



## 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 23 October 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 17 July 2019 as a true record. **(Pages 3-6)**

**5. Budget Monitoring to 30 September 2019**

To receive budget monitoring report to 30 September 2019 and consider any actions deemed necessary. **(Pages 7-9 & Appendix A)**

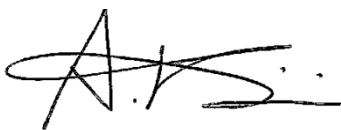
**6. Quarterly Bank Reconciliation**

To note that Cllr D Savage has confirmed reconciliation between actual bank statement and Omega accounts for the period 1 April – 30 September. **(Verbal confirmation)**

**7. Internal Audit – Interim Report**

To receive the report of the Internal Auditor and consider any appropriate actions in respect of any matters raised. **(Page 10 & Appendix B)**

- 8. Community Presentations at Council Meetings**  
To consider inviting community representatives to give a short presentation at Ordinary Council meetings as a regular agenda item. **(Page 11)**
- 9. LGBCE Consultation on Suffolk County Council Divisions**  
To consider the Council's response to the Local Government Boundary Commission for England's consultation on division arrangements for Suffolk County Council, the deadline for responses being 2 December 2019. **(Pages 11-12)**
- 10. Business Plan 2020-2024**  
To consider any key priorities for the Finance & Governance Committee for consideration as part of the development of the Town Council's Business Plan 2020-2024. **(Pages 13-14)**
- 11. East Suffolk Council Tax Support Consultation**  
To consider the Council's response to the consultation on a proposed change to East Suffolk Council's Local Council Tax Reduction Scheme, the deadline for responses being 3 November 2019. **(Page 15)**
- 12. Community Partnership Workshops**  
To nominate two representatives from the Town Council to attend East Suffolk Council's Community Partnership Workshop on 7 November 2019. **(Page 16 & Appendix C)**
- 13. Financial Regulations**  
To consider NALC's updated Model Financial Regulations and make any recommendations to Council. **(Page 16 & Appendix D)**
- 14. Christmas Car Parking**  
To consider the offer from East Suffolk Council of up to 8 hours free car parking in the run up to Christmas. **(Page 17)**
- 15. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 11 December 2019 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**18 October 2019**

For information (via email): All Town Councillors  
Local Press

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***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 17 July 2019** at **7.30pm**

**PRESENT:** Cllr S Gallant (Chairman) Cllr S Bird  
Cllr M Richardson (Vice-Chairman *in the Chair*) Cllr M Deacon  
Cllr N Barber Cllr S Wiles

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

At the direction of the Chairman, Cllr S Gallant, the Vice-Chairman Cllr M Richardson took the chair for the meeting.

### **139. PUBLIC QUESTIONS**

There were none.

### **140. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr D Savage, Cllr A Smith** and **Cllr K Williams**.

### **141. DECLARATIONS OF INTEREST**

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

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

### **142. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Finance & General Purposes Committee Meeting held on 29 May 2019** be signed by the Chairman as a true record.

### **143. BUDGET MONITORING TO 30 APRIL 2019**

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

#### **144. COUNCIL INVESTMENTS**

Committee noted that Council's 1-Year Investment Bond of £500,000 with Close Brothers Savings matured on 16 July 2019, receiving interest of £6,000.01. Members considered investment options in accordance with Council's Investment Policy and Strategy and agreed that a re-investment for a 1 year bond with Close Brothers at a rate of 1.25% to be a good investment providing security, appropriate liquidity and yield.

**RESOLVED that**

- i. the interest for the past year 16 July 2018 – 16 July 2019 of £6,000.01 be returned to the Town Council Tracker account as part of the budgeted interest for 2019/20.**
- ii. The sum of £500,000 be re-invested in a 1-year Investment Bond with Close Brothers Savings.**

#### **145. BUSINESS PLAN REVIEW STEERING GROUP**

Cllr M Richards gave a verbal update on the first meeting of the Business Plan Review Steering Group which took place earlier that afternoon. The meeting was attended by all steering group members, Cllr M Richardson, Cllr M Morris, Cllr D Savage, Cllr A Smith, Cllr K Williams, the Town Clerk and Deputy Town Clerk.

