

**MINUTES** of the **ORDINARY COUNCIL** meeting held at **FELIXSTOWE FERRY GOLF CLUB** on **Wednesday 23 June 2021** at **7.30pm**

**PRESENT:** Cllr M Jepson (Mayor) Cllr S Gallant  
Cllr S Harkin (Deputy Mayor) Cllr T Green  
Cllr D Aitchison Cllr M Morris  
Cllr N Barber Cllr G Newman  
Cllr S Bennett Cllr M Richardson  
Cllr S Bird Cllr K Williams  
Cllr M Deacon

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mr S Congi (Finance Administration Assistant)

**IN ATTENDANCE:** 1 Member of the public  
Cllr D Savage (via Zoom)

**28. PUBLIC QUESTION TIME**

There were none.

Cllr N Barber reported receiving questions from members of the public concerned about roadside grass cutting and weeding. It was noted that this matter would be taken up with SCC Highways.

**29. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr D Savage, Cllr A Smith** and **Cllr S Wiles**.

**30. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr T Green Cllr M Jepson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

**31. QUESTIONS TO THE MAYOR**

There were none.

**32. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Annual Council Meeting held on 5 May 2021 be signed by the Mayor as a true record and adopted by the Council.**

### **33. MAYOR'S ANNOUNCEMENTS**

The Mayor addressed the Council, highlighting his recent engagements and paying tribute to the efforts of local businesses and community groups in adapting to the lockdown roadmap.

The Mayor had been particularly proud to support Mr Andy Blacker, former Ipswich policeman living with multiple sclerosis, on his charity walk along the Prom to raise money for East Anglia's Children's Hospices.

**It was RESOLVED that the Mayor's communications be noted.**

### **34. REPORTS FROM MEMBERS OF OUTSIDE BODIES**

There were none.

### **35. REVIEW OF TEMPORARY DELEGATION ARRANGEMENTS**

Council reviewed the temporary arrangements delegating authority to the Town Clerk to make decisions on behalf of the Town Council whilst restrictions had prevented meetings in-person.

The Clerk advised that, irrespective of the anticipated further easing of restrictions, Committee meetings would be able to be accommodated within the Town Hall Chamber with mitigations in place to support social distancing in accordance with current guidance. The Clerk would also investigate possible alternative venues should circumstances mean that the next full meeting of the Council in September was not able to take place in the Town Hall.

It was acknowledged that public attendance in-person would be subject to capacity within prevailing restrictions. As such, online access via Zoom would continue to be offered to support public participation.

**It was therefore RESOLVED that temporary additions to the scheme of delegation to the Town Clerk be removed.**

### **36. DECISIONS MADE UNDER DELEGATED AUTHORITY**

Council received the record of decisions made under the temporary authority delegated to the Town Clerk since the Annual Council meeting.

**It was RESOLVED that record of decisions made under the temporary authority delegated to the Town Clerk since the Annual Council meeting be noted as received.**

### **37. ANNUAL REPORT 2020/21**

Council received and adopted the Council's Annual Report for 2020/21.

Members commented on how well the Council and staff had responded and adapted to support the community during the unprecedented year.

In response to a question on the online format of the Annual Report, the Clerk confirmed that this would be available as a pdf on the Council's website. It was suggested that a digital flipbook be considered for future online publications.

**It was RESOLVED that the Annual Report for 2020/21 be adopted as presented.**

**38. ASSET REGISTER 2020/21**

Council received and adopted the Council's Asset Register for the year ending 31 March 2021.

**It was RESOLVED that the Asset Register for the year ending 31 March 2021 be adopted as presented.**

**39. INTERNAL AUDIT REPORT: FULL YEAR 2020/21**

Council considered the final Internal Audit Report for the year 1 April – 31 March 2021 as presented.

**It was RESOLVED to:**

- i. note that there were no significant actions arising from the final Internal Audit Report for the Financial Year 2020/21 and, therefore, no action plan is required to be submitted with the Annual Return 2020/21 to the External Auditor.**

**40. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2019-20**

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2020/21 as presented. Council paid thanks to the Town Clerk, Deputy Town Clerk and the Finance Administrations Assistant for their hard work and advised that the Notice of Audit would be displayed on the Town Hall noticeboard in accordance with the statutory requirements.

**It was RESOLVED that:**

- i. It be confirmed that the Council has considered the potential financial impact of the coronavirus on the authority's budget;**
- ii. the Annual Return for the financial year ended 31 March 2021 (Section 1 – Annual Governance Statement) be approved and the Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- iii. the Annual Return for the financial year ended 31 March 2021 (Section 2 – Accounting Statements) as signed by the Town Clerk,**

as the Council's Responsible Finance Officer be approved, and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,

- iv. it be noted that there were no actions arising from the final Internal Audit Report for the Financial Year 2020/21 and, therefore, no action plan was required to be submitted with the Annual Return 2020/21 to the External Auditor.

#### **41. REVIEW OF INTERNAL AUDIT EFFECTIVENESS**

Council reviewed the effectiveness of its internal audit arrangements.

It was **RESOLVED** that:

- 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, both Mr Colin Poole and Mrs Vicky Waples 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".

#### **42. STATEMENT OF INTERNAL CONTROL 2021/22**

Council considered the Statement of Internal Control for the year end 31 March 2022.

It was **RESOLVED** that the Internal Control Statement for the year 2021/22 be adopted.

#### **43. TOWN HALL WINDOWS**

Council authorised expenditure from the Town Hall Earmarked Reserve to replace windows at the Town Hall, as recommended by the Assets & Services Committee.

It was **RESOLVED** that :

- i. submission of a planning permission application be made following pre-application planning advice; and,
- ii. expenditure of £21,298 be authorised from the Town Hall Earmarked Reserve to meet the cost of the planning application and replacement of all single glazed windows with UPVC A rated Vertical Sliding Sash windows with a 1.2 (U-value) W/m<sup>2</sup>k, subject to planning approval.

#### 44. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
16/04/2021	01 – 24	£17,315.59
30/04/2021	25 – 39	£45,481.82
14/05/2021	40 – 57	£5,114.11
31/05/2021	58 – 76	£39,354.09
	<b>TOTAL</b>	<b>£107,265.61</b>

#### 45. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded, and they be instructed to withdraw.

#### 46. STAFFING MATTERS

Council received a confidential report on staffing matters and considered recommendations from the Members of the Personnel Committee.

The report included an updated organisation chart which had been reviewed by the Personnel Committee Members since recent staffing changes. Members had recommended that the staffing structure be revised to give some formal line management responsibility to the Deputy Clerk and to create two new posts – Civic Events Officer and Administration Assistant – from the existing Business Services Officer post and the vacant Mayor’s Secretary role.

It was **RESOLVED** that the changes to the staffing structure and proposed terms and conditions of Council staff be approved as presented in the report.

#### 47. CLOSURE

The meeting was closed at 9.42pm. It was noted that the next Ordinary Meeting was scheduled for 8 July 2020 at 7.30pm.

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Date: \_\_\_\_\_

Town Mayor: \_\_\_\_\_