



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 8 June 2016** 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 11 May 2016 as a true record. **(Pages 4-11)**
6. **Mayor's Communications**
To receive such communications as the Mayor may wish to lay before Council. **(Page 12)**
7. **Minutes of Committee Meetings**
To receive and adopt the minutes of the following meetings:
 - a) Planning & Environment Committee 18 May 2016 **(Pages 13-16)**
 - b) Finance & General Purposes Committee 25 May 2016 **(Pages 17-19)**
 - c) Planning & Environment Committee 1 June 2016 **(Pages 20-23)**
 - d) Assets & Service Committee 1 June 2016 **(Pages 24-26)**

8. Reports from Members appointed to Outside Bodies

To receive a report from Cllr Jon Garfield, Town Council representative to the Fairtrade Forum. **(Page 27)**

Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.

9. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director. **(Page 28 and Appendices A-C)**

10. Annual Return 2015-16

To approve the Accounts, Annual Governance Statement and Annual Return for 2015-16, along with any supporting documents, and to authorise the Town Mayor to sign the return on behalf of the Town Council. **(Pages 29-35 & Appendix D)**

11. Consultation: Crown Post Office

To consider the draft response of the Planning & Environment Committee to the Crown Post Office consultation. **(Page 36)**

12. Statement of Internal Control

To approve the Statement of Internal Control for the year ending 31 March 2017, as recommended by the Finance & General Purposes Committee (*Minute #34 of 2016/17 refers*). **(Appendix E)**

13. Review of Internal Audit Effectiveness

To consider the recommendation of the Finance & General Purposes Committee and review the effectiveness of Council's appointed Internal Auditor. **(Pages 37-38)**

14. Draft Business Plan 2016-2020

To receive the draft Business Plan 2016-2020 and consider a timeframe for adoption of the plan to include a period of public consultation. **(Page 39 & Appendix F)**

15. Town Hall Works

To consider waiving Financial Regulations in respect of appointing a contractor to undertake repairs to the Town Hall. **(Page 40)**

16. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix G)**

Date	Voucher Nos.	Total Payment
04/05/2016	28 – 50	£36,538.38
11/05/2016	51 - 69	£6,813.10
18/05/2016	70 - 85	£25,017.26
25/05/2016	86 - 96	£30,982.40
	TOTAL	£99,351.14

17. Exclusion of Press and Public (Staffing Matters)

In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

18. Staffing Matters

To consider a confidential report and recommendations from the Council's Personnel Committee. ***(confidential report, sent under separate cover)***

19. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 13 July 2016.



**Ash Tadjrishi
Town Clerk
2 June 2016**

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

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ANNUAL COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 11 May 2016 at 7.30pm

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

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)
Mrs S Morrison (Administrative Assistant)

IN ATTENDANCE: 19 members of the Public, 1 member of the Press.

PRAYERS

The meeting was preceded with prayers by Rev. Trevor Harris, River of Life Church, Felixstowe.

1. ELECTION OF TOWN MAYOR

Town Mayor, Cllr D Savage, in the chair.

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

Following a vote it was RESOLVED that Cllr Jan Garfield be elected Town Mayor for the ensuing Municipal Year 2016-17.

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

Town Mayor, Cllr Jan Garfield, in the chair.

Councillor Garfield thanked Cllrs D Savage and S Wiles for nominating her to the office of Mayor for 2016/17 and paid tribute to the outgoing Mayor, Cllr D Savage, for her year in office and fundraising efforts in support of her charities.

In her incoming announcement, the Mayor named her charities for the Municipal Year 2016-17 as being the Level Two Youth Project and the Felixstowe branch of Guide Dogs for the Blind.

The Mayor appointed Cllr Jon Garfield as her consort.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr G Newman, seconded by Cllr Jon Garfield, that Cllr Nick Barber be elected as Deputy Mayor for the ensuing Municipal Year.

Following a vote it was RESOLVED that Cllr Nick Barber be elected Deputy Mayor for the ensuing Municipal Year 2016-17.

Addressing the Council, the Deputy Mayor thanked Cllrs G Newman and Jon Garfield for nominating him to the office and stated that he would do his best to support the Mayor during her term in office.

The Deputy Mayor appointed Judy Barber as his Deputy Mayoress.

3. APOLOGIES

Apologies for absence were recorded from **Cllr S Gallant**.

4. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Bloomfield Cllr P Coleman Cllr M Deacon Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr N Barber Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

5. REQUESTS FOR DISPENSATION

There were none.

6. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 9 March 2016 and the Minutes of the Extraordinary Council Meeting held on 20 April 2016 be signed by the Mayor as a true record and adopted by the Council.

7. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) Highways Advisory Committee 8 March 2016
- b) Planning & Environment Committee 9 March 2016
- c) Planning & Environment Committee 23 March 2016
- d) Finance & General Purposes Committee 23 March 2016
- e) Planning & Environment Committee 6 April 2016
- f) Assets & Service Committee 6 April 2016
- g) Personnel Committee 13 April 2016
- h) Planning & Environment Committee 20 April 2016
- i) Civic & Community Committee 20 April 2016
- j) Finance & General Purposes Committee 27 April 2016
- k) Planning & Environment Committee 4 May 2016

8. ANNUAL REPORT 2015/16

The Mayor directed Council to its Annual Report for 2015/16 which had been tabled for the meeting.

