



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 10 June 2015** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Rev Mark Kichenside, Christ Church, Felixstowe.

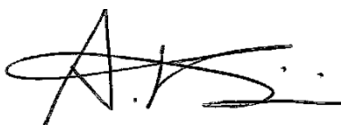
A G E N D A

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. **Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 25.
5. **Confirmation of Council Minutes**
To confirm the minutes of the Annual Council Meeting held on Wednesday 20 May 2015 as a true record. **(Pages 3-10)**
6. **Mayor's Communications**
To receive such communications as the Mayor may wish to lay before Council.
7. **Minutes of Committee Meetings**
To receive and adopt the minutes of the following meetings:
 - a) Finance & General Purposes Committee 27 May 2015 **(Pages 11-13)**

- 8. Reports from Members appointed to Outside Bodies**
To receive any reports from Members appointed to represent the Town Council on outside bodies. *Members are requested to provide a written report to the Clerk at least two working days prior to the meeting.*
- 9. Committee Recommendations to Council**
To consider any recommendations made to Council by its Committees.
(Page 14 & Appendix A)
- 10. Felixstowe Forward Report**
To receive an update report from the Felixstowe Forward Change Director.
(Page 15 & Appendix B)
- 11. Felixstowe Sports Hub**
To receive a report from the SCDC Leisure and Countryside Manager on progress made on the Felixstowe Sports Hub project. **(report to follow)**
- 12. Annual Return 2014-15**
To approve the Accounts, Annual Return and Annual Governance Statement for 2014-15, along with any supporting documents, and to authorise the Town Mayor to sign the return on behalf of the Town Council.
(Pages 16-22 31 & Appendix C)
- 13. Review of Internal Audit Effectiveness**
To review the effectiveness of Council's appointed Internal Auditor.
(Pages 23-24)
- 14. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows:
(Schedule attached at Appendix D)

| Date | Voucher Nos. | Total Payment |
|------------|--------------|-------------------|
| 20/05/2015 | 52 - 79 | £11,986.72 |
| | TOTAL | £11,986.72 |

- 15. Closure**
To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 8 July 2015.



Ash Tadjrishi
Town Clerk
3 June 2015

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ANNUAL COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 20 May 2015 at 7.30pm

PRESENT: Cllr G Newman (Outgoing Town Mayor) Cllr Jan Garfield
Cllr D Savage (Deputy Mayor) Cllr Jon Garfield
Cllr S Bird Cllr T Green
Cllr S Bloomfield Cllr A Smith
Cllr P Coleman Cllr S Wiles
Cllr M Deacon Cllr J Vartan
Cllr S Gallant

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs L Monsen (Mayor's Secretary)
Mrs R Jones (Estates Officer)
Mrs D Frost (Finance Administration Officer)
Mrs S Faversham (Cemetery & Allotments Officer)

IN ATTENDANCE: 13 members of the Public.

PRAYERS

The meeting was preceded with prayers by Rev. Diane Smith, Trinity Methodist Church, Felixstowe.

1. ELECTION OF TOWN MAYOR

Town Mayor, Cllr Graham Newman, in the chair.

It was proposed by Cllr A Smith, seconded by Cllr S Wiles, that Cllr D Savage be elected as Town Mayor for the ensuing Municipal Year.

Following a vote it was RESOLVED that Cllr D Savage be elected Town Mayor for the ensuing Municipal Year 2015-16.

Cllr Savage was invested with the Mayor's Chain of Office and duly read out and signed the Declaration of Acceptance of Office.

Town Mayor, Cllr Doreen Savage, in the chair.

Councillor Savage thanked Cllrs A Smith and S Wiles for nominating her to the office of Mayor for 2015/16 and paid tribute to the outgoing Mayor, Cllr Graham Newman, for his year in office and fundraising efforts in support of his charities.

In her incoming announcement, the Mayor welcomed those Members who had been newly elected to the Town Council and those that had been re-elected. The Mayor named her charities for the Municipal Year 2015-16 as being the Felixstowe Sea Cadets and Felixstowe Citizens Advice Bureau.

The Mayor appointed Mrs Peggy Osborne as her escort.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr D Savage, seconded by Cllr G Newman, that Cllr Jan Garfield be elected as Deputy Mayor for the ensuing Municipal Year.

Following a vote it was RESOLVED that Cllr Jan Garfield be elected Deputy Mayor for the ensuing Municipal Year 2015-16.

Addressing the Council, the Deputy Mayor thanked Cllrs D Savage and G Newman for nominating her to the office and stated that she would do her best to support the Mayor during her term in office.

The Deputy Mayor appointed Cllr Jon Garfield as her consort.

3. COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE

Council RESOLVED to note that all Councillors had signed their statutory Declaration of Acceptance of Office as Members of Felixstowe Town Council prior to the meeting before the Town Clerk as the Proper Officer.

4. APOLOGIES

Apologies for absence were record from **Cllr N Barber, Cllr C Barham and Cllr K Williams**. It was noted that Cllr K Williams was attending the Queen's garden party at Buckingham Palace.

