



9 am to 4 pm Mondays to Fridays

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

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

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

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 27 September 2017** 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 26 July 2017 as a true record. **(Pages 3-5)**

**6. Budget Monitoring to 31 August 2017**

To receive the budget monitoring report to 31 August 2017 and consider any actions deemed necessary. **(Pages 6-9 & Appendix A)**

**7. Rail Station Totem**

To consider any recommendation to Council on the principle of taking on a licence for a rail station totem. **(Pages 10-11)**

**8. Suffolk Armed Forces Weekend Legacy Fund**

To consider any recommendation to Council on the receiving of surplus funds from SCDC following the Suffolk Armed Forces Weekend event for the purposes of setting up a grant fund to support local armed forces related projects. **(Pages 11-12)**

**9. SCDC Car Parking Consultation**

To consider the SCDC Car Parking Consultation and make any recommendations it deems appropriate. **(Pages 13-14)**

**10. Closure**

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 22 November 2017 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**22 September 2017**

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.***



Committee noted that Council's 1 year Investment Bond of £400,000 with Nationwide Building Society had matured in June 2017, receiving interest of £4,802.02. In accordance with the Council's Investment Policy and Strategy, a new Business Fixed Rate Saver had been taken out attracting a rate of 0.75% for 1 further year maturing on 26 June 2018. The total invested was £404,966.72.

**It was RESOLVED that that the investment of £404,966.72 in a 1 year Business Fixed Rate Saver with Nationwide Building Society be approved.**

#### **160. DATA RETENTION POLICY**

Committee considered the Council's Data Retention Policy for the three year period 2017-20 as presented.

**It was RESOLVED that the Data Retention Policy for 2017-20 be recommended to Council for adoption as presented.**

#### **161. FINANCIAL FORECAST TO 2020**

Committee considered a Financial Forecast for the Town Council for the period 2016-2020 as presented.

It was suggested that the budget for Remembrance events be increased for 2018 due to its significance as the centenary year for the end of WWI.

In considering the Community Infrastructure Levy, Members suggested that a CIL Working Group could be formed to consider projects which may be funded via Community Infrastructure Levy receipts. Members discussed Neighbourhood Plans and asked that enquiries be made to the District as to whether the AAP can be classified as a Neighbourhood Plan for the purpose of CIL.

**It was RESOLVED that**

- i. the Financial Forecast for 2016-20 be recommended to Council for adoption as presented, subject to an increase to the Remembrance events budget for 2018; and,**
- ii. Enquiry to be pursued via SCDC regarding the possibility of the Felixstowe Area Action Plan being afforded the same weight and relevance as a Neighbourhood Plan for the purposes of CIL.**

#### **162. BUSINESS PLAN 2016-2020 – ANNUAL REVIEW**

Committee reviewed the Business Plan which had been updated to reflect changes one year on. Three minor changes were notified.

**It was RESOLVED that the Business Plan be approved as presented with three minor alterations and the amended version be recommended to council for formal adoption.**

**163. MEMBER VISIT TO BURY ST EDMUNDS**

Members considered the benefit of a group visit to Bury St Edmunds with a meeting with a member of the Bury St Edmunds BID team, and travel by minibus.

**It was RESOLVED that investigations be made and circulated for a Member visit to the Christmas Market at Bury St Edmunds at the end of November, with an information session with a member of the BID team.**

**164. FELIXSTOWE AMBULANCE STATION**

Members considered the report on an article in the East Anglian Daily Times dated 7 July reporting that the East of England Ambulance Trust may propose to close the ambulance station at Felixstowe.

It was suggested that the Clerk write a letter to EEAST for further details on the impact that the proposed changes would have on Felixstowe, to consider the joint use of the Fire Station and also co-working alongside the Port.

**It was RESOLVED that a letter be sent to EEAST enquiring how the EEAST would account for emergencies if there was not a Felixstowe Ambulance Station.**

**165. FELIXSTOWE TOWN COUNCIL CONSTITUTION**

Members considered the principle of introducing a Felixstowe Town Council Constitution, collating the Council's statutory governance documents, policies and other information in to a single-source document to provide a better overview for Members and residents and an opportunity for Council to review policies on a more structured basis.

**It was RESOLVED that the principle of developing a Constitution be recommended to Council.**

**166. CLOSURE**

The meeting was closed at 8.45pm. The next meeting was noted as being scheduled for 27 September 2017 at 7.30pm.