It was RESOLVED that the Annual Report for Felixstowe Town Council for the year 2015/16 be approved and adopted as received.

9. DELEGATION ARRANGEMENTS

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 2016-17.

10. COUNCIL GOVERNANCE 2016/17

It was RESOLVED that the following governance documents be adopted by Council as presented in the report and appended to the Minute Book 2016-17:

- a) Terms of Reference 2016-17
- b) Standing Orders 2016-17
- c) Financial Regulations 2016-17
- d) Meeting Schedule 2016-17

11. APPOINTMENTS TO COMMITTEES

The Mayor referred Council to the schedule of proposed appointments to Council's Committees.

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.

The Mayor proposed from the chair that Cllr D Savage sit on the Assets & Services Committee in lieu of Cllr Jon Garfield.

It was proposed by Cllr M Deacon, seconded by Cllr N Barber, that Cllr K Williams be the Vice-Chairman of the Personnel Committee.

Following a vote confirming that the above proposals were to be approved, it was RESOLVED that membership of Committees, Chairmen and Vice-Chairmen be as follows for the ensuing Municipal Year 2016-17:

FINANCE & GENERAL PURPOSES COMMITTEE (10)

1. Cllr Graham Newman (Chairman)
2. Cllr Stuart Bird (Vice-Chairman)
3. Cllr Doreen Savage (*ex-officio as Chairman of Civic & Community Committee*)
4. Cllr Nick Barber (*ex-officio as Chairman of Assets & Services Committee*)
5. Cllr Steve Gallant
6. Cllr Andy Smith
7. Cllr Jan Garfield
8. Cllr Steve Wiles
9. Cllr Mike Deacon
10. Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (10)

1. Cllr Doreen Savage (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Steve Wiles
4. Cllr Peter Coleman
5. Cllr Jon Garfield
6. Cllr Josh Vartan
7. Cllr Christina Barham
8. Cllr Tracey Green
9. Cllr Steve Bloomfield
10. Cllr Kimberley Williams

ASSETS & SERVICES COMMITTEE (10)

1. Cllr Nick Barber (Chairman)
2. Cllr Jan Garfield (Vice-Chairman)
3. Cllr Peter Coleman
4. Cllr Doreen Savage
5. Cllr Andy Smith
6. Cllr Josh Vartan
7. Cllr Stuart Bird
8. Cllr Tracey Green
9. Cllr Graham Newman
10. Cllr Mike Deacon

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Andy Smith (Chairman)
2. Cllr Jon Garfield (Vice-Chairman)
3. Cllr Steve Gallant
4. Cllr Doreen Savage
5. Cllr Steve Wiles
6. Cllr Stuart Bird
7. Cllr Graham Newman
8. Cllr Jan Garfield
9. Cllr Kimberley Williams

PERSONNEL COMMITTEE (5)

1. Cllr Jan Garfield (*Chairman - ex-officio as Town Mayor for 2016/17*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Cllr Nick Barber (*ex-officio as Deputy Mayor for 2016/17*)
4. Cllr Doreen Savage (*ex-officio as Town Mayor for 2015/16*)
5. Cllr Tracey Green

APPEALS COMMITTEE (5)

1. Cllr Andy Smith (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Graham Newman
4. Cllr Jon Garfield
5. Cllr Mike Deacon

HIGHWAYS ADVISORY COMMITTEE (3 FTC + 3 SCC)

1. Cllr Steve Wiles
2. Cllr Jon Garfield
3. Cllr Steve Gallant

YOUTH FORUM (3 FTC)

1. Cllr Doreen Savage
2. Cllr Josh Vartan
3. Cllr Christina Barham

12. APPOINTMENTS TO OUTSIDE BODIES

The Mayor referred Council to the schedule of proposed appointments to Outside Bodies.

RESOLVED that the Felixstowe Town Council Members be appointed to Outside Bodies for the ensuing Municipal Year 2016-17as 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 Graham Newman 2. Cllr Doreen Savage 3. Cllr Mike Deacon

Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon 2. Cllr Nick Barber 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
East Suffolk Lines Community Rail Partnership	1. Cllr Graham Newman
Orwell District Scouts	1. Cllr Jan Garfield (<i>Mayor ex-officio</i>)
Felixstowe Combined Charities (comprising the De la Roche and Felixstowe Widows Charity, Felixstowe War Memorial Cottages and King George VI Coronation Memorial Homes)	No new appointments made at this time, trustees are: 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 2016/17

- Mayor
- Deputy Mayor
- Cllr Graham Newman
- Cllr Stuart Bird
- Cllr Andy Smith
- Cllr Jon Garfield

QUARTERLY BANK RECONCILIATION SIGNATORY

- Cllr Doreen Savage

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 to 31 March 2016 be approved as presented and appended to the Minute Book 2015-16.

15. REVIEW OF RISK MANAGEMENT POLICY & REGISTER

It was RESOLVED that the recommendation of the Finance & General Purposes Committee (Minute #521 of 2015/16) be approved and Council's Risk Management Policy and Risk Register for 2016/17 be adopted as presented in the report.