5. DECLARATIONS OF INTERESTS

The following declarations of Councillors' interests were made:

Councillor(s): S Bird, S Bloomfield, P Coleman, M Deacon, S Gallant, T Green, D Savage, A Smith.

Nature of Interest: Local Non-Pecuniary (as Members of Suffolk Coastal District Council)

Agenda Item(s): All

Councillor(s): G Newman

Nature of Interest: Local Non-Pecuniary (as Members of Suffolk County Council)

Agenda Item(s): All

It was RESOLVED that, for those Town Councillors attending meetings of the Town Council and its Committees who are also Members of Suffolk Coastal District Council or Suffolk County Council, their Local Non-Pecuniary Interest in this regard would be automatically recorded at each applicable meeting.

6. REQUESTS FOR DISPENSATION

There were none.

7. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 1 April 2015 be signed by the Mayor as a true record and adopted by the Council.

8. MINUTES OF COMMITTEE MEETINGS

Chairman of the Committee for 2014-15, Cllr A Smith, presented the Minutes of Council's Plans Committee meetings to Council:

It was **RESOLVED** that, subject to recording a Local Non-Pecuniary Interest for Cllr M Deacon in item 611 of the Plans Committee 8 April 2015, the Minutes of the following meetings be noted as received and adopted:

- a) Plans Committee 25 March 2015
- b) Plans Committee 8 April 2015
- c) Plans Committee 22 April 2015
- d) Plans Committee 6 May 2015

9. DELEGATION ARRANGEMENTS

Council reviewed those powers delegated to the Town Clerk in 2014-15 and considered proposed amendments for 2015-16.

It was **RESOLVED** that the scheme of powers delegated to the Town Clerk be approved as presented in the report and appended to the Minute Book 2015-16.

10. COUNCIL GOVERNANCE 2015/16

It was **RESOLVED** that the following governance documents be adopted by Council as presented in the report and appended to the Minute Book 2015-16:

- a) Terms of Reference 2015-16
- b) Standing Orders 2015-16
- c) Financial Regulations 2015-16
- d) Meeting Schedule 2015-16

11. APPOINTMENTS TO COMMITTEES

The Mayor referred Council to a schedule of proposed appointments to Council's Committees which had been tabled at the meeting.

It was noted that the Town Mayor was an ex-officio Member of all Committees with full voting rights unless otherwise formally appointed as a Councillor.

It was **RESOLVED** that membership of Committees, Chairmen and Vice-Chairmen be as follows for the ensuing Municipal Year 2015/16:

FINANCE & GENERAL PURPOSES COMMITTEE (12 Members)

Cllr Graham Newman (Chairman)

Cllr Stuart Bird (Chairman)

Cllr Doreen Savage (*ex-officio as Chairman of Civic & Community Committee*)

Cllr Nick Barber (*ex-officio as Chairman of Assets & Services Committee*)

Cllr Steve Gallant

Cllr Andy Smith

Cllr Christina Barham

Cllr Jan Garfield

Cllr Steve Bloomfield

Cllr Steve Wiles

Cllr Mike Deacon

Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (10 Members)

Cllr Doreen Savage (Chairman)

Cllr Steve Gallant (Vice-Chairman)

Cllr Steve Wiles

Cllr Peter Coleman

Cllr Jon Garfield

Cllr Josh Vartan

Cllr Christina Barham

Cllr Tracey Green

Cllr Steve Bloomfield

Cllr Kimberley Williams

ASSETS & SERVICES COMMITTEE (10 Members)

Cllr Nick Barber (Chairman)

Cllr Jan Garfield (Vice-Chairman)

Cllr Peter Coleman

Cllr Jon Garfield

Cllr Andy Smith

Cllr Josh Vartan

Cllr Stuart Bird

Cllr Tracey Green

Cllr Graham Newman

Cllr Mike Deacon

PLANNING & ENVIRONMENT COMMITTEE (10 Members)

Cllr Andy Smith (Chairman)

Cllr Jon Garfield (Vice-Chairman)

Cllr Nick Barber

Cllr Steve Gallant

Cllr Doreen Savage

Cllr Steve Wiles

Cllr Stuart Bird

Cllr Graham Newman

Cllr Jan Garfield

Cllr Kimberley Williams

PERSONNEL COMMITTEE (5 Members)

Cllr Doreen Savage (*Chairman - ex-officio as Town Mayor for 2015/16*)
Cllr Jan Garfield (*Vice Chairman – ex-officio as Deputy Mayor for 2015/16*)
Cllr Graham Newman (*ex-officio as Town Mayor for 2014/15*)
Cllr Tracey Green
Cllr Kimberley Williams

APPEALS COMMITTEE (5 Members)

Cllr Andy Smith (Chairman)
Cllr Steve Gallant (Vice-Chairman)
Cllr Nick Barber
Cllr Jon Garfield
Cllr Mike Deacon

HIGHWAYS ADVISORY COMMITTEE (3 FTC Members)

Cllr Steve Wiles
Cllr Jon Garfield
Cllr Steve Gallant

YOUTH FORUM (3 FTC Members)

Cllr Doreen Savage
Cllr Josh Vartan
Cllr Christina Barham

12. APPOINTMENTS TO OUTSIDE BODIES

The Mayor referred Council to a schedule of proposed appointments to Outside Bodies which had been tabled at the meeting. The nominations incorporated the addition of three other Outside Bodies – Level Two Youth Project (2 FTC representatives), Freight Quality Partnership (1 FTC representative) and the Fairtrade Forum (1 FTC representative) which had not been included in the schedule in the agenda report.

