

Our Ref: 30/CAP

15th January 2014

Dear Councillor

You are summoned to a meeting of the **Finance and General Purposes Committee of Felixstowe Town Council** to be held at the **Town Hall, Felixstowe** on **Wednesday 22nd January 2014 at 7.30 pm** for the transaction of the following business:

A G E N D A

1. Apologies.

2. Declarations of Interest

Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. To consider requests for dispensations for Councillors with a Pecuniary Interest.

Any Councillor with a pecuniary interest in a matter who wishes to be granted a dispensation to remain and speak during, or vote on, that matter, may apply for a dispensation in writing to the proper officer of the Town Council as soon as possible before the meeting which the dispensation is required. Applications may also be made at the meeting itself.

4. To Approve the Minutes of the meeting held on 23rd October 2013.

5. To Receive the Accounts to 31st December 2013 and note the Current Financial Position (previously circulated).

6. To Consider the Draft Budget Recommended by the Finance Sub-Committee and Recommend Approval to Full Council (attached)

To consider the draft budget recommended by the Finance Sub-Committee and recommend approval to Full Council (attached)

7. To Consider the Draft Grant Allocations Recommended by the Finance Sub-Committee and Recommend Approval to Full Council (attached)

To consider the draft grant allocations recommended by the Finance Sub-Committee and recommend approval to Full Council (attached)

8. To Consider and Recommend to Full Council the Proposed Policy Changes Referred from Allotments & Cemeteries Sub-Committee meeting held 26th November 2013 (attached)

To consider and recommend to Full Council the proposed policy changes referred from Allotments & Cemeteries Sub-Committee meeting held 26th November 2013 (attached)

9. To consider proposals for changes to Committee structures, and schemes of delegation and to make appropriate recommendations to Full Council (attached)

To consider proposals for changes to Committee structures, and schemes of delegation and to make appropriate recommendations to Full Council

10. To consider whether Town Council wishes to make enquiries of Felixstowe residents by way of a questionnaire to selected Felixstowe households, as to their priorities for public services funded by Felixstowe Town Council, Suffolk Coastal District Council, and other organisations, to assist Town Council members in reaching an informed decision about the future allocation of Town Council funding (attached)

To consider whether Town Council wishes to make enquiries of Felixstowe residents by way of a questionnaire to selected Felixstowe households, as to their priorities for public services funded by Felixstowe Town Council, Suffolk Coastal District Council, and other organisations, to assist Town Council members in reaching an informed decision about the future allocation of Town Council funding

11. To consider the request from the Wesel Association to sponsor 1 table (12 persons) at the Mayor's Charity Ball 2014.

To consider the request from the Wesel Association to sponsor 1 table (12 persons) at the Mayor's Charity Ball 2014

12. To Receive and Agree Action on the Report of the Internal Auditor (attached)

To receive and agree action on the report of the Internal Auditor

13. To Consider the Offer of Snow Clearance from the Community Payback Team (attached)

To consider the offer of snow clearance from the Community Payback Team

14. To Note The Actuarial Advice Regarding the Suffolk County Council Pension Fund Funding Strategy to 2016/2017 (attached)

To note the Actuarial advice regarding the Suffolk County Council Pension Fund Funding Strategy to 2016/2017 (attached)

15. To Note The Risk Action Plan Report and Progress Towards Addressing the Issues (attached)

To note the Risk Action Plan Report and progress towards addressing the issues (attached)

16. To Exclude Members of the Public and the Press in Accordance with the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business to be conducted

17. To Consider and Determine the Proposed Policy Changes Referred from Allotments & Cemeteries Sub-Committee meeting held 26th November 2013

a) A Policy for Time-Expired Exclusive Burial Plots (attached)

18. To Consider and Determine Whether to Proceed Further with the South Seafront Management Option (attached)

To consider and determine whether to proceed further with the South Seafront management option (attached)

19. Closure

Yours sincerely

A handwritten signature in black ink, appearing to read "Gordon" followed by a stylized flourish.

TOWN CLERK

ITEM 6**To Consider the Draft Budget Recommended by the Finance Sub-Committee and Recommend Approval to Full Council**

Finance Sub-Committee, at their meeting held 8th January 2014 recommended that the Precept for 2014/15 be set at £508,420, equivalent to a zero change in Council Tax. The full budget papers have been previously circulated, but for clarification the relevant pages are shown below.

