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9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## TO ALL MEMBERS OF THE FINANCE & GOVERNANCE COMMITTEE

Cllr M Richardson (Chairman)  
Cllr T Green (Vice Chairman)  
Cllr S Bennett  
Cllr S Bird  
Cllr M Deacon

Cllr S Harkin  
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 9 December 2020** at **7.30pm** for the transaction of the following business:

### **Public Attendance**

*Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend via Zoom. Members of the public are invited to make representations or put questions to the Committee during the public session.*

**To join the meeting please follow this link:**

<https://us02web.zoom.us/j/83090518311>

Alternatively, you may join via the meeting ID 830 9051 8311 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

*Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.*

**Ash Tadjrishi**  
**Town Clerk**  
**4 December 2020**

For information (via email):

All Town Councillors  
Local Press

## **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 for matters in which they have a disclosable pecuniary interest.
- 4. Confirmation of Minutes**  
To confirm the Minutes of the Finance & General Purposes Committee meeting held on 28 October 2020 as a true record. **(Pages 3-6)**
- 5. Budget Monitoring to 30 November 2020**  
To receive budget monitoring report to 30 November 2020 and consider any actions deemed necessary. **(Pages 7-11 & Appendix A)**
- 6. Budget Estimates 2021/22 (Draft)**  
To consider draft budget proposals for 2021/22 following recommendations from Council's Assets & Services, Civic & Community and Personnel Committees and make any recommendations to Council. **(Page 12-14 & Appendices B-E)**
- 7. Interim Internal Audit Report: 2020/21**  
To receive the interim report of the Internal Auditor for 2020/21 and consider any actions in respect of any matters raised. **(Page 15 & Appendix F)**
- 8. Community Infrastructure Levy (CIL) Annual Report**  
To receive the report on CIL, approve the CIL Annual Report and make any recommendations to Council. **(Pages 16-17 & Appendix G)**
- 9. Data Protection Officer**  
To receive an update report on the Data Protection Officer and consider any actions deemed necessary. **(Page 18)**
- 10. Wicker Family**  
To receive an update report on the Wicker Family and consider any actions deemed necessary. **(Page 19)**
- 11. IT and Conferencing**  
To consider a further report on a project to upgrade the Council's IT and conferencing facilities **(Report to follow)**
- 12. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 20 January 2021 at 7.30pm.



Reserves, from which the Committee had been given delegated authority to spend up to £40,000 (*Minute #59iii 2020/21 refers*).

The Deputy Town Clerk gave an update on calculations which had estimated income from Weddings & Hirings this year. At 60.1% and 40% respectively if no further lockdowns in the area, considering the year's circumstances the estimates were higher than expected.

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

#### **298. QUARTERLY BANK RECONCILIATION**

It was confirmed that Cllr D Savage, as the Council's nominated Quarterly Bank Reconciliation Signatory (*Min #12 2020/21 refers*), had signed the reconciliation between the bank statement and Omega accounts to confirm the amounts agreed each month.

**RESOLVED to note that the quarterly bank reconciliation for the period 1 April - 30 September 2020 had been carried out by Cllr D Savage.**

#### **299. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

Council noted that the External Audit for the Financial Year 2019/20 had been completed on 8 October 2020, with no formal or any other matters being raised.

Members recorded a vote of thanks to the Town Clerk, Deputy Town Clerk and the Finance Admin Assistant for their work to support Council's continuing clear and unqualified audits.

**It was RESOLVED that:**

- i. the Annual Governance and Accountability Return including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 16 October and will be displayed until 2 November 2020.**

#### **300. LGBCE CONSULTATION ON SUFFOLK COUNTY COUNCIL DIVISIONS**

Committee considered the report on the LGBCE's proposals for the electoral review of Suffolk and welcomed the improvements to parish ward arrangements in Felixstowe. Members reviewed a draft response provided by Cllr A Smith and recorded a vote of thanks to Cllr Smith for his work in this response.

