



9 am to 4 pm Mondays to Fridays

## **TO ALL MEMBERS OF THE FINANCE & GENERAL PURPOSES COMMITTEE**

Cllr G Newman (Chairman)  
Cllr S Bird (Vice Chairman)  
Cllr N Barber  
Cllr M Deacon  
Cllr S Gallant

Cllr Jan Garfield  
Cllr D Savage  
Cllr A Smith  
Cllr S Wiles  
Cllr K Williams

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 27 July 2016 at 7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Finance & General Purposes matters.

### **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. Confirmation of Minutes**

To confirm the Minutes of the Finance & General Purposes Committee meeting held on 25 May 2016 as a true record. **(Pages 3-5)**

**5. Budget Monitoring to 30 June 2016**

To receive the budget monitoring report to 30 June 2016 and consider any actions deemed necessary. **(Pages 6-9 & Appendix A)**

- 6. Council Investments**  
To approve the investment of funds within a 1 year fixed-rate bond with Nationwide Building Society. **(Page 10)**
- 7. Bank Charges**  
To note the introduction of bank charges by Barclay's Bank. **(Page 10)**
- 8. Internal Audit: Quarter One Report**  
To receive the report of the Internal Auditor to 30 June 2016 and agree appropriate actions in respect of any matters raised.  
**(Page 10 and Appendix B)**
- 9. Consultation: Devolution**  
To consider any response to a consultation on the Devolution proposal for Suffolk and Norfolk. **(Page 11-12 and Appendix C)**
- 10. Outside Bodies Reporting**  
To consider whether to recommend a schedule to receive regular reports from Members on Outside Bodies to Council. **(Page 12)**
- 11. Business Plan**  
To consider the results of the public consultation for the Town Council Business Plan for the period 2016-2020 and make any recommendations to Council.  
**(Pages 13-15 and Appendix D)**
- 12. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 28 September 2016 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**21 July 2016**

For information (via email): All Town Councillors  
Local Press

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***Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.***



the small claims process and undertook to advise Members as to progress with this claim subsequent to the meeting.

**RESOLVED that the budget monitoring report to 30 April 2016 be noted with no other action required at this time.**

**27. STATEMENT OF INTERNAL CONTROL**

Committee noted the requirement of the Accounts and Audit Regulations 2015 for Council to ensure that it has a sound system of internal control.

The Chairman advised that the number of F&GP meetings should be updated in the document to reflect the reduction for 2016-17.

In response to a query as to whether the petty cash limit was restrictive, the Clerk advised that the present arrangements were sufficient and, as more payments were being made via BACS, no changes were necessary at this time.

Following consideration of the Council's policy and internal control statement document it was proposed that it be recommended to Council for approval and adoption with no changes.

**It was RESOLVED that, subject to correcting the reference to the number of F&GP meetings being held, the Internal Control Statement for the year ending 31 March 2017 be presented to Council and recommended for formal adoption.**

**28. REVIEW OF INTERNAL AUDIT EFFECTIVENESS**

Committee reviewed the arrangements for, and effectiveness of, Council's internal audit.

Members commented that Council received a good service from SALC and it was proposed that the arrangement be continued on the same basis for 2016/17.

**It was therefore RECOMMENDED that:**

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a quarterly and year-end audit on the basis of the schedule provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2014".**

**29. BUSINESS PLAN 2016-2020**

Committee considered a draft Business Plan for the Town Council.

Commenting on the layout and design of the document, Members suggested a number of visual enhancements and agreed a draft vision statement.

The Clerk advised that the Plan could be formally adopted by Council following a period of public consultation. The suggested timeframe was for Council to review the draft 8 June; public consultation from 9 July – 21 July; further consideration by F&GP on 27 July; with Council being asked to consider adopting the Plan at its 14 September meeting.

Members paid thanks to the Clerk and the Finance Administration Officer for their work in compiling the draft Business Plan.

**It was RESOLVED that it be recommended to Council that, subject to agreed amendments being incorporated, the finalised draft Business Plan 2016-2020 be published for a period of public consultation and considered next at the Finance & General Purposes Committee meeting of 27 July.**

**30. COMMUNITY EMERGENCY PLAN WORKING GROUP – UPDATE**

Members considered the update from Council's Community Emergency Plan Working Group.