In consideration of the nominations, it was noted that Cllr S Gallant was expected to be appointed as a Suffolk Coastal District Council representative to the Felixstowe Peninsula Area Action Plan Working Group. It was proposed and duly seconded that, provided that Cllr S Gallant's appointment to this group be confirmed by SCDC, Cllr K Williams to be appointed as a Town Council representative to in his place. It was further proposed that, should Cllr S Gallant not be appointed by SCDC, the appointment of the Town Council representatives to the Felixstowe Peninsula AAP Working Group be delegated to the Clerk, in consultation with Cllr A Smith and Cllr M Deacon.

Subject to the arrangements provided in the approved proposal above, it was therefore RESOLVED that the Felixstowe Town Council Members be appointed to Outside Bodies for the ensuing Municipal Year 2015/16 as follows:

| Organisation | Representatives Appointed |
|--|---|
| Felixstowe & District Council for Sport & Recreation | 1. Cllr Jan Garfield 2. Cllr Doreen Savage |
| Felixstowe Ferry Fairways Committee | 1. Cllr Steve Gallant |
| Felixstowe Forward | 1. Cllr Doreen Savage 2. Cllr Steve Gallant |
| Suffolk Libraries Industrial and Provident Society (IPS) | 1. Cllr Tracey Green |
| Felixstowe Nightsafe | 1. Cllr Steve Gallant |
| Felixstowe Old People's Welfare Association | 1. Cllr Jan Garfield Mayor is Honorary President (<i>ex-officio</i>) |
| SALC Area Meeting | 1. Cllr Andy Smith 2. Cllr Doreen Savage 3. Cllr Mike Deacon |
| Felixstowe Salzwedel Partnership Association | 1. Cllr Mike Deacon 2. Cllr Doreen Savage Mayor is Honorary President (<i>ex-officio</i>) |
| Felixstowe Wesel Association | 1. Cllr Mike Deacon 2. Cllr Jon Garfield 3. Cllr Steve Wiles Mayor is Honorary President (<i>ex-officio</i>) |
| Felixstowe Travel Watch | 1. Cllr Jon Garfield |
| Haven Ports Welfare | 1. Cllr Mike Deacon |
| Landguard Partnership | 1. Cllr Doreen Savage |
| Port of Felixstowe Local Authority Liaison Committee | 1. Cllr Jan Garfield 2. Town Mayor (<i>ex-officio</i>) 3. Town Clerk (<i>ex-officio</i>) |
| Safer Neighbourhood Team | 1. Cllr Jan Garfield 2. Cllr Doreen Savage 3. Cllr Kimberley Williams 4. Cllr Nick Barber 5. Cllr Steve Gallant |
| Emergency Schemes | 1. Cllr Steve Gallant 2. Cllr Andy Smith |
| Felixstowe Peninsula Area Action Plan Working Group | 1. Cllr Jan Garfield 2. Cllr Stuart Bird 3. Cllr Steve Wiles 4. Cllr Kimberley Williams 5. Town Clerk |
| Level Two Youth Project | 1. Cllr Josh Vartan 2. Cllr Christina Barham |
| Freight Quality Partnership | 1. Cllr Andy Smith |
| Fairtrade Forum | 1. Cllr Jon Garfield |

| | |
|--|--|
| <p>Felixstowe Combined Charities (comprising the De la Roche and Felixstowe Widows Charity, Felixstowe War Memorial Cottages and King George VI Coronation Memorial Homes)</p> | <p>None new appointments required at this time, trustees are:</p> <ol style="list-style-type: none"> 1. Mike Stokell 2. Cllr Jon Garfield 3. Joan Sennington 4. Norman Berry (<i>via Rotary</i>) 5. Revd. Caroline Allen (<i>ex-officio as Vicar of Walton Church</i>) 6. Cllr John Goodwin (<i>ex-officio as President of Royal British Legion</i>) |
|--|--|

13. AUTHORISATION OF SIGNATORIES

RESOLVED that Council's Authorised Signatories be appointed as follows:

BANK SIGNATORIES

Cllr Doreen Savage
Cllr Jan Garfield
Cllr Graham Newman
Cllr Stuart Bird
Cllr Andy Smith
Cllr Jon Garfield

QUARTERLY BANK RECONCILIATION SIGNATORY

Cllr Nick Barber

OPEN CREDIT AGREEMENT

RFO plus Finance Administration Officer and Cemetery & Allotments Officer are authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

14. REVIEW OF ASSET REGISTER

It was **RESOLVED** that the Council's Asset Register be approved as presented and appended to the Minute Book 2015-16.

