



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 12 June 2019 at 7.30pm** for the transaction of the following business preceded by:

Moment of Reflection: Rev Trevor Harris, Lead Pastor, River of Life Church, Felixstowe

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 Council on any matter relating to the town of Felixstowe.

2. **Apologies for Absence**

To receive 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. **Questions to the Mayor**

For the Mayor to respond to questions from Members, in accordance with Standing Order 25.

5. **Confirmation of Council Minutes**

To confirm the minutes of the Annual Council Meeting held on Wednesday 15 May 2019 as a true record. **(Pages 4-11)**

6. **Mayor's Announcements**

To receive such communications as the Mayor may wish to lay before Council. **(Page 12)**

7. **Minutes of Committee Meetings**

To receive and adopt the minutes of the following meetings:

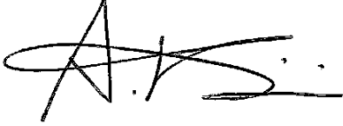
- a) Planning & Environment Committee 22 May 2019 **(Pages 13-18)**
- b) Finance & Governance Committee 29 May 2019 **(Pages 19-22)**
- c) Planning & Environment Committee 5 June 2019 **(Pages 23-26)**

- 8. Welcome to Inspector Sally Henderson**
To welcome and introduce Sally Henderson, South East Locality Inspector.
- 9. PCSO Reports**
To receive the Felixstowe Partnership Funded PCSO reports and the Felixstowe SNT Newsletters for the months of March to May 2019.
(Reports at Appendix A)
- 10. Reports from Members appointed to Outside Bodies**
Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.
- 11. Felixstowe Forward Report**
To consider the report of the Felixstowe Forward Change Director.
(Page 27 and Appendix B)
- 12. Annual Return**
To approve the Accounts, Annual Governance Statement and Annual Return for 2018-19, along with any supporting documents, and to authorise the Mayor to sign the return on behalf of the Town Council.
(Pages 28-34 & Appendix C)
- 13. Statement of Internal Control 2019/20**
To approve the Statement of Internal Control for the year ending 31 March 2020 as recommended by the of the Finance & Governance Committee and.
(Page 35 & Appendix D)
- 14. Review of Internal Audit Effectiveness**
To consider the recommendation of the Finance & Governance Committee and review the effectiveness of Council internal audit arrangements.
(Pages 36-38)
- 15. Parish Liaison Meeting – Local Education Matters**
To appoint a representative to attend a liaison meeting on local education matters being hosted by Suffolk County Council at the Town Hall on 25 June 2019.
(Page 38)
- 16. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows:
(Schedules attached at Appendix E)

Date	Voucher Nos.	Total Payment
14/05/2019	29 – 55	£58,037.42
31/05/2019	56 - 81	£64,483.52
	TOTAL	£122,520.94

17. Closure

To close proceedings and note that the next Ordinary Council Meeting will be at 7.30pm on Wednesday 10 July 2019.



**Ash Tadjrishi
Town Clerk
7 June 2019**

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend

2. ELECTION OF DEPUTY MAYOR

The Mayor thanked the retiring Deputy Mayor, Cllr Tracey Green, who then addressed the Council summarising her year.

It was proposed by Cllr S Wiles, seconded by Cllr A Smith, that Cllr Mark Jepson be elected as Deputy Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Mark Jepson be elected Deputy Mayor for the ensuing Municipal Year 2019-20.

Addressing the Council, the Deputy Mayor thanked Cllrs Wiles and Smith for nominating him to the office and referred to the sense of pride in being elected as Deputy Mayor, pledging to support the Mayor during his term in office.

3. COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE

Council noted that in accordance with section 83 (3) of the Local Government Act 1972, all Members elected to Felixstowe Town Council have made their Declaration of Acceptance of Office before the Town Clerk.

4. PUBLIC QUESTION TIME

There were none.

5. APOLOGIES

Apologies for absence were received from **Cllr M Deacon** and **Cllr K Williams**.

6. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 13 March 2019 be signed by the Mayor as a true record and adopted by the Council.

7. MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) **Planning & Environment Committee 13 March 2019**
- b) **Planning & Environment Committee 27 March 2019**
- c) **Finance & General Purposes Committee 27 March 2019**
- d) **Assets & Service Committee 3 April 2019**
- e) **Planning & Environment Committee 10 April 2019**
- f) **Personnel Committee 10 April 2019**
- g) **Civic & Community Committee 17 April 2019**
- h) **Planning & Environment Committee 1 May 2019**

8. ANNUAL REPORT 2018/19

The Mayor directed Council to its Annual Report for 2018/19 which had been circulated prior to the meeting.

It was RESOLVED that the Annual Report for Felixstowe Town Council for the year 2018/19 be approved and adopted as received.

9. REVIEW OF ASSET REGISTER

Council reviewed the Asset Register for the year ending 31 March 2019. A

It was RESOLVED that the Council's Asset Register to 31 March 2019 be adopted as presented.

10. GENERAL POWER OF COMPETENCE

Council considered Finance & General Purposes Committee's recommendation to adopt the General Power of Competence (Minute #558 of 2018/19 refers) and confirmed that the eligibility conditions have been met.

It was RESOLVED that:

- i. Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk being:
 - a. At the time of the resolution, at least two thirds of the Council hold office as a result of being declared elected – all 16 of Felixstowe Town Council's Councillors have been elected and not co-opted.**
 - b. The Town Clerk and Deputy Town Clerk both hold the Certificate in Local Council Administration (CiLCA); and,****
- ii. from 15 May 2019, until the next relevant Annual Meeting of the Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, Council adopts the General Power of Competence.**

11. DELEGATION ARRANGEMENTS 2019/20

It was RESOLVED that the powers delegated to the Town Clerk for 2019/20 be approved as presented in the report.

