



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE FINANCE & GOVERNANCE COMMITTEE

Cllr S Gallant (Chairman)

Cllr M Richardson (Vice Chairman)

Cllr N Barber

Cllr S Bird

Cllr M Deacon

Cllr D Savage

Cllr A Smith

Cllr S Wiles

Cllr K Williams

You are hereby summoned to attend a meeting of the **FINANCE & GOVERNANCE COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 11 December 2019** at **7.30pm** for the transaction of the following business:

A G E N D A

1. Public Question Time

Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.

2. Apologies for Absence

To receive any apologies for absence.

3. Declarations of Interest

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.

4. Confirmation of Minutes

To confirm the Minutes of the Finance & Governance Committee meeting held on 23 October 2019 as a true record. **(Pages 3-6)**

5. Budget Monitoring to 30 November 2019

To receive budget monitoring report to 30 November 2019 and consider any actions deemed necessary. **(Pages 7-10 & Appendix A)**

6. Budget Estimates 2020/21 (Draft)

To consider draft budget proposals for 2020/21 following recommendations from Council's Assets & Services, Civic & Community and Personnel Committees and make any recommendation to Council.

(Page 11 & Appendices B-E)

7. Community Infrastructure Levy (CIL) Annual Report

To receive the report on CIL, approve the CIL Annual Report and make any recommendations to Council.

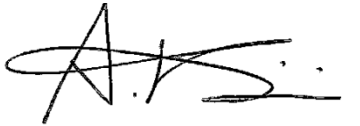
(Pages 12-13 & Appendix F)

8. Business Plan 2020-2024

To consider a first draft of a Business Plan for the Town Council for the period 2020-2024 and make any recommendations to Council. **(Pages 14-15)**

9. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 22 January 2019 at 7.30pm.



**Ash Tadjrishi
Town Clerk
6 December 2019**

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 4: CONFIRMATION OF MINUTES

MINUTES of the **FINANCE & GOVERNANCE COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 23 October 2019** at **7.30pm**

PRESENT: Cllr M Richardson (Vice-Chairman) Cllr D Savage
 Cllr S Bird Cllr A Smith

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

279. PUBLIC QUESTIONS

There were none.

280. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr N Barber, Cllr M Deacon, Cllr S Gallant, Cllr S Wiles** and **Cllr K Williams**.

281. DECLARATIONS OF INTEREST

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

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

282. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 17 July 2019 be signed by the Chairman as a true record.

283. BUDGET MONITORING TO 30 SEPTEMBER 2019

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

284. QUARTERLY BANK RECONCILIATION

Cllr D Savage, as the Council's nominated Quarterly Bank Reconciliation Signatory (*Min# 15 2019/20 refers*), gave verbal confirmation that the reconciliation between the bank statement and Omega accounts had been carried out and signed to confirm the amounts agree.

It was RESOLVED to note that the quarterly bank reconciliation between for the period 1 April – 30 September 2019 had been carried out by Cllr D Savage.

285. INTERNAL AUDIT – INTERIM REPORT

Committee noted the recommendations from the Internal Auditor's Interim report and were pleased to note that the recommendations regarding the reconciliation confirmation and the update of the website had been resolved.

Members agreed that it would be appropriate to appoint an independent trustee to the Mayor of Felixstowe Charity Fund to avoid the situation whereby all trustees were from the Town Council.

It was RESOLVED that:

- i. the report of the Internal Auditor and actions taken be noted; and,**
- ii. an independent trustee for the Mayor of Felixstowe Charity Fund be sought.**

286. COMMUNITY PRESENTATIONS AT COUNCIL MEETINGS

Committee discussed the report on Community Presentations at Council meetings. Members agreed that it would be useful to receive a regular (up to 10 minute) presentation from community organisations the Council may not traditionally have had engagement with, providing they were relevant to Felixstowe. Invitations could be made in consultation with the Mayor. Members felt that subjects should be broad reaching, under the theme of "Focus on Felixstowe". There would be no question and answer sessions as part of the presentation. However, it was proposed that this be the first item on the agenda in order that the following item 'Public Question Time' could enable members of the public to ask any questions if so wished.