The timeline for the development of the 2020-2024 Business Plan is as follows:

11 December 2019	F&G reviews first draft
22 January 2020	F&G reviews final draft for recommendation to Council
11 March 2020	Business Plan approved by Council

The group considered both in house and using an external facilitator to help with the Business Planning process, and enquiries are being made for a facilitator to run three one-hour workshops to help Councillor and staff develop key issues and priorities for the Council.

A condensed survey which will be fairly prescriptive, will be circulated via the Magazine, online via Council's website, and will be available at the library and through local community Groups. The Youth Forum and in particular Academy students will also be asked to complete the survey. This data will also help to inform the Business Planning process.

Feedback from the recent Felixstowe Horizons Engagement event will also be used.

**RESOLVED that verbal report from the Business Plan Review Steering Group be noted.**

**146. BUDGET FOR VE DAY 75<sup>TH</sup> ANNIVERSARY**

Committee noted the detailed report on suggestions for the VE Day 75<sup>th</sup> Anniversary on 8<sup>th</sup> May 2020. Though it was understood that a full weekend of celebrations was being considered, Members felt that a well-organised single-day event could offer ample opportunity to appropriately mark the occasion. In consideration of the time required to lead the organisation of a large-scale event, and the associated pressure on staff resources, Members were concerned that the Town Council should instead be supporting a community-led event. However, Committee were happy for the Council to facilitate arrangements by providing a venue for planning meetings and through the support of Council officers. Following a discussion on funding, Members agreed that it would be a good use of the surplus in this year's insurance budget to help fund an event for the VE Day 75<sup>th</sup> Anniversary.

**It was RESOLVED that**

- i. a virement of £3,500 be made from the unused Insurance budget 4464/101 to the Remembrance Budget 4531/301; and,**
- ii. Council's Civic & Community Committee be advised to use these funds to support the community organisation of a VE Day 75<sup>th</sup> Anniversary event.**

**147. BROADWAY HOUSE ENTRANCE DOORS**

Committee considered the quotes that had been brought to the table and noted that a request to Orwell Housing had been made to see if they could support half of the cost of the repair to the doors.

A discussion took place regarding as to the need for electrically operated automatic doors, given that Council had recently declared a climate emergency. The Clerk advised that Broadway House was used by many elderly people, some of whom relied on the use of wheelchairs. As such, the aid of an automatic door was considered essential in this instance. It was also noted that an automatically closing door would help to contain heat within the building.

**It was RESOLVED that as it was an urgent requirement to repair the external front doors at Broadway House, a maximum of £2,999 + VAT be taken from the Broadway House Earmarked Reserve 9050/900 and this be reported to both Assets & Services and Council for formal approval.**

**148. HONORARY FREEMEN/FREEWOMAN POLICY**

Committee considered the Honorary Freeman/Freewoman Policy and discussed the merits of introducing the policy alongside the existing Mayor's

Awards which are given as part of the Council's Civic Awards at the Annual Town Meeting.

Members felt that the introduction of an Honorary Freeman/Freewoman scheme could diminish the significance of the Mayor's Awards.

**It was RESOLVED that an Honorary Freeman/Freewoman Policy should not be introduced at this time.**

**149. CLOSURE**

The meeting was closed at 8.10pm. The next meeting was noted as being scheduled for Wednesday 23 October 2019 at 7.30pm.