12. COUNCIL GOVERNANCE AND POLICY 2019/20

It was RESOLVED that the following governance documents be approved and adopted by Council, inclusive of all recommendations as presented in the report and appended to the Minute Book 2019-20:

- a) Terms of Reference
- b) Standing Orders
- c) Financial Regulations
- d) Meeting Schedule
- e) Risk Management Policy & Risk Register
- f) Complaints Procedure
- g) Freedom of Information Publication Scheme
- h) Community Engagement Strategy

13. APPOINTMENTS TO COMMITTEES

The Mayor referred Council to the schedule of proposed appointments to Council's Committees.

It was noted that the Mayor of Felixstowe was an ex-officio Member of all Committees with full voting rights if not otherwise formally appointed as a Councillor.

It was RESOLVED that appointments to Committees for the ensuing Municipal Year 2019-20 be made as follows:

FINANCE & GOVERNANCE COMMITTEE (9)

- 1. Cllr Steve Gallant (Chairman)
- 2. Cllr Mick Richardson (Vice-Chairman)
- 3. Cllr Nick Barber (*ex-officio as Chairman of Assets & Services Committee*)
- 4. Cllr Doreen Savage (*ex-officio as Chairman of Civic & Community Committee*)
- 5. Cllr Stuart Bird
- 6. Cllr Mike Deacon
- 7. Cllr Andy Smith
- 8. Cllr Steve Wiles
- 9. Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (9)

- 1. Cllr Doreen Savage (Chairman)
- 2. Cllr Darren Aitchison (Vice-Chairman)
- 3. Cllr Seamus Bennett
- 4. Cllr Steve Gallant
- 5. Cllr Sharon Harkin
- 6. Cllr Graham Newman
- 7. Cllr Margaret Morris
- 8. Cllr Mick Richardson
- 9. Cllr Kimberley Williams

ASSETS & SERVICES COMMITTEE (9)

- 1. Cllr Nick Barber (Chairman)
- 2. Cllr Sharon Harkin (Vice-Chairman)
- 3. Cllr Darren Aitchison
- 4. Cllr Tracey Green
- 5. Cllr Margaret Morris

6. Cllr Graham Newman
7. Cllr Doreen Savage
8. Cllr Andy Smith
9. Cllr Kimberley Williams

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Andy Smith (Chairman)
2. Cllr Stuart Bird (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Steve Gallant
5. Cllr Mark Jepson
6. Cllr Margaret Morris
7. Cllr Doreen Savage
8. Cllr Steve Wiles
9. Cllr Kimberley Williams

PERSONNEL COMMITTEE (5)

1. Cllr Nick Barber (Chairman) (*ex-officio as Mayor of Felixstowe for 2019/20*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Cllr Mark Jepson (*ex-officio as Deputy Mayor for 2019/20*)
4. Cllr Graham Newman (*ex-officio as Mayor of Felixstowe for 2018/19*)
5. Cllr Mick Richardson

APPEALS COMMITTEE (5 Members who are not on the Personnel Committee)

1. Cllr Andy Smith (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Steve Wiles
4. Cllr Mike Deacon
5. Cllr Doreen Savage

YOUTH FORUM (3 FTC)

1. Cllr Doreen Savage
2. Cllr Sharon Harkin
3. Cllr Seamus Bennett

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

1. Cllr Mark Jepson (Lead Emergency Coordinator)
2. Cllr Darren Aitchison (Deputy Emergency Coordinator)
3. Cllr Margaret Morris (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

ESC/FTC JOINT FORUM

1. Cllr Nick Barber
2. Cllr Graham Newman
3. Town Clerk

TOWN MAGAZINE WORKING GROUP

1. Cllr Doreen Savage
2. Cllr Kimberley Williams
3. Town Clerk
4. Deputy Town Clerk

14. APPOINTMENTS TO OUTSIDE BODIES

The Mayor referred Council to the schedule of proposed appointments to Outside Bodies.

RESOLVED that the Members be appointed to Outside Bodies for the ensuing Municipal Year 2019-20 as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Felixstowe Forward	1. Cllr Doreen Savage 2. Cllr Andy Smith
Friends of Felixstowe Library	1. Cllr Tracey Green
Felixstowe Nightsafe	1. Cllr Mark Jepson
Felixstowe Old People's Welfare Association	1. Cllr Sharon Harkin + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr Mark Jepson 2. Cllr Margaret Morris 3. Cllr Graham Newman
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Mark Jepson 3. Cllr Doreen Savage + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Andy Smith (Substitute Cllr Margaret Morris)
Haven Ports Welfare	1. Cllr Doreen Savage
Landguard Partnership	1. Cllr Doreen Savage
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Andy Smith 2. Mayor of Felixstowe (<i>ex-officio</i>) 3. Town Clerk (<i>ex-officio</i>)
Safer Neighbourhood Team	1. Cllr Steve Gallant 2. Cllr Mark Jepson

	3. Cllr Mick Richardson 4. Cllr Doreen Savage 5. Cllr Kimberley Williams
Level Two Youth Project	1. Cllr Mark Jepson 2. Cllr Margaret Morris
Freight Quality Partnership	1. Cllr Andy Smith
Fairtrade Forum	1. Cllr Graham Newman
East Suffolk Lines Community Rail Partnership	1. Cllr Graham Newman
Orwell District Scouts	1. Mayor of Felixstowe (<i>ex-officio</i>)

CHARITY TRUSTEES

Charity	Trustees Appointed
Mayor of Felixstowe Charity Fund (<i>pending charity commission approval</i>)	1. Nick Barber 2. Mark Jepson 3. Graham Newman Authorised signatories to be any one of the above plus Mayor's Secretary.

15. AUTHORISATION OF SIGNATORIES

BANK SIGNATORIES 2019/20

- Cllr Nick Barber
- Cllr Mark Jepson
- Cllr Stuart Bird
- Cllr Steve Gallant
- Cllr Margaret Morris
- Cllr Andy Smith

QUARTERLY BANK RECONCILIATION SIGNATORY

- Cllr Doreen Savage

OPEN CREDIT AGREEMENT

- Town Clerk, Deputy Clerk and Cemetery & Allotments Officer are authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

16. REAL LIVING WAGE POLICY

Council considered the recommendation from Council's Personnel Committee to commit to pay the Real Living Wage as a minimum and adopt a Real Living Wage Policy (*Minute #590 of 2018/19*).

