

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 28 March 2018 at 7.30pm

PRESENT: Cllr G Newman (Chairman) Cllr D Savage
Cllr S Bird (Vice-Chairman) Cllr A Smith
Cllr Jan Garfield Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)

The Vice-Chairman, Cllr S Bird took the Chair for this meeting as the regular Chairman, Cllr G Newman, had lost his voice.

574. PUBLIC QUESTIONS

There were none.

575. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Barber, Cllr M Deacon, Cllr S Gallant and Cllr S Wiles

576. DECLARATIONS OF INTEREST

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

577. REQUESTS FOR DISPENSATION

There were none.

578. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Finance & General Purposes Committee Meeting held on 23 January 2018 be signed by the Chairman as a true record.

579. BUDGET MONITORING TO 21 MARCH 2018

Committee received the budget monitoring report to 21 March 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was considered. Committee also received a report on Balances and Reserves. **RESOLVED** that the budget monitoring report to 21 March 2018 be approved and the Balance and Reserve report noted, with no other action required at this time.

580. SINGLE USE PLASTIC POLICY

Committee noted that the Council's Youth Forum had expressed an aspiration for Felixstowe to become a single-use plastic free town. The subject had been discussed at the Ordinary Council meeting of 14 March 2018 and authority had been delegated to the Finance and General Purposes Committee to develop a policy phasing out the use of single-use plastic products (*Min. #552 of 2017/18 refers*). Members considered the draft policy presented in the agenda.

It was RESOLVED that the Single Use Plastics Policy be adopted as presented, subject to a minor amendment to include reference to promoting reusable products as well as biodegradable and other alternatives.

581. CONSULTATION: LEISURE VISION

It was noted that Council had delegated authority to the Finance & General Purposes Committee to submit a response to the SCDC Leisure Vision Consultation on its behalf (*Min #550 of 2017/18 refers*)

Following a discussion it was RESOLVED that authority be delegated to the Town Clerk and the Chairman of the Finance & General Purposes Committee to submit a response to the SCDC Leisure Vision Consultation reflecting the generality of Committee's comments in respect of future leisure provision in Felixstowe.

582. GDPR UPDATE REPORT

Committee considered the General Data Protection Regulations report, and options for appointing a Data Protection Officer (DPO).

It was noted that the Local Council Public Advisory Service (LCPAS) offered a DPO service and had been recommended by other local authorities in the Suffolk Coastal district. The service would include 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.

Committee noted that the cost of the LCPAS DPO service, which also include a compliance visit and unlimited ongoing support was £500 for the year.

It was RESOLVED that the GDPR Report be noted and, to ensure Council compliance with the regulations before the deadline of 25 May, it was agreed to instruct LCPAS to act as the Council's Data Protection Officer (DPO) for 2018/19 and Council to be advised of the action taken at the next Council meeting.

583. TERMS OF REFERENCE 2018/19

Committee reviewed the Terms of Reference for Council and its Committee for 2018/19.

It was RESOLVED that, the Terms of Reference for 2018/19 be recommended to the Annual Council meeting for adoption as presented.

584. STANDING ORDERS 2018/19

Committee considered Standing Orders for 2018/19

It was RESOLVED that Standing Orders for 2018/19 be recommended to Annual Council meeting for adoption as presented.

585. FINANCIAL REGULATIONS 2018/19

Committee reviewed its Financial Regulations for 2018/19. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

It was RESOLVED that the Financial Regulations for 2018/19 be recommended to the Annual Council meeting for adoption as presented and the continued use of BACS also be recommended to Council.

586. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Committee considered Council's Risk Management Policy and Financial Risk Register for 2018/19.

It was RESOLVED that the Risk Management Policy be recommended to the Annual Council meeting for adoption.

587. COMPLAINTS PROCEDURE

Committee reviewed the Council's Complaints Procedure for 2018/19.

It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for re-adoption in 2018/19 with no changes.

588. PUBLICATION SCHEME

Committee reviewed the Publication Scheme based on the Information Commissioner's Office (ICO) model publication scheme, and the schedule of information available from Felixstowe Town Council.

RESOLVED that the ICO model publication scheme be recommended to Annual Council for re-adoption and maintained up to date should any revisions be made by the ICO in respect of GDPR.

589. CLOSURE

The meeting was closed at 8.40pm. The next meeting was noted as being scheduled for Wednesday 23 May 2018 at 7.30pm.

Date: _____

Chairman: _____