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## **AGENDA ITEM 5: BUDGET MONITORING TO 30 SEPTEMBER 2019**

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

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 six months in to the year, for overall expenditure to be around 50%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 55%). Total expenditure for the first six months stood at 52%. Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

<b>Cost Centre 101 - Administration</b>
<b>4460 Subscriptions (97.8%)</b> Front loaded – five annual subscriptions paid to date. ICO subscription to follow. <b>Recommendation: No action.</b>
<b>4461 External Audit (100%)</b> External Audit complete. <b>Recommendation: No action.</b>
<b>4464 Insurance (59%)</b> Full year payment up front. The remainder to be made by virement to Remembrance ( <i>Minute #146 2019/20 refers</i> ) <b>Recommendation: No action.</b>
<b>4481 IT Maintenance and Software (81.4%)</b> Front loaded annual IT support, mail boxes, Defence 360, Office 365, RBS & Edge paid. New cemetery software annual cost due in November <b>Recommendation: Review at budget setting to ensure cost of new cemetery software is accounted for.</b>
<b>Cost Centre 201 - Town Hall</b>
<b>4110 Rates (59.3%)</b> Rates are paid over 10 months only. <b>Recommendation: No action.</b>
<b>4122 Electricity (59.3%)</b> 1 year fixed contract due for renewal June with Octopus 100% renewable. <b>Recommendation: Continue to monitor on a monthly basis.</b>
<b>4170 Repairs and Maintenance (56.5%)</b> Some items front loaded includes annual maintenance for lifts/security. <b>Recommendation: Continue to monitor on a monthly basis.</b>

**4180 Licences (100%)**

Paid in full for 2019-20.

**Recommendation: No action.**

**Cost Centre 202 – Walton Community Hall**

**4110 Rates (65.1%)**

Rates are paid over 10 months only. Walton Rates will overspend but Town Hall & Cemetery will underspend due to increases not known when budget setting. Overall spend for rates will be under the total budget set for rates.

**Recommendation: No further action**

**4122 Electricity (57.8%)**

1 year fixed contract due for renewal June with Octopus 100% renewable.

**Recommendation: Continue to monitor on a monthly basis.**

**Cost Centre 204 – Cemetery**

**4110 Rates (59.3%)**

Rates are paid over 10 months only.

**Recommendation: No further action**

**1032 Mobile Phone Mast (0%)**

Invoiced awaiting payment.

**Recommendation: No further action.**

**1100 Interment Fees (32.8%)**

£4,982 (12.5%) invoiced awaiting payment.

**Recommendation: Continue to monitor on a monthly basis.**

**Cost Centre 205 – Allotments**

**1080 Allotment Rents (9.1%)**

Majority of Allotment rents are billed annually end of September

**Recommendation: No further action.**

**4115 Water and Sewerage (101.3%)**

High Water bill at Cowpasture – Allotment Association have been informed and staff monitoring usage on a weekly basis

**Recommendation: Continue to monitor on a monthly basis.**

**Cost Centre 301 – Civic & Community**

**4512 Engraving/Sign Writing (85%)**

Engraving of Mayoral Board.

**Recommendation: No further action**

**4513 Civic Awards (55.6%)**

Civic Awards taken place in May.

**Recommendation: No further action**



**4600 CCTV (100%)**

Paid in full June 2019.

**Recommendation: No further action****4645 Christmas Lights (100%)**

Paid in full May 2019.

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

CCTV contribution from ESC invoiced in June – payment awaited.

**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****4290 Flowers and Containers (67.4%)**

Plants and plaque stickers purchased.

**Recommendation: Continue to monitor on a monthly basis.****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 September 2019 and decide on any action it deems necessary.**

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## **AGENDA ITEM 7: INTERNAL AUDIT – INTERIM REPORT**

The Internal Audit Report for the half year ending 30 September 2019 is attached at **Appendix B**. Committee will note that the Internal Auditor made the following recommendations:

### **Section 10. Bank Reconciliation – Regular reporting of bank balances at Council meetings**

*Clerk's note: Cllr D Savage is the Council's the nominated quarterly bank reconciliation signatory (Minute #16 2019/20 refers) and has undertaken this role by signing both the bank statement and RBS Omega finance system report to confirm reconciliation every quarter. This action will henceforth be regularly reported to F&G. Previous agenda item covers the last two quarters.*

### **Section 14. Additional Comments – Correct identification of trustee responsibilities for the Mayor of Felixstowe Charity Fund**

The appointment of an entirely independent trustee, completely removed from the Town Council, will provide resilience in the event of a meltdown within the Town Council and demonstrate the Council does not have defacto trustee responsibilities.