Members commented on the positive action being proposed and hoped this would encourage other local organisations to consider introducing a similar policy.

It was RESOLVED that:

- i. Council commits to pay its staff at least the Real Living Wage; and,**
- ii. the Real Living Wage Policy be adopted as presented.**

17. ACCOUNTS FOR PAYMENT

It was RESOLVED that the schedule and payment of accounts be received and approved as follows:

Date	Voucher Nos.	Total Payment
19/03/2018	451 – 463	£3,190.61
29/03/2019	464 – 488	£144,431.85
17/04/2019	1 – 28	£28,125.26
	TOTAL	£175,747.72

18. CLOSURE

The meeting was closed at 7.50pm. It was noted that the next Ordinary Meeting was scheduled for 12 June 2019 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

The following Mayoral Engagements have been undertaken since the previous meeting:

<i>Deputy Mayor – Felixstowe Youth Development Group AGM</i>	20 May 2019
World Record Presentation to Dean Gould	21 May 2019
Experiencing wearing the GERT suit for Dementia Week	23 May 2019
NSPCC Annual Meeting and Reception	23 May 2019
To start and finish the 24-Hour Static Cycle Challenge	25 May 2019
Southwold Civic Service	26 May 2019
Welcome Wesel Civic Party to Felixstowe	30 May 2019
Evening Meal with Civic Party	30 May 2019
Civic Reception	31 May 2019
Wesel Association Dinner Dance	31 May 2019
Afternoon Tea with Civic Party	1 June 2019
Wesel Association BBQ	1 June 2019
Deben Macmillan Challenge	6 June 2019
Commemoration of D-Day	8 June 2019
OVO Energy Women's Tour	10 June 2019

Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 22 May 2019** at **9.15am**.

PRESENT: Cllr A Smith (Chairman) Cllr M Morris
 Cllr S Bird (Vice Chairman) Cllr D Savage
 Cllr S Bennett Cllr S Wiles (*to item 23h*)
 Cllr M Jepson

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: Mr R Abbott of (Felixstowe Chamber of Trade & Commerce)

In advance of formal business, the Chairman welcomed everyone to the meeting, particularly the two new Members and outlined the format of the meeting.

19. PUBLIC QUESTION TIME

None.

20. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant** and **Cllr K Williams**.

Cllr S Wiles gave apologies in advance of needing to leave the meeting at 10.15am to attend to other business.

21. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr M Jepson Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk 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.

22. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 1 May 2019** be signed by the Chairman as a true record.

23. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a	DC/19/1621/FUL As part of Flagships commitment to reduce the CO2 emissions of our homes and reduce fuel poverty, we are looking to install a communal ground source heat pump (GSHP) system to provide renewable heating and hot water to 22 properties at Runnacles Way and Childers Field. The project is essential to replace existing electric storage heaters, which are inefficient and expensive to run. The communal system requires the installation of a plant room as detailed in our location plan to hold the thermal store and heat pump equipment. 120 Runnacles Way
Committee were very pleased to see this application and warmly welcomes the proposed installation of GSHPs both in terms of climate change and significant reduction in residents heating bills. We understand that Environmental Protection would be seeking to ensure insignificant noise impact and subject to a condition to that effect, we strongly recommend APPROVAL.	
b	DC/19/1622/FUL Install a communal ground source heat pump (GSHP) system to provide renewable heating and hot water to 16 properties in Kiln Field and Woodgates. 10 Kiln Field
Committee were very pleased to see this application and warmly welcomes the proposed installation of GSHPs both in terms of climate change and significant reduction in residents heating bills. We understand that Environmental Protection would be seeking to ensure insignificant noise impact and subject to a condition to that effect, we strongly recommend APPROVAL.	
c	DC/19/1623/FUL Install a communal ground source heat pump (GSHP) system to provide renewable heating and hot water to 18 properties at Runnacles Way and Childers Field. 12 Childers Field
Committee were very pleased to see this application and warmly welcomes the proposed installation of GSHPs both in terms of climate change and significant reduction in residents heating bills. We understand that Environmental Protection would be seeking to ensure insignificant noise impact and subject to a condition to that effect, we strongly recommend APPROVAL.	

d	<p>DC/19/1624/FUL Install a communal ground source heat pump (GSHP) system to provide renewable heating and hot water to 21 properties in Barn Field.</p> <p>17 Barnfield</p>
<p>Committee were very pleased to see this application and warmly welcomes the proposed installation of GSHPs both in terms of climate change and significant reduction in residents heating bills. We understand that Environmental Protection would be seeking to ensure insignificant noise impact and subject to a condition to that effect, we strongly recommend APPROVAL</p>	
e	<p>DC/19/1625/FUL Install a communal ground source heat pump (GSHP) system to provide renewable heating and hot water to 20 flats in Stonelands House.</p> <p>Flat 1, Stonelands House, Runnacles Way</p>
<p>Committee were very pleased to see this application and warmly welcomes the proposed installation of GSHPs both in terms of climate change and significant reduction in residents heating bills. We understand that Environmental Protection would be seeking to ensure insignificant noise impact and subject to a condition to that effect, we strongly recommend APPROVAL.</p>	
f	<p>DC/19/1626/FUL Install a communal ground source heat pump (GSHP) system to provide renewable heating and hot water to 22 properties in Long Field. The project is essential to replace existing electric storage heaters</p> <p>15 Long Field</p>
<p>Committee were very pleased to see this application and warmly welcomes the proposed installation of GSHPs both in terms of climate change and significant reduction in residents heating bills. We understand that Environmental Protection would be seeking to ensure insignificant noise impact and subject to a condition to that effect, we strongly recommend APPROVAL.</p>	

