



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 28 March 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.

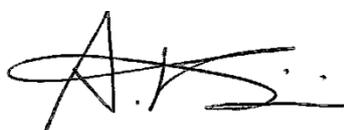
5. Confirmation of Minutes

To confirm the Minutes of the Finance & General Purposes Committee meeting held on 24 January 2018 as a true record. **(Pages 3-5)**

6. Budget Monitoring to 21 March 2018

To receive the budget monitoring report to 28 February 2018 and consider any actions deemed necessary. **(Pages 6-9 & Appendix A)**

- 7. Single Use Plastic Policy**
To review the Single Use Plastic Policy and make any recommendations to Council. **(Page 10 & Appendix B)**
- 8. Consultation: Leisure Vision**
To decide on a response to the SCDC Leisure Vision consultation as delegated by Council. **(Page 11 & Appendix C)**
- 9. GDPR Update Report**
To note the GDPR Update Report and make any recommendations to Council. **(Pages 11-12)**
- 10. Terms of Reference 2018/19**
To review, and recommend to Council, Terms of Reference for 2018/19. **(Page 13 & Appendix D)**
- 11. Standing Orders 2018/19**
To review, and recommend to Council, Standing Orders for 2018/19. **(Page 13 & Appendix E)**
- 12. Financial Regulations 2018/19**
To review, and recommend to Council, Financial Regulations for 2018/19. **(Page 13 & Appendix F)**
- 13. Risk Management Policy & Financial Risk Register**
To review the Risk Management Policy & Financial Risk Register and make any recommendations to Council. **(Pages 13-14 & Appendix G)**
- 14. Complaints Procedure**
To review Council's Complaints Procedure and make any recommendations to Council. **(Page 14 & Appendix H)**
- 15. Publication Scheme**
To review Council's and Publication Scheme and make any recommendations to Council. **(Page 14 & Appendix I)**
- 16. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 23 May 2018 at 7.30pm.



Ash Tadjrishi
Town Clerk
22 March 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.

460. INVESTMENT POLICY & STRATEGY

Committee considered the Council's Investment Policy & Strategy for 2018/19 as presented which had been updated to reflect current investments.

It was RESOLVED that the Investment Policy & Strategy for 2018/19 be recommended to Council for adoption as presented.

461. INSURANCE ADEQUACY REVIEW

Committee reviewed Council's insurance provision as presented in the agenda report and the Deputy Town Clerk gave an update from her meeting that morning with WPS Insurance Brokers. Members considered the two types of policy available which would provide cover for the forthcoming introduction of GDPR. Quotes will be obtained for both Cyber Liability Insurance and Crime Insurance and advice sort. However, Council is already covered for many items under Crime Insurance so this may be unnecessary.

It was RESOLVED that:

- i. the arrangements for insurance cover in respect of all insured risks be recommended to Council and confirmed as adequate for 2018-19.**
- ii. Council be recommended to take out Cyber Liability Insurance subject to cost and considered in line with the regulations of GDPR.**

462. MERGER OF SUFFOLK COASTAL AND WAVENEY DISTRICT COUNCILS: WARD BOUNDARY REVIEW

Committee considered the report on the Ward Boundary Review following the proposed merger of Suffolk Coastal and Waveney District Council.

Committee discussed how the boundary review may affect the number of wards in Felixstowe and how this could in turn affect the number of Town Councillors, with a possible reduction.

It was RESOLVED that:

- i. the Merger of Suffolk Coastal and Waveney District Councils : Ward Boundary review report be noted;**
- ii. this item to become a standing item to be discussed at the next Finance & General Purposes Meeting;**
- iii. the Town Clerk to circulate some guidance to help members to respond to the review.**

463. GENERAL DATA PROTECTION REGULATIONS (GDPR)

Committee considered the General Data Protection Regulations report, and the Town Clerk gave an update on options being investigated with regards to appointing a Data Protection Officer (DPO).

It was RESOLVED that the GDPR Report be noted and the Town Clerk to give further updates once received to ensure compliance and the necessary arrangements are in place before the deadline of 25 May.

464. SPEED INDICATOR DEVICE (SID) FOR FELIXSTOWE

Committee considered the report on the Speed Indicator Device for Felixstowe. It was noted that the SID can only go in sites that have been authorised by the Police. Also, that the SID can come in different formats with either a 'smiley face' and also a new SID which has number plate recognition which will read and flash up the number plate of speeding vehicles.

Members considered the purchase of a SID but felt that the money could be spent more wisely on other projects. It was noted that the Community Speed Watch also go to these authorised sites.