*Clerk's note: the appointment of an entirely independent trustee for the Mayor of Felixstowe Charity Fund will be sought.*

### **Section 14. Additional Comments - The general Council finance information on the webpage referred to 2018/19 in the future tense and requires updating to carry information about the 2019/20 financial year.**

*Clerk's note – This has now been corrected online.*

**Committee is requested to consider the attached half-yearly Internal Audit Report for the period 1 April 2019 - 30 September 2019 and make recommendations to Council for any action it deems necessary.**

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## **AGENDA ITEM 8: COMMUNITY PRESENTATIONS AT COUNCIL MEETINGS**

Committee is requested to consider giving further opportunity for community engagement at Ordinary Council meetings by inviting a community representative to give a short presentation/report as the first agenda item.

Currently, community representatives have been invited to offer a Moment of Reflection immediately prior to the meeting being formally opened. To avoid extending the duration of the meeting, Committee is requested to consider replacing this with Community Presentations, of no longer than 5 minutes, prior to Public Questions. These presentations will enable community groups/representatives to provide a short update to Council and any public in attendance on any projects or relevant matters of interest.

Subject to Committee's considerations, a formal recommendation should be put before Council for decision.

**Committee is requested to consider inviting community representatives to give a short presentation at Ordinary Council meetings as a regular agenda item and make any appropriate recommendations to Council.**

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## **AGENDA ITEM 9: LGBCE CONSULTATION ON SUFFOLK COUNTY COUNCIL DIVISIONS**

A consultation on division boundaries for Suffolk County Council has begun, it is a 10-week public consultation on proposals for new council divisions and division boundaries for Suffolk County Council and participants can have their say now via a consultation portal <https://consultation.lgbce.org.uk/> The consultation will close on 2 December 2019.

After the Local Government Boundary Commission has considered all representations made to them during the consultation, recommendations are expected to be published in March 2020. There will then be a further period of consultation on the draft recommendations. The LGBCE's final recommendations are expected to be published in August 2020. The new electoral arrangements will come into effect at the local elections in 2021.

### **What is an electoral review?**

The electoral review will recommend new electoral arrangements for Suffolk County Council. The LGBCE will propose:

- the total number of councillors elected to the council in the future;
- the number of divisions;
- the number of councillors representing each division;
- division boundaries; and
- the names of divisions.



The LGBCE are minded to recommend that 70 councillors should be elected to Suffolk County Council in the future.

This is 5 fewer than the current number of councillors.

They are now inviting proposals to help draw up a pattern of divisions to accommodate 70 councillors.

In drawing up new electoral divisions, they must balance legal criteria, namely:

- to deliver electoral equality: where each councillor represents **roughly the same number of electors** as others across the county;
- that the pattern of divisions should, as far as possible, reflect the **interests and identities of local communities**;
- that the electoral arrangements should provide for **effective and convenient local government**.
- The council has formally asked the Commission to carry out a single-member division review. This means that the Commission will aim to draw up a pattern of electoral divisions where each division is represented by one county councillor.

The LGBCE will treat all submissions equally and judge each case on its merits and against the legal criteria. Any views put forward should ensure that evidence supports the submission. For example, if it is wished to argue that two areas should be included in the same electoral division, make sure details are included as to why they should be together, providing evidence about community facilities, ties, organisations, and amenities, rather than simply asserting that they belong together.

