

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Felixstowe Town Hall on Wednesday 11 December 2019 at 7.30pm**

PRESENT: Cllr M Richardson (Vice-Chairman) Cllr D Savage
 Cllr N Barber Cllr A Smith
 Cllr S Bird Cllr S Wiles
 Cllr M Deacon Cllr K Williams

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

352. PUBLIC QUESTIONS

There were none.

353. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr S Gallant**.

354. DECLARATIONS OF INTEREST

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

As no Pecuniary declarations were made, there were no requests for dispensation.

355. CONFIRMATION OF MINUTES

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

356. BUDGET MONITORING TO 30 NOVEMBER 2019

Committee received the budget monitoring report to 30 November 2019. 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 November 2019 be approved, with no other action required at this time.

357. BUDGET ESTIMATES 2020/21 (DRAFT)

Committee considered the papers showing a first draft full budget, including earmarked reserves requirements for 2020/21. Members also considered comparisons against the current-year budget, actual expenditure and projected outturn for the full year 2019/20.

Members noted that the draft budget proposals for 2020/21 required a precept of £600,570. Using the confirmed tax base of 8,474.25, this would equate to £70.87 per Council Tax Band D equivalent ratepayer, an increase of 2.04%, i.e. £1.42 per year, which was slightly less than the prevailing rate of inflation. It was also noted that this was in line with Council's 4-year Financial Forecast which had projected a 2% increase to the precept for the year 2020/21.

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.

The Clerk confirmed that the cost of the PCSO was being met from the Community Fund Earmarked Reserve, not through the precept.

Members requested that a report be brought to a future Finance & Governance meeting showing how the Council's Earmarked Reserves have varied over a 4 to 5-year period.

Members also suggest that an explanatory article be produced for the Town Magazine, advising how we manage our budget and earmarked reserves. It could also compare our precept to the 3 lowest parish precept charges and the top 3 parish precept charges.

Committee recorded a vote of thanks to the Town Clerk and Deputy Town Clerk for their work on developing the 2020-21 budget.

It was RESOLVED that:

- i. It be recommended 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 2020/21 proposals be recommended for approval as presented; and,**
- ii. A report on Earmarked Reserves over a 5 year period be brought to a future Finance & Governance committee meeting; and,**
- iii. an explanatory article be produced for the Town Magazine, advising how we manage our budget and earmarked reserves.**

358. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2018/19.

It was noted that the CIL Annual Report would be published on the Council's website and sent to East Suffolk Council by the 31st December 2019 deadline.

It was RESOLVED that the Community Infrastructure Levy Annual Report for 2018/19 be approved as presented and published on the Council's website before 31st December 2019.

359. BUSINESS PLAN 2020-2024

The Town Clerk showed Members the framework for the first draft Business Plan for Council for the four-year period 2020-2024. The Clerk advised that a comprehensive draft would be circulated to Members of the Committee for consideration at the next meeting on 22 January 2020.

Following this, a six-week public consultation will run from 23 January until 5 March 2020, with the final Business Plan going to Council on 11 March 2020 for approval.

It was RESOLVED that a first draft of the Business Plan 2020-2024 be circulated to Members for consideration at the next Finance & Governance Committee on 22 January 2020.

360. CLOSURE

The meeting was closed at 8.35pm. The next meeting was noted as being scheduled for Wednesday 22 January 2020 at 7.30pm.

Date: _____

Chairman: _____