g	<p>DC/18/0272/FUL Beach platform repairs and extension and the provision of 6 new beach huts. Beach Hut 1 Pier South Sea Road</p>
	<p>Consistent with its recommendation on 7 February 2018 in relation to DC/18/0272/FUL, Committee recommended REFUSAL on the grounds that it is clearly contrary to FPP20 which states that:</p> <p>“The provision of beach huts will be carefully monitored and limited to those which currently exist. Any increased provision will be directed towards other parts of the sea front (namely Felixstowe Ferry Golf Club to Cobbolds Point, Policy FPP18 as appropriate). Committee believes that a row of beach huts of this length and spacing on the beach in front of the promenade would result in a loss of tourism amenity, also an aim of FPP20, as large rows of closely spaced huts can be seen as intrusive and to detract from the seaside experience, in particular loss of sea views from the promenade.</p> <p>Members were also aware of the views of the Coast Protection team that the existing groynes in this area have a limited remaining life span of probably 10-15 years, with a consequent need for a further major Coastal Defence scheme on the frontage, potentially incompatible with the type of concrete wall structure proposed. Therefore, the creation of further beach hut sites at this location may only be sustainable in the short-term.</p>

During consideration of the following item, at 10.15am, Cllr S Wiles left the meeting.

h	<p>DC/19/1820/FUL Proposed New Bungalow Land Adjacent 53 Wentworth Drive</p>
	<p>Committee recommended REFUSAL. The open grassed spaces between buildings and those areas separating the buildings from the road make an important contribution to the overall characteristics of the area, as originally designed. The proposal would detract from the overall openness of the area, contrary to policy SP15 and fails to take into consideration the important use of space between buildings and the landscaping scheme originally intended contrary to policy DM21.</p> <p>Moreover, this proposal, sited on the corner of an unusual road layout will compromise safety and visibility for drivers. Members noted that a decision to refuse the application would be consistent with the District Council’s determination of DC/18/4243/FUL.</p>

i	<p>DC/19/1540/COU Change of use. Ground floor shop to be converted to a flat, mirroring the first floor flat already existing. 297 High Street Walton</p>
<p>Committee recommended APPROVAL</p>	
j	<p>DC/19/1070/FUL Proposed Rear Extension Westdene 5 Buregate Road</p>
<p>Committee recommended APPROVAL</p>	
k	<p>DC/19/1819/FUL Erection of single storey side and rear extension 62 Quilter Road</p>
<p>Committee recommended APPROVAL</p>	
l	<p>DC/19/1863/FUL To demolish side hall extension (for access) and later rebuild with bedroom over both hall extension and covered way, erect open porch onto hall, erect rear single storey and two storey extensions 1 Church Road</p>
<p>Committee recommended REFUSAL. It is an extremely cramped form of development. The 2-storey extension will significantly overshadow the neighbouring semi-detached property to the north with a 2-storey erection only some 9m approximately from the rear windows of the neighbouring property to the south at 131 High Road East.</p>	
m	<p>DC/19/1554/FUL Retrospective Application for side and rear extensions to bungalow. 102 Garrison Lane</p>
<p>Committee strongly recommended REFUSAL. Many of the rooms appear to be inaccessible, others appear self-contained and only accessible from the street. This application is therefore not, as described, an extension to a single dwelling.</p>	
n	<p>DC/19/1606/FUL Proposed two storey porch 20 Fleetwood Avenue</p>
<p>Committee recommended APPROVAL</p>	

o	DC/19/1657/FUL Installation of Three replacement door sets & seven replacement windows into existing openings 8 Red Hall Court
Committee recommended APPROVAL	
p	DC/19/1865/FUL Single storey extension to provide larger kitchen/ diner and porch. Add bedroom and toilet. Alter personal door position to garage. 27 Bredfield Close
Committee recommended APPROVAL	
q	DC/19/1470/FUL Remove white UPVC double glazed window and replace with white UPVC double glazed French doors 17A Beatrice Avenue
Committee recommended APPROVAL	

24. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

25. NOTIFICATION OF APPEAL APP/J3530/D/19/3224173

Committee NOTED the Appeal with no further comment.

26. CORRESPONDENCE

The Clerk advised of the following correspondence received:

a) East Suffolk Council World of Planning Forum

Cllr S Bennett and Cllr M Morris indicated they would like to attend this event on Friday, 7 June at East Suffolk House in Melton.

b) Proposed TRO for School Keep Clear Roadmarkings

Committee noted Suffolk Highway's plan to introduce TROs to make it an offence to stop on the school entrance markings. The proposed restriction will be effective on Monday to Fridays and between 8am and 4.30pm.

27. CLOSURE

The meeting was closed at 11.40am. The date of the next meeting was noted as being Wednesday, 5 June, 2019, 9.15am at Felixstowe Town Hall.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Felixstowe Town Hall on Wednesday 29 May 2019 at 7.30pm**

PRESENT: Cllr S Gallant (Chairman)
Cllr M Richardson (Vice-Chairman) Cllr D Savage
Cllr M 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)

28. PUBLIC QUESTIONS

There were none.

29. APOLOGIES FOR ABSENCE

There were none.

30. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
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)

31. REQUESTS FOR DISPENSATION

There were none.

32. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 27 March 2019 be signed by the Chairman as a true record.

33. INTERNAL AUDIT REPORT TO 31 MARCH 2019

Members considered the final Internal Audit Report for the year 1 April 2018 – 31 March 2019.

RESOLVED that:

- i. the Internal Audit Report for the year 1 April 2018 – 31 March 2019 be received and noted;**
- ii. the recommendation regarding the use of the General Power of Competence be noted; and,**
- iii. it be noted that the recommendation regarding the nominated Councillor signing the bank statement rather than the Omega bank reconciliation had been actioned.**

34. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

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

Members considered the good service received from the SALC-appointed auditor and the benefit of an internal auditor with experience of working within the town council sector. It was proposed that the arrangement be recommended to continue on the same basis for 2019/20.