Members are recommended to recommend this budget and precept to Full Council.

Total Expenditure Requirement		£	625,654	
Less Estimated Income		£	130,165	
Net Requirement				£ 495,489
Add On Contribution to Earmarked Reserves				
	Felixstowe Enhancement Scher	£	425	
	I.T. Computer Replacement Fun	£	100	
	Cemtery Extension	£	5,000	
	Broadway House	£	2,500	
	Walton	£	2,500	
	Town Hall	£	5,000	
	Play Equipment	£	3,000	
	Equipment Renewals	£	250	
	CCTC	£	1,000	
	Staffing Reserve	£	250	£ 20,025
Less Contribution from Reserves				-£ 7,094
Gross Requirement				£ 508,420
Band D Equivalent Properties				7548.58
Likely Council Tax				£ 67.35

	2012/13 Budget	2013/14 Budget	2014/15 Draft Budget	2015/16 Possible Budget	2016/17 Possible Budget	2017/18 Possible Budget	2018/19 Possible Budget
				Assume 3% inflation	Assume 3% inflation	Assume 3% inflation	Assume 3% inflation
Total Expenditure Requirement	£ 533,060	£ 547,220	£ 625,654	£ 644,424	£ 663,756	£ 683,669	£ 704,179
Less Estimated Income	£ 112,690	£ 126,850	£ 130,165	£ 134,070	£ 138,092	£ 142,235	£ 146,502
Net Requirement	£ 420,370	£ 420,370	£ 495,489	£ 510,354	£ 525,664	£ 541,434	£ 557,677
Add On Contribution to Earmarked Reserves	£ 78,050	£ 88,050	£ 20,025	£ 20,025	£ 20,025	£ 20,025	£ 20,025
Less Contribution from Reserves			£ 7,094				
Gross Requirement	£ 498,420	£ 508,420	£ 508,420	£ 530,379	£ 545,689	£ 561,459	£ 577,702
Arithmetic Error		£ 64,904					
Final Precept Demand	£ 498,420	£ 573,324	£ 508,420	£ 530,379	£ 545,689	£ 561,459	£ 577,702
%age change		102.01%	100.00%	104.32%	102.89%	102.89%	102.89%
Band D Equivalent Properties	8688	8687	7548.58	7548.58	7548.58	7548.58	7548.58
Council Tax	£ 57.37	£ 66.00	£ 67.35	£ 70.26	£ 72.29	£ 74.38	£ 76.53
Transition Funding Not Counted in Above (i.e. Passing straight to Reserves)	N/A	£ 64,904	£ 52,166	£ 32,000	£ 16,000	N/A	N/A
Forecast Reserves (as at previous year end)							
Community Fund		£ 88,100	£ 111,760	£ 155,310	£ 198,860	£ 242,410	£ 285,960
Election Expenses		£ 7,500	£ 7,500	£ 7,500	£ 7,500	£ 7,500	£ 7,500
Felixstowe Enhancement & Promotional Schemes		£ 19,444	£ 19,869	£ 20,294	£ 20,719	£ 21,144	£ 21,569
Felixstowe in Flower		£ 8,427	£ 8,427	£ 8,427	£ 8,427	£ 8,427	£ 8,427
I.T./Computer Renewals		£ 3,117	£ 3,217	£ 3,317	£ 3,417	£ 3,517	£ 3,617
Recycling Credits		£ 5,533	£ 5,533	£ 5,533	£ 5,533	£ 5,533	£ 5,533
Cemetery Extension		£ 100,000	£ 105,000	£ 110,000	£ 115,000	£ 120,000	£ 125,000
Website Redesign		£ 973	£ 973	£ 973	£ 973	£ 973	£ 973
Broadway House		£ 50,000	£ 52,500	£ 55,000	£ 57,500	£ 60,000	£ 62,500
Walton Hall		£ 50,000	£ 52,500	£ 55,000	£ 57,500	£ 60,000	£ 62,500
Town Hall Project		£ 7,819	£ 7,819	£ 7,819	£ 7,819	£ 7,819	£ 7,819
Town Hall Maintenance		£ 80,000	£ 85,000	£ 90,000	£ 95,000	£ 100,000	£ 105,000
Play Equipment		£ 24,000	£ 27,000	£ 30,000	£ 33,000	£ 36,000	£ 39,000
Council Tax Localisation Reserve		£ 74,904	£ 119,976	£ 151,976	£ 167,976	£ 167,976	£ 167,976
Wings on Waves		£ 250	£ 250	£ 250	£ 250	£ 250	£ 250
Equipment Renewals		£ 10,000	£ 10,250	£ 10,500	£ 10,750	£ 11,000	£ 11,250
cctv		£ 40,000	£ 41,000	£ 42,000	£ 43,000	£ 44,000	£ 45,000
Staffing Reserve		£ 25,000	£ 25,250	£ 25,500	£ 25,750	£ 26,000	£ 26,250
Total Earmarked Reserves		£ 595,067	£ 683,824	£ 779,399	£ 858,974	£ 922,549	£ 986,124
General Reserves		£ 115,000	£ 115,000	£ 115,000	£ 115,000	£ 115,000	£ 115,000
TOTAL RESERVES		£ 710,067	£ 798,824	£ 894,399	£ 973,974	£ 1,037,549	£ 1,101,124