It was noted that the Commission's draft proposals stated an implementation date of May 2025, in time for the Suffolk County Council elections due to take place in that year. There was no indication as to whether the proposed revisions to the Town Council's warding arrangements would be implemented prior to this date and in time for the next Town Council election in May 2023. It was therefore a possibility that the Town Council's current warding arrangements would remain unchanged until 2027. Members agreed that any response to the consultation should seek to ensure that the Town Council's Parish Warding arrangements should be implemented in time for the 2023 elections.

Members requested that the Town Clerk finalise the draft response and present this for Council approval on 11 November.

**It was RESOLVED that the draft response to the LGBCE's proposals for the electoral review of Suffolk be finalised by the Town Clerk and recommended for approval by full Council on 11 November.**

### **301. DIGITAL COMMUNICATIONS AND CONFERENCING FACILITIES**

Committee considered a report on a project to upgrade Council's IT and conferencing facilities, following provisions made by Council to the IT Earmarked Reserve (*Minute #59iii 2020/21 refers*).

It was noted that the project would see the withdrawal of some legacy on-site equipment – e.g. the Council's server (which was purchased in 2012) – and transferring services to the cloud. The Clerk anticipated that the ongoing cost of cloud-based services would be offset by an impending release from a long term telephone services contract in March 2021 and would represent either equal cost or savings for a greatly enhanced cloud-based system. The new cloud-based ecosystem would enable telephones to be answered from wherever staff happened to be working, through the internet. The plan would also include upgrades for Councillors to the full Microsoft 365 package which would enable files to be accessed without sending by email and full access to Office 365 applications. From a survey of Members, it was understood that some Councillors would benefit from being provided with a laptop and other peripherals to carry out Town Council business.

Capital and ongoing costs were being prepared and circulated in due course. Options to enhance conferencing facilities were also being obtained.

**It was RESOLVED that:**

- i. the report on improving digital communications and conferencing facilities be noted; and,**
- ii. Capital and ongoing costs were being prepared and circulated in due course. Options to enhance conferencing facilities were also being obtained.**

### **302. FELIXSTOWE BID BALLOT**

Committee considered the business plan and ballot process for the proposed Felixstowe Business Improvement District and were asked to confirm the vote on behalf of Felixstowe Town Council due to the closing date for receipt of ballots being 10<sup>th</sup> November, prior to the next full Council meeting.

The Clerk advised that the action taken by the Committee would be reported to the next Council meeting on 11<sup>th</sup> November when it was also expected that the result of the ballot would be known.

**It was RESOLVED that the Town Council should vote in favour of the BID and the Town Clerk was delegated the authority to submit the vote on Council's behalf.**

### **303. FELIXSTOWE TAX BASE FORECAST 2021**

Committee noted the potential impact of the coronavirus on the forecast tax base in readiness for preparations for budget setting for 2021/22. Though it was anticipated that there would be a drop in the tax base for Felixstowe, which would necessitate increase on the tax charge if the same – or higher – level of precept were to be received, Members were concerned that there should not be an additional tax burden on residents in the forthcoming year.

Committee unanimously agreed that there should be a 0% change to the tax charge to support the Community during this difficult time and requested that the Town Clerk and Deputy Town Clerk prepare a budget on this basis, using Council reserves as appropriate to mitigate the impact of the reduction on the tax base in the forthcoming year. It was understood that the final tax base could change before the final budget was presented to Council in January 2021.

**It was RESOLVED that the full draft budget be prepared on the basis of a 0% increase on the Town Council's element of the local council tax, using Council's reserves to meet any projected net shortfall for 2021/22, and presented for consideration at the next Finance and Governance meeting.**

### **304. CLOSURE**

The meeting was closed at 8.39pm. The next meeting was noted as being scheduled for Wednesday 09 December 2020 at 7.30pm.

## AGENDA ITEM 5: BUDGET MONITORING TO 30 NOVEMBER 2020

A summary Income & Expenditure Report to 30 November 2020 is shown below with a detailed report provided at **Appendix A**.

