

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 27 March 2019 at 7.30pm

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

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

549. PUBLIC QUESTIONS

There were none.

550. APOLOGIES FOR ABSENCE

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

551. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr D Savage Cllr S Gallant	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)

552. REQUESTS FOR DISPENSATION

There were none.

553. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 23 January 2019 be signed by the Chairman as a true record.

554. BUDGET MONITORING TO 19 MARCH 2019

Committee received the budget monitoring report to 19 March 2019. 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 accounts to 19 March 2019 and the Balance and Reserve report be noted, with no other action required at this time.

555. TERMS OF REFERENCE 2019/20

Committee reviewed the Terms of Reference for Council and its Committees for 2019/20. Members noted the provisions for the consideration of appropriate highways matters within the scope of the Planning & Environment Committee's Terms of Reference as instructed by Council at its meeting on 13 March 2019.

Members discussed and agreed to recommend to Council that the number of Members to each of the main committees should be reduced to nine. It was noted that this will reduce the quorum for these committees from four Members to a minimum of three Members.

Members also agreed to rename Finance & General Purposes Committee to become the Finance & Governance Committee to further clarify its function.

It was RESOLVED that, the Terms of Reference for 2019/20 be recommended to the Annual Council meeting for adoption as presented, with a change to member numbers to the main committees reducing from ten to nine Members.

556. STANDING ORDERS 2019/20

Committee considered Standing Orders for 2019/20

It was RESOLVED that Standing Orders for 2019/20 be recommended to Annual Council meeting for adoption as presented.

557. FINANCIAL REGULATIONS 2019/20

Committee reviewed its Financial Regulations for 2019/20. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

Members discussed whether Council should have a Living Wage Policy and discuss Gender Pay Gap. The Clerk confirmed that Town Council posts were pay graded on the job and not on gender. Committee requested that a Living Wage Policy be discussed at Personnel Committee.

It was RESOLVED that

- i. the Financial Regulations for 2019/20 be recommended to the Annual Council meeting for adoption as presented; and**
- ii. the continued use of BACS also be recommended to Council; and**
- iii. Living Wage Policy is added to the forthcoming Personnel Committee's agenda.**

558. GENERAL POWER OF COMPETENCE

Committee considered the report on the General Power of Competence. Members welcomed this and noted the eligibility conditions had been met.

Members agreed that it should be recommended to Council to pass the necessary resolution at the Annual Council Meeting of 15 May 2019.

It was RESOLVED that the following resolution be recommended to Annual Council to pass at its Annual Council Meeting of 15 May 2019:

“The Town Council resolves from 15 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.”

559. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Committee considered Council’s Risk Management Policy and Financial Risk Register for 2019/20.

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

560. COMPLAINTS PROCEDURE

Committee reviewed the Council’s Complaints Procedure for 2019/20.

It was RESOLVED that Council’s Complaints Procedure be recommended to Annual Council for re-adoption in 2019/20 with no changes.

561. FREEDOM OF INFORMATION AND 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.

562. CLOSURE

The meeting was closed at 8.21pm. The next meeting was noted as being scheduled for Wednesday 29 May 2019 at 7.30pm.



Date: _____

Chairman: _____