**Committee is requested to consider the Council’s response to the Local Government Boundary Commission for England’s consultation on division arrangements for Suffolk County Council, the deadline for responses being 2 December 2019.**

## **AGENDA ITEM 10: BUSINESS PLAN 2020-2024**

The Council's Business Plan will be a concise document encompassing the Council's aspirations, across following potential headings:

- Climate Change/ Planning & Environment
- Civic & Community
- Assets & Services
- Finance & Governance

During its development, the Business Plan will be formally reviewed by Council over the following meetings:

11 December 2019 F&G reviews first draft  
22 January 2020 F&G reviews final draft for recommendation to Council  
11 March 2020 Business Plan approved by Council

Community engagement is critical to the development of the Plan and a public consultation is underway to encourage the widest possible input into the process. A survey is running which asks for feedback to four questions, alongside other positive ideas from the community until of 31 October 2019.

In keeping with the Council's recent Climate Emergency declaration and the themes of 'Community', 'Open Spaces' and 'The Town Centre' explored at the Felixstowe Horizons event at the Orwell Hotel on 18 June 2019, the questions are as follows:

- The Town Council seeks to become carbon-neutral by 2030 – what practical steps could we be taking in the next 4 years and what can we do to support others in Felixstowe to reduce their environmental impact?
- The Town Council provides financial support to dozens of local organisations each year through our occasional and annual grants scheme. What do you believe are the priorities for the community over the next 4+ years and in what ways do you expect your Town Council to identify and address these needs?
- How can community facilities and open spaces such as the seafront, prom and gardens, our town centre, woodland, parks and play areas be better used to promote Felixstowe and improve wellbeing? Should the Town Council consider opportunities for asset transfers from East Suffolk / Suffolk County councils to preserve community facilities even if this increases our costs? If so, which in particular?
- Though we receive no income from business rates we recognise the importance of a vibrant town centre. Town Council initiatives such as Felixstowe in Flower, the Christmas Ice Rink and our funding of the Christmas Lights help bring life and colour and we also support the concept of local businesses formalising their own priorities for the town. What is your vision for a thriving Felixstowe town centre and what role should the Town Council play?

Workshops are being planned to take place in November for Members and staff to review priorities for the Business Plan.

In advance of these workshops, and to inform the business planning process, each of Council's main committees is also being asked to consider what they believe will be their key priorities over the next 4+ years, outside of any usual or recurring business.

Members are therefore asked to consider priorities for the Council's Finance & Governance Committee and any matters within the Committee's scope relevant to the survey questions above.

**Committee is requested to consider any key priorities for the Finance & Governance Committee for consideration as part of the development of the Town Council's Business Plan 2020-2024.**

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## **AGENDA ITEM 11: EAST SUFFOLK COUNCIL TAX SUPPORT CONSULTATION**

Council is invited to respond to a consultation on the proposed change to East Suffolk Council's Local Council Tax Reduction Scheme.

The current scheme means working-age people who access support because of a low income can claim up to 91.5% off their Council Tax, depending on their individual circumstances. However, as people claiming Universal Credit have an income that can rise and fall each month based on their latest earnings from employment, under the existing scheme the amount of Council Tax people are expected to pay can also regularly rise and fall.

To provide people with more certainty over their Council Tax bills, East Suffolk Council are proposing that people claiming Universal Credit will not see a change in their Council Tax unless their weekly income changes by more than £15, or £65 in a month. The proposed change would not apply to people who have reached state pension age or are not on Universal Credit as other provisions achieve similar outcomes.

The new approach would mean that small changes in income would not trigger a reassessment of Council Tax support, nor a revised Council Tax bill, so Universal Credit claimants know how much their Council Tax will be and can more easily manage their finances.

While the change is expected to help the vast majority of claimants, the proposals also make provision for people who may be disadvantaged by a single change by giving East Suffolk Council the flexibility to not apply the new £15 tolerance rule on a case-by-case basis. For example, if a Universal Credit claimant has a single change in the year where their income falls by less than £15 a week, their Council Tax support will remain the same despite their reduction in earnings. In such cases, the person's Council Tax support could be reassessed at the end of the year, based on their actual level of income.