	Felixstowe Town Council				Page 1			
02/12/2020								
14:20	Summary Income & Expenditure by Budget Heading 30/11/2020							
Month No: 8	Committee Report							
	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<b><u>Finance &amp; Governance</u></b>								
Income	616,585	624,950	608,570	(16,380)			102.7%	
Expenditure	276,388	186,818	285,099	98,281	0	98,281	65.5%	
Net Income over Expenditure	340,198	438,132	323,471	(114,661)				
less Transfer to EMR	30,245	0						
Movement to/(from) Gen Reserve	309,953	438,132						
<b><u>Assets &amp; Services</u></b>								
Income	152,557	80,361	125,478	45,117			64.0%	
Expenditure	262,821	175,705	274,982	99,277	0	99,277	63.9%	
Net Income over Expenditure	(110,264)	(95,344)						
plus Transfer from EMR	0	0						
Movement to/(from) Gen Reserve	(110,264)	(95,344)						
<b><u>Civic &amp; Community</u></b>								
Income	27,119	8,112	28,942	20,830			28.0%	
Expenditure	164,891	90,533	180,876	90,343	500	89,843	50.3%	
Net Income over Expenditure	(137,772)	(82,421)						
plus Transfer from EMR	1,513	0						
Movement to/(from) Gen Reserve	(136,260)	(82,421)						
<hr/>								
Grand Totals:- Income	796,261	713,424	762,990	49,566			93.5%	
Expenditure	704,100	453,056	740,957	287,901	500	287,401	61.2%	
Net Income over Expenditure	92,161	260,367	22,033	(238,334)				
plus Transfer from EMR	1,513	0						
less Transfer to EMR	30,245	0						
Movement to/(from) Gen Reserve	63,429	260,367						

In accordance with Council's Financial Regulations, Committee is to receive explanations of Material Variances for expenditure in excess of the estimated budget of 10% or £500, whichever is less. As the Council's budgets are not produced on a phased basis, the expectation is, being eight months into the year, for overall expenditure to be around 66.67%, with an explanation for any items overspent by

£500 or 10% or over this level (i.e. 73.33%). Total expenditure for the first eight months stood at 61.2%. Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

<b>Cost Centre 101 - Administration</b>
<p><b>4460 Subscriptions (101.9%)</b> All annual subscriptions for 2020/21 now paid. <b>Recommendation: No action.</b></p>
<p><b>4461 External Audit (100%)</b> Audit for 2019/20 complete <b>Recommendation: No action.</b></p>
<p><b>4464 Insurance (100%)</b> Full year payment up front. <b>Recommendation: No action.</b></p>
<p><b>4481 IT Maintenance and Software (115.1%)</b> Front loaded annual IT support, mail boxes, Defence 360, Office 365, RBS &amp; cemetery software paid. Unexpected cost this year for Zoom subscription and Survey Monkey (50% paid by ESC), some headsets, Bluetooth mice and keyboards for homeworking. <b>Recommendation: Review at budget setting to ensure ongoing annual costs can be met.</b></p>
<b>Cost Centre 201 - Town Hall</b>
<p><b>4110 Rates (77.7%)</b> Rates are paid over 10 months only. <b>Recommendation: No action.</b></p>
<p><b>4180 Licences (100%)</b> Paid in full for 2020-21 <b>Recommendation: No action.</b></p>
<p><b>1000 Hirings (0%)</b> £380 (15.2%) invoiced awaiting payment. No bookings prior to September due to COVID-19, or for the second lockdown. One hirer returned for 6 weeks. Income this year is currently estimated at £760 (38%) but this is subject to change due to Government guidance. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>1001 Weddings (34.7%)</b> Due to many postponements re COVID-19, wedding income is only moving to this budget when it has been confirmed that it is going ahead. Expected income to year end for weddings Dec – March is £2300 (19.1%) but this is of course subject to change re government guidance on COVID-19. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>



### Cost Centre 202 – Walton Community Hall

#### **4110 Rates (80.2%)**

Rates are paid over 10 months only. There will be an overspend on Walton Rates but underspend on Town Hall & Cemetery will ensure rates will be under budget as a whole.

