

375. BUDGET ESTIMATES 2018/19 (DRAFT)

Committee considered the papers showing a first draft full budget, including earmarked reserves requirements for 2018/19. Members also considered comparisons against the current-year budget, actual expenditure and projected outturn for the full year 2017/18.

The Deputy Town Clerk advised that Suffolk Coastal District Council had confirmed Felixstowe Town Council's tax base for 2018/19 to be 8,238.61. It was noted that the draft budget proposals for 2018/19 required a precept of £560,967. Using the confirmed tax base this would equate to £68.09 per Council Tax Band D equivalent ratepayer. It was noted that the Band D equivalent had remained the same at £67.35 for the years 2017/18, 2016/17, 2015/16 and 2014/15.

Council's 4 year Financial Forecast projects a 2% increase to the precept for the year 2018/19. The tax base increase since last year is 0.9%. Therefore, an increase of 1.1%, equivalent to 74 pence per Council Tax Band D equivalent ratepayer, would meet this shortfall. A contribution of £15,858 is also required from the Council's General Fund to balance the overall budget for total estimated expenditure and transfers to Earmarked Reserves.

On this basis, the budget estimates for 2018/19 would result in a 1.1% tax increase to local residents.

Committee recommended that the budget be referred to Council for approval, plus any adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change, be recommended to Council in January for final consideration.

It was RESOLVED to recommend to Council that, subject to any further adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change, the draft budget 2018/19 proposals be recommended for approval as presented.

376. INTERNAL AUDIT – QUARTER TWO REPORT

Committee considered the Internal Audit report for the 6 month period ending 30 September 2017. The Internal Auditor made one recommendation regarding the 'Expenditure over £500 report' that it should detail the purpose of the expenditure. Committee noted that the report has been amended to include this addition of item description. The Auditor found no further issues to report and commented that 'Felixstowe Town Council continues to be an exemplar of good practice.' Members recorded a vote of thanks to the Town Clerk and Deputy Town Clerk for their work in achieving this.

It was RESOLVED that the report of the Internal Auditor be noted.

377. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2016/17.

It was noted that the CIL Annual Report will be sent to Suffolk Coastal District Council by the 31st December 2017 deadline.

It was RESOLVED that:

- i. the Community Infrastructure Levy report be noted;**
- ii. the CIL Annual Report be recommended to Council for approval;**
- iii. Council be recommended to request that Members consider projects that the CIL can be spent on within the 5 year period, with all recommendations to be referred to the Planning & Environment Committee.**

378. GENERAL DATA PROTECTION REGULATIONS (GDPR)

Committee considered the General Data Protection Regulations report. The Deputy Town Clerk gave a precis of the main changes and additional requirements from the existing Data Protection Act, and the initial steps that need to be taken by Council.

Members agreed that they need to be mindful of the new regulations especially when representing constituents and will require to be fully trained before the 25 May 2018 when the new regulations come into force.

It was RESOLVED that the GDPR Report be noted and the following be recommended to Council:

- i. the Council Minutes it is considering the available options for appointing a DPO and has accessed initial training on the new regime;**
- ii. the Council notes that all Councillors will need to develop their own knowledge in this area and will be provided with guidance to support this as and when it becomes available;**
- iii. the Clerk will review the administrative and data systems and seek advice as necessary to ensure compliance and will report any areas of concern to Council;**
- iv. the Council will also consider whether it needs to obtain a third party assessment or employ the services of an external Data Protection Officer service;**
- v. the determination of the purpose or manner of processing personal data be delegated to Finance & General Purposes**

Committee until further guidance on managing conflicts of interest are obtained and/or a new member of staff/external party is appointed with DPO responsibility;

- vi. the Clerk alerts Council to any further developments and guidance;
- vii. the Clerk contacts the Council's insurers to determine the scope of any insurance cover in connection with the new rules and to determine whether there are any additional requirements from the insurers in order for any insurance to be effective; and
- viii. the Clerk contacts the Council's contractors to determine the steps that are in hand to ensure that they are compliant with the new rules.

379. CONSULTATION : COUNCILLOR DISQUALIFICATION

Members considered the report on the Councillor Disqualification consultation and were pleased with the response made from SALC to the Department for Communities and Local Government.

It was RESOLVED that the response made by SALC to the Department for Communities and Local Government was a good and appropriate response and that no further response was required.

380. PROPOSED MERGER OF SUFFOLK COASTAL AND WAVENEY DISTRICT COUNCILS

Members considered the report on the proposed merger of Suffolk Coastal and Waveney District Councils. Members discussed some of the implications of the merger and the importance of the council to operate on an area locality basis and be as locally oriented as it possibly can.

It was RESOLVED that the Clerk writes a letter to the Secretary of State with a response about locality by the 8 January deadline.

381. CLOSURE

The meeting was closed at 9.00pm. The next meeting was noted as being scheduled for 24 January 2018 at 7.30pm.

Date: _____

Chairman: _____