In addition the Finance Sub-Committee recommended that investigations and preliminary funding allocations be made into the following projects:-

- Erection of flags of nations along the route of the womens' cycle race – subject to external funding
- Establishing a cycle hire facility jointly with a local company - subject to external funding
- Providing pre-race entertainment at the womens' cycle race – from Promotions Budget
- Providing en-route promotional displays at the womens' cycle race – from Promotions Budget

Members are recommended to recommend these projects to Full Council

ITEM 7

To consider the draft grant allocations recommended by the Finance Sub-Committee and recommend approval to Full Council

The Finance Sub-Committee considered the grant applications and agreed to allocate grant funding as follows:-

Organisation	Amount of Grant Awarded
Avenues East (Optua East Anglia)	£100
Disability Advice Service (East Suffolk)	£100
Felixstowe Book Festival	£100
Felixstowe Friendly Visiting Service	£200
Home-Start Suffolk Coastal	£300
Level Two	None (Annual Grant of £1,000 and £2,000 from Community fund already given in 2013/14)
Felixstowe Carnival and Airshow	It is recommended that a sum of £2,500 is underwritten from the Enhancement and Promotion fund.
National Coastwatch	£350
Suffolk Accident Rescue Service	£350
Suffolk Young People's Health Project (4YP)	£100
Walton Parish Nursing	£100

Members are recommended to recommend the award of these grants to Full Council for approval.

ITEM 8

To Consider and Determine the Proposed Policy Changes Referred from Allotments & Cemeteries Sub-Committee meeting held 26th November 2013

- a) To agree that discounts, for joint allotment tenancies, apply when one of the joint tenants qualifies, and that any discount applies in full, from the date of the next renewal; and
- b) to adopt the draft policy, as outlined below regarding memorial benches in the cemetery

Policy for Memorial Benches in the Cemetery

- i. The Council will not accept the donation of benches in memory of persons interred in its cemetery.
- ii. Memorial benches may be purchased, subject to available space to site such a bench without losing a burial plot.
- iii. The cost of purchase will include the purchase by the Council of a teak bench, its engraving with up to twelve words, its installation, and on-going maintenance for a period not exceeding fifteen years.
- iv. The Council will reserve the right to remove from use any such bench after fifteen years.
- v. Any benches removed after fifteen years will be offered, on a collection only basis, to the original donor, or their successors.
- vi. In the event that the bench is not collected by the successor family then the Council reserve the right to dispose of it.

- vii. The Council will not insure the benches against damage or loss, nor will the Council be responsible for any such damage or loss however caused.

Members are recommended to recommend the adoption of these policies to Full Council.

ITEM 9

Review of Council and Committee Structures

At present the Council has a complex Committee structure (Appendix 1). This gives rise to both confusion (which Committee or Sub-Committee or Working Group does an item go to ?) duplication (as items get referred upwards and the debate repeated at each stage) and consequent delay in decision-making. Whilst there are newly-adopted Terms of Reference for the Personnel Committee, any such similar terms of reference for other Committees are either non-existent or lost in the mists of time.