It was RESOLVED that:

- i. the Speed Indicator Device for Felixstowe Report be noted;**
- ii. The Town Clerk writes to the Police to ask if the Community Speed Watch team can be present in roads of concern;**
- iii. Cllr S Gallant to also take the item to the Safer Neighbourhood Team ASB meeting.**

465. CLOSURE

The meeting was closed at 8.31pm. The next meeting was noted as being scheduled for 22 March 2018 at 7.30pm.

Date: _____

Chairman: _____

AGENDA ITEM 6: BUDGET MONITORING TO 21 MARCH 2018

A summary Income & Expenditure Report to 21 March 2018 is shown below with a detailed report provided at **Appendix A**.

	Felixstowe Town Council	Page No 1					
21/03/2018							
15:32							
	Summary Income & Expenditure by Budget Heading 21/03/2018						
Month No : 12	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	234,022	257,053	23,031	0	23,031	91.0 %
Income	562,055	555,566	555,342	224			100.0 %
Net Expenditure over Income	-284,540	-321,544	-298,289	23,255			
<u>Assets & Services</u>							
Expenditure	243,799	208,978	262,922	53,944	0	53,944	79.5 %
Income	127,610	140,359	105,982	34,377			132.4 %
Net Expenditure over Income	116,189	68,619	156,940	88,321			
<u>Civic & Community</u>							
Expenditure	110,142	117,886	125,584	7,698	0	7,698	93.9 %
Income	17,210	14,191	11,992	2,199			118.3 %
Net Expenditure over Income	92,932	103,695	113,592	9,897			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	631,456	560,885	645,559	84,674	0	84,674	86.9 %
Income	706,876	710,116	673,316	36,800			105.5 %
Net Expenditure over Income	-75,419	-149,230	-27,757	121,473			

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 eleven and a half months in to the year, for overall expenditure to be around 95.8%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 105.4%). Total expenditure for the first eleven and a half months stood at 86.9%. Explanatory notes and any recommended action for individual qualifying items in the accompanying **Appendix A** are as follows:

Cost Centre 101 - Administration
<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>4260 Equipment Purchases (397.1%) Approved overspend for the purchase of conference tables (Minute #92 of 2017/18 refers). Recommendation: No action required.</p>
Cost Centre 203 – Broadway House
<p>4170 Repairs & Maintenance (135.0%) Approved overspend (Minute #487iii of 2017/18 refers) Recommendation: No action required.</p>
Cost Centre 204 – Cemetery
<p>1140 Upkeep of Grave Spaces (77.6%) Decrease in upkeep of graves 2017/18. Recommendation: Monitor in 2018/19.</p>

Projections have been updated to provide an estimate of the expected year end position. At the previous Financial Year end 31st March 2017, Council held total reserves of £912,112. This was represented by General Reserves of £286,532 and Earmarked Reserves of £625,580.

Approved transfers from the General Fund to Earmarked Reserves on 1st April 2017 resulted in a starting position for 2017/18 of General Reserves of £258,775 and Earmarked Reserves of £653,337.

2017/18 income and expenditure has been projected to result in a budget surplus outturn of around £84,288. It is therefore estimated that the General Fund position as at 31 March 2017 will be around £343,063.

The projected outturn for Council's Earmarked Reserves at 31 March 2018 is estimated to be £681,617. This equates to a starting position of £653,337, less Council-approved spending of £9,413 to date for various projects plus Community Infrastructure Levy (CIL) receipts of £26,897 and receipt for the Armed Forces Weekend Legacy Fund of £10,796.00 in the year.

The projected outturn for the current year with a comparison against the Financial Year ending 2016/17 is shown in the Reserves and Balances table below:

900	Earmarked Reserves	Closing Balance at 31 March 2017	Balance at 1 April 2017 after GF transfers	Estimated outturn position at 31 March 2018
9010	Election Expenses	2,862	8,862	8,862
9015	Enhancement & Promotional	2,721	2,721	1,941
9020	Felixstowe in Flower	8,428	-	-
9025	Asset Repairs & Replacement	16,532	19,532	19,532
9030	IT Replacement Fund	3,117	3,117	3,117
9035	Recycling Credits	2,434	-	-
9040	Cemetery Projects	129,922	149,922	146,922
9050	Broadway House	58,520	61,020	56,182
9055	Walton Community Hall	60,000	62,500	62,500
9065	Town Hall Maintenance	105,732	105,732	105,216
9070	Play Equipment	27,000	27,000	27,000
9075	Community Fund	152,461	159,645	159,366
9080	Council Tax Localisation Rsrve	12,565	-	-
9085	CCTV	42,000	42,000	42,000
9090	Staffing Reserve	375	10,375	10,375
9095	Armed Forces Weekend Legacy	0	0	10,796
9100	Community Infrastructure Levy	911	911	27,808
	Earmarked Reserves	625,580	653,337	681,617
	General Fund Balance	286,532	258,775	343,063
	TOTAL BALANCE	912,112	912,112	1,024,680

Committee will therefore note that the final outturn balance for Council's accounts at 31 March 2018 is estimated to be **£1,024,680**. This figure is subject to change as the accounts are finalised and is provided as an indication only at this time.