15. REVIEW OF INSURANCE PROVISION

Following a review of the insurance provision as presented in the agenda report, it was **RESOLVED** that the adequacy of arrangements for insurance cover in respect of all insured risks be confirmed for 2015-16.

16. REVIEW OF SUBSCRIPTIONS

Following a review of subscriptions to organisations it was **RESOLVED** that the subscriptions for 2015-16 be approved as presented in the agenda report.

17. COUNCIL COMPLAINTS PROCEDURE

It was **RESOLVED** that the Council's Complaint Procedure be approved and adopted without amendment for 2015-16.

18. FREEDOM OF INFORMATION

It was **RESOLVED** that the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 be approved and adopted without amendment for 2015-16.

19. PRESS & MEDIA POLICY

It was **RESOLVED** that the Council's Press & Media Policy be approved and adopted without amendment for 2015-16.

20. ACCOUNTS FOR PAYMENT

Council noted that the schedule included the transfer of £200,000 on 10 April 2015 to a one-year fixed term bond with Nationwide at an interest rate of 1.2%, in accordance with Minute #409 of 2014/15.

It was **RESOLVED** that the schedule and payment of accounts be received and approved as follows:

| Date | Voucher Nos. | Total Payment |
|-------------|--------------------------|----------------------|
| 25/03/2015 | 286 – 305 | £50,036.21 |
| 31/03/2015 | 306 - 325 | £34,528.28 |
| | Sub-Total 2014/15 | £84,564.49 |
| | | |
| 10/04/2015 | 1 - 17 | £204,921.73 |
| 22/04/2015 | 18 - 30 | £13,341.44 |
| 06/05/2015 | 31 - 51 | £35,632.87 |
| | Sub-Total 2015/16 | £253,896.04 |
| | | |
| | TOTAL | £338,460.53 |

21. CLOSURE

The meeting was closed at 8.17pm. It was noted that the next Ordinary Meeting was scheduled for 10 June 2015 at 7.30pm.

Date: _____

Town Mayor: _____

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 27 May 2015 at 7.30pm**

PRESENT: Cllr G Newman (Chairman) Cllr Jan Garfield
 Cllr S Bird (Vice-Chairman) Cllr S Gallant
 Cllr N Barber Cllr D Savage
 Cllr C Barham Cllr A Smith
 Cllr S Bloomfield Cllr S Wiles

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

22. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr M Deacon and Cllr K Williams.

23. DECLARATIONS OF INTEREST

Councillor(s): S Bird, S Bloomfield, S Gallant, D Savage, A Smith
Nature of Interest: Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Agenda Item(s): All

Councillor(s): N Barber, G Newman
Nature of Interest: Local Non-Pecuniary (as Members of Suffolk County Council)
Agenda Item(s): All

24. REQUESTS FOR DISPENSATION

There were none.

25. CONFIRMATION OF MINUTES

It was RESOLVED that:

The Minutes of the Finance & General Purposes Committee Meeting held on 18 March 2015 be signed by the Chairman as a true record.

26. INTRODUCTION TO FINANCE & GENERAL PURPOSES COMMITTEE

The Chairman welcomed newly appointed Members to the first meeting of the Finance & General Purposes Committee in the current Municipal Year and following recent elections.

The Committee noted its Terms of Reference and received an introduction from the Chairman on the type business for which it would be responsible.

27. FULL YEAR BUDGET REPORT FOR 2014-15

The Committee considered a detailed report showing income and expenditure against budget for the financial year 1 April 2014 to 31 March 2015.

The Clerk advised that a net underspend and some in-year savings had produced an overall underspend against the expenditure budget for the year. However, the report did not show any direct expenditure against Earmarked Reserves authorised in-year by Council. The Clerk advised that Council's Earmarked Reserves did not usually form part of the budget performance analysis. It was noted that overall income received had been marginally higher than the estimated income budget for 2014/15.

Following a discussion on the presentation of the budget report it was agreed that a summary of Council's accounts, including movement on reserve balances in 2014-15 would be included in the Annual Return report to Council in June.

RESOLVED that the 2014-15 Full Year Budget report be received and noted as presented.

28. INTERNAL AUDIT REPORT: QUARTER FOUR 2014-15

Committee considered the Internal Audit report for the quarter ending 31 March 2015 and noted that there were no recommended actions recorded.

The Clerk advised that the Internal Auditor had completed Section 4 of the Annual Return for 2014-15, 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 2015 be received and a vote of thanks be recorded to the staff for their work.

29. ACCOUNTS FOR APRIL 2015

Committee considered a detailed report showing income and expenditure against budget to 30 April 2015.