Whilst being publicly accountable for its actions, and accountable to its residents, means that meetings are conducted in public, the Council is in essence for most of its activities running a business, and perhaps need to ensure that its meetings are business-like and that its CEO (Town Clerk) has the freedom to manage the day-to-day running of the business. To sum up; the Committee structure, and terms of delegation to Committees and Officers needs over-hauling to make the Town Council “fit for purpose” in the 21st century.

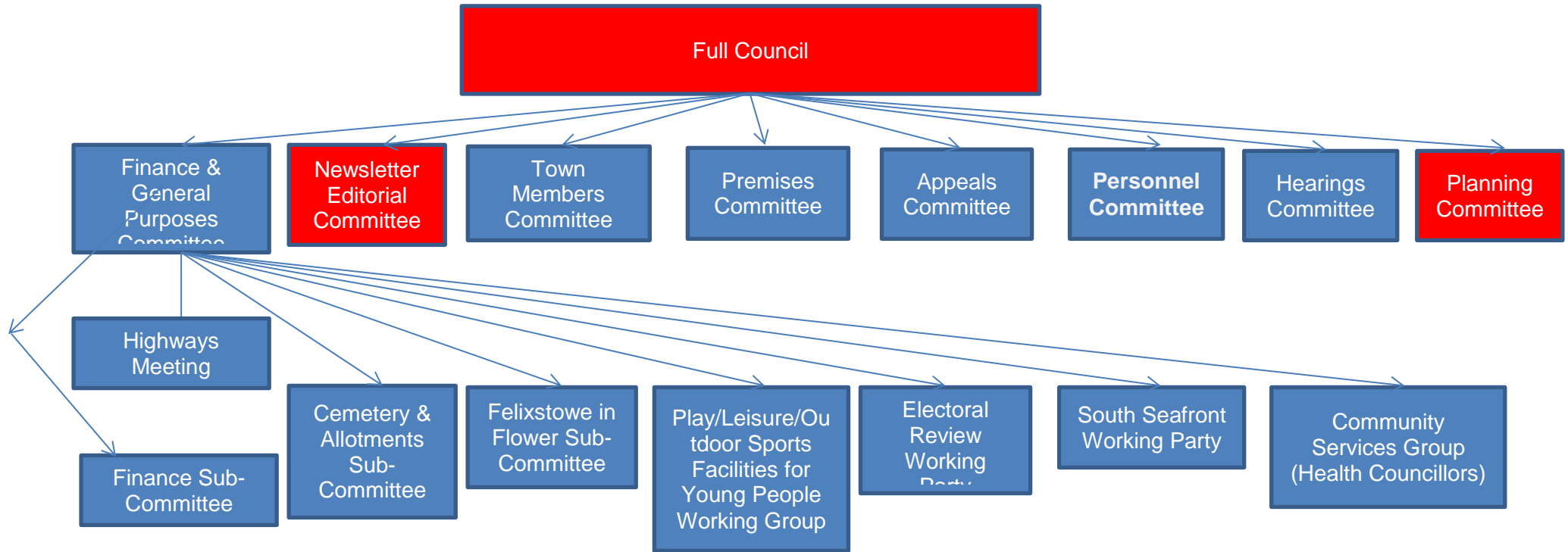
There are a number of models amongst larger Town Councils; some have moved away from a Committee structure to simply having meetings of the Full Council every week; others retain a Committee structure but with Committees having full delegated powers to take decisions (and spend money within agreed budgets), retaining the Full Council purely for those items required by law to be dealt with at Full Council and for strategic decision-making; and others work within a similar structure but with greater delegation to an officer level. The model proposed for Felixstowe is that of a Full Council considering strategic issues, and matters required by law to be dealt with by the Council as a whole, supplemented by Committees with full delegated authority.

I have been asked to produce two models – one with full delegation within the existing Committee structure, and one for a different, much reduced, Committee structure. Whilst potentially not impossible to achieve full delegation within the full Committee structure, it does little to reduce the staff workload (there will still be in excess of 15 meetings to service), and may well increase demands on Councillors, as numbers of members on some Committees are increased to provide certainty of achieving a quorum. As Members have already indicated a desire to at the least maintain the current level of Council Tax, and not increase the already busy schedules of Councillors, there seems little point in pursuing an option which achieves neither.

