



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 25 July 2018** at **8.30pm** 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 23 May 2018 as a true record. **(Pages 3-6)**
- 6. Budget Monitoring to 30 June 2018**
To receive budget monitoring report to 30 June 2018 and consider any actions deemed necessary. **(Pages 7-10 & Appendix A)**

- 7. Council Investments**
To approve the investment in a 1 year fixed-rate bond with Close Brothers.
(Page 11)
- 8. Business Plan/Action Plan Review**
To consider a revised draft Action Plan and Business Plan formats in preparation for the Business Plan review.
(Pages 11 & Appendix B)
- 9. Financial Forecast to 2020**
To consider a Financial Forecast to 2020, linked to Council's Business Plan.
(Pages 11 & Appendix C)
- 10. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 26 September 2018 at 7.30pm.



Ash Tadjrishi
Town Clerk
19 July 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 23 May 2018 at 7.30pm**

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

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

574. PUBLIC QUESTIONS

Referring to the popular Art on the Prom event, a Member asked whether the Town Council could request SCDC to remove any beach huts from the prom at the end of August so that there would be no disruption to the event. Members understood that, due to weather circumstances, Suffolk Coastal District Council had not been able to relocate a number of beach huts on to the beach for the summer months and had agreed that around 60 huts would remain on the prom for this year only whilst a longer term solution could be found. To reduce the impact on other users the affects huts had been turned sideways to maximise the remaining width of the prom and prevent hut owner from taking up additional space when huts were open.

Members reported having received correspondence directly from individual stall holders concerns about the arrangements for this year's event. It was understood that SCDC were working with the event organisers to minimise any likely disruption and had offered several alternative areas, such as the Pier Plaza, Beachside Events Area and the Spa Gardens, to accommodate any stall which were affected by the beach huts. It was also noted that these particular beach hut owners had been advised that they would not be able to access their huts whilst the event took place. Members agreed that, whilst the situation was not ideal, it was reasonable in the circumstances.

575. APOLOGIES FOR ABSENCE

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

576. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr D Savage	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)
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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 28 March 2018 be signed by the Chairman as a true record.

579. BUDGET MONITORING FOR THE FINANCIAL YEAR 1 APRIL 2017 – 31 MARCH 2018

Committee received the budget monitoring report for the financial year 1 April 2017 - 31 March 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was also received, alongside a report on Balances and Reserves. It was noted that the Annual Return for the financial year 2017-18 was prepared on the basis of the figures given, and was approved by Annual Council on 16 May 2018 due to the earlier deadline of 11 June from the new External Auditors PKF Littlejohn.

It was also noted that the Internal Audit report, which was presented at this meeting in previous years, had been reviewed at Annual Council on 16 May 2018.

RESOLVED that the accounts to 31 March 2018 and the Council's financial position as at year end 2017/18 be noted, with no other action required at this time.

580. BUDGET MONITORING TO 30 APRIL 2018

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

RESOLVED that the budget monitoring report to 30 April 2018 be approved, with no other action required at this time.

581. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Committee reviewed the arrangements for, and effectiveness of, Council's internal audit.

Members commented on the good service received from the SALC-appointed auditor and it was proposed that the arrangement be continued on the same basis for 2018/19.

It was therefore RECOMMENDED to Council that:

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a half-yearly and year-end audit on the basis of the schedule provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2014".**

582. STATEMENT OF INTERNAL CONTROL

Committee noted the requirement of the Accounts and Audit Regulations 2015 for Council to ensure that it has a sound system of internal control.

It was noted that no changes had been made to the Internal Control Statement from the previous year.

Following consideration of the Council's policy and internal control statement document it was proposed that it be recommended to Council for approval and adoption with no further changes.

It was RESOLVED that the Internal Control Statement for the year ending 31 March 2019 be recommended to Council for formal adoption as presented.

583. DIGITAL COMMUNICATIONS

Committee considered the costs and benefits of Councillors being provided with an official Town Council email address, especially with the introduction of GDPR e.g. `cllr.firstname.lastname@felixstowe.gov.uk`

For 16 councillors, paid annually the current cost would be £ 758.40 + VAT per year.

Members agreed that it would be easier to distinguish Town Council business from other business and personal emails and would add more professionalism to using a corporate email. Members would require the email to be easily accessible and very secure. Council would need to have a Security Policy in place which would ensure that passwords were protected and would detail the procedure of handing the email address back when a Member's term is over, or leaves Council.

Members agreed that it would be beneficial to introduce the official Town Council email addresses in May 2019 for the new term, once the new Council had been elected.