It was RESOLVED that a recommendation be made to Council to replace the practice of holding a Moment of Reflection prior to Council meetings with a regular first item on the agenda, Focus on Felixstowe, to allow regular (up to 10 minute) presentation from community organisations.

287. LGBCE CONSULTATION ON SUFFOLK COUNTY COUNCIL DIVISIONS

Cllr A Smith gave a verbal presentation on the favoured option for the LGBCE consultation on Suffolk County Council divisions and provided a useful map and

breakdown of statistics. Committee thanked Cllr Smith for providing the synopsis and for the work involved in getting to this stage. Members requested that a summary report be provided to Council in November with the draft consultation submission as an appendix for approval.

It was RESOLVED that a draft response to the Local Government Boundary Commission for England's consultation on division arrangements for Suffolk County Council be brought to Council in November for formal approval.

288. BUSINESS PLAN 2020-2024

Members were asked to consider aspirations for Council for the four-year span 2020-2024 within the scope of the Finance and Governance Committee. The Clerk reminded members that two workshops had been arranged in November to discuss the four questions that formed the public consultation that was currently running, with a closing date of 31 October.

Members agreed the importance of ensuring that the staffing structure and required budget be in place to carry forward any aims and aspirations of the Business Plan for the next four years. Members would also welcome any opportunities to further the apprenticeship scheme. A member of the Climate Emergency Working Group reminded the Committee that any ideas should be in line with Council's aspiration to seek to be Carbon Neutral by 2030. The ideas will form part of the workshops and with results from the public consultation, Schools, and Youth Forum will be assessed and help form the business plan in readiness for a first draft to go back to Committee in December.

It was RESOLVED that in these aspirations be considered in the scope of the Finance & Governance Committee for the Business Plan 2020-24.

289. EAST SUFFOLK COUNCIL TAX SUPPORT CONSULTATION

Committee considered the report on the East Suffolk Council Tax Support Consultation.

It was RESOLVED that the Clerk responds to the East Suffolk Council Tax Support consultation to confirm that Council was pleased to support the proposals, believing them to be a sensible approach to providing greater certainty to people claiming Universal Credit.

290. COMMUNITY PARTNERSHIP WORKSHOPS

Committee considered the report on the forthcoming Community Partnership Workshops.

It was RESOLVED to nominate Cllr M Richardson and Cllr A Smith as Felixstowe Town Council Representatives to attend the East Suffolk Council's Community Partnership Workshop on 7 November 2019

291. FINANCIAL REGULATIONS

Committee considered amended Financial Regulations based on the NALC (National Association of Local Councils) Model template, which were issued in August 2019.

Following a discussion on the relevance of some of the Model regulations to Council's own audited and approved practices; for example the Model's rule governing whether cheques could be signed prior to formal meetings, it was agreed that the Regulations should be amended to reflect local practice, in compliance with statutory rules and guidance, and presented to Council for adoption in due course.

It was RESOLVED that a new set of Financial Regulations should be drafted, informed by the latest NALC Model and in accordance with assured local practice, and presented to Council for adoption in due course.

292. CHRISTMAS CAR PARKING

Committee considered the report on Christmas Car Parking and were pleased to note the offer from East Suffolk Council to suspend parking charges in its car parks for up to 8 hours. The car parks that would benefit the Town Centre would be Crescent Road, Highfield Road and Ranelagh Road car parks.

It was RESOLVED to request that East Suffolk Council suspend parking charges for 4 hours for the Christmas light switch on event on Saturday 30 November and for 4 hours on the day of the Ice Rink opening on Friday 20 December.

293. CLOSURE

The meeting was closed at 8.41pm. The next meeting was noted as being scheduled for Wednesday 11 December 2019 at 7.30pm.

AGENDA ITEM 5: BUDGET MONITORING TO 30 NOVEMBER 2019

A summary Income & Expenditure Report to 30 November 2019 is shown below with a detailed report provided at **Appendix A**.