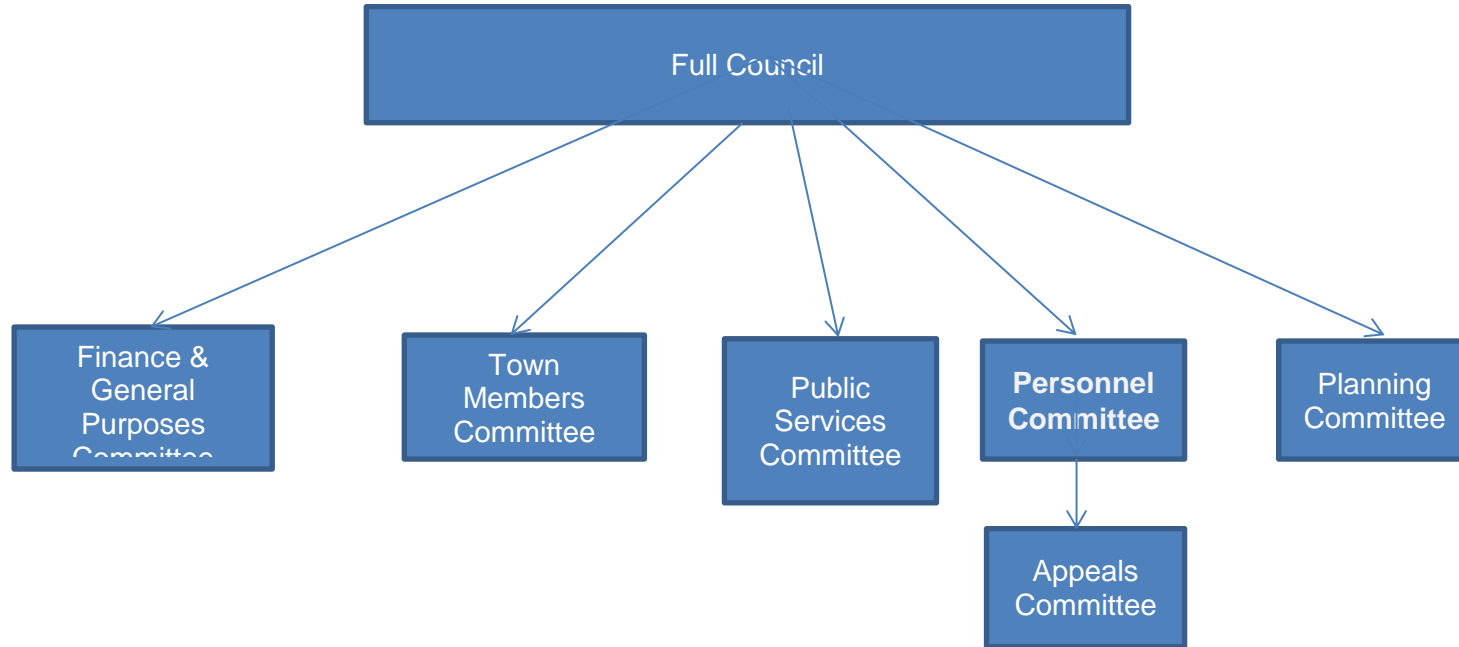
The detailed proposals are shown as appendices, as follows:-

- a) New Committee Structures – Appendix 2
- b) Terms of Reference for Full Council and Committees – Appendix 3
- c) Authority of Delegation to Committees – Appendix 4
- d) Authority of Delegation to Town Clerk - Appendix 5

Appendix 1 Present Committee Structure



Appendix 2 = Proposed Committee Structure



Appendix 3 - Terms of Reference

Full Council

- a) Constitution – all elected Town Councillors
- b) Meeting Frequency – 6 scheduled meetings per annum, one of which, in May, will be the Annual Meeting of the Council
- c) Specific Responsibilities
 - a. To elect the Mayor
 - b. To elect the Deputy Mayor
 - c. To agree appointments to Committees
 - d. To set the precept
 - e. To agree the Annual Return to the External Auditors
 - f. To receive and agree action on the completed External Audit
 - g. To review the Council's governance and risks
 - h. To appoint the Clerk
 - i. To review Standing Orders and Financial Regulations
 - j. Such other matters as required by legislation to be enacted by a meeting of the Full Council
 - k. To receive training in the law relating to the conduct of meetings and the powers and duties of local councils
- d) Scope of Meetings

