

## Felixstowe Town Council Meeting Schedule 2016/17

	9.15am	7.30pm	Cyclical/Indicative Business
Wed, May 11, 2016		Annual Town Meeting 7pm followed by Annual Council 7.30pm	<ul style="list-style-type: none"> <li>• Election of Mayor &amp; Deputy Mayor</li> <li>• Appointments to Committees &amp; Outside Bodies 2017/18</li> <li>• Delegation Arrangements</li> <li>• Authorisation of signatories</li> <li>• Approve Terms of Reference, Standing Orders and Financial Regulations</li> <li>• Approve Risk Management Policy and Register</li> <li>• Approve Asset Register to 31 March 2016</li> <li>• Approve Complaints Procedure</li> <li>• Approve FOI Policy and Publication Scheme</li> </ul>
Wed, May 18, 2016	Planning & Environment		
Wed, May 25, 2016		Finance & General Purposes	<ul style="list-style-type: none"> <li>• Note Terms of Reference</li> <li>• Full Year 2015-16 Accounts</li> <li>• Q4 Internal Audit Report</li> <li>• Accounts March/April 2016</li> <li>• Statement of Internal Control 2015/16</li> <li>• Review/Recommend of Internal Audit Effectiveness</li> </ul>
Wed, June 01, 2016	Planning & Environment	Assets & Services	<ul style="list-style-type: none"> <li>• Note Terms of Reference</li> <li>• Budget Report</li> <li>• Estates Report</li> </ul>
Wed, June 08, 2016		Full Council	<ul style="list-style-type: none"> <li>• Full Year 2015-16 Internal Audit Report and Actions</li> <li>• Annual Return &amp; Governance Statement 2015-16</li> <li>• Sign Statement of Internal Control</li> <li>• Approve Effectiveness of Internal Audit Arrangements</li> <li>• Felixstowe Forward Report</li> </ul>
Wed, June 15, 2016	Planning & Environment	Civic & Community	<ul style="list-style-type: none"> <li>• Note Terms of Reference</li> <li>• Budget Report</li> <li>• Annual Grants</li> <li>• Occasional Grants (R1)</li> <li>• CCTV Report</li> <li>• Felixstowe in Flower 2016</li> </ul>
Wed, June 22, 2016			
Wed, June 29, 2016	Planning & Environment		
Wed, July 06, 2016			
Wed, July 13, 2016	Planning & Environment	Full Council	<ul style="list-style-type: none"> <li>• Felixstowe Forward Report</li> </ul>
Wed, July 20, 2016			
Wed, July 27, 2016	Planning & Environment	Finance & General Purposes	<ul style="list-style-type: none"> <li>• Q1 Internal Audit Report</li> <li>• Accounts May/June 2016</li> </ul>
Wed, August 03, 2016			August Recess
Wed, August 10, 2016	Planning & Environment		No Council Meetings
Wed, August 17, 2016			
Wed, August 24, 2016	Planning & Environment		
Tue, September 06, 2016		Highways Advisory (2pm)	<ul style="list-style-type: none"> <li>• Election of Chair &amp; Vice Chair</li> <li>• Highways Manager's Report</li> <li>• Highways Matters</li> </ul>
Wed, September 07, 2016	Planning & Environment	Assets & Services	<ul style="list-style-type: none"> <li>• Review Fees &amp; Charges (Allotments, Cemetery, Hirings)</li> <li>• Budget Report</li> <li>• Estates Report</li> </ul>
Wed, September 14, 2016		Full Council	<ul style="list-style-type: none"> <li>• Receive Report of External Auditor / Approve Annual Return</li> <li>• Felixstowe Forward Report</li> </ul>
Wed, September 21, 2016	Planning & Environment	Civic & Community	<ul style="list-style-type: none"> <li>• CCTV Report</li> <li>• Budget Report</li> <li>• Civic and Christmas Events</li> <li>• Review/Recommend Community Engagement Strategy</li> </ul>
Wed, September 28, 2016		Finance & General Purposes	<ul style="list-style-type: none"> <li>• Accounts July/August 2016</li> <li>• Insurance Adequacy Review</li> </ul>
Wed, October 05, 2016	Planning & Environment		
Wed, October 12, 2016		Personnel	<ul style="list-style-type: none"> <li>• Note Terms of Reference</li> <li>• Town Clerks Appraisal</li> <li>• Staffing Structure and Personnel Budget 2017/18</li> </ul>
Wed, October 19, 2016	Planning & Environment	Civic & Community	<ul style="list-style-type: none"> <li>• Budget Report</li> <li>• Draft Civic &amp; Community Budget 2017/18</li> <li>• Floral Bedding Contract</li> </ul>
Wed, October 26, 2016			
Wed, November 02, 2016	Planning & Environment	Assets & Services	<ul style="list-style-type: none"> <li>• Budget Report</li> <li>• Estates Report</li> <li>• Draft Assets &amp; Services Budget 2017/18</li> </ul>
Wed, November 09, 2016		Full Council	<ul style="list-style-type: none"> <li>• Felixstowe Forward Report</li> <li>• Approve Insurance Adequacy</li> <li>• Approve Community Engagement Strategy</li> </ul>
Wed, November 16, 2016	Planning & Environment		
Wed, November 23, 2016		Finance & General Purposes	<ul style="list-style-type: none"> <li>• Accounts September/October 2016</li> <li>• Q2 Internal Audit Report</li> <li>• Full Draft Budget 2017/18 inc. Allowances, Subscriptions/Corporate Memberships</li> </ul>
Wed, November 30, 2016	Planning & Environment		
Wed, December 07, 2016			
Wed, December 14, 2016	Planning & Environment	Civic & Community	<ul style="list-style-type: none"> <li>• Occasional Grants (R2)</li> </ul>
Wed, December 21, 2016			Christmas Break
Wed, December 28, 2016			No Council Meetings