RESOLVED that it be recommended to Council that:

- i. having reviewed the effectiveness of its internal audit, it be resolved 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 paras 4.14-4.17 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2019".**

35. ACCOUNTS FOR THE FINANCIAL YEAR 1 APRIL 2018 – 31 MARCH 2019

Committee received the accounts report for the financial year 1 April 2018 - 31 March 2019. 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 2018-19 had been prepared based on the figures given and would be submitted to Council for approval in June.

Members noted that there was £3,680 remaining in the Armed Forces Weekend Legacy Fund and requested that a reminder is sent out to local cadet forces and other appropriate organisations regarding the fund availability.

RESOLVED that the accounts to 31 March 2019 and the Council's financial position as at year end 2018/19 be noted, with no other action required at this time.

36. BUDGET MONITORING TO 30 APRIL 2019

Committee received the budget monitoring report to 30 April 2019. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

Members noted that, due to a beneficial outcome in the cost of insurance provision for 2019/20 there would be an underspend in this area. The Clerk advised that he would bring to Committee's attention in September any pressure in other areas of the Council's budget which could be supported by this underspend.

RESOLVED that the budget monitoring report to 30 April 2019 be approved, with no other action required at this time.

37. 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, other than non-material updates, no changes were proposed to the Council's Statement of Internal Control 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 2020 be recommended to Council for formal adoption as presented.

38. BUSINESS PLAN 2020-2024

Committee considered its approach for the development of the Town Council's Business Plan for 2020-24. The Clerk advised that the Committee would be working towards the recommendation of a draft Business Plan to Council in March 2020. Following a discussion it was agreed that a small steering group should be formed to scope and oversee an inclusive process involving all Council Members.

It was RESOLVED that the Clerk, in consultation with the Chairman and Cllr M Deacon, be delegated the authority to create a small steering group of Members to scope and oversee the process of developing a draft Business Plan 2020-24, reporting back to Committee in due course.

39. WORKS TO TREES AT FERRY ROAD

Committee considered a report on the intention by Generator Optima (Ferry Road) Ltd. to prune branches on trees situated on land owned by the Council at Ferry Road, which were overhanging the boundary with their housing development site. The Clerk advised that, due to works being anticipated to start on 3rd June, this was being brought to the Finance & Governance Committee for expediency with any decisions to be reported to the next Assets and Services Committee.

Members agreed to accept the offer to extend the pruning work to minimise unbalancing the trees insofar as may be possible. It was noted that the cost of these works would be met by Generator Optima (Ferry Road) Ltd.

It was RESOLVED that the works to trees at Ferry Road be approved to be carried out by the qualified contractor a by Generator Optima (Ferry Road) Ltd.

40. CLOSURE

The meeting was closed at 8.10pm. The next meeting was noted as being scheduled for Wednesday 17 July 2019 at 7.30pm.

45. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a	<p>DC/19/1961/VOC Variation of Condition(s) 1 of application DC/16/3776/ARM (Submission of reserved matters pursuant to outline planning permission DC/13/3069/OUT for the creation of 197 no. one, two, three and four bedroom houses and apartments, plus associated roads, paths, driveways, car parking, landscaping and public open space). Land West Of Ferry Road Residential Centre Ferry Road</p>
<p>Committee recommended REFUSAL.</p> <p>Committee noted that there have been a number of ‘non-material amendment’ applications for this site, the cumulative effect of which will result in a major change to the design and quality of the overall development.</p> <p>Committee considers that this proposal would lead to the high-quality design proposed in the reserved matters application being largely destroyed.</p> <p>Committee felt that the original design featuring gables with valleys between helped to reduce the impact of these three storey apartment blocks. The introduction of ridges between these gables now negates this positive effect.</p> <p>We, therefore, feel that this application is contrary to DM21 (a) and DM23 (e).</p>	

At 9.40am Cllr K William left to attend a prior meeting.

b	<p>DC/19/1923/VOC Variation of Condition No 4 of C05/1593 - Use of land for construction of ten flats, new vehicular access and demolition of existing dwelling. Conditions(s) Removal: To improve the overall elevational treatment and to bring this in line with recent contemporary designs along Cliff Road. Second floor improvements to top floor apartments for improved marketability and viability of development. Amendments include: Proposed amendments to second floor flats (infilling of flat roof between units). Proposed amendments to elevations including fenestration and materials. Stowe House (Former) Cliff Road</p>
<p>Committee recommended APPROVAL</p>	

c	DC/19/1907/FUL Loft Conversion/Extension with first floor balcony to rear elevation Rubecon 14 Marine Parade Walk
<p>Committee strongly recommended REFUSAL of this application.</p> <p>The Martello Park development was carefully designed with an aesthetic appearance in mind. Each elevation within the development has a symmetrical appearance and overall the street scene has a beneficial effect on this very public area of the town. We regard any deviation from the original design concept will have a severe detrimental effect on this iconic design. We, therefore, feel that this proposal is contrary to DM21 (c)</p>	

d	DC/19/1889/FUL Extensions and Internal Alterations 18 Ferry Road
Committee recommended APPROVAL	

e	DC/19/1891/FUL Rear and side extensions replacing existing extensions. Rebuild of garage 6 Foxgrove Gardens
Committee recommended APPROVAL	

f	DC/19/1932/FUL WC block Posh Car Wash Langer Road
<p>Committee recommended REFUSAL. We feel the siting of the proposed toilet block in isolation will have a negative impact on the streetscene, which we feel is in contravention of DM21 (a & b).</p>	

g	DC/19/1527/FUL Rear single storey flat roof extension to detached dwelling 68 Langer Road
Committee recommended APPROVAL	

h	DC/19/1892/FUL Garage side extension 3 Estuary Drive
Committee recommended APPROVAL	

i	<p>DC/19/1984/FUL Erection of a single storey summer house at the rear of the property garden. Non-permanent structure. No sleeping facilities, no cooking facilities. Does not overlook any neighbouring properties, no loss of privacy. Does not shade or affect light to any neighbouring properties. At the end of all neighbouring gardens.</p> <p>25 High Road East</p>
<p>Committee recommended APPROVAL</p>	

46. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

47. CORRESPONDENCE

Environment Agency consultation: draft national flood and coastal erosion risk management strategy

The Deputy Clerk advised that the Environment Agency are seeking comment by 4 July. Committee agreed that Cllr A Smith should be asked to formulate a response which he would present to the Committee on 19th June.