Matters of strategic importance to Felixstowe – to include:-

- i. Commenting on any national, regional or local plan (including receiving presentations on same)
- ii. Commenting on major planning applications – in excess of 300 dwellings, or in excess of 5,000 sq metres employment/retail development
- iii. Commenting on any reviews of service provision by other statutory providers (health, fire, police, etc) (including receiving presentations on same)
- iv. To set and monitor progress on targets for Council
- v. To receive reports on significant changes in legislation affecting the Council and its business and to agree changes to ensure compliance

Finance & General Purposes Committee

- a) Constitution – The Mayor, Chairs of Committees, and such other Councillors to ensure political balance in line with the composition of the Council
- b) Meeting Frequency – 12 scheduled meetings per annum
- c) Specific Responsibilities
 - a. To recommend the budget and precept to Full Council
 - b. To monitor expenditure against budget on a monthly basis and agree action to ensure compliance with budget
 - c. To approve submissions for external funding
 - d. To receive and initiate action on reports of the Independent Internal Auditor
 - e. To receive training in the management and security of public monies

d) Scope of Meetings

Matters affecting the Council's finances and risks including:-

- i) Over-seeing the Council's investments
- ii) Agreeing the Investment Policy
- iii) Reviewing the Council's risk assessments
- iv) Reviewing the Council's assets
- v) Reviewing the Council's insurance
- vi) Determination of grants to external bodies
- vii) Reviewing and setting the Council's fees and charges
- viii) Reviewing the Council's leases and licences, including determining terms for new leases/licences
- ix) Long-term financial planning
- x) Reviewing the Council's I.T. provision
- xi) Specific budgetary responsibility for the Town Council administration and civic budgets

Public Services Committee

- a) Constitution – The Mayor, and such other Councillors (maximum 6) to ensure political balance in line with the composition of the Council plus one member of the Allotments Association and one member of any Association formed to represent persons with an interest in the cemetery
- b) Meeting Frequency – 6 scheduled meetings per annum
- c) Specific Responsibilities
 - a. To oversee the management of the Council's public services, including the cemetery, allotments, Broadway House, Walton Hall, play equipment, floral displays, etc
 - b. To propose the budget for the provision of these services to the Finance & General Purposes Committee
 - c. To monitor expenditure against these budgets on a monthly basis and agree action to ensure compliance with budget
 - d. To monitor quality and effectiveness of service provision
- d) Scope of Meetings

Matters affecting the delivery of the public services of the Council including:-

- i) Reviewing and recommending level of services provided
- ii) Receiving user and other surveys of service provision
- iii) Reviewing future service provision
- iv) Setting and reviewing regulations for the management of the Council's services
- v) Maintaining the Council's services in proper order

Personnel Committee

- a) Constitution – The Mayor, and such other Councillors (maximum 4) to ensure political balance in line with the composition of the Council
- b) Meeting Frequency – 4 scheduled meetings per annum
- c) Specific Responsibilities
 - a. To oversee the management of the Council's employees
 - b. To propose the budget for the provision of employee services to the Finance & General Purposes Committee
 - c. To monitor expenditure against budget on a quarterly basis and agree action to ensure compliance with budget
 - d. To oversee the management of health and safety within the Council
 - e. To receive training in the conduct of employee hearings
 - f. To receive training in the management of health and safety
- d) Scope of Meetings

Matters affecting the Council's employees including:-

- i) Reviewing and recommending staffing establishment and grades
- ii) Agreeing arrangements for employee recruitment
- iii) Agreeing arrangements for the management of the Council's personnel policies and procedures
- iv) Acting as the first stage in employee hearings

Appeals Committee

- a) Constitution – Three Councillors, none of whom have served on the Personnel Committee within the previous twelve months
- b) Meeting Frequency – 1 scheduled meeting per annum
- c) Specific Responsibilities
 - a. To conduct appeal hearings as required by the Council's personnel policies and procedures
 - b. To receive training in the conduct of employee hearings