RESOLVED that the Accounts to 30 April 2015 be received and noted as presented with no other action required at this time.

30. RISK MANAGEMENT POLICY AND REGISTER

Committee noted that Council was in the process of updating its financial administration practices to allow payments to be made via online/electronic banking. Members were advised that the Risk Management Policy and Financial Risk Register should be updated to account for this change in

practice to ensure that they would be able to retain overall assurance over the Councils finances.

Committee considered the addition of the words “**Council processes payments electronically where possible and the Town Clerk and Finance Administration Officer are delegated the authority to effect such payments, subject to Council’s authorised signatories confirming the accuracy of these payments by countersigning all relevant invoices and payment schedules**” on page 2 of Council’s Risk Management Policy (approved in February 2015) in paragraph 1(b) Risk Identification.

It was RESOLVED that the recommendation above be approved and incorporated in to the Risk Management Policy and Risk Register and presented to Council for formal adoption.

31. CLOSURE

The meeting was closed at 8.42pm. The next meeting was noted as being scheduled for 24 June 2015 at 7.30pm.

Date: _____

Chairman: _____

AGENDA ITEM 9: COMMITTEE RECOMMENDATIONS TO COUNCIL

Finance & General Purposes Committee 27 May 2015, Minute 30:

Committee noted that Council was in the process of updating its financial administration practices to allow payments to be made via online/electronic banking. Members were advised that the Risk Management Policy and Financial Risk Register should be updated to account for this change in practice to ensure that they would be able to retain overall assurance over the Council's finances.

Committee considered the addition of the words "***Council processes payments electronically where possible and the Town Clerk and Finance Administration Officer are delegated the authority to effect such payments, subject to Council's authorised signatories confirming the accuracy of these payments by countersigning all relevant invoices and payment schedules***" on page 2 of Council's Risk Management Policy (approved in February 2015) in paragraph 1(b) Risk Identification.

It was RESOLVED that the recommendation above be approved and incorporated in to the Risk Management Policy and Risk Register and presented to Council for formal adoption.

Council is therefore recommended to approve the updated Risk Management Policy and Risk Register presented at Appendix A.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

Report of Helen Greengrass, Felixstowe Forward Change Director

As a joint venture between Suffolk Coastal District Council, Felixstowe Town Council and Suffolk County Council, Felixstowe Forward will look to work with a wide range of partners, including businesses and community groups, to identify opportunities for the town and bring in improvements.

The Working Group set up to oversee the introduction of Felixstowe Forward has drafted a governance model and terms of reference. The new initiative will be governed by a Sponsor Hub group which is to have its inaugural meeting on 15th June. This Group is made up of elected members from Suffolk County Council, Suffolk Coastal District Council, Felixstowe Town Council, key officers and representatives from business and enterprise, and the community.

Among its aims, Felixstowe Forward will work in the heart of Felixstowe to:

- Oversee the development and delivery of further economic growth in Felixstowe;
- Seek and support new developments and projects within the town
- Promote Felixstowe as a high quality destination town for residents and visitors,
- Preserving and promoting the heritage of the town;
- Supporting coordinated and targeted marketing of the facilities, events and opportunities within the town; and,
- Supporting and contributing to the skills, education and employability of young people.

Engagement with a wide range of business and community groups is central to developing a plan of action which will improve the economic, social and environmental wellbeing of Felixstowe. The first engagement event, to begin the work of taking the town forward and building a better future, is being held on 17th July, 8.00-11.30am at the Marlborough Hotel. Invitations have been extended to over 200 local organisations and all Town Councillors are invited to attend.

As the Felixstowe Forward Change Director, I will be attending Town Council meetings on a regular basis to update Members and answer your questions. To keep you informed of the activities of Felixstowe Forward it is proposed that my updates include a briefing paper – as attached (**Appendix B**) - which will be circulated regularly. However, Members are welcome to contact me directly at the Town Hall, in person, by telephone and/or by email.

Council is requested to note the report of the Felixstowe Forward Change Director and approve proposals for future reporting arrangements.

AGENDA ITEM 12: ANNUAL RETURN 2014-15

Council is required to approve the Annual Return (**presented at Appendix C**) before 30 June 2015.

Council's Finance & General Purposes Committee at its meeting on 27 May 2015 found no actions arising from the final report of the Internal Auditor for the Financial Year 2014-15 and, therefore, no action plan was required to be submitted with the Annual Return 2014-15 to the External Auditor. Accordingly, Council's Internal Auditor has completed Section 4 of the Annual Return confirming that all internal control objectives were met.

Notes are provided below to provide some context to the figures to the Accounting Statements 2014/15 Section 1 of the Annual Return (figures for Year Ending 31 March 2014 are shown in brackets). The External Auditor requires an explanation of any variances for boxes 2 to 6, 9 & 10 in Section 1 where the percentage change is greater than +/- 10% and if the increase or decrease is greater than £100. Where this applies, the explanation is given below and will be appropriately evidenced alongside all other documentation due to be submitted to the External Auditor before 20 July 2015.