---

## AGENDA ITEM 6: BUDGET MONITORING TO 31 AUGUST 2017

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

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<div style="display: flex; justify-content: space-between;"> <span>22/09/2017</span> <span><b>Felixstowe Town Council</b></span> <span>Page No 1</span> </div>							
08:33							
<b>Summary Income &amp; Expenditure by Budget Heading 22/09/2017</b>							
Month No : 5							
<b>Committee Report</b>							
<b><u>Finance &amp; General Purposes</u></b>							
Expenditure	277,515	114,719	257,053	142,334	0	142,334	44.6 %
Income	562,055	280,122	555,342	-275,220			50.4 %
Net Expenditure over Income	<u>-284,540</u>	<u>-165,404</u>	<u>-298,289</u>	<u>-132,885</u>			
<b><u>Assets &amp; Services</u></b>							
Expenditure	243,799	88,327	262,922	174,595	0	174,595	33.6 %
Income	127,610	61,309	105,982	-44,673			57.8 %
Net Expenditure over Income	<u>116,189</u>	<u>27,017</u>	<u>156,940</u>	<u>129,923</u>			
<b><u>Civic &amp; Community</u></b>							
Expenditure	110,142	57,795	125,584	67,789	0	67,789	46.0 %
Income	17,210	8,296	11,992	-3,696			69.2 %
Net Expenditure over Income	<u>92,932</u>	<u>49,499</u>	<u>113,592</u>	<u>64,093</u>			
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
Expenditure	631,456	260,840	645,559	384,719	0	384,719	40.4 %
Income	706,876	349,728	673,316	-323,588			51.9 %
Net Expenditure over Income	<u>-75,419</u>	<u>-88,888</u>	<u>-27,757</u>	<u>61,131</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 five months in to the year, for overall expenditure to be around 41.67%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 45.83%). Total expenditure for the first five months stood at 40.4% Explanatory notes and any recommended action for individual qualifying items in the accompanying **Appendix A** are as follows:

<b>Cost Centre 101 - Administration</b>
<p><b>4030 Training (96.9%)</b> Includes upfront payment for staff tuition fees and cost of 2016/17 yearend close down. <b>Recommendation: Review budget provision for 2018-19</b></p>
<p><b>4270 Printer/Photocopier (50.8%)</b> 2 quarter rentals paid to date. Expected to be within budget. <b>Recommendation: No action required.</b></p>
<p><b>4270 Printer/Photocopier (50.8%)</b> 2 quarter rentals paid to date. Expected to be within budget. <b>Recommendation: No action required.</b></p>
<p><b>4460 Subscriptions (96.0%)</b> Front loaded – 3 annual subscriptions paid to date. Expected to be within budget. <b>Recommendation: No action required.</b></p>
<p><b>4464 Insurance (97.4%)</b> Full year payment up front. <b>Recommendation: No action required.</b></p>
<p><b>4481 IT Maintenance and Software (69.1%)</b> Front loaded, annual fee for IT support, Payroll, RBS &amp; Allotment software already paid. <b>Recommendation: No action required.</b></p>
<p><b>4490 Professional Fees (56.2%)</b> Legal fees relating to land titles, licence and lease arrangements. (Moneyclaim fees to be credited back when received from debtor 10%) <b>Recommendation: No action required.</b></p>
<b>Cost Centre 201 - Town Hall</b>
<p><b>4110 Rates (47.5%)</b> Rates are paid over 10 months only. <b>Recommendation: No action required.</b></p>
<p><b>4180 Licences (100%)</b> Paid in full for 2017-18. <b>Recommendation: No action required.</b></p>
<p><b>4260 Equipment Purchases (355.9%)</b> Approved overspend for the purchase of conference tables (Minute #92 of 2017/18 refers). <b>Recommendation: Continue to monitor on a monthly basis.</b></p>