16. COMMUNITY ENGAGEMENT STRATEGY 2016/17

It was noted that the Finance & General Purposes Committee had recommended that Council introduce public participation sessions at the outset of each ordinary meeting of the Finance & General Purposes, Assets & Services, Civic & Community and Planning & Environment Committees from 2016-17 (*Minute #520 of 2015/16 refers*).

The Clerk advised that the Community Engagement Strategy had been revised by the Council's Civic & Community Committee to include reference to enhanced opportunities for public participation at committee meetings and the recent introduction of social media as a means of additional communication methods.

It was RESOLVED that:

- i. a public participation session, as per Ordinary Council meetings, prior to formal business at the outset of each ordinary meeting of the Finance & General Purposes, Assets & Services, Civic & Community and Planning & Environment Committees be introduced, as per the recommendation of the Finance & General Purposes Committee; and,
- ii. the Community Engagement Strategy for 2016/17 be adopted as recommended by the Civic & Community Committee.

17. COUNCIL COMPLAINTS PROCEDURE

It was RESOLVED that the Council's Complaint Procedure be approved and adopted without amendment for 2016-17.

18. FREEDOM OF INFORMATION

The Clerk advised that the Finance & General Purposes Committee had recommended the adoption of the ICO model publication scheme to replace Council's previous policy (*Minute #594 of 2015/16 refers*).

It was RESOLVED that the ICO model publication scheme and updated schedule of information available from Felixstowe Town Council be approved and adopted as presented.

19. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
08/03/2016	467 – 482	£3,944.13
23/03/2016	483 – 513	£58,291.50
31/03/2016	514 – 538	£12,039.67
	Sub-Total 2015/16	£74,275.30
22/04/2016	1 – 27	£16,858.62
	TOTAL	£91,133.92

20. CLOSURE

The meeting was closed at 8.32pm. It was noted that the next Ordinary Meeting was scheduled for 8 June 2016 at 7.30pm

AGENDA ITEM 6: MAYOR'S COMMUNICATIONS

The following Mayoral Engagements have been undertaken since the previous meeting:

30 th Anniversary of Trinity Day Care Centre	13 May 2016
The Bible Society Concert	13 May 2016
Mayor of Aldeburgh Civic Service	15 May 2016
Level Two AGM	16 May 2016
Haverhill Town Council, Mayor Making & Town & Annual Meeting	17 May 2016
St Edmundsbury Annual Meeting & Mayor Making	19 May 2016
NSPCC Annual Meeting & Reception	19 May 2016
Southwold Mayor's Civic Service	22 May 2016
<i>Deputy Mayor – Felixstowe Children Choir Concert</i>	22 May 2016
Launch of the new Harwich Ferry	3 June 2016
Commemorative Gathering for Jutland & Act of Remembrance	4 June 2016
British Legion Concert	4 June 2016
Felixstowe Lioness Club Lunch	5 June 2016

Council is requested to note the Mayor's Engagements since the previous meeting and any other communications the Mayor may wish to lay before Council.

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 18 May 2016** at **9.15am**

PRESENT: Cllr A Smith (Chairman) Cllr Jon Garfield (Vice-Chairman)
 Cllr S Bird Cllr G Newman
 Cllr S Gallant Cllr D Savage
 Cllr Jan Garfield Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs L Monsen (Mayor's Secretary)

IN ATTENDANCE: 5 Members of the Public.

PUBLIC QUESTIONS

The Chairman advised members of the public present that should they wish to make representations in relation to particular planning applications, these would be heard by the Committee and they would be invited to speak immediately prior to the application being considered.

21. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams**.

22. DECLARATIONS OF INTEREST

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

23. REQUESTS FOR DISPENSATION

There were none.

24. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 4 May 2016** be signed by the Chairman as a true record.

25. PLANNING APPLICATIONS

At the direction of the Chairman, Committee received comments from members of the public during consideration of this item in relation to applications (a) and (j).

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a	DC/16/1285/FUL Proposed extension to rear and side of property (including 1st floor) and internal alterations. 9 Beatrice Avenue
Committee recommended APPROVAL.	

b	DC/16/1695/FUL Bedroom extension to rear replacing existing building Orchard Bungalow Park Avenue
Committee recommended APPROVAL.	

c	DC/16/1534/FUL Demolition of existing garage. Construction of new garages, workshops and stores Marsh End 283 Ferry Road
Committee recommended APPROVAL.	

d	D DC/16/1617/FUL Construction of bungalow and associated parking 80 & 82 King Street
Committee recommended APPROVAL.	

e	DC/16/1640/FUL The removal of an existing UPVC conservatory with the replacement of a double height extension of similar style and proportion to that of existing. Both elements to the North of the property. 60 Cobbold Road
Committee recommended APPROVAL, subject to the conditions relating to the new windows to the north elevation being obscured glazing, as outlined in the decision notice for the previous scheme approved (application reference C12/2485) being retained.	

f	DC/16/1538/ADI 7.5m internally-illuminated free-standing totem sign. 2-4 Langer Road
Committee recommended APPROVAL.	

g	DC/16/1642/FUL Replacement extractor flue 103-105 Hamilton Road
Committee recommended APPROVAL.	