**Recommendation: No further action**

#### **1000 Hirings (4.5%)**

No bookings prior to September due to COVID-19, or for the second lockdown. 4 hirers returned for 6 weeks prior to this. Estimated income to year end could be between £1,500- £3,000 (maximum 40%) but this is subject to change in Government guidance.

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

### Cost Centre 203 – Broadway House

#### **1030 Leases, Rent & Licenses (0%)**

Broadway House is currently closed due to COVID-19 Lease amount due will be pro-rata on re-opening.

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

### Cost Centre 204 – Cemetery

#### **4030 Training (96.7%)**

Chainsaw course completed.

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

#### **4110 Rates (78.6%)**

Rates are paid over 10 months only.

**Recommendation: No further action**

#### **4122 Electricity (78.2%)**

Monthly payments made in advance of billing, monthly payment now reduced due to credit on account £173.60 (34.7%).

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

#### **4300 Vehicle Running Costs (89.8%)**

Front loaded costs such as MOT, Truck Tax paid, also work to trailer, safety screen to protect against COVID-19.

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

#### **4320 Vehicle/Tool Hire (96.7%)**

To cover Digger and Skip hire. Costs shared with allotment 100% of allotment Vehicle/Tool Hire budget still to use.

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

#### **1100 Interment Fees (58.3%)**

Further £8,965 (22.4%) invoiced, awaiting payment

**Recommendation: Continue to monitor.**

**1130 Memorials (58.4%)**

£3,148 (24.2%) invoiced awaiting payment.

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

**1140 Upkeep of Grave Spaces (51.7%)**

£133.33 (17.1%) invoiced awaiting payment.

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

**1160 Admin Fees (25.7%)**

Further £108 (10.8%) invoiced awaiting payment. Demand to change of owner decreased – possibly due to COVID-19.

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

**Cost Centre 205 - Allotments**

**4115 Water and Sewerage (103.8%)**

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

**Recommendation: Continue to monitor.**

**Cost Centre 301 – Civic & Community**

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

Engraving of Mayoral Board.

**Recommendation: Complete for 2020/21. No further action**

**4531 Remembrance (101.2%)**

Overspend of £12. Two repairs to both Tommys were required this year at the cost of £65 each. This budget also covered the marking of VJ day to include a livestream, also for Remembrance.

**Recommendation: No further action**

**4600 CCTV (100%)**

Paid in full June 2020.

**Recommendation: No further action**

**4645 Christmas Lights (100%)**

Paid in full June 2020.

**Recommendation: No further action**

**1800 Donations & Sponsorship (0%)**

No donations or sponsorship for Ice Rink as in previous years due to COVID-19.

**Recommendation: No further action.**

<b>Cost Centre 302 – Grants</b>
<p><b>4620 Annual Grants (100.0%)</b>  All annual grants have been paid.  <b>Recommendation: No further action.</b></p>
<b>Cost Centre 303 – Felixstowe in Flower</b>
<p><b>1810 Donations &amp; Sponsorship (6.1%)</b>  Donation received from Trinity College. All other sponsorship has been rolled over to next year 2021/22 and is held in 'Receipts in Advance'  (Min #516 xiii 2019/20 refers)  <b>Recommendation: No further action.</b></p>
<b>Cost Centre 304 – Communication</b>
<p><b>1800 Donations &amp; Sponsorship (27.8%)</b>  Magazine advertisements, many due to renew annually in Winter magazine.  <b>Recommendation: Continue to monitor on a quarterly basis.</b></p>
<b>Cost Centre 305 – Community Fund Projects</b>
<p><b>4625 Felixstowe Harwich Ferry (100.0%)</b>  Paid over at start of Financial Year.  <b>Recommendation: No further action.</b></p>
<p><b>4630 Level Two (100.0%)</b>  Paid over at start of Financial Year.  <b>Recommendation: No further action.</b></p>
<p><b>4670 Felixstowe Forward (100.0%)</b>  Paid over at start of Financial Year.  <b>Recommendation: No further action.</b></p>
<p><b>4625 Landguard Partnership (100.0%)</b>  Paid over at start of Financial Year.  <b>Recommendation: No further action.</b></p>

**Committee is requested to consider the budget monitoring report to 30 November 2020 and decide on any action it deems necessary.**

## **AGENDA ITEM 6: BUDGET ESTIMATES 2021/22 (DRAFT)**

Committee is to consider draft budget estimates for the Financial Year 2021/22 and to make any recommendations to Council.

