



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Cllr S Bird (Chairman)	Cllr G Newman
Cllr S Gallant (Vice Chairman)	Cllr D Savage
Cllr N Barber	Cllr A Smith
Cllr M Deacon	Cllr S Wiles
Cllr Jan Garfield	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 26 September 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 25 July 2018 as a true record. **(Pages 3-5)**
- 6. Budget Monitoring to 31 August 2018**
To receive budget monitoring report to 31 August 2018 and consider any actions deemed necessary. **(Pages 6-9 & Appendix A)**

7. Data Protection Officer Audit Report

To receive a summary report from the Council's Data Protection Officer, full report to be presented at meeting.

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8. Accounts and Audit 2017/18

To receive the External Audit Report and Annual Return for the Financial Year 2017/18.

(Pages 10-11 & Appendix B)

9. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 28 November 2018 at 7.30pm.



Ash Tadjrishi

Town Clerk

21 September 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.

AGENDA ITEM 5: CONFIRMATION OF MINUTES

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 25 July 2018 at 8.30pm**

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

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

The meeting started at 8.35pm due to the finish of the Felixstowe Town Council meeting before.

144. PUBLIC QUESTIONS

There were none.

145. APOLOGIES FOR ABSENCE

There were none.

146. 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)

147. REQUESTS FOR DISPENSATION

There were none.

148. CONFIRMATION OF MINUTES

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

149. BUDGET MONITORING TO 30 JUNE 2018

Committee received the budget monitoring report to 30 June 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

RESOLVED that the accounts to 30 June 2018 be noted, with no other action required at this time.

150. COUNCIL INVESTMENTS

Committee noted that Council's 1 year Investment Bond with Nationwide Building Society had matured on 26 June 2018, receiving interest of £3,037.25 and maturing at a value of £408,003.97. The Clerk advised that, in accordance with the Council's Investment Policy and Strategy, a new investment vehicle had been sourced, a Business Fixed Rate Saver with Close Brothers Ltd attracting a rate of 1.2% for 1 year. The minimum investment required to qualify for the rate was £500,000. Given that the proposal was for a short-term, specified investment with a high credit rate bank which would not unduly compromise liquidity, the investment had been made.

It was RESOLVED that that the investment of £500,000 in a 1 year Business Fixed Rate Saver with Close Brothers Ltd be approved.

151. BUSINESS PLAN/ACTION PLAN REVIEW

In preparation towards the full review of the Council's Business Plan in 2019-20, Members considered a draft Action Plan which had been streamlined to concentrate on more strategic issues. It was noted that this had been largely based on the previous Action Plan with the routine actions removed. Examples of Business Plans from other local councils were also circulated to Members to look at how other larger local councils made their action plans.

Members were keen to revise an action plan based on Council's aspirations and felt that it should include actions to enable Council to moving towards achieving a more aspirational and strategic Business Plan. Members agreed that the Action plan should be Member led with Officer input, and in order to review the Action Plan completely, a small working party involving each committee should be set up. It was agreed that an Action Plan Working Group should be set up comprising Cllr S Gallant, Cllr J Garfield, Cllr D Savage, Cllr A Smith, Cllr S Wiles and Cllr K Williams, supported by the Town Clerk and Deputy Town Clerk.

The Working Group would review Council objectives and actions, to be brought back to a future Finance & General Purposes meeting for further consideration.

It was RESOLVED that that an Action Plan Working Group be set up to include Cllr S Gallant, Cllr J Garfield, Cllr D Savage, Cllr A Smith, Cllr S Wiles and Cllr K Williams to report back to F&GP in due course.

152. FINANCIAL FORECAST TO 2020

Committee considered an updated Financial Forecast for the Town Council for the period 2016-2020 as presented.

The Town Clerk advised that the forecast would be used to assist with preparations for the 2019-20 budget setting.

It was RESOLVED that the updated Financial Forecast for 2016-20 be approved as presented.

153. CLOSURE

The meeting was closed at 9.20pm. The next meeting was noted as being scheduled for Wednesday 26 September 2018 at 7.30pm.

AGENDA ITEM 6: BUDGET MONITORING TO 31 AUGUST 2018

A summary Income & Expenditure Report to 31 August 2018 is shown below with a detailed report provided at **Appendix A**.