h	DC/16/1793/ADI Illuminated Advertisement Consent - 1no new fascia sign, 1no new projecting sign and 2no internal window graphics. 35 Hamilton Road; and, DC/16/1792/FUL New shopfront, awning and signage. 35 Hamilton Road
Committee considered DC/16/1792/FUL and DC/16/1793/ADI as related proposals for this property and recommended APPROVAL.	

i	DC/16/1512/FUL Rear extension to retail unit 79 Hamilton Road
Committee recommended APPROVAL.	

j	DC/16/1817/FUL Proposed alterations & extensions including loft conversion; new porch and an orangery 12 Norman Close
Committee recommended REFUSAL based on a combination of issues of overlooking from proposed balconies and new windows to the side and rear elevations, on this very tight and intimately oriented site, and which would lead to an unacceptable degree of intrusion to the neighbours.	

k	DC/16/1853/VOC To develop original design concept to suit new owners of the site The Development hereby permitted shall not be carried out other than in complete accordance with Drawing Nos 7908-PA/16/01, 7908-PA/16/02 and 7908-PA/16/03 67 Cliff Road
Committee recommended APPROVAL.	

I	DC/16/1820/TCA 2no. Holm Oak - to crown lift by 1.5 - 2m and reduce crown by 0.5m. over road. Saville Court Victoria Road
Committee had no objections to this notification.	

26. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

27. CORRESPONDENCE

Committee received the following correspondence:

- i. Air quality report for the Felixstowe Air Quality Management Area (AQMA) which recommended that the AQMA could now be revoked.
Committee welcomed this recommendation.
- ii. Notification of an Appeal to the Secretary of State ref. APP/J3530/C/16/3146547 against the decision by Suffolk Coastal District Council to issue an enforcement notice to Beach Station House, Beach Station Road.
Members invited the Chairman to represent the Committees views at the appeal.
- iii. Letter from the Crown and WH Smith Network regarding a public consultation on proposals to move Felixstowe Crown Post Office branch from 143 Hamilton Road to within WH Smith at 64 Hamilton Road.
Committee were generally content with the proposal but agreed that the Clerk and Chairman should draft a response to the consultation, for Council to consider, querying how the proposals would affect sorting office operations and to seek assurances that the site would be retained for commercial purposes in this town centre location.

RESOLVED that the correspondence be noted and, following concerns raised as to a possible untidy site at 105 Cliff Road, the Clerk was asked to write to SCDC and request that this be further investigated.

28. CLOSURE

The meeting was closed at 11.30am. The date of the next meeting was noted as being Wednesday 1 June 2016, 9.15am at Felixstowe Town Hall.

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 25 May 2016 at 7.30pm

PRESENT: Cllr G Newman (Chairman) Cllr D Savage
 Cllr S Bird (Vice-Chairman) Cllr A Smith
 Cllr M Deacon Cllr S Wiles
 Cllr S Gallant Cllr K Williams

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

29. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr Jan Garfield**.

30. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Members of Suffolk County Council)

31. REQUESTS FOR DISPENSATION

There were none.

32. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Finance & General Purposes Committee Meeting held on 27 April 2016 be signed by the Chairman as a true record.**

33. BUDGET MONITORING TO 30 APRIL 2016

Committee received the budget monitoring report to 30 April 2016.

The Clerk advised that smart electricity meters were due to be installed at Walton Community Hall which would enable closer monitoring of energy consumption.

Members queried an outstanding receipt due for the hire of Walton Hall. The Finance Administration Officer confirmed that this was being pursued through

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.

34. 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.

35. 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".**

36. 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.

37. 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.

38. CLOSURE

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

b	DC/16/1971/FUL Two Storey Rear Extension 135 Undercliff Road West
Committee recommended APPROVAL.	

c	DC/16/1841/FUL Conservatory to be built on existing raised decking at rear of property. 1 Sandhills Manor Terrace
Committee recommended REFUSAL.	
<p>We are concerned that this proposal, if approved, would set a precedent due to the important and particular circumstances of this property as part of the Martello Park development. The Martello Park development in its entirety, in both residential and public elements, was very carefully planned to create a high-quality new sense of place in this part of Felixstowe. Martello Park has been widely acclaimed from many different perspectives as having succeeded in those aspirations. A crucial part of this is the quality and cohesive nature of its residential architecture.</p> <p>Felixstowe Town Council therefore sees this application, the first of its kind since the development, as a crucial precedent for the future of the entire development. Accordingly we believe it significantly contravenes DM21 both in principle and with regard to specific criteria.</p> <p>Firstly, it fails “to establish (or in this case, maintain) a strong sense of place...to create attractive and comfortable places to live work and visit”; and,</p> <p>Secondly, we believe it fails to meet the criteria under DM21(c) in that it fails to “respect the plan, form, period, style, architectural characteristics and where appropriate, the type and standard of detailing and finishes of the original building”.</p>	

d	DC/16/1938/FUL Single storey rear extension, new balcony and insulation/rendering of existing house. 4 Western Avenue
Committee recommended APPROVAL.	

e	DC/16/1920/FUL Proposed side/front extension to form orangery and proposed front balcony Old Thurlow Golf Road
Committee recommended APPROVAL.	