All figures are rounded to the nearest £1.

1 - Balances Brought Forward: £733,535 (£634,544)

This represents the total balances and reserves as recording in the financial records at the start of the year and agrees with the audited figure in Box 7 of the previous year ending 31 March 2014.

2 - Precept: £508,420 (£508,420)

As approved by Council at its meeting of 5 February 2014 (Minute #416 of 2013/14 refers).

3 - Total other receipts: £183,935 (£207,802)

Comprising:

| | |
|--|----------|
| Local Council Tax Scheme Transition Grant: | £52,166 |
| Income from Other Receipts: | £131,769 |

Explanation of Variance

| | |
|--|----------|
| Local Council Tax Scheme Transition Grant (2013/14): | £64,904 |
| Income from Other Receipts (2013/14): | £142,898 |

The majority of the reduction to the total other receipts is attributed to the reduction of the Local Council Tax Scheme Transition Grant received from the District Council. This will reduce further in 2015/16 and 2016/17, following which no further payments of this kind are due to be received.

4 - Staff Costs: £318,639 (£361,073)

Explanation of Variance

This variance can be attributed to two factors; a) lower than budgeted staff costs in 2014/15; and, b) higher than budgeted staff costs in 2013/14. Both are due to non-recurring events.

In 2013/14 the overall staff costs for that year were increased due to the absence of the Town Clerk on sick leave from September 2013 to February 2014, and the employment during that time of a locum Clerk. The Council negotiated a confidential settlement with its Town Clerk who left the Council's employment on 28 February 2014.

In 2014/15 a new Town Clerk was appointed, however the new Clerk did not take over from the part-time locum Clerk until the part way through the year (14 July).

5 - Loan Repayments: £34,732 (£34,732)

Repayment of PWLB loan at fixed sum paid in two instalments of £17,365.97 per year.

6 – All Other Payments: £204,908 (£221,426)

Total expenditure/payments as recorded in the cash book less staff costs and loan repayments.

7 – Balance Carried Forward: £867,611 (£733,535)

Representing total Balances and Reserves at 31 March 2015.

Movements to Council's General Fund and allocated Earmarked Reserves for the year are shown below (all figures are rounded):

| | |
|---------------------------------|-----------------|
| General Fund opening Balance: | £86,644 |
| Earmarked Reserves: | <u>£646,891</u> |
| Total opening Balance 01.04.14: | £733,535 |

| | |
|--------------------|---------------------|
| Total Receipts: | £692,355 (+) |
| Total Expenditure: | <u>£558,278 (-)</u> |

Total closing Balance 31.03.15: **£867,611**

Represented by

| | |
|---------------------|---|
| General Fund: | £184,110 |
| Earmarked Reserves: | £683,501 (Net transfer to ER 2014/15 = £36,611) |

At the request of Council's Finance & General Purposes Committee at its meeting of 27 May 2015, a summary of transfers to and from Earmarked Reserves is provided in the table below:

| Description | Opening Balance 1/4/14 | Transfer In | From / Reference | Expend. in year | To / Reference | Closing Balances 31/3/15 |
|------------------------------|------------------------|----------------|---|-----------------|---|--------------------------|
| Election Expenses | £7,500 | £3,500 | Election Expenses 102/4500 (Min 481 of 14/15) | £0 | | £11,000 |
| Enhancement & Promotional | £19,444 | £0 | | £11,579 | Min 293, 417 of 13/14 & Min 416 & 417 14/15 | £7,865 |
| Felixstowe in Flower | £8,428 | £0 | | £0 | | £8,428 |
| Asseet Repairs & Replacement | £10,250 | £1,000 | General Fund (Min 481 of 14/15) | £718 | Min 292 of 14/15 | £10,532 |
| IT Replacement Fund | £3,117 | £0 | | £0 | | £3,117 |
| Recycling Credits | £5,534 | £0 | | £428 | Min 161 of 14/15 | £5,106 |
| Cemetery Extension | £105,000 | £5,000 | General Fund (Min 481 of 14/15) | £0 | | £110,000 |
| Website Redesign | £973 | £0 | | £973 | Min 417 of 14/15 | £0 |
| Broadway House | £52,500 | £2,500 | General Fund (Min 481 of 14/15) | £0 | | £55,000 |
| Walton Community Hall | £52,500 | £2,500 | General Fund (Min 481 of 14/15) | £0 | | £55,000 |
| Town Hall Capital Refurb | £7,821 | £0 | | £0 | | £7,821 |
| Town Hall Maintenance | £85,000 | £5,000 | General Fund (Min 481 of 14/15) | £1,406 | Min 408 of 14/15 | £88,594 |
| Play Equipment | £27,000 | £0 | | £0 | | £27,000 |
| Community Fund | £120,670 | £30,966 | Community Fund 103/4680 (Min 481 of 14/15) | £0 | Min 481 of 14/15 | £151,636 |
| Council Tax Local Rsrve | £74,904 | £0 | | £0 | | £74,904 |
| CCTV | £41,000 | £1,000 | General Fund (Min 481 of 14/15) | £0 | | £42,000 |
| Staffing Reserve | £25,250 | £250 | General Fund (Min 481 of 14/15) | £0 | | £25,500 |
| Totals | £646,891 | £51,716 | | £15,104 | | £683,503 |