Sections of the budget have been considered and reviewed by Council's Assets & Services, Civic & Community and Personnel committees. Further adjustments to these drafts have been incorporated within a full initial draft budget for 2021/22. This is presented for consideration alongside current-year expenditure and projected outturn for the full year to 31 March 2021 and a comparison against the previous year provided at **Appendix B**. Notes to the budget estimates are provided at **Appendix C**.

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

Each year East Suffolk Council is required to calculate the tax base by 31<sup>st</sup> January at the latest for the financial year ahead. In normal years, there is very rarely any difference between the tax base that is informed at this time of year and the final approved Tax Base. However, this year with the impact of Covid-19 it means that calculation of the tax base is subject to a very high degree of uncertainty, both in respect of the factors affecting the tax base and the Government's response to these.

As far as the factors affecting the tax base are concerned, the two key areas of concern that have reduced the tax base are rising numbers of Local Council Tax Reduction Scheme (LCTRS) reliefs and anticipated reduced collection rates.

As a result of these uncertainties, East Suffolk Council intend to recalculate the council tax base in early January 2021 following the Provisional Local Government Finance Settlement. Consequently, the council tax base information provided is for information only, and East Suffolk Council will not be formally requesting Felixstowe Town Council's precept until the tax base is confirmed in early January.

Based on current forecasts, with no further Government support, East Suffolk Council currently anticipate that the tax base for Felixstowe Town Council for the year 2021/22 will be 8,341.20 band D equivalent properties. A reduction in the tax base of 133.05 since 2020/21.

This means that if next year's precept requirement was to be the same as for the current year 2020/21 (i.e. £600,570.00), this would result in a charge of £72.00 for a Band D property and would show as 1.59% change on the 2021/22 council tax bills against the Town Council element.

Should the Town Council look to freeze its portion of council tax at 0% change (i.e. the same £70.87 charge per Band D property as 2020/21) a precept of £591,140.84 would need to be requested.

