



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 24 January 2018** at **7.30pm** for the transaction of the following business:

A G E N D A

1. Public Question Time

Up to 15 minutes set aside to enable members of the public to make representation or put questions to the Committee on any relevant matters.

2. Apologies

To receive apologies for absence.

3. 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.

4. 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.

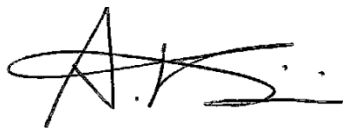
5. Confirmation of Minutes

To confirm the Minutes of the Finance & General Purposes Committee meeting held on 22 November 2017 as a true record. **(Pages 3-6)**

6. Budget Monitoring to 31 December 2017

To receive the budget monitoring report to 31 December 2017 and consider any actions deemed necessary. **(Pages 7-10 & Appendix A)**

- 7. Investment Policy and Strategy**
To review the Investment Policy & Strategy and make any recommendations to Council. **(Page 11 & Appendix B)**
- 8. Insurance Adequacy Review**
To review the adequacy of the Council's insurance provision and make any recommendations to Council. **(Page 11-12 & Appendix C)**
- 9. Merger Of Suffolk Coastal And Waveney District Councils: Ward Boundary Review**
To consider a report on a forthcoming ward boundary review and make any recommendations to Council. **(Page 13)**
- 10. GDPR Update Report**
To note the GDPR Update Report and make any recommendations to Council. **(Page 14 & Appendix D)**
- 11. Speed Indicator Device (SID) for Felixstowe.**
To consider a report on a potential SID for use in Felixstowe and decide on any further actions. **(Page 15)**
- 12. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 22 March 2018 at 7.30pm.



Ash Tadjrishi
Town Clerk
17 January 2018

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

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

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.

AGENDA ITEM 6: BUDGET MONITORING TO 31 DECEMBER 2017

A summary Income & Expenditure Report to 31 December 2017 is shown below with a detailed report provided at **Appendix A**.

03/01/2018	Felixstowe Town Council						Page No 1	
15:49								
	Summary Income & Expenditure by Budget Heading 31/12/2017							
Month No : 9	Committee Report							
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Finance & General Purposes</u>								
	Expenditure	277,515	187,290	257,053	69,763	0	69,763	72.9 %
	Income	562,055	555,393	555,342	51			100.0 %
	Net Expenditure over Income	<u>-284,540</u>	<u>-368,103</u>	<u>-298,289</u>	<u>69,814</u>			
<u>Assets & Services</u>								
	Expenditure	243,799	169,875	262,922	93,047	0	93,047	64.6 %
	Income	127,610	108,555	105,982	2,573			102.4 %
	Net Expenditure over Income	<u>116,189</u>	<u>61,320</u>	<u>156,940</u>	<u>95,620</u>			
<u>Civic & Community</u>								
	Expenditure	110,142	104,186	125,584	21,398	0	21,398	83.0 %
	Income	17,210	13,700	11,992	1,708			114.2 %
	Net Expenditure over Income	<u>92,932</u>	<u>90,487</u>	<u>113,592</u>	<u>23,105</u>			
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	631,456	461,351	645,559	184,208	0	184,208	71.5 %
	Income	706,876	677,648	673,316	4,332			100.6 %
	Net Expenditure over Income	<u>-75,419</u>	<u>-216,296</u>	<u>-27,757</u>	<u>188,539</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 nine months in to the year, for overall expenditure to be around 75%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 82.5%). Total expenditure for the first nine months stood at 71.5%. Explanatory notes and any recommended action for individual qualifying items in the accompanying **Appendix A** are as follows:

Cost Centre 101 - Administration
<p>4030 Training (98.6%) Includes upfront payment for staff tuition fees and cost of 2016/17 yearend close down. Recommendation: Further to Personnel Committee recommendation, training budget for 2018-19 has been reapporioned.</p>
<p>4460 Subscriptions (97.2%) Front loaded – 4 annual subscriptions paid to date. Expected to be within budget. Recommendation: No action required.</p>
<p>4462 External Audit (100.0%) Complete. Recommendation: No action required.</p>
<p>4464 Insurance (95.5%) Full year payment up front. Recommendation: No action required.</p>
<p>4481 IT Maintenance and Software (89.1%) Front loaded annual fee for IT support, Payroll, RBS & Allotment software already paid. 2 new PCs purchased. Expected to be within budget. Recommendation: No action required.</p>
<p>4490 Professional Fees (145.7%) Overspend on budget relates to legal work associated with land titles licence and lease arrangements. (Moneyclaim fees to be credited back when received from debtor 10%) Recommendation: No action required.</p>
Cost Centre 201 - Town Hall
<p>4110 Rates (85.5%) Rates are paid over 10 months only. Recommendation: No action required.</p>
<p>4180 Licences (100%) Paid in full for 2017-18. Recommendation: No action required.</p>
<p>4260 Equipment Purchases (397.1%) Approved overspend for the purchase of conference tables (Minute #92 of 2017/18 refers). Recommendation: Continue to monitor on a monthly basis.</p>

Cost Centre 202 – Walton Community Hall
<p>4110 Rates (85.7%) Rates are paid over 10 months only. Recommendation: No action required.</p>
<p>4260 Equipment Purchases (89.8%) Purchase of 30 chairs, thermostat, shelves. Recommendation: Continue to monitor on a monthly basis.</p>
Cost Centre 204 – Cemetery
<p>4110 Rates (85.9%) Rates are paid over 10 months only. Recommendation: No further action.</p>
<p>4170 Repairs & Maintenance (83.2%) Includes work to remove conifers and plant laurel hedging. Recommendation: Continue to monitor on a monthly basis.</p>
<p>4320 Vehicle/Tool Hire (88.7%) Includes minor damage/labour charge to digger. Recommendation: Continue to monitor on a monthly basis.</p>
<p>1140 Interment Fees (71.1%) £9,190 (22.9%) invoiced, awaiting payment or payment received in January. Recommendation: Continue to monitor on a monthly basis.</p>
<p>1160 Admin Fees (66.3%) £217 (31%) invoiced, awaiting payment or payment received in January. Recommendation: Continue to monitor on a monthly basis.</p>
Cost Centre 301 – Civic & Community
<p>4505 Mayoral Allowance (100%) Mayoral allowance transferred in full at start of Municipal Year. Recommendation: No action required.</p>
<p>4600 CCTV (100.0%) Payment complete. Recommendation: No action required.</p>
<p>4645 Christmas Lights (100.0%) Payment complete. Recommendation: No action required.</p>
<p>4650 Seasonal Events (100.8%) Payment complete. Recommendation: No action required.</p>

Cost Centre 302 – Section 137 Expenditure

4620 Annual Grants (100%)

All annual grants now paid.

Recommendation: No action required.

Cost Centre 305 – Community Fund Projects

4625 Felixstowe Harwich Ferry (100.0%)

Paid over at start of financial year.

Recommendation: No action required.

4630 Level 2 (100.0%)

Paid over at start of financial year.

Recommendation: No action required.

4670 Felixstowe Forward (100.0%)

Payment complete.

Recommendation: No action required.

Committee is requested to consider the Accounts to 31 December 2017 and decide on any action it deems necessary.

AGENDA ITEM 7: INVESTMENT POLICY AND STRATEGY

Council is required to review its Investment Policy & Strategy annually. The existing policy documents have been updated to reflect current investments and is presented at **Appendix B** for consideration.

Committee is requested to consider the attached Investment Policy & Strategy and make recommendations to Council for any action it deems necessary

AGENDA ITEM 8: INSURANCE ADEQUACY REVIEW

Council's insurance is arranged through its broker, WPS, and provided by Aviva.

In April 2016 a new three year LTA was agreed which included a 5% discount. The cost of the insurance for the year 2017/18 was £7,491.30. In addition to this premium we received a refund of £176.46 which reflects the Low Claims Rebate for the period 1 April 2016 to 31 March 2017.