The principle of holding a workshop for all Town Councillors was discussed and it was agreed that the format of this would be to set out the context of the Emergency Plan and to consider local resources which might be available in the event of an emergency. It was agreed that, for practical purposes, the workshop should be held on a convenient evening on which there was no other meetings.

The role of the Emergency Coordinator was discussed and it was agreed that Cllr Steve Gallant should act as the Emergency Coordinator until such time as Council approved the CEP, Emergency Coordinator and deputies.

**It was RESOLVED that a workshop for Members be held in order to brief on the context of the draft Community Emergency Plan and consider possible local resources.**

**31. CLOSURE**

The meeting was closed at 8.44pm. The next meeting was noted as being scheduled for 27 July 2016 at 7.30pm.

## AGENDA ITEM 5: BUDGET MONITORING TO 30 JUNE 2016

A summary Income & Expenditure Report to 30 June 2016 is shown below with a detailed report provided at **Appendix A**.

|  |  | Actual Last<br>Year  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Of<br>Budget |           |
|--|--|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-----------|
| <b>01/07/2016</b>                            |  | <b>Felixstowe Town Council</b>                                       |                        |                       |                          |                          |                    |                | Page No 1 |
| <b>13:34</b>                                 |  | <b>Summary Income &amp; Expenditure by Budget Heading 30/06/2016</b> |                        |                       |                          |                          |                    |                |           |
| <b>Month No : 3</b>                          |  | <b>Committee Report</b>  |                        |                       |                          |                          |                    |                |           |
| <hr/>  |  |  |                        |                       |                          |                          |                    |                |           |
| <b><u>Finance &amp; General Purposes</u></b> |  |  |                        |                       |                          |                          |                    |                |           |
| Expenditure                                  |  | 246,186  | 69,138                 | 254,788               | 185,650                  | 0                        | 185,650            | 27.1 %         |           |
| Income                                       |  | 560,478  | 281,869                | 560,711               | -278,842                 |                          |                    | 50.3 %         |           |
| Net Expenditure over Income                  |  | <u>-314,292</u>  | <u>-212,731</u>        | <u>-305,923</u>       | <u>-93,192</u>           |                          |                    |                |           |
| <br>   |  |  |                        |                       |                          |                          |                    |                |           |
| <b><u>Assets &amp; Services</u></b>          |  |  |                        |                       |                          |                          |                    |                |           |
| Expenditure                                  |  | 235,089  | 48,021                 | 260,452               | 212,431                  | 0                        | 212,431            | 18.4 %         |           |
| Income                                       |  | 127,881  | 28,855                 | 100,638               | -71,783                  |                          |                    | 28.7 %         |           |
| Net Expenditure over Income                  |  | <u>107,208</u>   | <u>19,166</u>          | <u>159,814</u>        | <u>140,648</u>           |                          |                    |                |           |
| <br>   |  |  |                        |                       |                          |                          |                    |                |           |
| <b><u>Civic &amp; Community</u></b>          |  |  |                        |                       |                          |                          |                    |                |           |
| Expenditure                                  |  | 105,499  | 39,019                 | 111,481               | 72,462                   | 0                        | 72,462             | 35.0 %         |           |
| Income                                       |  | 11,833   | 3,610                  | 7,990                 | -4,380                   |                          |                    | 45.2 %         |           |
| Net Expenditure over Income                  |  | <u>93,665</u>  | <u>35,408</u>          | <u>103,491</u>        | <u>68,083</u>            |                          |                    |                |           |
| <hr/>  |  |  |                        |                       |                          |                          |                    |                |           |
| <b><u>INCOME - EXPENDITURE TOTALS</u></b>    |  |  |                        |                       |                          |                          |                    |                |           |
| Expenditure                                  |  | 586,774  | 156,177                | 626,721               | 470,544                  | 0                        | 470,544            | 24.9 %         |           |
| Income                                       |  | 700,192  | 314,334                | 669,339               | -355,005                 |                          |                    | 47.0 %         |           |
| Net Expenditure over Income                  |  | <u>-113,418</u>  | <u>-158,157</u>        | <u>-42,618</u>        | <u>115,539</u>           |                          |                    |                |           |

