

which will result in significantly lesser income (from approximately £100 per month interest to just £3 month). Next year's budget estimates had been adjusted accordingly.

It was RESOLVED that the budget monitoring report to 30 November 2020 be approved, with no other action required at this time.

374. BUDGET ESTIMATES 2021/22

Committee considered the papers showing a first draft full budget, including earmarked reserves requirements for 2021/22. Members also considered comparisons against the current year budget, actual expenditure and projected outturn for the full year 2020/21.

Members discussed the budget proposal and agreed that Council should use existing funds to ensure a 0% increase to its portion of the council tax to help the community during this difficult period due to COVID-19. Members noted that to enable this to happen £97,416 was being proposed to be transferred from Council's General Fund to balance the budget. However, the Town Clerk advised that most of this transfer, £81,500, would be a contribution toward Earmarked Reserves. It was noted that the tax base was still to be confirmed by East Suffolk Council, but on the figures provisionally supplied, the required precept would be £591,140.84. Using the expected tax base of 8,341.20, this would equate to £70.87 per Council Tax Band D equivalent ratepayer, and a nil increase.

The Town Clerk highlighted that this was a comprehensive budget, enabling the Council to meet additional aspirations for new parks and play equipment, two new apprenticeships, as well as a fund for further community support to aid the recovery from covid-19. By using some of its reserves to mitigate the impact of the coronavirus on the tax base, these were able to be achieved with a 0% change to the Town Council's element of council tax for 2021/22.

It was RESOLVED that a recommendation be made to Council that, subject to updating the budget once the final tax base for Felixstowe had been confirmed by East Suffolk Council; and any further adjustments to be deemed appropriate by the Town Clerk which would not cause the total requirement to change, the draft budget 2021/22 proposals be approved as presented.

375. INTERIM INTERNAL AUDIT REPORT

The Deputy Town Clerk reported that the half-year audit had been completed virtually. Committee noted the recommendation that minuting the budget approved by Full Council would remove any doubt as to what budget was approved, and this will be carried out after the budget is approved by Full Council each January.

It was RESOLVED that:

- i. **the Interim Internal Audit Report for the period 1 April 2020 - 30 September 2020 be noted; and,**
- ii. **the Clerk will minute the budget approved by Full Council in the minutes each January upon Council approving the budget as detailed in the agenda.**

376. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2019/20.

It was noted that the CIL Annual Report would be published on the Council's website and sent to East Suffolk Council by the 31st December 2020 deadline.

Committee noted that a separate Earmarked Reserve fund was now being used to hold CIL, linking the funding to the year received.

Members agreed that a Working Group, consisting Cllrs M Richardson, S Bennett and A Smith, should be formed to facilitate consideration, by all Town Councillors, of projects that could be achieved with CIL funding.

It was RESOLVED that:

- i. **the Community Infrastructure Levy Annual Report for 2019/20 be approved as presented and published on the Council's website before 31st December 2020 and sent to East Suffolk Council, and;**
- ii. **a Working Group, consisting Cllrs M Richardson, S Bennett and A Smith, should be formed to facilitate consideration, by all Town Councillors, of projects that could be achieved with CIL funding, reporting back to Committee in due course.**

377. DATA PROTECTION OFFICER

Committee noted that Council had been accurately complying with GDPR regulations with the help of a Data Protection Officer (DPO), however, the DPO had now relocated and was no longer offering the service. As Section 7(3) of the DPA 2018 infers that Parish/Town Council do not need to appoint a DPO, members agreed that a DPO will not be reinstated. It was agreed that Town Hall staff will continue this duty in house as many now have a very good knowledge of GDPR and very few of Council's operations pose a significant risk of data breach.

It was RESOLVED that:

- i. **a Data Protection Officer is no longer required, data protection audits will continue to be carried out inhouse by Town Hall staff; and,**

- ii. **The DPO details will be removed from the ICO website and from Council's Data Protection Policy and Privacy Notice.**

378. WICKER FAMILY

Committee considered the reinstatement of the Victorian Wicker Family at the Felixstowe Seafront Gardens, costing £2,500 and funded from the New Community Projects budget under the auspices of the Civic & Community Committee. Committee warmly welcomed the reinstatement of the Wicker Family, believing it brought character and life to the Seafront Gardens.

It was RESOLVED that the replacement of the Wicker People be approved and funding be made via the Civic & Community Committee's New Community Projects budget.

379. IT AND CONFERENCING

The Town Clerk reported updates on Town Council's IT and Conferencing developments, including a proposed migration to a dedicated Council Cloud Server. This will streamline many functions and facilitate telecommunications via VOIP software, the annual costs of which will be offset by the existing telecommunications contract ending in early March 2021.

Upgrade of equipment will be funded by the sum previously agreed by Council of £40,000 which has been transferred from the General Fund Reserves to the IT Earmarked Reserve. The Clerk had also been discussing with Members the type of hardware, software and support that would be required to assist them in their roles.

Members agreed that the project should be progressed in accordance with the costs reported.

It was suggested that the cost of full Adobe Acrobat software, which allows PDF documents to be edited and marked up, also be investigated.

It was RESOLVED that the report on IT and Conferencing be noted and the migration to cloud computing and telecommunications be approved in accordance with the costs provided in the report, with further updates to be brought to Committee on the upgrading of conferencing facilities and hardware, plus the potential use of Adobe Acrobat, in due course.

380. CLOSURE

The meeting was closed at 8.52 pm. The next meeting was noted as being scheduled for Wednesday 20 January 2021 at 7.30pm.

Date: _____

Chairman: _____