Planning Committee

- a) Constitution – The Mayor, and such other Councillors (maximum 6) to ensure political balance in line with the composition of the Council
- b) Meeting Frequency – 26 scheduled meetings per annum
- c) Specific Responsibilities
 - a. To comment on planning applications below the strategic threshold (in excess of 300 dwellings, or in excess of 5,000 sq metres employment/retail development
 - b. To comment on appeals lodged following the refusal of planning approval

- c. To receive training on the planning process, NPPF and the Local Development Framework

d) Scope of Meetings

Matters regarding the design, style, location and appropriateness of proposed development including:-

- i) Commenting on planning applications and appeals lodged
- ii) Reviewing the need for Neighbourhood Plans and making recommendations to the Full Council

Town Members Committee

- a) Constitution –Such Councillors (maximum 6) that are not also members of either Suffolk Coastal District Council nor Suffolk County Council, so as to ensure political balance in line with the composition of the Council
- b) Meeting Frequency – 1 scheduled meeting per annum
- c) Specific Responsibilities
 - a. To review opportunities and options for services/property/lands being divested by principal authorities and make recommendations to Full Council

d) Scope of Meetings

Matters regarding the delegation of property and services, or the transfer of assets (liabilities), including management functions, including:-

- i) Reviewing opportunities brought about by divestment
- ii) Reviewing opportunities for joint services
- iii) Reviewing opportunities for land/property/staff exchanges
- iv) Making recommendations to the Full Council

Appendix 4 – Delegated Authority to Committees

Committees will have delegated authority to:-

- a) Incur expenditure within their agreed budgets without further approval by Council
- b) Nominate their members and/or the Town Clerk to represent the Council on external organisations that operate within, or influence upon, the Committee's sphere of operation
- c) Further delegate their responsibilities to the Town Clerk

Appendix 5 – Delegated Authority to the Town Clerk

Subject to any further delegation by Committees, the Town Clerk will have delegated authority to:-

- a) Incur expenditure within budgets on the budget related to the provision of the Town Council administration and Civic functions, without further approval by Committee
- b) Within the agreed staffing establishment and budget, to vary working hours, contracted hours, and salary points of established staff, and to recruit both permanent, casual and contract staff provided that the grade of such staff is level 2 or below.
- c) In the event of an emergency incur expenditure to a maximum of £50,000
- d) Use their personal credit/debit card to purchase such items for the Council that can only be purchased using a card, including computer software and items for which online purchases can achieve substantial discounts
- e) To obtain and manage, on behalf of the Council, an Argos Corporate Card
- f) To write off assets of less than £100 residual value
- g) To make investments in accordance with the Council's agreed policy
- h) To ban persons from entering Council premises or land
- i) To negotiate commercial filming rights on Council property/land
- j) To produce and/or edit any Council newsletter in consultation with the Mayor
- k) To implement any legislation which may affect the Town Council and to report its implementation to Full Council

Members are to consider these proposals and make appropriate recommendations to Full Council

ITEM 10

To consider whether Town Council wishes to make enquiries of Felixstowe residents by way of a questionnaire to selected Felixstowe households, as to their priorities for public services funded by Felixstowe Town Council, Suffolk Coastal District Council, and other organisations, to assist Town Council members in reaching an informed decision about the future allocation of Town Council funding

At the Finance Sub-Committee meeting held 8th January 2014 discussion took place as to how the Council assessed its residents priorities, particularly in regard to potential future spending. Whilst the Sub-Committee failed to reach a decision in

their meeting, a Councillor has exercised their right to have this item placed on the agenda of this meeting. The proposal, if accepted, would be implemented by way of a questionnaire, sent to one residence in every road, listing local facilities/services and asking respondents to list them in terms of importance, and whether they themselves used these facilities. There would be a daily prize draw from the replies received to encourage responses. As with all surveys, large numbers responses are not required, and given the Council's current lack of such information, all responses will contribute something.