Committee received the report detailing figures of the approximate cost of printing out agendas for members throughout their four year term. Members discussed the introduction of electronic tablets for Agenda publication, use at meetings and the reduction of printed paper and environmental benefits. The figure of approximately £332 compared to the cost of an electronic tablet plus the software and maintenance did not make it financially proven. Members also felt that looking at a screen could be tiresome on the eyes for a long meeting and also a distraction from the meeting. Some Members also felt that the agendas were helpful for them to write notes on. It was unanimously agreed to stay with the paper version, however if Members wished to opt out of receiving the paper and use their own tablet or laptop this could be done.

It was RESOLVED that it be recommended to Council to adopt official Town Council email addresses from May 2019; paper agendas would continue to be printed, however, if Members wished to opt out of paper agendas this would be possible.

584. BUSINESS PLAN 2016-2020 – ACTION PLAN REVIEW

Committee reviewed the Council's Action Plan which had been updated to reflect progress against Business Plan objectives achieved to May 2018. Members were pleased that the review listed some genuine real achievements such as the Local Councils Quality Gold Award, completing the Community Emergency Plan and the Armed Forces Weekend. Members advised that the format of the Action Plan could be reviewed in the future in order that it may be more succinct and strategic.

The Clerk advised that the Action Plan review was the first step towards a review and update to the Council's full Business Plan. This would be brought back to Committee in July for consideration.

It was RESOLVED that the Action Plan review be agreed as presented with no changes at this time; future iterations of the Action Plan to be condensed and streamlined on a more strategic and thematic basis.

585. CLOSURE

The meeting was closed at 8.33pm. The next meeting was noted as being scheduled for Wednesday 25 July 2018 at 7.30pm.

AGENDA ITEM 6: BUDGET MONITORING TO 30 JUNE 2018

A summary Income & Expenditure Report to 30 June 2018 is shown below with a detailed report provided at **Appendix A**.

	Felixstowe Town Council				Page 1		
11/07/2018 13:59	Summary Income & Expenditure by Budget Heading 29/06/2018						
Month No: 3	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	285,468	564,967	279,499			50.5%
Expenditure	252,788	72,277	265,081	192,804	0	192,804	27.3%
Movement to/(from) Gen Reserve	<u>340,688</u>	<u>213,191</u>					
<u>Assets & Services</u>							
Income	150,786	35,539	113,222	77,683			31.4%
Expenditure	246,839	51,554	263,066	211,512	0	211,512	19.6%
Movement to/(from) Gen Reserve	<u>(96,053)</u>	<u>(16,015)</u>					
<u>Civic & Community</u>							
Income	13,808	4,559	14,242	9,683			32.0%
Expenditure	122,702	70,336	128,958	58,622	0	58,622	54.5%
Movement to/(from) Gen Reserve	<u>(108,894)</u>	<u>(65,777)</u>					
Grand Totals:- Income	758,070	325,565	692,431	366,866			47.0%
Expenditure	622,329	194,166	657,105	462,939	0	462,939	29.5%
Net Income over Expenditure	<u>135,741</u>	<u>131,398</u>	<u>35,326</u>	<u>(96,072)</u>			
Movement to/(from) Gen Reserve	<u>135,741</u>	<u>131,398</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 the lesser. As the Council's budgets are not produced on a phased basis, the expectation is, being one month in to the year, for overall expenditure to be around 25%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 27.5%). Total expenditure for the first quarter stood at 29.5%. Explanatory notes and any recommended action for individual qualifying items in **Appendix C** are as follows:

Cost Centre 101 - Administration
<p>4460 Subscriptions (96.7%) Front loaded – five annual subscriptions paid to date. ICO subscription to follow. Recommendation: No action.</p>
<p>4462 Internal Audit (47.6%) Half yearly audit complete. Recommendation: No action.</p>
<p>4464 Insurance (94.9%) Full year payment up front. Recommendation: No action.</p>
<p>4481 IT Maintenance and Software (79.7%) Front loaded -annual fee IT support, mail boxes, Defence 360 & RBS already paid. Recommendation: No action.</p>
<p>4490 Professional Fees (36.5%) DPO Service & Compliance visit, Land registry Cowpasture. Recommendation: No action.</p>
Cost Centre 201 - Town Hall
<p>4110 Rates (28%) Rates are paid over 10 months only. Recommendation: No action.</p>
<p>4120 Gas (41.2%) Gas 28/2 – 31/5 – Issue with Gas boiler– New boilers being quoted for. Recommendation: Continue to monitor on a monthly basis.</p>
<p>4180 Licences (100%) Paid in full for 2018-19. Recommendation: No action.</p>
<p>1000 Hirings (9.3%) Further £867.08 (39.4%) invoiced, awaiting payment Recommendation: Continue to monitor on a monthly basis.</p>
Cost Centre 202 – Walton Community Hall
<p>4110 Rates (30.2%) Rates are paid over 10 months only. Recommendation: No further action</p>
<p>1000 Hirings (19.3%) Further £332.50 (4.4%) invoiced, awaiting payment. + £67.75 (<1%) outstanding debt. Recommendation: Continue to monitor on a monthly basis.</p>