Further, for Universal Credit customers, East Suffolk Council intends to change when it assesses entitlement to Council Tax support from DWP notification that a Universal Credit claim has been made to when DWP notifies the actual award. The effect of this is to avoid correcting awards, whilst ensuring they are correct first time, which is seen as beneficial for customers and does not have any financial impact.

Results from the consultation will be taken into account before the final proposal is put forward for consideration by Councillors in early 2020. If agreed, the change would come into effect from April next year.

**Committee is requested to consider the Council's response to the consultation on a proposed change to East Suffolk Council's Local Council Tax Reduction Scheme, the deadline for responses being 3 November 2019.**

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## **AGENDA ITEM 12: COMMUNITY PARTNERSHIP WORKSHOPS**

Eight East Suffolk Community Partnerships are being created with the Town Council has been invited to send two representatives to a workshop being held on Thursday 7 November from 5.30-7.45pm at Felixstowe Ferry Golf Club to decide what priorities each partnership should focus on over the next 12 months.

An overview of the Community Partnerships is provided at **Appendix C**.

The Community Partnerships (CPs), based on natural groupings of communities, are designed to provide a sharper focus on smaller areas within the East Suffolk district with a solution-focussed workshop style, rather than a formal board or committee. Key partners will be Town and Parish Councils, Suffolk County Council, Suffolk Police, Great Yarmouth & Waveney and Ipswich & East Suffolk CCGs, businesses, voluntary organisations, community groups and youth representatives.

The CPs will ultimately decide how funding is allocated against local priorities. The very first formal meetings will take place from January 2020 and each CP will have a £10,000 budget in 2019/20 before receiving £25,000 per year for the next three years to be spent on one or more agreed priority. There will also be a Strategic budget of £150,000 in 2019/20 and £300,000 a year for the next three years, overseen by a Community Partnership Board that includes the chairs of all eight CPs, that CPs can bid into.

Before then, priorities for your local area will be discussed through local insight and knowledge, supported by data provided by the Suffolk Office of Data Analytics (SODA).

**Committee is requested to nominate two representatives from the Town Council to attend East Suffolk Council's Community Partnership Workshop on 7 November 2019.**

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## **AGENDA ITEM 13: FINANCIAL REGULATIONS**

Council's Financial Regulations are reviewed at least once annually and normally approved for adoption by Annual Council each year.

Council Financial Regulations are based on the NALC (National Association of Local Councils) Model template, which was updated in July 2019.

The changes from the previous version, which are minor in nature, are shown as tracked at **Appendix D** for review.

**Committee is requested to consider NALC's updated Model Financial Regulations and make any recommendations to Council.**



## **AGENDA ITEM 14: CHRISTMAS CAR PARKING**

In support of commemorative services, East Suffolk Council will be suspending parking charges from 09:00 to 13:00 on Sunday 10th November 2019 in its car parks close to local cenotaphs. Car park suspension Notices will be placed in the relevant facilities at least one week before Remembrance Sunday on 10th November.

In the run up to Christmas last year, East Suffolk Council suspended parking charges in some of its car parks. ESC is again offering to suspend parking charges for up to eight hours in its car parks that provide parking opportunities for visitors to shopping areas in market towns. Town and parish councils have been invited to confirm their acceptance of this offer and confirm the eight hours they would like parking charges to be suspended. The choice of date is up to the Council but could be split over two or more days if preferred. For example, 4 hours free parking for the Christmas lights switch on event on Saturday 30 November and 4 hours free parking for the day of the Ice Rink opening, Friday 20<sup>th</sup> December.

Council has been requested to respond to this offer by Thursday 31st October 2019 confirming the car park(s) which will best support the town's Christmas concession(s) so the necessary preparations can be made.

**Committee is requested to consider the offer from East Suffolk Council of up to 8 hours free car parking in the run up to Christmas.**

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