f	DC/16/1320/FUL Change of use of existing A1 and A3 commercial units into D1 use for treatment rooms along with glazing to external decking area to create additional usable space for A3 Cafe and treatment. Waverley Heights Wolsey Gardens
Committee recommended APPROVAL. We note that the wording of the application suggests “space for A3 café” however it is clear that the space proposed could not reasonably be used as such in the absence of any kitchen facilities. We note that there is minimal detail in respect of the proposed glazing and request that a condition be imposed for appropriate glazing to this significant building which is within the Conservation Area.	

g	DC/16/1933/FUL Demolition of office building (use class B1a) and redevelopment of site to provide a distribution and storage facility (use class B8), vehicle parking, gatehouse and staff welfare facilities, landscaping, access alterations and relocation of pumping station Anzani House Anzani Avenue
Committee recommended APPROVAL and particularly welcomed the proposal to close the access crossing Trinity Avenue.	

h	DC/16/2007/VOC Application to vary Condition 2 on application DC/15/0363/FUL (Extensions and alterations) To permit use of weather boarding. 19 Cliff Road
Committee recommended APPROVAL.	

i	DC/16/2052/FUL Extension to existing Garage with pitched roof to replace flat roof. 11 Brook Lane
Committee recommended APPROVAL.	

j	DC/16/1954/TCA To fell Pear tree causing damage to neighbouring property. and in deteriorating state. To thin out self-seeded saplings along rear boundary. To fell 2no. Leylandii causing heavy shading. Southwater 60 Tomline Road
Committee had no objections to this notification.	

44. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

45. CORRESPONDENCE

There was none.

46. CLOSURE

The meeting was closed at 11:30am. The date of the next meeting was noted as being Wednesday 15 June 2016, 9.15am at Felixstowe Town Hall.

52. ESTATES OFFICER REPORT

Committee considered the report of the Estates Officer.

Members remarked on the positive result of the recent repainting to the ground floor public areas of the Town Hall.

Referring to the occupational licence with SCDC for an office at the Town Hall for resort staff, Members were pleased to note that SCDC's Beach Hut Coordinator would be retained and remain based in Felixstowe.

A brochure for Felixstowe Cemetery which had recently been printed was circulated alongside photos of the new signage which had been commissioned for Broadway House, Walton Community Hall and Felixstowe Cemetery.

Members considered the management arrangements for Broadway House and agreed that discussions should be had with FOPWA to establish whether an improved arrangement for both parties could be explored. It was agreed that the Mayor, as the Council's representative to FOPWA, the Clerk and the Estates Officer should meet with FOPWA to discuss further and report back to Committee.

RESOLVED that the Estates Officer's report be noted.

53. TOWN HALL WORKS

In addition to the report on the Town Hall in the agenda, Committee received a tabled report from Stroud Associates, Consulting Civil and Structural Engineers.

The Estates Officer updated Members with estimated costs for revised internal strengthening works. Clarification was sought as to how the 'helibar' solution would look and the Estates Officer confirmed that this approach was recommended by the engineer and construction team as it could provide an improved aesthetic on completion, being internally constructed rather than external meshing, and potentially last longer.

The Clerk confirmed that the cost of the proposed works in this phase were within the budget envelope approved by Council at its meeting of 20 April 2016 (*Minute #570 of 2015/16 refers*). Referring to the urgency and bespoke nature of the works, the Clerk advised that Council could consider waiving Financial Regulations where it was specified that three quotations should be obtained for contracts of this scale.

Members commented that the outcome for the Town Hall from this revised approach would potentially be much better than as previously considered.

It was RESOLVED that, given the urgency and unique nature of the work required, D C Construction be appointed to undertake the works associated with strengthening the Town Hall wall as quoted; and, Council be requested to waive Financial Regulations 11.1(h).

54. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information.

Members noted that, despite continued efforts to promote the availability of Council's allotments through the newsletter, FSALG Open Days and online, there remained a high vacancy rate at the Railway Hill and Taunton Road sites.

It was RESOLVED that the Allotments Update Report be noted and the Clerk be instructed to report back to Committee in due course with regard to the need, viability and popularity of Council's existing allotment sites.

55. HERITAGE OPEN DAYS

Committee considered opening the Town Hall as part of the 2016 Heritage Open Days weekend on 10th and 11th September.

Members expressed an interest in participating in the event and it was agreed that the Town Hall should be opened on one of the days during the event.

The Clerk agreed to contact the organisers and extend an invitation to all Members to be involved.

Members discussed the request from the Felixstowe Society for the potential use of Walton Community Hall as a base during the event weekend.

It was RESOLVED that the Town Hall be opened to the public on one of the days during the Heritage Open Days weekend; and, Walton Community Hall be made available to the Felixstowe Society if so required during that weekend.

56. CLOSURE

The meeting was closed at 8.49pm. The next meeting was noted as being scheduled for Wednesday 1 June 2016 at 7.30pm.