48. CLOSURE

The meeting was closed at 11.05am. The date of the next meeting was noted as being Wednesday, 19 June, 2019, 9.15am at Felixstowe Town Hall.

AGENDA ITEM 11: FELIXSTOWE FORWARD REPORT

Council is requested to receive the 'Felixstowe Forward Progress Report to June 2019 (**Appendix B**) as submitted by the Felixstowe Forward Change Director, Helen Greengrass.

Council is reminded that this year's Annual Engagement Event is due to be held on 18th June at The Orwell Hotel from 9am to 1pm. This year the event focuses on partnership and collaboration and the people that make Felixstowe such a great place to live, work and visit.

The event will give the opportunity to:

- Hear about the latest developments in the town and resort
- Find out about what shoppers and businesses have to say about the Town Centre
- Contribute to discussions about the future - what will help shape the Felixstowe of 2030?
- Meet and network with colleagues

The morning will feature three short presentations followed by table discussions.

An agenda for the event will be available at the meeting.

Chloe Winlow, East Suffolk Council Communities Officer, will be attending the meeting to brief Councillors on her role.

Council is requested to receive the Felixstowe Forward Progress Report to June 2019 and consider any recommendations it deems appropriate.

AGENDA ITEM 12: ANNUAL RETURN 2018-19

Council is required to approve the Annual Return, presented at **Appendix B**, before the submission deadline of 1 July 2019.

Council's Internal Audit was carried out 11 April and there were no actions arising from the final report of the Internal Auditor for the Financial Year 2018-19. Therefore, no action plan was required to be submitted with the Annual Return 2018-19 to the External Auditor. Accordingly, Council's Internal Auditor has completed page 3 of the Annual Governance and Accountability Return confirming that all internal control objectives have been met.

Notes are provided below to provide some context to the figures to the Accounting Statements 2018/19 Section 2 of the Annual Return (figures for Year Ending 31 March 2018 are shown in brackets for comparison). The External Auditor requires an explanation of any variances for boxes 2 to 6, 9 & 10 in Section 2 where the percentage change is greater than +/- 15% and if the increase or decrease is greater than £200. Where this applies, the explanation is given below and will be appropriately evidenced alongside all other documentation due to be submitted to the External Auditor before 11 June 2018.

All figures are rounded to the nearest £1.

1 - Balances Brought Forward: £1,042,759 (£912,112 for Y.E. 31 March 2018)

This represents the total balances and reserves as recording in the financial records at the start of the year and agrees with the audited figure in Box 7 of the previous year ending 31 March 2018.

2 - Precept: £560,967 (£549,742) Variance = +2.04%

As approved by Council at its meeting of 9 January 2019 (*Minute #417 of 2018/19 refers*).

3 - Total other receipts: £154,637 (£208,328) Variance = -25.77%

Explanation of Variance

Variance predominately attributed to:

Community Infrastructure Levy (CIL): £26,897 received during 2017/18 (£4,057 in 2018/19)

Armed Forces Weekend Legacy Fund: £10,796 received in 2017/18 (non-recurring)

Bank interest: £956 more in 2017/18 due to a higher rate being offered.

Wedding hire: £1,837 more in 2017/18.

Cemetery fees: £13,965 more in 2017/18.

4 - Staff Costs: £386,269 (£370,129) Variance = +4.36%

5 - Loan Repayments: £34,732 (£34,732) Variance = 0%

Repayment of PWLB loan at fixed sum paid in two instalments of £17,365.97 per year.

6 – All Other Payments: £328,296 (£222,562) Variance = +47.51%**Explanation of Variance**

Variance attributable to new expenditure in 2018/19 which included: £83,073.34 from Earmarked Marked Reserves towards three play area refurbishment projects in Felixstowe.
£34,000 funding towards a local Police Community Support Officer.

7 – Balance Carried Forward: £1,009,066 (£1,042,759)

Representing total Balances and Reserves at 31 March 2019.

Movements to Council's General Fund and allocated Earmarked Reserves for the year are shown below (all figures are rounded):

General Fund opening Balance: £ 356,823
Earmarked Reserves: £ 685,936
Total opening Balance 01.04.17: **£1,042,759**

Total Receipts: £715,604 (+)
Total Expenditure: £749,297 (-)

Total closing Balance 31.03.18: **£1,009,066**

Represented by

General Fund: £385,601
Earmarked Reserves: £623,465 (Net change to ER 18/19 = - £62,471)

A summary of transfers to and from Earmarked Reserves is provided in the table below:

Description	Opening Balance 1/4/18	Transfer In/Out	From/To Reference	Direct Expenditure	Reference	Closing Balances 31/3/19
Election Expenses	£8,862	£6,000	Min 437 of 17/18	£0		£14,862
Enhancement & Promotional	£1,941	£0		£0		£1,941
Asset Repairs & Replacement	£19,532	£3,000	Min 437 of 17/18	£7,500	Min 77 of 18/19	£15,032
IT Replacement Fund	£3,117	£0		£0		£3,117
Cemetery Projects	£149,922	£20,000	Min 437 of 17/18	£5,486	Min 220 & 548 of 17/18	£164,436