<b>Cost Centre 202 – Walton Community Hall</b>
<p><b>4110 Rates (47.8%)</b> Rates are paid over 10 months only. <b>Recommendation: No action required.</b></p>
<p><b>1000 Hirings (35.1%)</b> £555 (7.4%) invoiced, awaiting payment + £668.75 (8.9%) for year 2015/16 Invoiced 1 month in arrears for some regular users. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<b>Cost Centre 203 – Broadway House</b>
<p><b>4170 Repairs and Maintenance (77.8%)</b> Annual boiler services and repair, annual fire service &amp; air conditioning service carried out. <b>Recommendation: Review budget provision for 2018-19</b></p>
<p><b>1030 Leases, Rents &amp; Licences (0.0%)</b> Licence fee due during 2017/18 pending. <b>Recommendation: No further action.</b></p>
<b>Cost Centre 204 – Cemetery</b>
<p><b>4110 Rates (47.7%)</b> Rates are paid over 10 months only. <b>Recommendation: No further action</b></p>
<p><b>4466 Catering Sundries (48.2%)</b> Small catering budget (£50) catering for opening of new Memorial Garden. <b>Recommendation: No further action</b></p>
<p><b>1140 Upkeep of Grave Spaces (0.0%)</b> £496.68 (62%) invoiced, awaiting payment. <b>Recommendation: Continue to monitor. Review for 2018/19 budget.</b></p>
<p><b>1160 Admin Fees (28.1%)</b> £100 (14.29%) invoiced, awaiting payment. <b>Recommendation: Continue to monitor. Review for 2018/19 budget.</b></p>
<b>Cost Centre 205 – Allotments</b>
<p><b>1080 Allotment Rents (2.1%)</b> Rents billed annually in September. <b>Recommendation: No action required.</b></p>
<b>Cost Centre 301 – Civic &amp; Community</b>
<p><b>4505 Mayoral Allowance (100%)</b> Mayoral allowance transferred in full. <b>Recommendation: No action required.</b></p>



**4511 Town Twinning (58.5%)**

Includes receiving civic party during April and reciprocal civic visit in August.

**Recommendation: No action required.**

**1800 Agency Income (0%)**

SCDC invoiced re CCTV awaiting payment £3992 (100%).

**Recommendation: No action required.**

**1810 Donations & Sponsorship (0%)**

£3,000 received towards Seasonal Events to be recoded from 305/1810.

**Recommendation: Continue to monitor.**

**Cost Centre 302 – Section 137 Expenditure****4620 Annual Grants (100%)**

All annual grants now paid.

**Recommendation: No action required.**

**4655 Occasional Grants (12.8%)**

Round 1 complete, with 5 awards ring-fenced or awaiting confirmation. 3 of these paid in September.

Pending application received at Round 2, expect to end year at 100%

**Recommendation: No action required.**

**Cost Centre 303 – Felixstowe in Flower****4290 Flowers & Containers (56.7%)**

Front loaded cost of providing the flowers and containers for Felixstowe in Flower.

**Recommendation: Continue to monitor on a regular basis**

**Cost Centre 305 – Community Fund Projects****4625 Felixstowe Harwich Ferry (100.0%)**

Paid over at start of financial year.

**Recommendation: 2 year partnership agreement ends this year, C&C Committee reviewing arrangements with a view towards 2018-19 budget.**

**4630 Level 2 (100.0%)**

Paid over at start of financial year.

**Recommendation: No action required.**

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

---

## **AGENDA ITEM 7: RAIL STATION TOTEM**

The East Suffolk Lines Community Rail Partnership (ESCRP) is seeking to address a need for the better signposting of public transport facilities. Felixstowe rail station is hidden away from public view and poorly signposted from nearby principal thoroughfares – High Road West and Hamilton Road (A1021).

The East of England Co-op have kindly agreed to add a large vinyl station sticker to their supermarket “facilities and opening hours” signage on the forecourt of their premises in Hamilton Road, adjacent to the Great Eastern Square bus stop.

A site has been identified on High Road West on the greensward between the pavement and the highway outside the joint Felixstowe Fire & Police station which would be ideal for a new style national rail totem. However the land does not form part of the Fire & Police Station curtilage. The rail totem would be similar to the one at the newly revamped Ipswich station:



SCC Highways depot at Saxmundham has previously stated that a licence would be required for such a sign to be erected, and have agreed to do so in principle. The issue is that a fully incorporated body would be required to take on the licence and Greater Anglia has declined to take it on, on the basis that the proposed location is not railway property, which is their first priority for any future improvements under their franchise commitment.

Funding for the sign itself, and erection costs, however, is in principle available, and agreed from various partners.

Committee is requested to consider the principle of the Town Council taking on the licence, subject to details being obtained of the future commitment and costs this might involve, which have been requested.