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<hr/> <div style="display: flex; justify-content: space-between;"> 05/12/2019 Felixstowe Town Council Page 1 </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 12:07 Summary Income & Expenditure by Budget Heading 30/11/2019 </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Month No: 8 Committee Report </div> <hr/>							
<u>Finance & Governance</u>							
Income	570,109	615,716	585,463	(30,253)			105.2%
Expenditure	256,676	193,068	283,942	90,874	0	90,874	68.0%
Movement to/(from) Gen Reserve	313,433	422,649					
<u>Assets & Services</u>							
Income	134,510	105,062	117,835	12,773			89.2%
Expenditure	255,623	167,868	270,767	102,899	0	102,899	62.0%
Movement to/(from) Gen Reserve	(121,113)	(62,805)					
<u>Civic & Community</u>							
Income	15,042	20,195	14,692	(5,503)			137.5%
Expenditure	123,343	131,380	169,837	38,457	0	38,457	77.4%
Movement to/(from) Gen Reserve	(108,301)	(111,186)					
<hr/>							
Grand Totals:- Income	719,661	740,973	717,990	(22,983)			103.2%
Expenditure	635,642	492,316	724,546	232,230	0	232,230	67.9%
Net Income over Expenditure	84,019	248,658	(6,556)	(255,214)			
Movement to/(from) Gen Reserve	84,019	248,658					

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 eight months into the year, for overall expenditure to be around 66.67%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 73.33%). Total expenditure for the first eight months stood at 67.9%. Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

Cost Centre 101 - Administration
<p>4461 External Audit (100%) Audit for 2018/19 complete Recommendation: No action.</p>
<p>4462 Internal Audit (99.7%) 2 half yearly audits complete Recommendation: No action.</p>
<p>4481 IT Maintenance and Software (98.5%) Front loaded annual IT support, mailboxes, Defence 360, RBS, Edge & Clearskies BACAS paid. Recommendation: No action.</p>
<p>4500 Election Expenses (100%) Election May 2019 expenses complete Recommendation: No action.</p>
Cost Centre 201 - Town Hall
<p>4110 Rates (79.1%) Rates are paid over 10 months only. Recommendation: No action.</p>
<p>4122 Electricity (77%) 1-year fixed contract due for renewal June with Octopus 100% renewable. Recommendation: Continue to monitor on a monthly basis.</p>
<p>4170 Repairs and Maintenance (76.3%) Some items front loaded includes annual maintenance for lifts/security. Recommendation: Continue to monitor.</p>
<p>4180 Licences (100%) Paid in full for 2019-20. Recommendation: No action.</p>
Cost Centre 202 – Walton Community Hall
<p>4110 Rates (86.8%) Rates are paid over 10 months only. There will be an overspend on Walton Rates but underspend on Town Hall & Cemetery will ensure rates will be under budget as a whole. Recommendation: No further action</p>
Cost Centre 204 – Cemetery
<p>1100 Interment Fees (45.5%) Further £5,101 (12.75%) invoiced, awaiting payment Recommendation: Continue to monitor.</p>

4110 Rates (79.1%)

Rates are paid over 10 months only.

Recommendation: No further action

Cost Centre 205 - Allotments

4115 Water and Sewerage (103.8%)

High Water bill at Cowpasture – Allotment Association have been informed, water now turned off for winter, staff monitoring usage on a weekly basis when water on.

Recommendation: Continue to monitor.

Cost Centre 301 – Civic & Community

4512 Engraving/Sign Writing (85%)

Engraving of Mayoral Board.

Recommendation: No further action

4531 Remembrance (447.3%)

Overspend of £1250 for the remembrance signs which were sponsored, this £1250 was received into budget code 1810/301 Donations and Sponsorship, with the remainder cost of the signs £417.25 being taken from the Suffolk Armed Forces Weekend Legacy Fund Earmarked Reserve. Current actual spend in Remembrance is £92 out of a £300 budget **(31%)**

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

Cost Centre 302 – Grants

4620 Annual Grants (100.0%)

All annual grants have been paid.

Recommendation: No further action.

Cost Centre 303 – Felixstowe in Flower

4512 Engraving/Sign Writing (86.8%)

Complete for 2019-20.

Recommendation: No further action.

4532 Felixstowe in Flower Events (82.5%)

Complete 2019/20.

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.

4680 Community Projects (100.0%)

Cost of PCSO complete for 2019/20.