Broadway House	£61,020	£2,500	Min 437 of 17/18	£4,414	Min 549 of 17/18	£59,106
Walton Community Hall	£62,500	£2,500	Min 437 of 17/18	£0		£65,000
Town Hall Maintenance	£104,242	£356	Min 344 of 18/19	£27,411	Min 76, 140 & 344 of 18/19	£77,187
Play Equipment	£27,000	£0		£27,000	Min 531 of 18/19	£0
Community Fund	£156,821	£7,184	Min 437 of 17/18	£11,333	Min 340 of 18/19	£152,672
CCTV	£42,000	£0		£0		£42,000
Staffing Reserve	£10,375	£10,000	Min 437 of 17/18	£0		£20,375
Community Infrastructure Levy	£27,808	£4,057	Cil 2018/19	£27,808	Min 531 of 18/19	£4,057
Armed Forces Weekend Legacy Fund	£10,796	£0		£7,116	Min 344 of 17/18	£3,680
Totals	£685,936	£55,597		-£118,068		£ 623,465

8 – Total Cash and Short Term Investments: £1,000,956.69 (£1,038,428.71)

Variance between Boxes 7 and 8 = £8,110

Represented by:

Debtors:	-£19,947
Creditors:	£11,837

9 - Fixed Assets Plus Other Long Terms Investments/Assets: £56,517 (£50,789)

Variance = 11.28%

The value of fixed assets reported in 2017/18 was £50,789. The following additions and deletions took place:

Additions (Subtotal: £15,961)

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
Kubota B1181 Compact Tractor inc 48" side cutting deck	Cemetery	11 July 2018	£12,300	21/01/1976 £12,300	£0.00 £12,300
Defibrillator and wall bracket	Town Hall	9 January 2019	£870	£870	£870
Defibrillator and Cabinet	Broadway House and	9 January 2019	£1,395 (Donated by Felixstowe Society)	£1,395	£1,395
Defibrillator and Cabinet	East of England Co-	9 January 2019	£1,395 (Donated by	£1,395	£1,395

	operative store, Hamilton Rd		Felixstowe Society)		
Cemetery Store	Cemetery	29 March 2019	£9,666	£9,666	£1

Deletions (Subtotal: £10,233)

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
Kubota B1610 Tractor	Cemetery	01/01/2005	£5,600.00	£14,101.97	£6,000.00
Kubota Cultivator	Cemetery	01/01/2005	£1,450.00	£1,450.00	£1,450.00
Kubota Topper	Cemetery	01/01/2005	£740.00	£740.00	£740.00
Kubota Plough	Cemetery	01/01/2005	£1,139.00	£1,139.00	£1,139.00

In accordance with the Practitioner's Guide to Governance and Accountability for Smaller Authorities, the Council's land and premises transferred under local government reorganisation and any 'community assets' without an intrinsic resale value are given a nominal valuation of £1.

The value of fixed assets reported to Council for 2018/19 was £56,517 (*Min #9 2019/20 refers*)

10 – Total borrowings: £347,803 (£364,689) Variance = -4.63%

Felixstowe Town Council borrowed £500,000 from the Public Works Loan Board in 2007/08 for the purchase and refurbishment of Felixstowe Town Hall. The loan period being 25.5 years. Repayments are £34,731.94 per annum and the balance outstanding as at 31 March 2019 was £347,803.

Further to the Accounting Statements, the following additional notes may be of benefit to Council:

Leases

At the end of 2018/19 the Town Council had no lease of property.

Parts of the Town Hall are licensed to third party organisations, as follows:

Lessee	Purpose	Annual Lease Payable £	Year of Expiry
Suffolk County Council	Registration Service Accommodation	£3,830.56 per annum (£3192.13 net)	Annual renewal
Suffolk Coastal District Council	Felixstowe Forward Accommodation	£3,250.00 per annum (£2,708 net)	Annual renewal
Suffolk Coastal District Council	Resort Team Accommodation	£2,500.00 per annum (£2,083 net)	Quarterly renewal

The Town Council owns the freehold interest in two schemes within Felixstowe which have either been re-built or re-furbished in conjunction with the Orwell Housing

Association. Both schemes comprise a community hall on the ground floor and social housing flats on the upper floors.

The Housing Association financed the building works at each site and consequently has the benefit of an agreement to a long lease of the flats at a peppercorn rent to reflect the value of the building works carried out. The Housing Association then sub-lets the flats to its own tenants.

Lessee	Rent	Freeholder	Address
Orwell Housing Association Ipswich	Annual peppercorn	Felixstowe Town Council 65 years from January 2005	Broadway House Orwell Road Felixstowe
Orwell Housing Association Ipswich	Annual Peppercorn	Felixstowe Town Council 65 years from March 2007	Walton Community Hall Walton Felixstowe

In addition, the Town Council leases the following items of equipment:

Lessor	Purpose	Lease Payable Net £	Year of Expiry
Sharp	Multi-Functional Device	£162.61 per quarter	29.10.2021
Pitney Bowes	Franking Machine	£75.00 per quarter	10.12.2024
4Com	Telephone System	£212.16 per month	19.02.2021
O2	4 Mobile Phones	£32.68 per month	24.03.2020

Tenancies

During the year the following tenancies were held:

Council as Landlord

Tenant	Property	Rent p.a.	Repairing/Non repairing
Felixstowe Old Peoples Welfare Association	Broadway House	£2,067.26	(Licence)
Telefonica	Telephone mast situated at Felixstowe Cemetery	£5,314.75	N/A

Council as Tenant

The Flood Memorial owned by Felixstowe Town Council is located at Langer Primary Academy, Langer Road, Felixstowe. An annual fee of £10.00 is due to Suffolk County Council.

Local Government Act 1972, Section 137 Payments

Section 137 of the Local Government Act 1972 enables local councils to spend up to £7.86 per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers.

During the year the following payments were made:

Description	Amount
Annual Grants	7,350
Occasional Grants	25,000
Remembrance Day	496
Total	£32,846

Advertising and Publicity

The following costs for advertising and publicity were incurred during the year 2018/19:

Wedding Advertisements	£115
Felixstowe in Flower	£64
Remembrance	£144

Pensions

The Council is a member of the Suffolk County Council Local Government Pension Scheme. Employer's contributions in 2018/19 were 25% and the Council paid £52,008.51 into the Suffolk County Council Local Government Pension fund in respect of its employees.