Insurance cover is provided, in accordance with Council's Risk Management Policy, to the following levels:

- (a) **Protection of physical assets:** All physical assets are insured.
- (b) **Public Liability:** The Council has a Public Liability Insurance of £10,000,000. It has also personal accident liability cover for employees, members and volunteers under the above policy.
- (c) **Employers Liability:** The Council has an Employers Liability Insurance of £10,000,000
- (d) **Loss of cash:** Insured to the sum of £2,000
- (e) **Fidelity guarantee:** Insured to the sum of £1,500,000
- (f) **Libel and Slander:** Insured to the sum of £250,000
- (h) **Office equipment:** Insured to the value of £60,076
- (i) **Personal accident:** Insured to standard contingencies

Insured risks may be amended at any time during the three-year LTA with WPS. There is no charge to change the risks but the insurance premium may change accordingly.

This year, WPS have carried out an extensive review and after consulting with over 15 alternative insurers WPS have decided to use Royal & Sun Alliance as their new "Council Guard" Insurance Scheme providers. This means that, although at this point in the previous 3 year LTA we were offered an option to move to a new LTA at a discounted rate with Norwich Union, because of this transfer cover will have to continue for the final year with Norwich Union until the expiry of the LTA and then cover will be considered with RSA via WPS this time next year.

An insurance review meeting has been arranged for the morning of 24 January with the broker where cover for the year 2018/19 will be reassessed and the Deputy Town Clerk will provide a verbal update at the meeting. The insurers automatically apply index linking to the building and content values, but will only be able to

calculate the premium for 2018/19 once this review has been carried out. The insurance premium tax has increased from 10% to 12%.

Additional insurance provision is acquired to cover the hired-in plant equipment at a cost of £713.50 (inc. 10% insurance premium tax) for 2017/18. Furthermore, an endorsement is included on the Council's Motor insurance policy for the use of any hire-in plant vehicle at a cost of £565 for 2017/18.

Council has budgeted £9,450 for insurance costs for 2018/19. This figure should be sufficient for the above insurance costs.

In addition to the above, a further report will be brought to committee in the next few months, regarding the effects of GDPR (which comes into force on 25 May 2018) on our insurance. There are two types of policy available which committee may wish to consider, the cover summaries are shown at **Appendix C**.

Cyber Risk Liability – This would provide Council with protection in the event of “data loss” related claims. Being a liability policy the core cover is designed to provide protection against Third Party claims following the loss of non-public data, breach of privacy legislation, negligent/inadvertent transmission of malware etc. Cover then further extends to provide “First Party Cover” (i.e. for Council) for remediation costs following one of the aforementioned events and business interruption. The policy would also cover Civil Fines and Penalties that are insurable in law.

Crime Insurance – covers the loss of money and property arising from theft by employees and third parties. It also includes public utilities and telecommunications fraud. Under our policy we are currently insured for Employee Dishonesty (Fidelity Guarantee) and loss of money, although it does exclude acts of dishonesty unless discovered within 7 days.

Committee is requested to confirm the adequacy of its arrangements for insurance cover in respect of all insured risks and make any recommendations to Council.

AGENDA ITEM 9: MERGER OF SUFFOLK COASTAL AND WAVENEY DISTRICT COUNCILS: WARD BOUNDARY REVIEW

Committee is advised that Council should receive some information over the next week or so on an initial consultation by Suffolk Coastal, according to Boundary Commission for England guidelines, regarding potential warding arrangements for the local government review re the SCDC/WDC merger.

SCDC and WDC have proposed a significant reduction in the number of district councillors in the new East Suffolk Council compared to the current total between SCD & WDC (from 90 to 55). This implies a substantial increase in the average electorate per ward. Hence district council wards will need to be geographically larger. It is expected that the average number of electors per District Councillor will be approximately 3800, compared to 2532 at present.

This is likely to reduce the number of District Wards in Felixstowe. Clerks on behalf of parish councils, existing district/town/parish councillors and others will be invited to make responses if they wish.

The Town Council will be able to consider what response it wishes to make, if any.

The Council may wish to consider whether it is desirable to maintain the current and previous situation whereby District and Town wards have been on the same boundaries (or in the case currently where Walton and Allenby together make up the District North Ward).