AGENDA ITEM 8: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive a report of Cllr Jon Garfield, representative to the Felixstowe Fairtrade Forum (FFF) and letter from the Forum as below:

Felixstowe Fairtrade Forum (FFF)



Secretary: Stephen Wyatt
68 Ranelagh Road
Felixstowe
Suffolk IP11 7HY
Telephone: Felixstowe 671033
Mobile: 07903 295 128
Stephen.n.wyatt@gmail.com
www.felixstowe-fairtrade.org.uk

FAIRTRADE FORTNIGHT IN FELIXSTOWE 2016

This year was a special experience in Felixstowe because of the tour by Patrick, a Fairtrade tea farmer from Kenya. Patrick made three appearances in Felixstowe and two of these were facilitated by Felixstowe Town Council.

The Felixstowe Fairtrade Forum would like to express its gratitude to Councillor Doreen Savage for hosting a Fairtrade Breakfast on March 7th which launched the start of Patrick's tour. We were particularly appreciative of the time and effort so willingly given by Lorna and Percy. We are grateful for the financial support of the Council which helped to make this well-attended event a great success.

Later on the same day an event for young people and their families attracted over 50 attendees. This was planned and delivered by young people from the Town Council Youth Forum and involved 4 of the Town's primary schools.

As a result of these two Council-supported events the Felixstowe Fairtrade Forum has increased its membership, made contact with a wider range of people and is now working with several schools to help them become Fairaware (the first stage of a Fairtrade School process). We are also well on the way to creating a Suffolk association of Fairtrade Towns.

The practical and committed support of Felixstowe Town Council is very much appreciated.



Stephen Wyatt
Secretary
Felixstowe Fairtrade Forum

AGENDA ITEM 9: FELIXSTOWE FORWARD REPORT

Council is requested to receive the update report as submitted by the Felixstowe Forward Change Director, Helen Greengrass:

Report of Helen Greengrass, Felixstowe Forward Change Director:

- To receive the 'Felixstowe Forward: 2015-2016 Year One Outputs' paper **(Appendix A)** for information.
- To receive the 'Felixstowe Forward Progress Report Felixstowe Town Council: May 2016' update **(Appendix B)** and to note:
 - 1.6: Ongoing vandalism at Martello Park and the Octagonal Shelter and receive verbal report on advice and recommendations.
 - 2.3: Felixstowe Dementia Alliance website and to consider recommendation that Felixstowe Town Council formally signs up as an active partner on the website?
 - 7: 'Cycling on the Prom' consultation response, verbal update on recommendations and next steps.
- To receive the 'Visit Felixstowe: Towards a sustainable future for visitor services in Felixstowe' paper **(Appendix C)** and consider the recommendations on the first page.

Council is requested to receive the Felixstowe Forward report and consider any actions it deems necessary.

AGENDA ITEM 10: ANNUAL RETURN 2015-16

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

Council's Finance & General Purposes Committee at its meeting on 27 April 2016 found no actions arising from the final report of the Internal Auditor for the Financial Year 2015-16 and, therefore, no action plan was required to be submitted with the Annual Return 2015-16 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 2015/16 Section 2 of the Annual Return (figures for Year Ending 31 March 2015 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 18 July 2015.

All figures are rounded to the nearest £1.

1 - Balances Brought Forward: £867,611 (£733,535)

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 2015.

2 - Precept: £522,361 (£508,420)

As approved by Council at its meeting of 4 February 2015 (Minute #480 of 2014/15 refers).

3 - Total other receipts: £177,831 (£183,935)

Comprising:

Local Council Tax Scheme Transition Grant:	£34,160
Income from Other Receipts:	£143,671

Explanation of Variance

Local Council Tax Scheme Transition Grant (2014/15):	£52,166
Income from Other Receipts (2014/15):	£131,769

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. No further receipts of this kind are due after the 2016/17 financial year. Income from other receipts was slightly higher in 2015/16 mainly due to an increased number of wedding bookings.

4 - Staff Costs: £333,341 (£318,639)

Explanation of Variance

This variance can be attributed to lower than budgeted staff costs in 2014/15 (budget £350,850).

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: £268,862 (£204,908)

Total expenditure/payments as recorded in the cash book less staff costs and loan repayments. Increased expenditure in 2015/16 can be attributed in part to the cost of the May 2015 local election (£9,452), Town Hall repairs (£34,476) and an increase to the amount of occasional grants awarded (£15,000 in 2015/16, £1,600 in 2014/15).

7 – Balance Carried Forward: £930,888 (£867,611)

Representing total Balances and Reserves at 31 March 2016.

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

General Fund opening Balance:	£184,110
Earmarked Reserves:	<u>£683,501</u>
Total opening Balance 01.04.15:	£867,611

Total Receipts:	£700,192 (+)
Total Expenditure:	<u>£636,916 (-)</u>

Total closing Balance 31.03.16: **£930,887**

Represented by

General Fund:	£254,643
Earmarked Reserves:	£676,245 (Net change to ER 15/16 = -£7,256.34)

A summary of transfers to and from Earmarked Reserves is provided in the table below:

