

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 26 September 2018 at 7.30pm

PRESENT: Cllr S Bird (Chairman) Cllr S Wiles
Cllr S Gallant (Vice-Chairman) Cllr Jan Garfield
Cllr M Deacon

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Apprentice)

257. PUBLIC QUESTIONS

There were none.

258. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr G Newman, Cllr N Barber, Cllr A Smith, Cllr D Savage and Cllr K Williams.**

259. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as a Members of Suffolk County Council)

260. REQUESTS FOR DISPENSATION

There were none.

261. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 25 July 2018 be signed by the Chairman as a true record.

262. BUDGET MONITORING TO 31 AUGUST 2018

Committee received the budget monitoring report to 31 August 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was considered. It was noted that a new contract for the Photocopier/Printer would commence at the end of October and provide a cost saving to Council.

RESOLVED that the accounts to 31 August 2018 be noted, with no other action required at this time.

263. DATA PROTECTION OFFICER AUDIT REPORT

Due to illness, the Data Protection Officer was unable to submit the full report and thus the report could not be presented at this meeting. A summary report had been received detailing how the Council has taken excellent steps towards GDPR compliance. It was noted that action has been taken to address the two minor recommendations.

It was RESOLVED that the Data Protection Officer Audit Report be noted and the full audit report to be forwarded to Members as soon as it was received.

264. ACCOUNTS AND AUDIT 2017/2018

Council noted that the External Audit for the Financial Year 2017/18 had been completed on 14 September 2018, with no formal or any other matters being raised.

Members recorded a vote of thanks to the Town Clerk and staff for their work in continuing to achieve clear and unqualified audits for the Council.

It was RESOLVED that:

- i. the Annual Governance And Accountability Return including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 19 September and will be displayed until 10 October 2018.**

265. CLOSURE

The meeting was closed at 7.58pm. The next meeting was noted as being scheduled for Wednesday 28 November 2018 at 7.30pm.

Date: _____

Chairman: _____