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

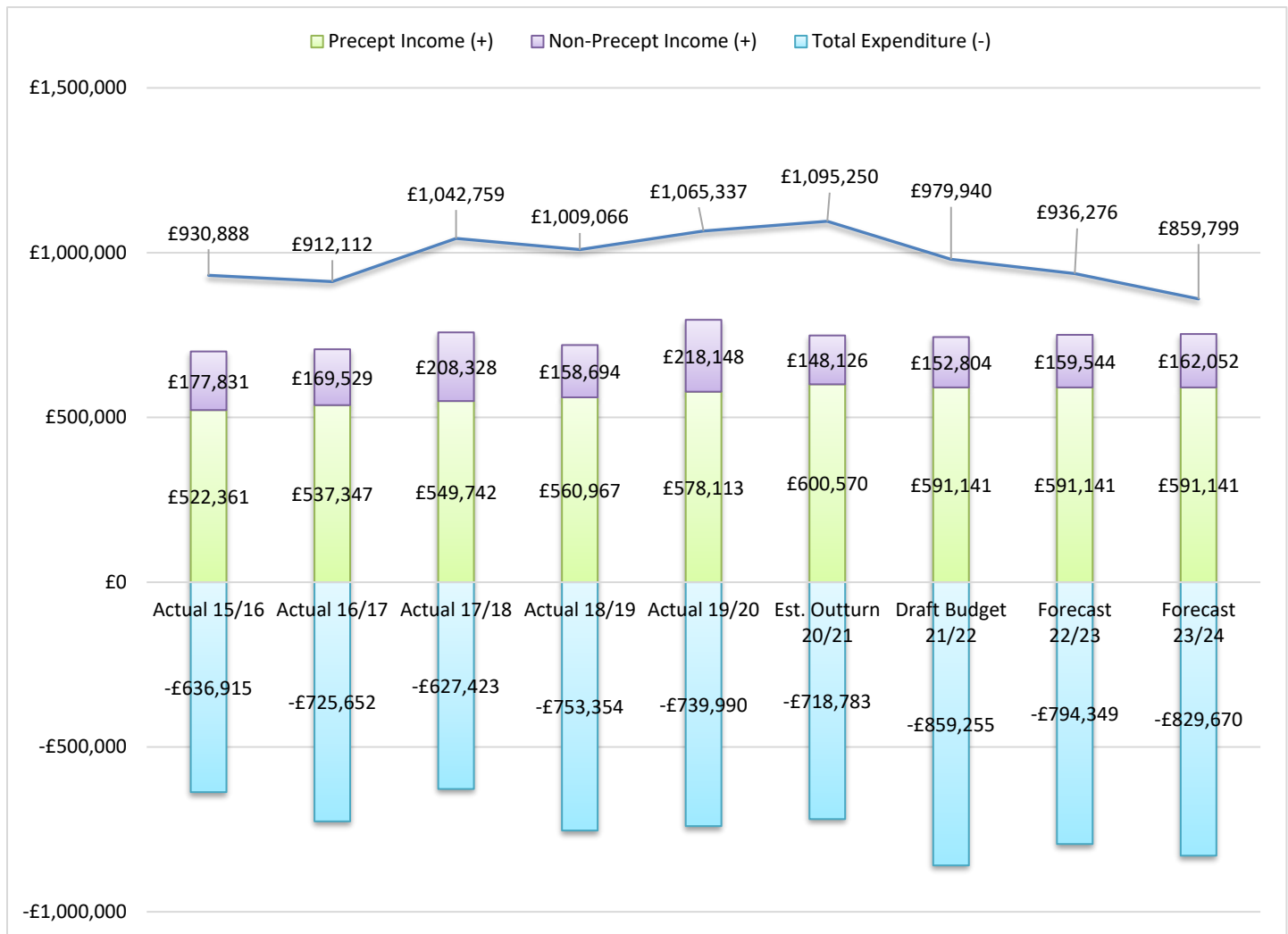
	<b>Budget 2020/2021</b>	<b>Budget 2021/22</b>
Estimated Total Expenditure Requirement	£734,630	£759,861
Add on Contribution to Earmarked Reserves	£51,027	£81,500
Less Estimated Income	£162,420	£152,804
Less Contribution from General Fund	0	£97,416
Less Contribution from Earmarked Reserves	£22,667	0
<b>Gross Precept Requirement</b>	<b>£600,570</b>	<b>£591,141</b>
Band D Equivalent Properties	8,474.25	8,341.20
<b>Annual Council Tax charge per Band D</b>	<b>£70.87</b>	<b>£70.87</b>
% change 2020/21 to 2021/22		0%

Committee will note that the draft budget assumes a contribution from the General Fund to offset the estimated expenditure requirements and anticipated reduction in precept and other income next year. However, a significant portion of the General Fund contribution is being put towards Earmarked Reserves, rather than direct expenditure.

To give Members an idea of how this may impact on yearend balances, should the tax base and precept remain the same, a projection has been calculated as follows:

<b>TOTALS</b>	<b>Actual 2019-20</b>	<b>Est. Outturn 2020-21</b>	<b>Draft Budget 2021-22</b>	<b>Forecast Budget 2022-23</b>	<b>Forecast Budget 2023-24</b>
General Reserves (c/f)	385,601	396,491	369,028	271,612	207,005
Earmarked Reserves (c/f)	623,465	668,846	726,222	708,328	729,271
<b>TOTAL RESERVES (c/f balance)</b>	<b>1,009,066</b>	<b>1,065,337</b>	<b>1,095,250</b>	<b>979,940</b>	<b>936,275</b>
Transfers from GF to Earmarked reserves	81,272	101,020	81,500	56,500	56,500
Expenditure	704,099	675,139	759,861	758,792	772,175
Expenditure (from Earmarked Reserves)	35,891	43,644	99,394	35,557	57,495
Income (non-Precept)	218,148	148,126	152,804	159,544	162,052
Precept	578,113	600,570	591,141	591,141	591,141
General Reserves (balance 31 March)	396,491	369,028	271,612	207,005	131,523
Earmarked Reserves (balance 31 March)	668,846	726,222	708,328	729,271	728,276
<i>Surplus (+) Shortfall (-)</i>	<i>56,271</i>	<i>29,913</i>	<i>-115,310</i>	<i>-43,664</i>	<i>-76,477</i>
<b>TOTAL RESERVES (closing balance)</b>	<b>1,065,337</b>	<b>1,095,250</b>	<b>979,940</b>	<b>936,275</b>	<b>859,799</b>

The graph on the following page shows how precept, income and expenditures over the years have – and are estimated – to affect the end of year balances.



**Pending any further adjustments, as a result of new information or recommendations of the Finance & Governance Committee, Committee is requested to consider draft budget estimates for the Financial Year 2021/22 and make any recommendations to Council as it considers necessary.**

## **AGENDA ITEM 7: INTERIM AUDIT REPORT: YEAR 2020/21**

The Internal Audit for the half year ending 30 September 2020 took place virtually on Thursday 19 and Friday 20 November 2020 and the signed report is presented at **Appendix F**.

Committee will note that the Internal Auditor made the following recommendation:

### Section 5. Budgetary Controls

***Recommendation: Minuting the budget approved by Full Council, even if it is the same as the papers provided with the agenda, removes any doubt as to what budget was approved.***

**Clerks Note:** This will be carried out after the budget is approved by Full Council each January.

**Committee is requested to consider the Interim Internal Audit Report for the period 1 April 2020 – 30 September 2020 and make any recommendations to Council it deems necessary.**

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## AGENDA ITEM 8: COMMUNITY INFRASTRUCTURE LEVY (CIL)

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

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

Two payments of CIL were received in the year 2019/20 of £23,375.95 in May 2019 and £6,869.08 in October 2019. The CIL payments are held in an Earmarked Reserve. This year the Earmarked Reserves have been separated and labelled with the year that the CIL payments were received. This will help to distinguish when the funds were received. As any funds which are not spent within 5 years must be handed back to East Suffolk Council. It is good practice to discuss any potential expenditure of CIL funds with East Suffolk Council. Any funds which are erroneously spent will be required to be handed back to East Suffolk Council.

No expenditure was made from CIL for the year 2019/20. The previous year 2018/19 saw all CIL payments received to date spent on the refurbishment of two play areas in the town.

This year £16,567.25 was received in April, and a payment of £724.15 was received in October.

The developments for which the CIL payments were paid are:

CIL Ref	Site address	Amount	Due Date
CILDEMDC/17/3033/VOC	Retail Park, Haven Exchange South, Felixstowe	£16,567.25	Relating to CIL received between 1 October 2019 and 31 March 2020
CILDEMDC/16/1617/FUL	80 & 82 King Street, Felixstowe		
CILDEMDC/18/0083/ARM	Land adjacent 3 Exeter Road, Felixstowe		
CILDEMDC/18/2280/ARM	Land to the rear of 154 to 160 Grange Road		
DC/16/2909/FUL 27	Beach Station Road, Felixstowe		
DC/17/3986/FUL	Land at Candlet Grove, Candlet Grove, Dorincourt Guest House, 41 Undercliff Road W		
CILDEMDC/17/2789/FUL	Spindrift, The Ferry, Felixstowe		
CILDEMDC/17/4765/FUL	Spindrift, The Ferry, Felixstowe		
DC/16/2909/FUL	27 Beach Station Road, Felixstowe IP11 2DR	£184.09	1/4 - 2/9/2020
DC/17/3211/FUL	Land Between Treetops And Candlet Road	£66.14	24/8/2020
DC/18/0497/FUL	259 High Street, Walton, Felixstowe IP11 9DU	£245.28	9/7/2020
DC/18/2280/ARM	Land To The Rear Of 154 To 160 , Grange Road	£228.65	28/7/2020



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

The Town Council's CIL annual report for the year 2019/20 is shown at **Appendix G**. This report will be published on the Town Council website, a brief summary reported in the magazine and put on the noticeboard. The CIL annual report will also be sent to East Suffolk Council by the 31<sup>st</sup> December 2020 deadline.