In accordance with Council's Financial Regulations, Committee is to receive explanations of Material Variances for expenditure in excess of the estimated budget of 10% or £500, whichever is the lesser. As the Council's budgets are not produced on a phased basis, the expectation is, being three months in to the year, for overall expenditure to be around 25%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 27.5%). Total expenditure for the first quarter stood at 24.9% Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

| <b>Cost Centre 101 - Administration</b>   |
|---|
| <p><b>4446 Mobile Phones (45%)</b><br/>           Cost of running two mobile phones at £10 per month. Budget estimate originally based on £5 per month.<br/> <b>Recommendation: Review budget provision for 2017-18</b></p> |
| <p><b>4460 Subscriptions (80.8%)</b><br/>           Front loaded – 3 annual subscriptions paid to date.<br/> <b>Recommendation: No action.</b></p>  |
| <p><b>4464 Insurance (98.0%)</b><br/>           Full year payment up front.<br/> <b>Recommendation: No action.</b></p>  |
| <p><b>4481 IT Maintenance and Software (50.2%)</b><br/>           Front loaded, annual fee for IT support &amp; RBS already paid.<br/> <b>Recommendation: Continue to monitor on a monthly basis.</b></p>                   |
| <p><b>1805 Bank Interest Received (77.3%)</b><br/>           This includes 1 year of interest on our 1 year Investment bond<br/> <b>Recommendation: No action.</b></p>  |
| <b>Cost Centre 201 - Town Hall</b>  |
| <p><b>4001 Employer National Insurance</b><br/>           Overtime for Queens Birthday Tea created extra Employer NI<br/> <b>Recommendation: Continue to monitor on a monthly basis.</b></p>                                |
| <p><b>4110 Rates (29.9%)</b><br/>           Rates are paid over 10 months only.<br/> <b>Recommendation: No action.</b></p>  |
| <p><b>4180 Licences (100%)</b><br/>           Paid in full for 2016-17.<br/> <b>Recommendation: No action.</b></p>  |
| <p><b>4260 Equipment Purchases (47.2%)</b><br/>           Step Ladder &amp; 4 Coffee Pumps purchased.<br/> <b>Recommendation: Continue to monitor on a monthly basis.</b></p>   |
| <b>Cost Centre 202 – Walton Community Hall</b>  |
| <p><b>4001 Employer National Insurance (27%)</b><br/>           Due to National pay increase on Caretaker/Cleaner salary.<br/> <b>Recommendation: Review budget provision for 2017-18</b></p>                               |
| <p><b>4110 Rates (29.6%)</b><br/>           Rates are paid over 10 months only.<br/> <b>Recommendation: No further action</b></p>   |

**1000 Hirings (6.3%)**

£767.91 (10.2%) invoiced, awaiting payment + £1,667.75 (22%) for year 2015/16  
 Invoiced 1 month in arrears for all regular users so expected to be at 16.6% invoiced

**Recommendation: Continue to monitor on a monthly basis.**

**Cost Centre 203 – Broadway House**

**4001 Employee Salaries (27.8%)**

Due to National pay increase on Caretaker/Cleaner salary.

**Recommendation: Review budget provision for 2017-18**

**4001 Employer National Insurance (45%)**

Due to National pay increase on Caretaker/Cleaner salary.

**Recommendation: Review budget provision for 2017-18**

**1030 Leases, Rents & Licences (0.0%)**

Annual receipt on invoice in December.

**Recommendation: No further action.**

**Cost Centre 204 – Cemetery**

**4110 Rates (29.5%)**

Rates are paid over 10 months only.

**Recommendation: No further action**

**4170 Repairs & Maintenance (31.7%)**

This includes repairs to rotavator.

**Recommendation: Continue to monitor on a monthly basis.**

**4300 Vehicle Running Costs (39.8%)**

Some costs are front loaded e.g. Truck MOT & Tax paid for the year.

**Recommendation: Continue to monitor on a monthly basis.**

**1032 Mobile Phone Mast (0.0%)**

Paid annually, invoiced in June (Paid 1/7/16)

**Recommendation: No further action**

**1140 Upkeep of Grave Spaces (0.0%)**

Invoiced in June/July.

**Recommendation: Continue to monitor on a monthly basis.**

**1160 Admin Fees (5.3%)**

£250 (35.7%) invoiced, awaiting payment.