20/09/2018	Felixstowe Town Council						Page 1	
10:12	Summary Income & Expenditure by Budget Heading 31/08/2018							
Month No: 5	Committee Report							
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & General Purposes</u>								
	Income	593,476	285,646	564,967	279,321			50.6%
	Expenditure	252,788	112,819	265,081	152,262	0	152,262	42.6%
	Movement to/(from) Gen Reserve	<u>340,688</u>	<u>172,827</u>					
<u>Assets & Services</u>								
	Income	150,786	57,806	113,222	55,416			51.1%
	Expenditure	246,839	89,983	263,066	173,083	0	173,083	34.2%
	Movement to/(from) Gen Reserve	<u>(96,053)</u>	<u>(32,176)</u>					
<u>Civic & Community</u>								
	Income	13,808	8,792	14,242	5,450			61.7%
	Expenditure	122,702	80,842	128,958	48,116	0	48,116	62.7%
	Movement to/(from) Gen Reserve	<u>(108,894)</u>	<u>(72,050)</u>					
	Grand Totals:- Income	758,070	352,244	692,431	340,187			50.9%
	Expenditure	622,329	283,644	657,105	373,461	0	373,461	43.2%
	Net Income over Expenditure	<u>135,741</u>	<u>68,601</u>	<u>35,326</u>	<u>(33,275)</u>			
	Movement to/(from) Gen Reserve	<u>135,741</u>	<u>68,601</u>					

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 less. As the Council's budgets are not produced on a phased basis, the expectation is, being five months in to the year, for overall expenditure to be around 41.67%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 45.8%). Total expenditure for the first five months stood at 43.2%. Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

Cost Centre 101 - Administration

4270 Printer/Photocopier (46.1%)

Quarterly rental (6 months paid). 29 Oct marks end of 5 year contract. New supplier sourced which will result in a cost saving from 2019-20.

Recommendation: Review budget provisions from 2019-20 in accordance with new contract terms.

4460 Subscriptions (96.7%)

Front loaded – five annual subscriptions paid to date. ICO subscription to follow.

Recommendation: No action.

4462 Internal Audit (47.6%)

Half yearly audit complete.

Recommendation: No action.

4464 Insurance (94.9%)

Full year payment up front.

Recommendation: No action.

4468 Miscellaneous (96%)

New pads and a repair to defibrillator.

Recommendation: Include budget provision for maintenance of Community Public Access Defibrillators from 2019-20

4481 IT Maintenance and Software (88.7%)

Front loaded annual IT support, mail boxes, Defence 360, RBS & Edge paid. New cemetery software installed 20th September will have an ongoing annual cost.

Recommendation: Review at budget setting to ensure cost of new cemetery software is accounted for.

Cost Centre 201 - Town Hall

4001 Employer National Insurance (48%)

Seasonal increase on hours due to weddings/bookings/Heritage Open Day.

Recommendation: Continue to monitor on a monthly basis.

4110 Rates (46.6%)

Rates are paid over 10 months only.

Recommendation: No action.

4120 Gas (48.1%)

Billing period 28/2 – 31/7. Note, as a result of recent gas boiler problems new boilers being installed w/c 24th September 2018.

Recommendation: Continue to monitor on a monthly basis.

4122 Electricity (55.2%)

Electric 9/3 – 11/7 – Increase in rate – Cheapest 1 year fixed arranged in May.

Recommendation: Continue to monitor on a monthly basis.

4170 Repairs and Maintenance (77.2%)

Some items front loaded includes annual maintenance for lifts/security.

Recommendation: Continue to monitor on a monthly basis.

4180 Licences (100%)

Paid in full for 2018-19.

Recommendation: No action.

Cost Centre 202 – Walton Community Hall

4110 Rates (50.3%)

Rates are paid over 10 months only.

Recommendation: No further action

1000 Hirings (35%)

Further £825.83 (11%) invoiced, awaiting payment/received Sept.

Recommendation: Continue to monitor on a monthly basis.

Cost Centre 204 – Cemetery

4110 Rates (46.9%)

Rates are paid over 10 months only.

Recommendation: No further action

1100 Interment Fees (32.3%)

9 interments/scattering awaiting invoicing.

Recommendation: Continue to monitor on a monthly basis.