8 – Total Cash and Short Term Investments: £850,987 (£735,059)

Variance between Boxes 7 and 8 = -£16,624

Represented by:

Debtors: -£19,173
Creditors: £2,549

9 - Fixed Assets Plus Other Long Terms Investments/Assets: £51,234 (£49,881)

The value of fixed assets reported in 2013/14 was £49,881. Changes during 2014/15 have resulted in a revised total value of £51,234 summarised as follows:

| Category | Value |
|------------------|----------------|
| Paintings* | £1 |
| Street Furniture | £1,201 |
| War Memorials | £3 |
| Play Equipment* | £1 |
| Civic Regalia* | £1 |
| Furniture | £7 |
| Land & Premises* | £10 |
| Tools | £15,963 |
| I.T. Equipment | £10,000 |
| Vehicles | £23,899 |
| Investment | £147 |
| TOTAL | £51,234 |

**In accord with Local Council Accounting Practice the Council's land and premises and other items of community value are deemed to be "Community Assets" each with a nominal valuation of £1*

The Asset Register to 31 March 2015 was reviewed and approved at Annual Council on 20 May 2015 (Minute #14 of 2015/16 refers).

10 – Total borrowings: £410,665 (£424,551)

Felixstowe Town Council borrowed £500,000 from the Public Works Loan Board in 2007/08 for the purchase and refurbishment of Felixstowe Town Hall. The loan period being 25.5 years. Repayments are £34,731.94 per annum and the capital balance outstanding as at 31 March 2015 was £410,665.

Note: the 2013/14 External Audit Report identified two issues arising, the first of which advised that the PWLB loan balance was incorrectly disclosed as being £431,244 when the capital balance at 31 March 2014 was £424,551. The recommendation being that the loan balance should be correctly disclosed in future years. The figure of £431,244 incorrectly stated in the 2013/14 return was initially restated in the 2014/15 return but has been amended to show the correct figure as above. This has been initialled by the Clerk. Council is requested to approve this amendment and authorise the Mayor to initial also.

The second issue raised concerned the submission of printed copies of Minutes which had not been initialled. The Minute book for 2014/15 was subsequently confirmed as being up to date, appropriately signed and initialled with pages numbered consecutively, in accordance with the Local Government Act 1972, Sch 12, Para. 41(2). Both these matters were reported to Council at its meeting of 24 September 2014 with no further action required.

Further to these Accounting Statements, the following additional notes may be of benefit to Council:

Leases

At the end of 2014/15 the Town Council had no lease of property.

Parts of the Town Hall are licensed to third party organisations, as follows:

| Lessee | Purpose | Annual Lease Payable £ | Year of Expiry |
|----------------------------------|------------------------------------|-------------------------------|----------------|
| Suffolk County Council | Registration Service Accommodation | £3,306.00 per annum | Annual renewal |
| Suffolk Coastal District Council | Felixstowe Forward Accommodation | £3,250.00 per annum inclusive | Annual renewal |
| Suffolk Coastal District Council | Resort Team Accommodation | £2,500.00 per annum inclusive | Annual renewal |

The Town Council owns the freehold interest in two schemes within Felixstowe which have either been re-built or re-furbished in conjunction with the Orwell Housing Association. Both of these schemes comprise a community hall on the ground floor and social housing flats on the upper floors.

The Housing Association financed the building works at each site and consequently has the benefit of an agreement to a long lease of the flats at a peppercorn rent to reflect the value of the building works carried out. The Housing Association then sub-lets the flats to its own tenants.

| Lessee | Rent | Freeholder | Address |
|------------------------------------|-------------------|---|---|
| Orwell Housing Association Ipswich | Annual peppercorn | Felixstowe Town Council 65 years from January 2005 | Broadway House Orwell Road Felixstowe |
| Orwell Housing Association Ipswich | Annual Peppercorn | Felixstowe Town Council 65 years from March 2007 | Walton Community Hall Walton Felixstowe |

In addition the Town Council leases the following items of equipment:

| Lessor | Purpose | Lease Payable £ | Year of Expiry |
|--------------|-------------------------|---------------------|----------------|
| Danwood | Multi-Functional Device | £517.82 per quarter | 29.10.2018 |
| Pitney Bowes | Franking Machine | £685.76 per annum | 13.11.2019 |
| 4Com | Telephone System | £195.72 per month | 19.02.2021 |
| 4Com | 6 Mobile Phones | £114.00 per month | 24.04.2016 |

Tenancies

During the year the following tenancies were held:

| Council as Landlord | | | |
|--|--|------------------|--------------------------------|
| Tenant | Property | Rent p.a. | Repairing/Non repairing |
| Felixstowe Old Peoples Welfare Association | Broadway House | £1,365.00 | (Licence) |
| O2 | Telephone mast situated at Felixstowe Cemetery | £5,314.75 | N/A |

Council as Tenant

The Flood Memorial owned by Felixstowe Town Council is located at Langer Primary Academy, Langer Road, Felixstowe. An annual fee of £10.00 is due to Suffolk County Council.