Description	Opening Balance 1/4/15	Transfer In/Out	From/To Reference	Direct Expenditure	Reference	Closing Balances 31/3/16
Election Expenses	£11,000	-£6,500	Election Expenses Min 395 of 15/16			£4,500
Enhancement & Promotional	£7,865	£0		£4,187	Min 417 of 14/15 & Mins 111 & 114 of 15/16	£3,679
Felixstowe in Flower	£8,428	£0		£0		£8,428
Asset Repairs & Replacement	£10,532	£3,000	Min 395 of 15/16	£0		£13,532
IT Replacement Fund	£3,117	£0		£0		£3,117
Recycling Credits	£5,106	-£800	Litter Bins Min 395 of 15/16	£1,872	Min 111 & 598 of 14/15	£2,434
Cemetery Extension	£110,000	£20,000	Min 395 of 15/16	£3,193	Min 111 & 498 of 14/15	£126,807
Broadway House	£55,000	£2,500	Min 395 of 15/16	£0		£57,500
Walton Community Hall	£55,000	£2,500	Min 395 of 15/16	£0		£57,500
Town Hall Capital Refurb	£7,821	£0		£0		£7,821
Town Hall Maintenance	£88,594	£5,000	Min 395 of 15/16	£34,476	Min 599 of 14/15	£59,118
Play Equipment	£27,000	£0		£0		£27,000
Community Fund	£151,636	£17,184	Min 395 of 15/16	£6,415	Min 316 & 317 of 15/16	£162,405
Council Tax Local Rsrve	£74,904	£0		£0		£74,904
CCTV	£42,000	£0		£0		£42,000
Staffing Reserve	£25,500	£0		£0		£25,500
Totals	£683,503	£42,884		£50,143		£676,245

8 – Total Cash and Short Term Investments: £920,983 (£850,987)

Variance between Boxes 7 and 8 = -£9,905

Represented by:

Debtors: -£19,417
Creditors: £9,512

9 - Fixed Assets Plus Other Long Terms Investments/Assets: £50,207 (£51,234)

The value of fixed assets reported in 2014/15 was £51,234. Changes during 2015/16 have resulted in a revised total value of £50,207 summarised as follows:

Category	Value
Paintings*	£1
Street Furniture	£2,307
War Memorials*	£3
Play Equipment*	£1
Civic Regalia*	£1
Furniture*	£7
Land & Premises*	£10
Tools	£19053
I.T. Equipment	£780
Vehicles	£23,899
Defibrillators	£4,145
TOTAL	£50,207

**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 2016 was reviewed and approved at Annual Council on 11 May 2015 (Minute #14 of 2016/17 refers).

10 – Total borrowings: £396,083 (£410,665)

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 2016 was £396,083.

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

Leases

At the end of 2015/16 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	£3,570.00 per annum (£2,975 net)	Annual renewal
Suffolk Coastal District Council	Felixstowe Forward Accommodation	£3,250.00 per annum (£2,708 net)	Annual renewal
Suffolk Coastal District Council	Resort Team Accommodation	£2,500.00 per annum (£2,083 net)	Annual renewal

The Town Council owns the freehold interest in two schemes within Felixstowe which have either been re-built or re-furnished 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
O2	6 Mobile Phones	£63.00 per month	24.03.2017

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	£1,375.00	(Licence)
Telefonica	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 £7.36 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:

Description	Amount
Annual Grants	6,800
Occasional Grants	15,000
Remembrance Day	268
Total	£22,068

Agency Work

The Town Council undertook agency work as follows:

Suffolk Coastal District Council £1,500

Advertising and Publicity

The following costs for advertising and publicity were incurred during the year 2015/16:

Banners	£183
Wedding Advertisements	£355
Cemetery Brochure	£241

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 2015/16 were 23.2% and the Council paid £49,302 into the fund in respect of its employees.

Council is requested to:

- i. approve the Annual Return for the financial year ended 31 March 2016 (Section 1 – Annual Governance Statement) and authorise the Mayor and Town Clerk to sign the declaration on behalf of Felixstowe Town Council;**
 - ii. approve the Annual Return for the financial year ended 31 March 2016 (Section 2 – Statement of Accounts) and authorise the Mayor and Town Clerk, as the Council’s Responsible Finance Officer, to sign the declaration on behalf of Felixstowe Town Council; and,**
 - iii. note that the Finance & General Purposes Committee at its meeting on 27 April 2016 found no actions arising from the final Internal Audit Report for the Financial Year 2015-16 and, therefore, no action plan was required to be submitted with the Annual Return 2015/16 to the External Auditor.**
-

AGENDA ITEM 11: CONSULTATION: CROWN POST OFFICE

Council is advised that the Post Office has proposed to move Felixstowe Crown Post Office to a new location – WHSmith, 64 Hamilton Road, Felixstowe, IP11 7AJ. We understand that if the move goes ahead this branch will be run by WHSmith High Street Ltd.

Members were been provided with the consultation details and the Town Hall published information about the public forum session held at The Orwell Hotel, Hamilton Road, on Thursday 2 June 2016.

Council's Planning & Environment Committee considered this matter at its meeting of 18 May and raised no objections to the proposals, being generally content with the plans. However, two queries were raised, which Council may wish to consider within any formal response:

Firstly, Members were interested to learn how the proposals would affect the current sorting office operations in Felixstowe. There were concerns that the loss of any non-public facing postal facilities in the town could impact on local service quality.

Secondly, Committee Members identified that the iconic Crown Post Office site at 143 Hamilton Road is in a within a key stretch of retail facilities in the town and were keen for the site to be retained for commercial purposes appropriate to this town centre location.