**Recommendation: No further action.**

**Cost Centre 205 – Allotments**

**1080 Allotment Rents (4.9%)**

Majority of Allotment rents are billed annually in September.

**Recommendation: No further action**

|   |
|---|
| <b>Cost Centre 301 – Civic &amp; Community</b>  |
| <p><b>4505 Mayoral Allowance (100%)</b><br/> Mayoral allowance transferred in full.<br/> <b>Recommendation: No further action</b></p>   |
| <p><b>4511 Town Twinning (30.4%)</b><br/> Frontloaded inc Twinning visit for Mayor's Ball &amp; fares to Wesel &amp; Salzwedel<br/> <b>Recommendation: Continue to monitor on a regular basis</b></p>           |
| <p><b>4512 Engraving/Sign Writing (37.5%)</b><br/> Front loaded cost as Mayoral board updated at start of Municipal Year.<br/> <b>Recommendation: No further action.</b></p>                                    |
| <p><b>4513 Civic Awards (84.4%)</b><br/> No further spending expected<br/> <b>Recommendation: Continue to monitor on a regular basis</b></p>  |
| <b>Cost Centre 302 – Section 137 Expenditure</b>  |
| <p><b>4620 Annual Grants (77.9%)</b><br/> All but one annual grant paid. Expect to end year at 100%<br/> <b>Recommendation: Continue to monitor on a regular basis</b></p>                                      |
| <p><b>4655 Occasional Grants (44.7%)</b><br/> Round 1 complete, with 2 grants ring-fenced. Expect to end year at 100%<br/> <b>Recommendation: Continue to monitor on a regular basis</b></p>                    |
| <b>Cost Centre 303 – Felixstowe in Flower</b>   |
| <p><b>4290 Flowers &amp; Containers (76.5%)</b><br/> Front loaded cost of providing the flowers and containers for Felixstowe in Flower.<br/> <b>Recommendation: Continue to monitor on a regular basis</b></p> |
| <b>Cost Centre 305 – Community Fund Projects</b>  |
| <p><b>4625 Felixstowe Harwich Ferry (100.0%)</b><br/> Paid over at start of Financial Year.<br/> <b>Recommendation: No further action.</b></p>  |
| <p><b>4630 Level 2 (100.0%)</b><br/> Paid over at start of Financial Year.<br/> <b>Recommendation: No further action.</b></p>   |

**Committee is requested to consider the Accounts to 30 June 2016 and decide on any action it deems necessary.**

## **AGENDA ITEM 6: 1 YEAR INVESTMENT BOND**

Committee is requested to note that its 1 Year Investment Bond with Nationwide Building Society matured in April 2016, receiving interest of £2,393.42. In accordance with the Council's Investment Policy and Strategy, a new Business Fixed Rate Saver has been taken out at a rate of 1.2% for a further 1 year. The initial investment in April 2015, of £200,000 with added interest (2015/16) of £2,393.42 was added to a new investment of £197,606.58 taken from the tracker account, to make a total investment of £400,000, which will mature on 2 June 2017.

**Committee is requested to approve the above investment.**

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## **AGENDA ITEM 7: BANK CHARGES**

Barclays Bank has introduced bank charges which will take effect from 13 August 2016.

This will involve an account fee of £6.00 and cost of 65p per Cheque, 35p per electronic payment and 90p per £100 cash payment. There is an alternative charge structure for online banking only, but with the amount of cheques and cash received it works out more expensive.

Charges could range for £50 per month extra to as much as £80 per month.

Although most banks appear to charge now, potential alternative banking options are being considered and brought to Committee in due course.

**Committee is requested to note the situation regarding bank charges.**

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## **AGENDA ITEM 8: INTERNAL AUDIT REPORT: Q1 2016-17**

The Internal Audit Report for the quarter ending 30 June 2016 is attached at **Appendix B** with no actions or recommendations reported.

**Committee is requested to consider the attached quarterly Internal Audit Report for the period 1 April 2016 - 30 June 2016 and make recommendations to Council for any action it deems necessary.**

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## **AGENDA ITEM 9: CONSULTATION DEVOLUTION**

Public consultation for the Norfolk and Suffolk Devolution Deal proposal was launched on Friday 8<sup>th</sup> July and will run to 23<sup>rd</sup> August. The questionnaire can be found at [www.eastangliadevo.co.uk](http://www.eastangliadevo.co.uk) along with background information, links to the Deal documents and a helpful FAQ. The site offers information about the Norfolk/Suffolk deal as well as providing people with information on plans across the wider East Anglia area.