SCC has been asked to confirm that under the new highways organisation, SCC would be prepared to issue an appropriate licence to the Town Council for the purpose outlined, and for details of any relevant costs. It is anticipated that at the very least, the Town Council would be required to ensure that the totem is included within its public liability insurance provision.

**Committee is requested to consider whether it supports the principle of Felixstowe Town Council taking on the licence for the Rail Station totem and make any recommendations to Council it deems necessary.**

---

## **AGENDA ITEM 8: SUFFOLK ARMED FORCES WEEKEND LEGACY FUND**

As a result of the money raised to put on the 2017 Suffolk Armed Forces Weekend Event there is £10,796 remaining which is currently being held by Suffolk Coastal District Council. At the post event briefing the event organising committee agreed in principle that these funds should be set aside as a legacy of the event whereby military-related charities and not-for-profit organisations could apply for funds that would benefit Armed Forces personnel, their families, veterans and cadet organisations that live, are stationed or operate in the Felixstowe and the Suffolk Coastal District area. In addition applications which support WW1 centenary events in 2018 could also be considered.

After further discussion it was suggested that Felixstowe Town Council may be best placed to administer the fund as part of a locally-run grants programme. If the Town Council is amenable to the idea, Suffolk Coastal District Council would transfer the funds to the Town Council.

Although there was an aspiration for the fund to become a long-term legacy of the 2017 Suffolk Armed Forces Weekend event, it was accepted that this was more likely to be a one off grant scheme for projects taking place during 2017 and 2018, or until the money has been used.

Whilst the Town Council contributed the most to the event, the funding available originates from a number of sources and this should be reflected in any communication about the scheme.

Given the short-term nature of the fund and the timing, coinciding with the centenary year of the end of the First World War, it is recommended that a responsive application process be introduced to attract a wide number of applicants throughout the year. Members are therefore asked to consider recommending to Council that it approves the setting up of a 'Suffolk Armed Forces Weekend Legacy Fund' panel to be given the authority to review applications as they are received and make grant awards.

The Civic & Community Committee could be instructed to confirm approval for the formation of the Panel, which is anticipated to include Members of that Committee, the Town Clerk and other representatives from the local authorities, military or charity sector.

To maximise the number of projects that can be supported, Committee may wish to recommend that an indicative cap of £500 be suggested to applicants, whilst retaining authority for the SAFWLF Panel to award larger amounts depending on the need and nature of the project.

In order to address any potential conflict of interest arise – for example, if a panel member is also the member of an organisation that has applied for a grant – it is proposed that any interest of this kind should be recorded and formally reported to the Civic & Community Committee with confirmation that members affected were precluded from taking part in any subsequent decision making. The Civic & Community would also receive regular updates on projects for which applications had been received and any grants awarded.

Applications could be made using a modified version of the Town Council's existing Occasional Grant application form which would also reflect the nature of the funding available and recognise the contribution made by Suffolk Coastal District Council and others who supported the 2017 Suffolk Armed Forces Weekend event.

Committee is also able to refer this to the 18<sup>th</sup> October Civic & Community Committee for further comment on the details of the proposals before onward referral to Council in November.

**Committee is requested to consider the following recommendation to Council:**

- i. To approve the receipt of funds leftover from the 2017 Suffolk Armed Forces Weekend event totalling £10,796 from Suffolk Coastal District Council for the purposes of setting up a Suffolk Armed Forces Weekend Legacy Fund;**
  - ii. To approve the formation of a Suffolk Armed Forces Weekend Legacy Fund panel with the authority to consider applications and make grant awards from this fund;**
  - iii. To delegate authority to the Council's Civic & Community Committee to confirm appointments to the panel, receive reports on applications received and grants awarded, and generally oversee the administration of the fund in line with any guidance Council wishes to issue; and,**
  - iv. To agree any further guidelines in the administration of the fund.**
-

## AGENDA ITEM 9: SCDC CAR PARKING CONSULTATION

Suffolk Coastal District Council is undertaking a consultation in relation to the implementation of Civil Parking Enforcement (CPE) in April 2019. CPE provides an opportunity for Local Parking Plans to be produced defining off-street and on-street parking control policies. The aim of this consultation is to gain an understanding of local issues and possible solutions to feed into the Local Parking Plans so changes can be implemented in April 2018 before a freeze is imposed in readiness for CPE. There will be a second round of consultation once these initial ideas have been considered when SCDC will present its proposals for any changes.