Accordingly, the Planning & Environment Committee has recommended that Council consider submitting a response on this basis (*Minute #27iii of 2016/17 refers*).

Council is therefore requested to consider the recommendation of the Planning & Environment Committee and agree its response to the Post Office consultation.

AGENDA ITEM 13: REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council's Finance & General Purposes Committee conducted a review of the effectiveness of Council's internal audit arrangements and has recommended the following for Council approval (*Minute #35 of 2016/17 refers*):

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

Mr Colin Poole, as appointed by the Suffolk Association of Local Councils (SALC), has acted as the internal auditor to Felixstowe Town Council since October 2015. SALC have been providing internal audit services to the 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

Mr Poole has no involvement in the Council's financial controls, procedures or decision making. He 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 he think this necessary.

Competence

Mr Poole 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

Paragraph 2.60 of "Governance and Accountability for Local Councils – a Practitioner's Guide 2014" states that "*Internal audit is an on-going function reporting to the council at least once a year....It is good practice for internal audit to be undertaken regularly throughout the financial year to test the continuing existence and adequacy of internal controls.*"

An internal audit of Felixstowe Town Council is currently carried out four times a year on a quarterly basis.

Scope of Work

The scope of the internal audit work carried out by Mr Poole 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

Mr Poole prepares a report in his own name following completion of each internal audit. The reports are presented to the Finance & General Purposes Committee at the next meeting after they are issued.

Appropriate Action on Recommendations

All recommendations in the audit reports are considered by the Finance & General Purposes Committee at the meeting in which the report is received. Any actions taken prior to the meeting, such as may be appropriate under delegated authority or for matters of urgency, are reported to the Committee at this time. Any actions to be taken on the recommendations made are recorded in the minutes of the meeting and reported to Council for approval if required.

Council's Finance & General Purposes Committee RECOMMENDED the following (*Minute #35 of 2016/17 refers*):

- iii. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- iv. 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".**

AGENDA ITEM 14: BUSINESS PLAN 2016-2020

At its meeting of 23 March 2016, Council's Finance & General Purposes Committee considered the recommendation of the Local Councils' Award Scheme Working Group for the development of a Council business plan (*Minute #518 of 2015/16 refers*).

Committee agreed that a Business Plan for Felixstowe Town Council should span four years, from 2016 to 2020. This would allow for the Plan to be in its final year during the first year of the next new Council term and able to be reviewed for a new four year period from the following year. i.e. each new Council would be able to see out a current plan and work towards setting a new one in its first year.

To assist in the production of the Business Plan, each of Council's committees has considered and recommended objectives which have been integrated within a first full draft which was considered by the Finance & General Purposes Committee at its meeting of 25 May. The draft was approved by Committee and is recommended at **Appendix F** for a period of public consultation (*Minute #36 of 2016/17 refers*).

Subject to Council approval, the draft Business Plan may be put out to public consultation for a period of six-weeks with the results reviewed by the Finance & General Purposes Committee at its meeting of 27 July 2016.

Subsequent to any further amendments as a result of the consultation and Committee's recommendations, adoption of the final version of the Business Plan 2016-2020 could be considered by Council in September.

Council is therefore requested to consider the draft Business Plan 2016-2020 at Appendix F for a period of public consultation; subsequent to which being reported to the Finance & General Purposes Committee meeting of 27 July.

AGENDA ITEM 15: TOWN HALL WORKS

Following Council's approval for urgent work to be carried out to repair the front wall of the Town Hall, the Assets & Services Committee considered an updated report from Stroud Associates, Consulting Civil and Structural Engineers, at its meeting of 1 June 2016.

On consideration of the report, and given the urgency and nature of the works, Committee has appointed D C Construction Ltd. to carry out internal strengthening works. It is anticipated that the work will commence and be completed during July and Committee understands that the method employed will result in an improved aesthetic on completion, being internally constructed rather than external meshing, and potentially last longer. Members of the Committee believe that outcome for the Town Hall from this revised approach would potentially be much better than as previously considered.

Council is advised that the cost of the proposed works in this phase are within the budget envelope approved by Council at its meeting of 20 April 2016 (*Minute #570 of 2015/16 refers*). However, Council's Financial Regulations 11.1(h) state that, "*when it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services...the RFO shall obtain 3 quotations*".

Given the urgency and specialist nature of this work it may be considered impractical to seek competitive quotations from other contractors as the proposed solution is being specifically designed to resolve this particular issue and is therefore bespoke.

Furthermore, in order to deliver the project within the timeframe it is not feasible to undertake further research and obtain other quotations. Advice has been received from SALC with regards to issuing a contract for works in urgent cases such as this and it has been confirmed that, should Council so approve, Financial Regulations may be waived in this instance. Financial Regulation 11.1(d) provides the following: *When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.*

On this basis, Committee resolved to appoint D C Construction to undertake the works associated with strengthening the Town Hall wall as quoted; and recommend that Council waive Financial Regulations 11.1(h) (*Minute #53 of 2016/17 refers*).

Council is requested to approve the actions of the Assets & Services Committee and waive Financial Regulation 11.1(h) for the reasons set out in the report.