Cost Centre 203 – Broadway House
<p>1030 Leases, Rents & Licences (0.0%) Invoiced awaiting payment. <i>Recommendation: No further action.</i></p>
Cost Centre 204 – Cemetery
<p>4110 Rates (28.2%) Rates are paid over 10 months only. <i>Recommendation: No further action</i></p>
<p>1032 Mobile Phone Mast (0.0%) Paid annually, invoiced in June. <i>Recommendation: No further action</i></p>
<p>1100 Interment Fees (16.2%) £139 (<1%) invoiced, awaiting payment. <i>Recommendation: Continue to monitor on a monthly basis.</i></p>
<p>1130 Memorials (22.1%) Further £813 (6.7%) invoiced, awaiting payment. <i>Recommendation: Continue to monitor on a monthly basis.</i></p>
<p>1140 Upkeep of Grave Spaces (0.0%) To be invoiced in July. <i>Recommendation: Continue to monitor on a monthly basis.</i></p>
Cost Centre 205 – Allotments
<p>1080 Allotment Rents (1.8%) Majority of Allotment rents are billed annually in September <i>Recommendation: No further action</i></p>
Cost Centre 301 – Civic & Community
<p>4505 Mayoral Allowance (100%) Paid in full May 2018. <i>Recommendation: No further action</i></p>
<p>4513 Town Twinning (54.1%) Expenses from visit April 2018 and travel for civic party August 2018 to Wesel paid. <i>Recommendation: No further action</i></p>
<p>4513 Civic Awards (30.7%) Held in May 2018. <i>Recommendation: No further action</i></p>

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**4650 Seasonal Events (25.2%)**

Deposit for ice rink paid.

Recommendation: No further action**1800 Agency Income (0%)**

CCTV contribution from SCDC, invoiced, awaiting payment.

Recommendation: Continue to monitor**1810 Donations & Sponsorship (0%)**

None received at this time.

Recommendation: Continue to monitor**Cost Centre 302 – Section 137 Expenditure****4620 Annual Grants (76.9%)**

Grants paid except FVCPRS now being paid July. Salzwedel awaiting confirmation.

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 30 June 2018 and decide on any action it deems necessary.

AGENDA ITEM 7: COUNCIL INVESTMENTS

Committee is requested to note that its 1 Year Investment Bond with Nationwide Building Society matured on 26 June 2018, receiving interest of £3,037.25. In accordance with the Council's Investment Policy and Strategy, a new Business Fixed Rate Saver has been taken out with Close Brothers Ltd. attracting a rate of 1.2% for one year.

Committee is requested to note and approve the above investment.

AGENDA ITEM 8: BUSINESS PLAN/ACTION PLAN REVIEW

At the Finance and General Purposes committee meeting on 23 May 2018, committee reviewed the Council's Action Plan which had been updated to reflect progress against Business Plan objectives achieved to May 2018. Members were pleased that the review listed some genuine real achievements such as the Local Councils Quality Gold Award, completing the Community Emergency Plan and the Armed Forces Weekend.

Members advised that the format of the Action Plan could be reviewed in the future in order that it may be more succinct and strategic.

In preparation towards the full review of the Council's Business Plan in 2019-20, the Action Plan has been streamlined to concentrate on more strategic issues (**Appendix B**). Examples of Business Plans from other local councils have also been sourced and will be provided at the meeting for Members' interest.

Committee is requested to consider the revised draft Action Plan for 2018/19 and examples of other local councils' Business Plans in preparation for the Business Plan review.

AGENDA ITEM 9: FINANCIAL FORECAST TO 2020

In July 2017 a financial forecast for Felixstowe Town Council was prepared which covers the Business Plan period of 2016-2020 linking to the Business plan with the corresponding Action Plan reference. The Financial forecasts links to revenue and capital plans for the council and its community. Council adopted the Financial Forecast to 2020 at its meeting of 13 September 2017 (*Minute #226 2017/18 refers*).

The financial forecast shown at **Appendix C** has been updated to reflect actual income and expenditure for the year 2017/18 and the approved budget for the current year 2018/19. The forecast budget for year 2019-20 has been updated in line with known or anticipated changes.

Committee is requested to consider the updated four-year Financial Plan for the year 2016-20 for onward referral to Council.