The questions have been developed with Ipsos-Mori and been scrutinised by their Polls for Publication Unit, to ensure accuracy, impartiality and credibility of results, as well as to stand up to legal, media, public, business, government or third party scrutiny. Ipsos-Mori is a member of the British Polling Council, which means they are bound by industry-wide quality procedures. Suffolk County Council passed an amendment to include a question about whether residents supported the idea of a directly elected Mayor. This has been incorporated into the set of questions.

To make sure as many people as possible are aware of Devolution plans in Norfolk and Suffolk, Norfolk County Council will be producing a leaflet that will go out to households. In Suffolk a multi-media approach is being used which includes social media, outdoor advertising, newspaper advertising, mainstream news items as well as engagement with staff and other stakeholders across the county. This approach is being taken to provide ongoing awareness throughout the period and beyond.

Consultation responses will be fed back to the Secretary of State at the start of September 2016. The Secretary of State will look at these alongside the Governance Review, the draft Governance Scheme and any other views that have been sent to them to see if the proposed devolution proposals will improve services for the participating areas in Norfolk and Suffolk. If the Secretary of State thinks that their tests have been met they would talk with the councils involved and then make an order, if Parliament approves, to set up a new Norfolk and Suffolk Mayoral Combined Authority.

Suffolk County Council will continue to take into account all views of residents and stakeholders up to the next decision point in October when all Councils will be asked to vote to continue with the Devolution process.

The highlights of the Deal which Norfolk and Suffolk Councils voted on are:

- A single pot of £25m a year of new money for the next 30 years (£750m) to support economic growth, development of local infrastructure and jobs. 40% of the 'single pot' will be revenue, which can support capital borrowing
- £100m, over five years, of new money to support the building of new homes across Norfolk and Suffolk. Recognising the housing market conditions in Norwich and Ipswich, Government will also provide the Combined Authority with an additional £30m over five years, split equally for Norwich City and Ipswich Borough, to meet its housing needs

- A guaranteed £225m transport budget for the next four years
- Control of an existing c£20m a year Adult skills funding to ensure the training offer matches the needs of local businesses and the local labour market
- Control of an existing c£2m Apprenticeship Grant for Employers (AGE grant) to enable funding to better meet the needs of local Norfolk and Suffolk employers
- Greater control over who delivers transport services in Norfolk and Suffolk, and how they are delivered, rather than it being imposed on us by Central Government

The FAQ and questionnaire is reproduced for Committee's information at **Appendix C**.

Given that Council is not scheduled to meet before the 23<sup>rd</sup> August consultation deadline, it is recommended that F&GP consider any response it deems appropriate and circulate this to all Town Council Members for information before being submitted.

**Committee is therefore requested to consider and decide any response it deems appropriated to submit on behalf of the Town Council.**

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## **AGENDA ITEM 10: OUTSIDE BODIES REPORTING**

At its meeting of 15 June 2016, Council's Civic & Community Committee briefly considered an item on the reporting to Council from representatives on outside bodies. It was noted that that Council appoints representatives to 21 different Outside Bodies/Partnerships but receives reports from its representatives on an ad-hoc and infrequent basis. The Civic & Community Committee considered the principle of introducing an annual, or longer, schedule for regular reports. Committee resolved that this be referred to the Finance & General Purposes Committee to consider for a recommendation to Full Council (*Minute #92 of 2016/17 refers*).

Whilst it may not be practical to introduce a prescriptive schedule of reporting, Committee may consider that a commitment from Members to "at least one report per four-year term" would not be too onerous. Over the course of a four year Council term there would be 24 Ordinary Council meetings.

**Committee is therefore requested to consider the feasibility of introducing a schedule of reports from outside bodies and any recommendation to Council on this matter.**

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## **AGENDA ITEM 11: BUSINESS PLAN**

Council considered the draft Business Plan at its meeting of 8 June 2016, as recommended by this Committee on 25 May 2016. Council approved that the draft Plan be put out to public consultation for a total of 6 weeks (*Minute #36 and #70 of 2016/17 refers*).

