

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 22 March 2017 at 7.30pm

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

OFFICER: Mrs D Frost (Deputy Town Clerk)

Prior to the start of the meeting, all those present observed one minute's silence for the victims of the attack at Westminster earlier in the day.

519. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr A Smith and Cllr K Williams.**

520. DECLARATIONS OF INTEREST

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

521. REQUESTS FOR DISPENSATION

There were none.

522. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 25 January 2017 be signed by the Chairman as a true record.

523. ACCOUNTS TO 15 MARCH 2017

Committee received the budget monitoring report to 15 March 2017. A list of those items of expenditure exceeding budget estimates for the period by 10% or £500 was considered. Committee also received a report on Balances and Reserves.

It was RESOLVED that the budget monitoring report to 15 March 2017 be approved and the Balance and Reserve report noted, with no other action required at this time.

524. TERMS OF REFERENCE 2017/18

Committee reviewed the Terms of Reference for Council and its Committee for 2017/18.

It was RESOLVED that, the Terms of Reference for 2017/18 be recommended to the Annual Council meeting for adoption as presented.

525. STANDING ORDERS 2017/18

Committee reviewed Standing Orders for 2017/18.

It was RESOLVED that Standing Orders for 2017/18 be recommended to Annual Council meeting for adoption as presented.

526. FINANCIAL REGULATIONS 2017/18

Committee reviewed its Financial Regulations for 2017/18.

In line with item 6.8 committee reviewed the continued use of BACS.

It was RESOLVED that the Financial Regulations for 2017/18 be recommended to the Annual Council meeting for adoption as presented and the continued use of BACS also be recommended to Council.

527. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Committee considered Council's Risk Management Policy and Financial Risk Register for 2016/17.

It was RESOLVED that the Risk Management Policy be recommended to the Annual Council meeting for adoption.

528. COMPLAINTS PROCEDURE

Committee reviewed the Council's Complaints Procedure for 2017/18.

In order to support complainants it was felt that the addition of the words 'or their representative' throughout the Complaints Procedure would be a useful amendment.

It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for re-adoption in 2017/18 with the addition of ' or their representative' to aid the Complainant.

529. PUBLICATION SCHEME

Committee reviewed the Publication Scheme based on the Information Commissioner's Office (ICO) model publication scheme, and the schedule of information available from Felixstowe Town Council.

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

530. CLOSURE

The meeting was closed at 8.04pm. The next meeting was noted as being scheduled for 24 May 2017 at 7.30pm.

Date: _____

Chairman: _____