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 November 2019 and decide on any action it deems necessary.

AGENDA ITEM 6: BUDGET ESTIMATES 2020/21 (DRAFT)

Committee is to consider draft budget estimates for the Financial Year 2020/21 and to make any recommendations to Council.

Sections of the budget have been considered and reviewed by Council's Assets & Services, Civic & Community and Personnel committees. Further adjustments to these drafts have been incorporated within a full initial draft budget for 2020/21. This is presented for consideration alongside current-year expenditure and projected outturn for the full year to 31 March 2020 and a comparison against the previous year provided at **Appendix B**. Notes to the budget estimates are provided at **Appendix C**.

Proposals for movements, reallocations and transfers to Earmarked Reserves are shown at **Appendix D** with corresponding notes at **Appendix E**.

East Suffolk Council has confirmed that Felixstowe Town Council's taxbase for 2020/21 will be 8,474.25

Members will note that the budget estimates presented provide for the following:

	Budget 2019/2020	Budget 2020/21
Estimated Total Expenditure Requirement	£724,546	£734,630
Add on Contribution to Earmarked Reserves	£51,027	£51,027
Less Estimated Income	£139,877	£162,420
Less Contribution from General Fund	£8,583	0
Less Contribution from Earmarked Reserves	£49,000	£22,667
Gross Precept Requirement	£ 578,113	£600,570
Band D Equivalent Properties	8,324.16	8,474.25
Annual Council Tax charge per Band D	£69.45	£70.87
% change 2019/20 to 2020/21		2.04%

The Council Tax charge per Band D equivalent ratepayer is proposed to be increased by 2.04% for the 2020/21 budget.

Pending any further adjustments, as a result of new information or recommendations of the Finance & Governance Committee, Committee is requested to consider draft budget estimates for the Financial Year 2020/21 and make any recommendations to Council as it considers necessary.

AGENDA ITEM 7: COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010.

15% of the CIL payments received by the District Council which were made for development in the Felixstowe area of these payments are passed to the Town Council as Neighbourhood Funding.

Two payments of CIL were received in the year 2018/19 of £1,552.48 in April 2018 and £2,504.79 in October 2018. The CIL payments are held in an Earmarked Reserve.

On 28 March 2019, a payment of £27,807.79 was made from the CIL Earmarked Reserves towards the refurbishment of two play areas.

This year £23,375.95 was received in May, and a payment of £6,869.08 was received in October.

The developments for which the CIL payments were paid are:

CILDEMDC/17/2625/FUL - Land to rear of 61 Princes Road, Felixstowe
 CILDEMDC/16/3973/ARM - 15 Cliff Road, Felixstowe
 CILDEMDC/16/1617/FUL - 80 & 82 King Street, Felixstowe
 CILDEMDC/15/4268/FUL - 3 Margaret Street, Felixstowe

The table below sent by East Suffolk Council lists future expected receipts, based on CIL liabilities that have been invoiced. Please note that this list is subject to change depending on whether payments are actually received during the period and payments not yet invoiced may be made. This list is provided for expenditure planning purposes only:

CIL Ref	Site address	Amount	Due Date
CILDEMDC/16/1617/FUL	80 & 82 King Street	£127.88	07/11/2019
CILDEMDC/18/2280/ARM	Land rear of 154 to 160 Grange Road	£221.92	13/11/2019
CILDEMDC/17/3033/VOC	Retail Park, Haven Exchange South	£14,142.39	11/12/2019
CILDEMDC/17/3033/VOC	Retail Park, Haven Exchange South	-£1,579.28	11/12/2019
CILDEMDC/18/0083/ARM	Land adjacent 3 Exeter Road	£196.14	17/03/2020
DC/18/0497/FUL	259 High Street, Walton	£245.27	09/04/2020
CILDEMDC/18/2280/ARM	Land rear of 154 to 160 Grange Road	£228.65	13/05/2020
DC/16/2909/FUL	27 Beach Station Road	£158.68	29/08/2020
DC/18/0497/FUL	259 High Street, Walton	£252.70	08/10/2020
DC/16/2909/FUL	27 Beach Station Road	£163.49	27/02/2021

The guidance shown at <https://www.eastsuffolk.gov.uk/assets/Planning/Community-Infrastructure-Levy/Parish-Support/CIL-Parish-Guidance.pdf> details the process of payments made to Parish/Town Councils and what it can be spent on. The leaflet gives details on the annual report which must be published by Town/Parish Councils which have received a proportion of the CIL funds. This report is to be published by 31 December of the following reported year giving details on the total CIL received, how it was spent and unspent funds.