The Business Plan Consultation was published on the Town Council website and emailed to over 135 local stakeholders, including key local groups and organisations. An article was published in the Flyer and circulated to all households in Felixstowe, inviting all residents to respond.

The consultation posed three questions about the draft:

- What do you think about the Town Council's first Business Plan?
- What priorities and future targets should the Town Council be setting?
- Do you have any other suggestions / comments / proposals that you would like the Council to consider?

The following responses were received:

### Hope Trust

Q1. Think it is well written, if a little 'safe.' Lots of liaising going on, which is what you would do anyway? Nothing that excites the reader to either full agreement or disagreement?

Q2. In discussion with older people who attend our events here at Hope Trust, trying to connect Hamilton Road with the seafront has yet to be fully addressed for people with mobility issues.

Q2. The vision in 9.1 uses the words 'and play' at the end of the statement, but in 12.6 words such as 'improve and promote' are used but not 'create, develop, find new ways to...'

Q3. Why not have a 'people's issue' each year which has to be investigated/delivered/reported on? That means the issues that concern most local residents can be addressed on at least an annual basis?"

### Anthony Coe (local resident)

Q1. A first class descriptive document of the FTC's activities and responsibilities. It is very lengthy and aspirational but I am not sure that results will always be measurable in which case success or failure will be hard to assess. Its length will deter many from studying it. I'm not sure that actions will always address the aspirations leading a cynic to say that in parts the document could be more concise.

Q2. I can add little if anything to the priorities identified which appear to reflect the results of earlier consultations. The Plan is for a period of four years and the amount of work required to address the actions identified will be immense.

Q3. Clearly a lot of work has been done to get this far and credit is due to the FTC for embarking on the initiative.

## Felixstowe Museum

Q3. As a Heritage attraction of the town, it is disappointing to note that the Museum is not mentioned on Page 56, Item 4, which states the Town Council will "Preserve and promote the heritage of the town by supporting ongoing projects including:....." Landguard Fort and Landguard Reserve are listed but not Felixstowe Museum. It would be appreciated if the Plan were to be amended to show the Council's recognition and support of a well-used local amenity and attraction."

## Felixstowe Council for Sport and Recreation

3.2 should read 'In October 2014, a questionnaire was sent to properties in every street in Felixstowe, with completed surveys analysed covering a range of age groups.'

Felixstowe Council for Sport and Recreation also made some typographical comments which have been taken on board.

## Felixstowe Society of Allotments & Leisure Gardeners (FSALG)

FSALG provided the following for consideration:

p.25, Consider involving users of FTC services in helping to identify training needs.

p.32, Include in the development of the Cemetery Management Plan, the provision of acceptable alternative plots within a reasonable distance for those Allotment holders who will lose their plots.

p.33, Mention the Statutory Duty of FTC to provide allotments.

p.33, Create an Allotment Management Plan in consultation with FSALG similar to that proposed for the Cemetery.

p.33, Make the plan more specific with regard to specific projects, such as renumbering, and the redefinition of boundaries on Railway Hill. Other projects might include improving the access tracks, creating schedules for regular hedge cutting, fence & gate maintenance turning the water supply on and off etc. Some reference could be made to assistance in these projects by voluntary labour from FSALG members.

p.33, Review the possibilities for improving the management processes around letting plots, inspection and enforcement; possibly with the increased use of IT to ensure that outside & inside staff are both up to date with the latest position.

p.46, Mention the inclusion of the allotments in the Felixstowe in Flower competition.

p52, There is no mention of the A14 being a Trunk Road under the care & control of Highways England and their consultants & Contractors

(FSALG also requested consideration be given to allocation of funds for suggested allotment projects. These will be considered by the Assets and Services Committee.)

Anonymous Responder

Thanks for all the answers:) In fact, learned a lot of new information. But I just didn't figure out what is what till the end!

Subject to Committee's approval, on the basis of the above consultation responses the draft Business Plan has been updated to address some of the comments. The Plan is attached at **Appendix D**, with these proposed amendments tracked, for consideration.

Council will be requested to consider Committee's recommendations and adopt the Business Plan 2016-2020 at its meeting in September.

**Committee is requested to consider the Business Plan consultation and approve any amendments, and recommend a final version for formal adoption by Council in September.**

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