1130 Memorials (31.7%)

Further £999 (8.3%) invoiced, awaiting payment.

Recommendation: Continue to monitor on a monthly basis.

Cost Centre 205 – Allotments

1080 Allotment Rents (2.9%)

Majority of Allotment rents are billed annually end of September

Recommendation: No further action

Cost Centre 301 – Civic & Community

4505 Mayoral Allowance (100%)

Paid in full May 2018.

Recommendation: No further action

4513 Town Twinning (52.5%)

Expenses from visit April 2018 and travel for civic party August 2018 to Wesel paid.

Recommendation: No further action

4530 Civic Events (49.7%)

Mayors's civic reception paid.

Recommendation: No further action

4600 CCTV (100%)

Paid in full June 2018.

Recommendation: No further action

4645 Christmas Lights (100%)

Paid in full June 2018.

Recommendation: No further action

1810 Donations & Sponsorship (0%)

None received at this time. EoE Coop sponsorship of £3,000 plus vendor concessions anticipated.

Recommendation: Review in new year.

Cost Centre 302 – Section 137 Expenditure**4620 Annual Grants (100.0%)**

All annual grants have been paid.

Recommendation: No further action.

Cost Centre 305 – Community Fund Projects**4625 Felixstowe Harwich Ferry (100.0%)**

Paid over at start of Financial Year.

Recommendation: No further action.

4630 Level Two (100.0%)

Paid over at start of Financial Year.

Recommendation: No further action.

4670 Felixstowe Forward (100.0%)

Paid over at start of Financial Year.

Recommendation: No further action.

4625 Landguard Partnership (100.0%)

Paid over at start of Financial Year.

Recommendation: No further action.

Committee is requested to consider the budget monitoring report to 31 August 2018 and decide on any action it deems necessary.

AGENDA ITEM 7: DATA PROTECTION OFFICER AUDIT REPORT

Council's Data Protection Officer, Jayne Cole, from the Local Council Public Advisory Service visited the Town Hall on Monday 3 September 2018, to carry out an initial audit of the Town Council's data processing in respect of its obligations under the General Data Protection Regulations (GDPR) 2018 and Data Protection Act (DPA) 2018. The following report has been received:

Below is a summary of our recent visit.

Felixstowe Town Council has taken excellent steps towards GDPR Compliance. Documents containing personal information including HR have all been sorted through and locked away. We found the security measures in place to be excellent. This includes office security, file security and IT. The Council has in place the necessary documents, policies and privacy notices. These have been tailored to fit FTC functions and services. We made just a couple of minor recommendations. That a privacy statement be displayed next to the signing in book in reception. That the anti-virus software be checked to ensure all machines are up to date. We understand that the Council has an IT company for maintenance and I am sure this has already been resolved. We would like to congratulate Ash, Debbie and the team for all of their hard work, and for making us so welcome. A full report will follow.

Committee is requested to note that action has been take to address the two minor recommendations above and that a full report from Jayne Cole is due to be received and will be presented at the meeting and emailed to Members for information.

Committee is requested to note the Data Protection Officer's Audit Report Summary and consider any recommendations in the full report.

AGENDA ITEM 8: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

Notice has been given that the external audit of the accounts of Felixstowe Town Council for the Financial Year 2017/18 was completed on 14 September 2018. The Annual Governance and Accountability Return, including the Audit Certificate is presented at **Appendix B**.

The Council's external auditors, PKF Littlejohn, have expressed the view that, on the basis of the annual return, in their opinion, the information is in accordance with proper practices and no matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met. In addition, there were no other matters affecting their opinion that required the issue of a report or the further attention of the Council

In accordance with Section 25 of the Local Audit and Accountability Act 2014, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 19 September (and will be displayed until 10 October 2018) to advise local electors that the accounts and requisite information as defined by Section 13(1) of the Accounts and Audit Regulations 2015 were available for inspection.

Additionally, the Annual Governance and Accountability Return for the Financial Year 2017/18 has also been made available online on the Council's website, alongside those documents for the previous year.

Committee is requested to:

- i. Approve and Accept the Annual Governance And Accountability Return including Audit Certificate as presented; and,**
 - ii. Note 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 was displayed on the Town Hall noticeboard from 19 September and will be displayed until 10 October 2018.**
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