The Town Council's CIL annual report for the year 2018/19 is shown at **Appendix F**. This report will be published on the Town Council website, a brief summary reported in the magazine and put on the noticeboard. The CIL annual report will also be sent to East Suffolk Council by the 31st December 2019 deadline.

Any funds which are erroneously spent will be required to be handed back to East Suffolk Council. Additionally, funds which are not spent within 5 years must also be handed back to East Suffolk Council. It is good practice to discuss any potential expenditure of CIL funds with East Suffolk Council.

Committee is requested to note the report on CIL, review the CIL Annual Report 2018/19 and make any recommendations to Council.

AGENDA ITEM 8: BUSINESS PLAN 2020-2024

Council's current Business Plan runs until May 2020. To support the development of the Council's next Business Plan, covering the period May 2020 – May 2024, Council set up a Business Plan Steering Group (*Minute #37 2019/20 refers*).

The Steering Group met on 17 July 2019 and 2 October 2019 to scope the project and agree a framework for delivery of a draft Plan.

Timeline

The Steering Group agreed the following delivery timetable:

17 July 2019	Member-led Steering Group meeting to scope arrangements for drafting and developing the Business Plan
13 Sept 2019 - 31 Oct 2019	6+ weeks public consultation on Business Plan priorities via online and printed survey.
25 Sept 2019	Assets & Services committee consider priorities for the Business Plan 2020-24
2 Oct 2019	Business Plan Steering Group Meeting – Review progress and consider workshops
16 Oct 2019	C&C consider priorities
23 Oct 2019	Finance & Governance Committee consider priorities
31 Oct 2019	Survey closes
5 Nov 2019	Staff and Member Workshop 1 - 10mins brainstorming per question/table. Then collate all feedback in readiness for...
20 Nov 2019	Staff and Member Workshop 2 – Prioritising the Results. Then create a rough first draft BP in readiness for...
11 Dec 2019	Finance & Governance Committee reviews First Draft (with draft 2020/21 budget).
22 Jan 2020	Finance & Governance reviews Final Draft (with 4 year cost projection).
23 Jan – 5 March 2020	6-week public consultation
11 March 2020	Final Business Plan to go to Council for approval.

Themes

Community priorities from the Council's 'Felixstowe Horizons' event in June 2019, co-hosted at the Orwell Hotel with Felixstowe Forward, centred on the following key themes:

Community
Open Spaces
The Town Centre

The Steering Group agreed that further public consultation should be undertaken, based on these themes, to inform a framework for the Council's Business Plan priorities.

Community Engagement

The Steering Group set out to ensure that the Council's Business Plan is able to respond to, and be shaped by, the wider local community. As such, a 6-week public survey was launched on 13 September, inviting feedback on questions in line with the themes above. This was promoted via the Town Magazine, press release and through the Council's website and social media channels. Local community groups, the Youth Forum and local schools were engaged directly and invited to provide feedback also.

Survey responses, alongside feedback from community stakeholders, Councillors, Committees and data from the Felixstowe Horizons community workshops was then collated. Overall, each theme generated an average of 126 responses.

Developing Priorities

Two workshops were held on 5th & 20th November for Members and officers, to review and evaluate the consultation feedback in order to inform potential Business Plan priorities on the basis of feasibility and community impact.

Emerging priorities resulting from the workshops are being incorporated in to a first draft Business Plan which will be tabled at the meeting for discussion. Subject to Committee's feedback, the draft will then be formally presented to F&G on 22nd January prior to being published for a 6-week public consultation from Thursday 23rd January – Thursday 5th March. A finalised Draft Business Plan will then be brought to Council for adoption on 11th March 2020.

Committee is requested to consider the first draft Business Plan 2020-2024 and decide on any action it deems necessary.