	9.15am	7.30pm	
Wed, January 04, 2017			
Wed, January 11, 2017	Planning & Environment	Full Council	<ul style="list-style-type: none"> <li>• Budget, Reserves &amp; Precept 2017/18</li> <li>• Mayor's Allowance 2017/18</li> <li>• Meeting Schedule 2017/18</li> <li>• Felixstowe Forward Report</li> </ul>
Wed, January 18, 2017			
Wed, January 25, 2017	Planning & Environment	Finance & General Purposes	<ul style="list-style-type: none"> <li>• Q3 Internal Audit Report</li> <li>• Accounts November/December 2016</li> <li>• Review/Recommend Governance/Internal Controls</li> <li>• Review/Recommend Investment Policy and Strategy</li> </ul>
Wed, February 01, 2017		Assets & Services	<ul style="list-style-type: none"> <li>• Budget Report</li> <li>• Estates Report</li> </ul>
Wed, February 08, 2017	Planning & Environment		
Wed, February 15, 2017		Civic & Community	<ul style="list-style-type: none"> <li>• Budget Report</li> <li>• Review/Approve Occasional Grants Policy</li> <li>• Review/Recommend Press &amp; Media Policy</li> </ul>
Wed, February 22, 2017	Planning & Environment		
Tue, March 07, 2017		Highways Advisory (2pm)	<ul style="list-style-type: none"> <li>• Highways Manager's Report</li> <li>• Highways Matters</li> </ul>
Wed, March 08, 2017	Planning & Environment	Full Council	<ul style="list-style-type: none"> <li>• 2016/17 Year End Transfers</li> <li>• Approve Governance/Internal Controls</li> <li>• Approve Investment Policy and Strategy</li> <li>• Approve Press &amp; Media Policy</li> </ul>
Wed, March 15, 2017			
Wed, March 22, 2017	Planning & Environment	Finance & General Purposes	<ul style="list-style-type: none"> <li>• Accounts January/February 2017</li> <li>• Review/Recommend all Terms of Reference, Standing Orders and Financial Regulations</li> <li>• Review/Recommend Risk Management Policy and Register</li> <li>• Review/Recommend Complaints Procedure</li> <li>• Review/Recommend FOI Policy and Publication Scheme</li> </ul>
Wed, March 29, 2017			
Wed, April 05, 2017	Planning & Environment	Assets & Services	<ul style="list-style-type: none"> <li>• Budget Report</li> <li>• Estates Report</li> <li>• Asset Register Review</li> <li>• Six Month Appraisal Review</li> </ul>
Wed, April 12, 2017		Personnel	<ul style="list-style-type: none"> <li>• HR Policies Review inc. Staff Handbook, Health &amp; Safety Policy, Member/Officer Protocol, Training Strategy, Code of Conduct (any changes to Code of Conduct recommended to Council).</li> </ul>
Wed, April 19, 2017	Planning & Environment	Civic & Community	<ul style="list-style-type: none"> <li>• Consider Civic Awards</li> <li>• Note any reports from grants awarded</li> </ul>
Wed, April 26, 2017			
Wed, May 03, 2017	Planning & Environment		
Wed, May 10, 2017		Annual Town Meeting 7pm followed by Annual Council 7.30pm	<ul style="list-style-type: none"> <li>• Election of Mayor &amp; Deputy Mayor</li> <li>• Appointments to Committees &amp; Outside Bodies 2017/18</li> <li>• Delegation Arrangements</li> <li>• Authorisation of signatories</li> <li>• Approve Terms of Reference, Standing Orders and Financial Regulations</li> <li>• Approve Risk Management Policy and Register</li> <li>• Approve Asset Register to 31 March 2017</li> <li>• Approve Complaints Procedure</li> <li>• Approve FOI Policy and Publication Scheme</li> </ul>
Wed, May 17, 2017	Planning & Environment		