**Committee is requested to note the report on CIL, review the CIL Annual Report 2019/20 and make any recommendations to Council.**

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## **AGENDA ITEM 9: DATA PROTECTION OFFICER**

Following the introduction of the Data Protection Act 2018, Council appointed a Data Protection Officer (DPO) via the Local Council Public Advisory Service (LCPAS) at the cost of £500 per annum (*Minute #17 ii 2018/19 refers*). The fee was paid for the year 2018/19 and 2019/20.

As part of the service the DPO completed a data audit and all was found to be in order. The report gave details of how the Council had taken excellent steps towards GDPR compliance and that action had been taken to address two minor recommendations (*Minute #263 2018/19 refers*).

Earlier this year confirmation was received from LCPAS that the DPO was relocating to another part of the country to take up a new opportunity. Initially LCPAS advised that the DPO service would continue. However, further contact has not been able to be made with the DPO

Section 7(3) of the DPA 2018 says that Parish Councils are not public authorities for the purposes of the General Data Protection Regulations (GDPR). As we are not a public authority for the purposes of the GDPR then we do not need to appoint a Data Protection Officer (DPO). We are still subject to data protection legislation however and we must ensure that we have sufficient staff and resources to discharge our obligations under the GDPR.

Given that the Council is adequately resourced to meet its GDPR obligations, and the DPO function from LCPAS is no longer available, Committee is asked to consider whether appointing a formal DPO is necessary.

In any case, the current DPO details are listed on the ICO website, on Council's Data Protection Policy and Privacy Notice and require updated.

**Committee is requested to consider the need for a formal Data Protection Officer and decide upon any actions it deems necessary.**

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## **AGENDA ITEM 10: WICKER FAMILY**

In July 2020, Council gave delegated authority for the Finance & Governance Committee to commit expenditure to replace of the Wicker Family in the Seafront Gardens (*Minute #126 2020/21 refers*). At the following Finance & Governance Committee it was also agreed that the Town Council would fund the replacement at a cost of £2,500 (*Minute #146 2020/21 refers*).

An update for the replacement of the wicker family has been provided as follows:

### The Brief (From Felixstowe Town Council):

Victorian family - Mr and Mrs Wicker, little boy and girl, plus baby and pram.

To reflect the Felixstowe Seafront Gardens setting embracing environmentally friendly materials e.g. willow

Improve on previous structures and make sculptures more robust.

Chosen location should give a degree of stability and protection from the elements i.e. against a wall. The existing location has worked extremely well in this respect.

Completion date 31 March 2021 in time for new season. Approx. 5-year life span of sculptures.

### The Artist proposes to:

Make the structure more robust using metal work and wire.

Maintain the sculptures on an annual basis, notably in the spring. This will include replacing willow where appropriate and treating with teak oil to maximise life expectancy.

Minor vandalism will be included in the annual maintenance, but any major vandalism may require further purchasing of materials to repair and hence additional cost.

Willow tends to be harvested in December and work will mostly progress in early New Year 2021. The artist has sourced a Victorian Pram and is restoring it.

As we are entering the time of year when the willow can be harvested, the artist is now seeking approval to go ahead. This will involve an initial invoice of around £800 for the cost of materials with the balance on completion.

The full cost of £2,500 could be funded from the 'New Community Projects' budget under the auspices of the Civic & Community Committee.

**Committee is requested to approve the proposal for replacement of the Wicker People and authorise the funding via the Civic & Community Committee's New Community Projects budget.**

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