On 1st April 2019 transfers to/between Earmarked Reserves will be actioned as per the budget approved by Council on 10 January. The net result of this will be £51,184 transferred in from the General Fund and rebalancing of Earmarked Reserves as shown in the table below:

900	Earmarked Reserves	Est. closing Balances at 31 March 2018	Est. Balances at 1 April 2018 after GF transfers
9010	Election Expenses	8,862	14,862
9015	Enhancement & Promotional	1,941	1,941
9020	Felixstowe in Flower	-	-
9025	Asset Repairs & Replacement	19,532	22,532
9030	IT Replacement Fund	3,117	3,117
9035	Recycling Credits	-	-
9040	Cemetery Projects	146,922	166,922
9050	Broadway House	56,182	58,682
9055	Walton Community Hall	62,500	65,000
9065	Town Hall Maintenance	105,216	105,216
9070	Play Equipment	27,000	27,000
9075	Community Fund	159,366	166,550
9085	CCTV	42,000	42,000
9090	Staffing Reserve	10,375	20,375
9095	Armed Forces Weekend Legacy	10,796	10,796
9100	Community Infrastructure Levy	27,808	27,808
	Total Earmarked Reserves	681,617	732,801
	General Fund Balance	343,063	291,879
	TOTAL BALANCE	1,024,680	1,024,680

Committee is requested to receive the Accounts to 21 March 2018 and note the Reserves and Balances outturn estimate report to 31 March 2018.

AGENDA ITEM 7: SINGLE USE PLASTIC POLICY

After a recent meeting of the Council's Youth Forum where pupils from local schools expressed an aspiration for Felixstowe to become a single-use plastic free town; on 14 March 2018 Felixstowe Town Council unanimously agreed to develop a policy phasing out the use of single-use plastic products, see **Appendix B**.

It is proposed that Council commits to phasing out the use of unrecyclable single-use plastic products in all council activities, and that Council will also encourage facility users, suppliers and local businesses to do the same by providing information on alternatives.

In order to do this, Council, wherever practically possible, will no longer use single-use plastic catering equipment such as plastic containers, cups, cutlery, drink bottles, straws or plastic promotional items (e.g. flags etc.)

It is proposed that Council will raise awareness of the impact of single use plastic, by promoting on social media, newsletters and will encourage contracted suppliers and service suppliers to also phase out their use of single-use plastic products. Community engagement will encourage residents to reduce their plastic consumption, and education in local schools via Council's Youth Forum about the issue will also help to spread the word. Committee may wish to consider other positive actions such as beach cleans, and other awareness raising events.

There is currently a local Felixstowe Group which is focussing efforts on reducing and ultimately eliminating plastics from the Town.

<https://www.facebook.com/groups/974582562700092/about/>

It is proposed that Felixstowe Town Council will promote the "single use plastic free" campaign though out the Town.

Committee is requested to consider the Single Use Plastic Policy and make recommendations to Council for any action it deems necessary.

AGENDA ITEM 8: CONSULTATION: LEISURE IN FELIXSTOWE

Following the Felixstowe Leisure briefing given to Members by Tim Snook , SCDC Commercial Contracts Manager – Leisure, the public consultation was launched on Monday, 19 February 2018, and will run until the end of April 2018.

The survey is available at: <https://www.surveymonkey.co.uk/r/felixstoweleisurecentre>

Council delegated authority to the Finance & General Purposes Committee to submit a response on its behalf (*Min #550 of 2017/18 refers*) and the Clerk was asked to format a draft response for Members to consider. This is to follow.

The consultation background document is presented at **Appendix B** for information.

Committee is therefore requested to consider the SCDC Leisure in Felixstowe consultation and agree the Council's response, submitting this to SCDC before the end of April 2018.

AGENDA ITEM 9: 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

NALC have advised against the Clerk becoming the DPO due to potential conflicts of interest.

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. SALC have not been able to offer the services from any other provider.

There will be training courses and further information provided by SALC but this is not available as yet.