Council may also wish to consider how this may affect existing Town Wards and, accordingly, the number of Town Councillors.

More information will be made available to members as soon as it is received from SCDC which is anticipated to be before the Committee meeting.

Committee is requested to consider the report, plus any further update which may be available at the meeting, and make any recommendations to Council it deems necessary.

AGENDA ITEM 10: GENERAL DATA PROTECTION REGULATIONS

Council will need to demonstrate its compliance with GDPR by the deadline of 25 May 2018 deadline. This means that as a minimum, Council is required to:

1. Carry out an 'Impact Assessment' of the datasets Council is responsible for
2. Identify each of the Data Processors Council use, and enter into a written contract with them
3. Review Council's data security practices and data protection training
4. Appoint an appropriate person to act as DPO on an ongoing basis

Guidance has been received by NALC in the form of a letter from the Deputy Director, Data Protection Bill Team, Department for Digital, Culture, Media and Sport shown at **Appendix D**.

This letter confirms that clause 6 of the Bill adopts the definition of public authorities used in the Freedom of Information Act 2000 and thus for the purposes of GDPR parish councils as well as parish meetings will count as public authorities. A consequence of being a public authority is that a Data Protection Officer (DPO) must be appointed, however the letter confirms that there is flexibility as to how this requirement can be met.

DCMS suggests it may be possible for the Clerk to act as a DPO but NALC have advised against this given potential conflicts of interest. In fact a recent bulletin from the Chief Executive of NALC refers to a teleconference with the public sector policy team at ICO (12th Jan) to discuss a number of issues such as support and guidance and they confirmed their agreement with NALC's view that Clerks and Responsible Finance Officers cannot be the Data Protection Officer.

The alternative suggested by DCMS that "Various options exist including sharing a person between parish councils or sharing with the district council or other principal local authority" is currently being explored.

Rob Masson from The DPO Centre Ltd recently delivered a training session at SALC on GDPR. SALC have forwarded a guide from the DPO Centre which has given an estimated cost if the service was provided by The DPO Centre Ltd. In addition to this additional clerk/administrative resource would be required to provide the information that will be requested. For a Council whose precept is over £200k+ the impact assessment, identify of Data Processors and review of security would be carried out on a 1 to 1 basis. A monthly on-site review visit and document updates would be provided by the DPO Service and 15 telephone/email advices per month for a cost of £11,200 in year 1, plus a cost of £7,200 for year 2.

The Clerk is looking into more cost effective options, such as sharing the cost of a DPO between a number of Councils and has also asked SCDC to consider offering a DPO service to the 100+ town and parish councils in the district.

Work is currently being undertaken to reduce all paperwork and electronic data retained outside the recommended timescale listed in Council's Retention Policy. **Committee is requested to note the GDPR Update Report and make any recommendations to Council.**

AGENDA ITEM 11: SPEED INDICATOR DEVICE (SID) FOR FELIXSTOWE

In response to concerns expressed over a period of years by residents about the apparent speed of vehicles in a number of Felixstowe roads – for example Colneis Road, Garrison Lane, High Road East and Grange Farm Avenue - Committee is asked to consider whether a request could be made to Community Speed Watch to come and have a go with their speed camera (which I helped fund through SCC Locality Budget).

The Town Council could potentially also host a "speed indicator device" (SID), which indicates the current speed of vehicles as they approach.

The unit is able to be circulated around a number of monitoring points and never usually left at any one location for more than 6 weeks. Whilst the device does not have the ability to photograph speeding vehicle it is expected to have a positive result in calming traffic speeds. This can be seen as a result of the one operating in Trimley High Road over the past few weeks when, during busy times, one motorist slows down it ensures all those following do the same.

County Councillors have expressed a willingness to sponsor a unit from their locality budget if the Town Council is willing to underwrite the bid and have also volunteered to move the unit around and ensure it is charged.

This matter could be referred to the Highways Advisory Committee and thereafter to Council in March.

Committee is requested to consider and decide on any action it deems necessary.
