

FELIXSTOWE TOWN COUNCIL

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Held on Wednesday 23rd October 2013

Present: Councillors Slemmings (Chairman), Barber, Bird, Deacon, Jan Garfield, Newman, Savage, Sennington, Sharman, Smith, Walker and Webb.

269. APOLOGIES

Apologies for absence were received from Councillors Jon Garfield, Morris and Williams.

270. DECLARATIONS OF INTEREST

Councillors Bird, Deacon, Jan Garfield, Savage, Sennington, Sharman, Slemmings and Smith declared a Local Non Pecuniary Interest as Members of Suffolk Coastal District Council.

Councillors Barber and Newman declared a Local Non Pecuniary Interest as Members of Suffolk County Council.

271. REQUESTS FOR DISPENSATIONS FOR COUNCILLORS WITH A PECUNIARY INTEREST

No Councillors requested a dispensation.

272. MINUTES

The minutes of the meeting held on 18th September 2013, were confirmed as a true record by those present and the Chairman was authorised to sign them.

273. ACCOUNTS

A discussion took place regarding the organisation of the accounts, the ability to produce reports in a format that was helpful to Members, and which could be easily produced.

<p>RESOLVED that the Committee noted the financial statement from 1st April 2013 – 30th September 2013, and asked that it be represented to the next meeting of Full Council.</p>
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274. PUBLICATION OF ALL EXPENDITURE IN EXCESS OF £500

The Committee noted the requirements of the Code of Recommended Practice for Local Authorities on Data Transparency, and the action taken to ensure compliance.

275. INTERNAL AUDIT REPORT FOR THE PERIOD 1st APRIL 2013 – 30th JUNE 2013

The Committee received the report of the Internal Auditor and noted that the two recommendations were to be addressed by items on this meeting's agenda.

276. PURCHASE OF ADDITIONAL USER LICENCES FOR THE FINANCE, ALLOTMENTS AND CEMETERY I.T. PACKAGES

The Committee approved the purchase of a further licence at an annual cost of £95.00.

277. RATIONALISATION OF COUNCIL'S BANK ACCOUNTS

The Committee agreed to rationalise its Bank Accounts as follows:-

- i. A current account with an overnight "sweep" to a low interest-bearing account; the "sweep" to be triggered at £2,000.
- ii. A low interest-bearing account; maximum holding not to exceed £50,000 at any one time
- iii. A high interest-bearing account

278. INVESTMENT STRATEGY

The Committee agreed to adopt the Investment Strategy and agreed that in addition to a regular report on its investments, the Clerk obtain, from an independent source, an annual review of the credit rating of the organisations with which the Council's money was to be invested in order to ensure the security of the investments.

279. EARMARKED RESERVES

The Committee reviewed its earmarked reserves and agreed to revise them as shown below:-

Earmarked Item	Balance as at 1/4/13	Proposed Movement	Balance as at 1/11/13	Annual Uplift Required	Notes
Election Expenses	£3,463	£4,037	£7,500	?	Uplift determined by elections contested per financial year
Felixstowe Enhancement & Promotional Schemes	£19,444	£0	£19,444	£425	In line with inflation
Felixstowe in Flower	£8,427	£0	£8,427	£0	
Repairs & Renewals Fund	£2,904	-£2,904	£0	£0	
Vehicle Replacement Fund	£2,181	-£2,181	£0	£0	
I.T. Computer Replacement Fund	£3,117	£0	£3,117	£100	In line with inflation
Recycling Credits (Environmental Fund)	£5,533	£0	£5,533	£0	
Cemetery Extension	£8,000	£92,000	£100,000	£5,000	
Premises	£34,696	-£34,696	£0	£0	
Web Site Redesign	£973	£0	£973	£0	
Broadway House	£4,950	£45,050	£50,000	?	To be subject to introduction of maintenance plan
Walton Community Hall	£14,490	£35,010	£50,000	?	To be subject to introduction of maintenance plan

Town Hall Project – Refurbishment- Capital	£7,819	£0	£7,819	£0	
Town Hall Maintenance	£20,000	£60,000	£80,000	?	To be subject to introduction of maintenance plan
Play Equipment	£2,727	£21,273	£24,000	£3,000	Based on 1/12 of asset value
Community Fund	£88,100	£0	£88,100	£2,500	In line with inflation
Council Tax Localisation Reserve	£74,904	£0	£74,904	£0	
Wings on Waves	£250	£0	£250	£0	
Equipment Renewals and Maintenance	£0	£10,000	£10,000	£250	In line with inflation
CCTV	£0	£40,000	£40,000	£1,000	In line with inflation
Staffing Reserve	£0	£25,000	£25,000	£250	Tied to annual national pay award
TOTAL	£301,978.00	£292,589.00	£595,067.00		

Other Reserves	Balance as at 1/4/13	Proposed Movement	Balance as at 1/11/13
Unearmarked reserves	£407,562	-£292,589	£114,973.00

The Committee agreed that transfers to/from earmarked reserves be made only after Council approval; such approval to be given immediately following a decision to commit money from reserves or in March of each year following a report to Council. The Clerk was instructed to produce a forecast of future income/expenditure covering the next three years, including the effect on reserves, as part of the annual budget-setting process.

280. REVISED MODEL STANDING ORDERS

The Committee resolved to recommend to Full Council that the Model Standing Orders, as presented to the Committee, and subject to the changes made by Committee be adopted, and that the Clerk prepare a Scheme of Delegation, and Terms of References for each Standing Committee for consideration at the next meeting of Full Council. The Clerk was also asked to produce a draft policy for dealing with the media.

281. QUIET LANES CONSULTATION

The Committee agreed that their response to the consultation on the proposal to introduce a “Quiet Lanes” scheme in Gulpher Road would be “that they welcomed any scheme designed to encourage greater respect between vehicle drivers, cyclists, pedestrians and others using the highway”. The Committee agreed that in view of the closing date for the consultation their response be sent as a matter of urgency.

282. CLOSURE

The meeting was closed at 10.10 p.m.

CHAIRMAN