommend to Council for adoption.

AGENDA ITEM 9: FREEDOM OF INFORMATION AND PUBLICATION SCHEME

Under the Freedom of Information Act 2000, it is the duty of every public authority to adopt and maintain a Publication Scheme. Local authorities must produce and publish the method by which specific information will be available so that it can be easily identified by members of the public.

Activities under the Freedom of Information Act 2000 (including Publication Schemes) fall within the remit of the Information Commissioner's Office, based in Wilmslow, Cheshire.

The ICO provides a model publication scheme, which the Council is recommended to adopt alongside an updated schedule of information available from Felixstowe Town Council within the scheme.

The model scheme and a schedule of information available, along with any charges, is provided at **Appendix C**.

Committee is requested to consider the model publication scheme and recommend to Council for adoption.

AGENDA ITEM 10: INTERNAL AUDIT REPORT: QUARTER FOUR 2014-15

The Internal Audit for the Year Ending 31 March 2016 is taking place on Monday 25 April and the report will be provided at the meeting for Committee's consideration.

On completion of the Q4 audit, all scheduled will have been undertaken and the Internal Auditor will complete Section 4 of the Annual Return confirming that the Council has met its internal control objectives.

Committee is requested to consider the Internal Audit Report for the period 1 April 2015 - 31 March 2016 and make recommendations to Council for any action it deems necessary.