Local Government Act 1972, Section 137 Payments

Section 137 of the Local Government Act 1972 enables local councils to spend up to £7.20 per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers.

During the year the following payments were made:

| Grant to: | Amount |
|--|-------------------|
| Felixstowe Lions Club | £6,750.00 |
| Felixstowe Volunteer Coastal Patrol Rescue Service | £1,500.00 |
| Level 2 | £5,000.00 |
| Felixstowe Council for Sport & Recreation | £200.00 |
| Citizen's Advice Bureau | £1,500.00 |
| Landguard Fort Trust | £1,000.00 |
| Felixstowe Carnival | £500.00 |
| Felixstowe Ferry Boatyard | £200.00 |
| Art on the Prom | £500.00 |
| Felixstowe Wesel Committee | £200.00 |
| Felixstowe Salzwedel Association | £200.00 |
| Landguard Partnership | £1,000.00 |
| | £18,550.00 |

Agency Work

The Town Council undertook agency work as follows:

Suffolk Coastal District Council £1,500.00

Advertising and Publicity

The following costs for advertising and publicity were incurred during the year 2014/15:

| | |
|--|---------|
| Advertisement – Remembrance Sunday | £57.89 |
| Wedding Advertisement - K D Media Publishing Ltd | £180.00 |

Pensions

The Council is in membership of the Suffolk County Council Local Government Pension Scheme, with a liability to pay employers contributions. Employer's contributions in 2014/15 were 22.2% and the Council paid £42,037.82 into the fund in respect of its employees.

Council is requested to:

- i) approve the correction from £431,244 to £424,551 to the total borrowings figure in Box 10 for 31 March 2014 of the Annual Return for the financial year ended 31 March 2015 and authorise the Mayor to initial this amendment;**
 - ii) approve the Annual Return for the financial year ended 31 March 2015 (Section 1 – Statement of Accounts) and authorise the Mayor to sign the declaration on behalf of Felixstowe Town Council;**
 - iii) approve the Annual Return for the financial year ended 31 March 2015 (Section 2 – Annual Governance Statement) and authorise the Mayor and Clerk of the Council to sign the declaration on behalf of Felixstowe Town Council; and,**
 - iv) note that the Finance & General Purposes Committee at its meeting on 27 May 2015 found no actions arising from the final Internal Audit Report for the Financial Year 2014-15 and, therefore, no action plan was required to be submitted with the Annual Return 2014/15 to the External Auditor.**
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AGENDA ITEM 13: REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Regulation 6 of the Accounts and Audit Regulations 2015 imposes a duty on local councils to “maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control.”

Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council’s activities and operating procedures are effective.

Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. The Council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.

Review of effectiveness of internal audit

Ms Diane Jimpson, as appointed in her role by the Suffolk Association of Local Councils (SALC), has acted as the internal auditor to Felixstowe Town Council since December 2012.

For internal audit to be considered effective, the following criteria must be satisfied:

- that the internal auditor is independent of the other financial controls and procedures of the council which are subject of review;
- that they are competent to carry out the role in a way that will meet the business needs of the council;
- that consideration is made to how many times in a year the systems and records should be subject to internal audit;
- that the scope of internal audit is sufficient;
- that any internal audit report is considered in full by a meeting of the parish council; and,
- that appropriate action is taken on any recommendations contained in the internal audit report.

The Council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the Council’s internal controls and its management of risk.

Considering these requirements for internal audit for Felixstowe Town Council:

Independence

Ms Jimpson has no involvement in the Council’s financial controls, procedures or decision making. She is not related to, nor associated with, any member of the Council or the Clerk. The internal auditor has direct access to the Council should she think this necessary.

Competence

Ms Jimpson is has extensive experience of carrying out audit work for parish councils across Suffolk on behalf of the Suffolk branch of the National Association of Local Councils.

There is no evidence/reason to believe that the internal audit will not be carried out competently, ethically and with integrity and objectivity.

Frequency of Internal Audit

An internal audit, undertaken four times a year

Scope of Work

The scope of the internal audit work carried out by Ms Jimpson follows the suggested approach to internal audit provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2014."

Audit Report

Ms Jimpson prepares a report in her own name following completion of each internal audit. The reports are presented to the Finance & General Purposes Committee at the next meeting after it has been issued. Any actions to be taken on the recommendations made are minuted and reported to Council for approval.

Council is requested to review the effectiveness of the internal audit and approve arrangements for 2015/16.