SCDC have advised that some Town and Parish Councils have already reported their initial ideas and these are documented in the table below titled “Car Parking (On and Off-Street) Local Area Plans for Suffolk Coastal”. SCDC are now seeking confirmation that these ideas are still relevant and asking local councils to put forward any further thoughts about current problems and possible solutions for all areas in Suffolk Coastal. They are particularly interested in hearing views on the following:

- How car parking can better support the economy of town centres and businesses
- How car parking can better support tourism
- How CPE can address other local parking issues - and where there are particular problems related to poor parking.

SCDC will consider all responses received by the end of October.

### Car Parking (On and Off-Street) - Local Area Plans for Suffolk Coastal:

Framlingham	<p>Town Council wish to change the current parking management practices in the Town and have produced a 6-point strategy that they would like to be adopted. Implementing their recent parking strategy proposals would include adding the following car parks into the Order:</p> <p>The East of England Co-op Supermarket car park on Market Hill (~60 spaces);</p> <p>The Sports &amp; Social Club on Badingham Road; (~100 spaces);</p> <p>The Elms car park on New Road (70 spaces) with the potential to extend the car park by another 70 spaces;</p> <p>Additionally there is a desire to introduce a Residents’ Parking Zone for Castle Street, Church Street, Double Street and Fore Street.</p>
Felixstowe	<p>Implement P &amp; D tariffs at Landguard Fort and Landguard Viewpoint.</p> <p>Update the map for “Dock viewing Area” car park to cover the additional land in the 2013 lease.</p> <p>Remove Leisure Centre Forecourt from the Order as this no longer provides parking following the Pier redevelopment.</p> <p>Felixstowe – talks are already planned between SCDC and FTC representatives to discuss how to approach future developments that are likely to impact on the Town. Discussions will include the possibility of changes to the free car parks at Eastwood Ho, Garrison Lane and Manor Terrace and the uncharged short stay spaces in Highfield Road and Crescent</p>

	<p>Road car parks.</p> <p>Councillor Andy Smith has asked that we consider providing disabled parking bays on the block paved area between Pier Bight/Felixstowe Leisure Centre forecourt.</p>
Woodbridge	<p>Redevelop a piece of land at The Avenue for additional parking provision and add to the Order.</p> <p>Update plans/capacity information for alterations to parking provision at Station Road and The Avenue.</p> <p>Add Hamblin Road Co-op to the Order in order to perform the enforcement.</p>
Darsham	<p>Railway Station – develop new car park and add it to the Order along with the existing Train Operating Company car park.</p>
Aldeburgh	<p>Implement Pay and Display tariffs at Slaughden Quay/Sea Wall/Slaughden Road (land ownership needs to be clarified as unclear if highway or council land).</p>
Wickham Market	<p>In general Wickham Market residents are very pleased with the way the new car parking system is working. However, there are still a few issues which if resolved will make the situation even better. The Wickham market Traffic and Parking Working Group are convinced that we need more signing in the Chapel Lane car park to remind users "Have you Paid and Displayed", Perhaps we could agree a few locations and then SC Norse could get the signs erected. The Medical centre staff who have purchased monthly tickets have requested that, during the winter months, they can use their long stay passes in Chapel Lane car park after 1600. This will then stop them having to walk across to the Long Stay car park on the dark evenings. The WM Traffic and Parking Working Group support this proposal as at this time the Chapel Lane car park has space available and there have been a number of occasions where the Police have been called to ASB incidents in this area.</p> <p>In addition we think that the Wickham Market car parks are poorly signposted. In particular the Long Stay car park is very poorly signed. Perhaps we could have a look at where signing might be improved.</p>
District-wide	<p>Special Filming Permit Agreement – to give permission to park production vehicles in car parks to enable Suffolk to be used for more filming.</p> <p>Discontinue Resident Off-Street Season Ticket discounts - currently a discretionary 50% reduction can be applied for in seven named car parks in Aldeburgh, Felixstowe and Woodbridge. This was introduced historically where a resident lives at an eligible address that has no off-street parking and charges were first introduced in a nearby car park.</p>

**Committee is requested to consider the SCDC Car Parking Consultation and make any recommendations it deems appropriate.**

---