Employees qualifying for auto-enrolment to a pension scheme are enrolled in to Council's NEST Pension scheme. Employer contributions for 2018/19 were 6% and the Council paid £4,873.53 into the NEST Pension scheme in respect of its employees.

Council is requested to:

- i. **approve the Annual Return for the financial year ended 31 March 2019 (Section 1 – Annual Governance Statement) and authorise the Mayor and Town Clerk to sign the declaration on behalf of Felixstowe Town Council;**
- ii. **approve the Annual Return for the financial year ended 31 March 2019 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council's Responsible Finance Officer, and authorise**

the Mayor to sign the declaration on behalf of Felixstowe Town Council; and,

- iii. note that there were no actions arising from the final Internal Audit Report for the Financial Year 2018-19 and, therefore, no action plan is required to be submitted with the Annual Return 2018/19 to the External Auditor.**

AGENDA ITEM 13: STATEMENT OF INTERNAL CONTROL 2019/20

The Accounts and Audit Regulations 2015 states that a Council must ensure that it has a sound system of internal control which

- facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- ensures that the financial and operational management of the authority is effective; and
- includes effective arrangements for the management of risk.

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The Council must operate an overall system of internal control appropriate to its expenditure and activity. As part of its system of internal control, the council arranges for an internal audit where someone, (other than the Clerk or Responsibly Financial Officer (RFO)) and acting independently of the council), scrutinises the council's financial systems.

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council Members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

Council's Statement of Internal Control for the year ending 31 March 2020 was reviewed by the Finance & Governance Committee on 29 May 2019 (*Minute #37 of 2019/20 refers*) and is recommended for approval at **Appendix D**.

Council is requested to approve the Statement of Internal Control for the year ending 31 March 2020, as recommended by the Finance & Governance Committee.

AGENDA ITEM 14: REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council's Finance & Governance Committee conducted a review of the effectiveness of Council's internal audit arrangements on the following basis:

Regulation 6 of the Accounts and Audit Regulations 2015 imposes a duty on local councils to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control."

Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.

Mr Colin Poole, as appointed by the Suffolk Association of Local Councils (SALC), has acted as the internal auditor to Felixstowe Town Council since October 2015. SALC have been providing internal audit services to the Town Council since December 2012.

Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. The Council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.

Review of effectiveness of internal audit

Paragraph 4.22 of "Governance and Accountability for Local Councils – a Practitioner's Guide (March 2019)" states that the "*review should be designed to assure the authority that it has maintained the standards of an adequate and effective internal audit of its risk management, control and governance processes. It should include, as a minimum, making an assessment of each of the following:*

- *the scope of internal audit;*
- *independence;*
- *competence;*
- *relationships with the clerk and the authority; and*
- *audit planning and reporting.*

The Council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the Council's internal controls and its management of risk.

An assessment against the above criteria is provided, as follows, to assist Committee in reviewing the effectiveness of the Town Council's internal audit arrangements:

Scope of Internal Audit: *It is a matter for the authority to determine the necessary scope and extent of its internal audit. When securing an internal audit service, the authority should make sure that it is proportionate to the needs, size and the circumstances of the authority.*

The scope of the internal audit work carried out by Mr Poole follows that which was suggested in paras. 4.14-4.17 of the “Governance and Accountability for Local Councils – a Practitioner’s Guide 2019.”

Independence: *Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in or responsibility for the financial decision making, management or control of the authority, or with the authority’s financial controls and procedures.*

Mr Poole has no involvement in the Council’s financial controls, procedures or decision making.

Relationships with the Clerk and the Authority:

Mr Poole is not related to, nor associated with, any Member of the Council or the Clerk. The internal auditor has direct access to the Council should he think this necessary.

Competence: *There are various ways for an authority to source an internal audit service, for example, appointing a local individual administered by a local association or branch of NALC, SLCC or ADA. An individual will need to demonstrate adequate independence and competence to meet the needs of the authority.*

Mr Poole has extensive experience of carrying out audit work for parish councils across Suffolk on behalf of the Suffolk branch of the National Association of Local Councils.

Audit Planning and Reporting: *The minimum reporting requirement for internal audit to the smaller authority is met by completing the annual internal audit report on page 3 of the Council’s Annual Governance and Accountability Return.*

In addition to completing the annual internal audit report on the annual return, Mr Poole prepares a report in his own name following completion of each internal audit. Each audit report is presented to the Council’s Finance & Governance Committee and any recommendations are reviewed and considered at that time. Any actions taken prior to the meeting, such as may be appropriate under delegated authority or for matters of urgency, are reported to the Committee at this time. Any actions to be taken on the recommendations made are recorded in the minutes of the meeting and reported to Council for approval, if required.

An internal audit of Felixstowe Town Council was carried out twice during 2018/19 on a half-yearly basis.

Council’s Finance & Governance Committee RECOMMENDED the following (Minute #34 of 2019/20 refers):

- 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 paras 4.14-4.17 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2019".
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AGENDA ITEM 15: PARISH LIAISON MEETING – LOCAL EDUCATION MATTERS

A parish liaison meeting, hosted by Suffolk County Council, involving SCC's Senior Planning and Infrastructure Officer as well as local SCC and East Suffolk Councillors, has been scheduled to take place from 2-4pm on 25 June at the Town Hall.

The meeting is being held to discuss education matters in the peninsula and a representative from Felixstowe Town Council is invited to attend alongside representatives from the following neighbouring parishes:

- Kirton & Falkenham Parish Council
- Trimley St Martin Parish Council
- Trimley St Mary Parish Council

Council is requested to appoint a representative to attend a liaison meeting on local education matters being hosted by Suffolk County Council at the Town Hall on 25 June 2019.