ITEM 11

To consider request from the Wesel Association for sponsoring 2 tables to Mayors Charity Ball 2014

As Members will be aware, March 2014 marks the 40th anniversary of the commencement of the town twinning links with Wesel. The weekend of the anniversary is the same weekend as the Mayor's Charity Ball. The Town Twinning Association have requested that the Town Council sponsor (i.e. fund) two tables at the Mayor's Charity Ball for Wesel dignitaries attending the anniversary commemorations. The cost of one table (for 12 persons) is £456.00

ITEM 12

To Receive and Agree Action on the Report of the Internal Auditor

The Independent Internal Auditor has completed the second quarter review of the Council's financial procedures and has raised four matters requiring the Council's attention:-

- a) That Standing Orders & Financial Regulations are reviewed, adopted and minuted before the end of the financial year.
Standing Orders have been reviewed and were adopted at Full Council on 4th December 2013. Financial regulations will be reviewed and adopted once the new staffing structure, and possibly new Committee structure has been agreed by Full Council.
- b) The Council should adopt an investment policy and consider making short term investments (6-12 months) to maximise income from cash balances held.
The Council has already adopted an investment policy, and changed its investment strategy, with £400,000 in a higher rate savings account at its current bankers, and has established an investment account with Lloyds Bank which will enable short, fixed term, investments to be made.
- c) The National Agreement on Pay and Conditions of Service states that:-
"Unless it says differently in a part-time employee's contract, part-time employees are entitled to enhanced (overtime) rates only at times and in circumstances in which full-time employees in the council would qualify. Otherwise a full working week for full-time employees shall be worked by a part-time employee before these enhancements apply."

The Council has already reverted to payment of overtime in accord with the National Agreement. Personnel Committee debated the matter and why the change of practice had been implemented and agreed to instigate appropriate action according to the advice received from the Town Council's Insurers.

- d) It is recommended that the Council request that the employee submits a mileage expense claim on a monthly basis which is then reimbursed. If mileage is reimbursed at 45p per mile then there are no implications for tax/N.I. If reimbursed at the current NJC rates, the excess amount over 45p per mile should be reported to HMRC on form P11D. *The employee is now completing monthly expense claims for mileage incurred. Form P11D will be submitted at year end.*

Members are asked to note and approve the action taken.

ITEM 13

Snow Clearance

The Community Payback Team have previously worked with Ipswich Borough Council on town centre snow clearance – using their own tools to clear ice/snow, and then gritting the cleared paths using salt supplied by the Council. They have now offered this service to Felixstowe Town Council.

Whilst the Town Council's Insurers offer guidance regarding snow clearance which would be simple to comply with if the Community Payback Team were asked to assist, the offer raises other issues of public concern which need to be considered.

These include:-

- a) Is it appropriate to clear the town centre if other roads/paths are so obstructed by snow/ice that residents cannot get to town or people to work ?
- b) Are there higher priority areas other than the town centre ? Who decides ?
- c) How can the potential demand be satisfied by a limited workforce ?

In addition there will be some costs incurred by the Town Council – namely the (prior) acquisition and secure storage of bagged salt, and a daily charge of £75 by the Payback Team.

Members are asked to consider the issues regarding this offer.

ITEM 14

To Note The Actuarial Advice Regarding the Suffolk County Council Pension Fund Funding Strategy to 2016/2017

The Town Council is a member of the Suffolk County Council Pension Fund, with nine staff having opted to join the scheme. The Actuary is required to assess the value of the fund every three years and set out a strategy to ensure adequate funding based on the requirements of the fund. In recent years the value of the investments tumbled and the fund is still some way short of being fully-funded,

despite returns of over 10% on its investments last year. Accordingly the Actuary is recommending the following employer contributions for the period to 2016/2017:-

2014/2015 – 22.2%

2015/2016 – 23.2%

2016/2017 – 24.2%

Currently the rate is 21.2%.

The figure for 2014/2015 has been used in the budget calculations presented to Members at this meeting.

This item is for information only.

ITEM 15

To Note The Risk Action Plan Report and Progress Towards Addressing the Issues

Members will recall that the purchase of the Local Council Risk System was previously approved, and the entries have now been completed. A significant number of risks have been identified and action plans to address those risks have been produced. A full schedule of the action plans is attached separately to the agenda.

Members are to note the action taken and the further work required to implement the action plans.