Other investigations such as SCDC or SCC offering a DPO service or Councils sharing the cost of DPO have not been on offer as yet.

Further details have been obtained from the Local Council Public Advisory Service (LCPAS) who have been recommended by both Framlingham and Leiston Town

Councils. LCPAS offer a comprehensive solution for those Councils who do not wish an employee to be the Data Protection Officer, due to potential conflicts of interest. The service includes a pack of documents including policies, consents and privacy notices, a check list for personal information audits, risk assessments and the steps to take for compliance by 25 May 2018. They offer unlimited support via telephone and email and offer compliance visits annually which offers additional peace of mind.

Each Council will receive a Service Contract. LCPAS will:

- Inform and advise the Council and its employees about their obligations to comply with the GDPR and other data protection laws.
- Monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; assist with training staff and assist with conducting internal audits.
- Be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, members of the public etc).
- Provide privacy notices and consent forms and policies at no additional cost
- Monitor ongoing compliance by a variety of methods
- Provide up to date guidance including unlimited helpline calls and emails
- Help manage access requests or requests made under the other powers for individuals
- Provide IT recommendations and identify solutions for data security

Any Council may appoint LCPAS as its Data Protection Officer should it wish. The annual cost including complete package above for a Town Council including a visit with DPO service is £500.

LCPAS offer training courses and also can offer bespoke training for Felixstowe Town Councillors at Felixstowe Town Hall.

LCPAS also offer full information audits for council. This involves going through all Council's hardcopy files and listing where personal information is and also looking at Council's computers to assess Council's security. A hardcopy asset register and a full report is provided a few weeks after the audit. Prices range from between £800 - £2000 for town councils. This price is dependent on Council's assets, for example Felixstowe Town Council has a cemetery, allotments, and a hall/rooms that are hired out, etc, so all of these assets will increase the time that the audit takes.

In the meantime work is continuing to be 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 10: TERMS OF REFERENCE 2018/19

Terms of Reference for Council and its Committees are reviewed at least once annually and approved for adoption by Annual Council each year.

Terms of Reference for the current Municipal Year 2017/18 are attached at **Appendix D** for review.

Committee is requested to review and recommend to Annual Council, Terms of Reference for 2018/19.

AGENDA ITEM 11: STANDING ORDERS 2018/19

Council's Standing Orders are reviewed at least once annually and approved for adoption by Annual Council each year.

Standing Orders for 2017/18 are attached at **Appendix E** for review. No changes are currently proposed to the Standing Orders at this time.

Committee is requested to review and recommend to Annual Council, Standing Orders for 2018/19.

AGENDA ITEM 12: FINANCIAL REGULATIONS 2018/19

Council's Financial Regulations are reviewed at least once annually and approved for adoption by Annual Council each year.

Financial Regulations for 2017/18 are attached at **Appendix F** for review.

In line with item 6.8 the approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

Committee is requested to review and recommend to Annual Council, Financial Regulations for 2018/19 and recommend approval of the continued use of BACS.

AGENDA ITEM 13: RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Council is required to review its Risk Management Policy and Financial Risk Register on an annual basis.

Recommended amendments proposed to the Risk Management Policy and Financial Risk Register are shown tracked at **Appendix G** for review.

Councils are also required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. 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. The Clerk will bring a report to on the effectiveness of internal audit to Committee in May for a recommendation to Council in June.

Committee is requested to review the updated Risk Management Policy and recommend to Council for adoption.

AGENDA ITEM 14: COMPLAINTS PROCEDURE

Council is to review its Complaints Procedure annually.

The procedure provided at **Appendix H** was adopted by Council at its meeting of 20 May 2015, approved in 2016 and 2017, and is presented for approval without amendment.

Committee is requested to review the Complaints Procedure and recommend to Council for adoption.

AGENDA ITEM 15: FREEDOM OF INFORMATION AND PUBLICATION SCHEME

Under the Freedom of Information Act 2000, it is the duty of every public authority to adopt and maintain a Publication Scheme. Local authorities must produce and publish the method by which specific information will be available so that it can be easily identified by members of the public.

Activities under the Freedom of Information Act 2000 (including Publication Schemes) fall within the remit of the Information Commissioner's Office, based in Wilmslow, Cheshire.

The ICO provides a model publication scheme, which the Council adopted in 2016 alongside an updated schedule of information available from Felixstowe Town Council within the scheme.

The model scheme and a schedule of information available is provided at **Appendix I**. No changes are currently proposed.

Committee is requested to consider the model publication scheme and recommend to Council for adoption.
