

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 27 April 2016 at 7.30pm

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

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

586. APOLOGIES FOR ABSENCE

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

587. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr M Deacon 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)

588. REQUESTS FOR DISPENSATION

There were none.

589. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 23 March 2016 be signed by the Chairman as a true record.

590. ACCOUNTS TO 31 MARCH 2016

Committee considered the full-year accounts report for the year 1 April 2015 – 31 March 2016.

The Council's final unaudited position was noted and the Clerk advised that the Council's Annual Return for the Financial Year 2015-16 was being prepared in readiness for presentation to Council in June.

RESOLVED that the Accounts to 31 March 2016 and the Council's financial position at year end 2015/16 be noted as received; and, a vote of thanks be recorded to the Clerk and Finance Administration Officer for the clarity of the information provided.

591. BUSINESS PLANNING 2016-2020

Members considered potential objectives for the Finance & General Purposes Committee as part of Council's draft Business Plan for 2016-2020.

It was RESOLVED that, subject to the use of plain language throughout, the draft objectives be approved for inclusion in the Plan; which would be brought to Committee in full for further consideration at its next meeting.

592. ANNUAL REPORT 2015/16

Committee considered the financial aspect of the Council's Annual Report for 2015/16.

Members requested that the information presented in the pie charts be made clearer for the final version and reference be given to Council's review of its Terms of Reference.

It was RESOLVED that, subject to the amendments discussed being incorporated, the financial information for Council's 2015/16 Annual Report be approved and presented to Council within the final version of the report at the Annual Council Meeting.

593. COMPLAINTS PROCEDURE

Committee reviewed the Council's Complaints Procedure for 2016/17.

It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for re-adoption in 2016/17 without amendment.

594. FREEDOM OF INFORMATION AND PUBLICATION SCHEME

Committee considered the Information Commissioner's Office (ICO) model publication scheme as a replacement for Council's current scheme.

It was noted that the ICO model may be adopted without modification by any public authority without further approval by the ICO. Members requested that, should Council adopt the ICO model, it be presented in the 'usual house-style'.

Committee noted that the schedule of information available from Felixstowe Town Council had been updated to reflect the availability of much of the information for free via the Council's website.

RESOLVED that the ICO model publication scheme be recommended to Annual Council for adoption alongside the updated schedule of information available from Felixstowe Town Council.

595. INTERNAL AUDIT REPORT: QUARTER FOUR 2015-16

Committee considered the Internal Audit report for the quarter ending 31 March 2016 and noted that there were no recommended actions recorded.

The Clerk advised that the Internal Auditor had completed the relevant section of the Annual Return for 2015-16, confirming that the Council had met its internal control objectives within the year.

RESOLVED that the Internal Audit Report for the quarter ending 31 March 2016 be received and a vote of thanks be recorded to the staff for their work.

596. CLOSURE

The meeting was closed at 8.13pm. The next meeting was noted as being scheduled for 25 May 2016 at 7.30pm.

Date: _____

Chairman: _____