

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

PRESENT: Cllr S Bird (Chairman) Cllr G Newman
Cllr S Gallant (Vice-Chairman) Cllr D Savage
Cllr M Deacon Cllr A Smith
Cllr Jan Garfield Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)

IN ATTENDANCE: 1 member of the public

360. PUBLIC QUESTIONS

There were none.

361. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr K Williams**.

362. DECLARATIONS OF INTEREST

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

363. REQUESTS FOR DISPENSATION

There were none.

364. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 26 September 2018 be signed by the Chairman as a true record.

365. BUDGET MONITORING TO 31 OCTOBER 2018

Committee received the budget monitoring report to 31 October 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

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

366. BUDGET ESTIMATES 2019/20 (DRAFT)

Committee considered the papers showing a first draft full budget, including earmarked reserves requirements for 2019/20. Members also considered comparisons against the current-year budget, actual expenditure and projected outturn for the full year 2018/19.

Members noted that the draft budget proposals for 2019/20 required a precept of £578,113. Using the confirmed tax base of 8,234.16, this would equate to £69.45 per Council Tax Band D equivalent ratepayer, an increase of 2%, ie £1.36 per year. This is in line with Council's 4 year Financial Forecast which projects a 2% increase to the precept for the year 2019/20.

A contribution of £8,583 is also proposed from the Council's General Fund, in order to cover the first-year costs of producing a new much larger quarterly magazine rather than the current single-sheet newsletter. This amount will balance the overall budget for total estimated expenditure and transfers to Earmarked Reserves. Once the new-look newsletter gains momentum it is hoped that a large proportion of the production costs will be covered by advertisers.

Committee recommended that the budget be referred to Council for approval in January for final consideration, to include any adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change.

Members were pleased to note that the cost of the new PCSO was coming from the Community Fund Earmarked Reserve and not through the precept.

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 2019/20 proposals be recommended for approval as presented.

367. INTERNAL AUDIT – INTERIM REPORT

Committee noted the recommendations from the Internal Auditor's Interim report, and were pleased to note that the recommendation regarding the monthly spend limit had been resolved.

Members considered the Auditor's recommendation that Council should satisfy itself that current arrangements in respect of allowances is in accordance with para 5.49 of Governance and Accountability published March 2018 and <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim65970>.

Committee requested that a report be brought to the next meeting with some recommendations for the Mayor Allowance.

It was RESOLVED that:

- i. **the report of the Internal Auditor and updates be noted; and,**
- ii. **recommendations for the Mayoral Allowance be brought to Committee in January for further consideration.**

368. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2017/18.

It was noted that the CIL Annual Report will be sent to Suffolk Coastal District Council by the 31st December 2018 deadline.

It was RESOLVED that:

- i. **the Community Infrastructure Levy report be noted;**
- ii. **the CIL Annual Report be recommended to Council for approval;**

369. DATA PROTECTION OFFICER AUDIT REPORT

Committee considered the full report from the Data Protection Officer visit and were pleased to note that the Data Protection Officer had stated that Council has taken excellent steps towards GDPR Compliance, and found the security measures in place to be excellent. Members recorded a vote of thanks to staff for their work in ensuring GDPR compliance.

Members discussed GDPR training, some members have attended this already and were reminded to update the Deputy Town Clerk, so that their training log can be updated.

It was RESOLVED that the Data Protection Officer Audit Report be noted.

370. CLOSURE

The meeting was closed at 8.30pm. The next meeting was noted as being scheduled for Wednesday 23 January 2019 at 7.30pm.

Date: _____

Chairman: _____