



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

Cllr M Jepson (Mayor of Felixstowe)
Cllr S Harkin (Deputy Mayor)
Cllr D Aitchison
Cllr N Barber
Cllr S Bird
Cllr S Bennett
Cllr M Deacon
Cllr S Gallant

Cllr T Green
Cllr M Morris
Cllr G Newman
Cllr M Richardson
Cllr D Savage
Cllr A Smith
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **FELIXSTOWE FERRY GOLF CLUB** on **Wednesday 23 June 2021 at 7.30pm.**

Public Attendance

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

Due to Covid restrictions there may be a limit to the number of public that can attend in person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 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>

Ash Tadjrishi
Town Clerk
18 June 2021

For information (via email):

All Town Councillors
Local Press
Felixstowe Chamber of Trade & Commerce

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.

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 three minutes 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 5 May 2021 as a true record. **(Pages 4-14)**
- 6. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Page 15)**
- 7. 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.
- 8. Review of Temporary Delegation Arrangements**
To review the temporary arrangements delegating authority to the Town Clerk to make decisions on behalf of the Town Council whilst restrictions limited in-person meetings. **(Pages 16-17)**
- 9. Decisions Made Under Delegated Authority.**
To receive and note the record of decisions made under the temporary authority delegated to the Town Clerk since the Annual Council meeting. **(Pages 18-25)**
- 10. Annual Report 2020/21**
To receive and adopt the Council's Annual Report for 2020/21. **(Appendix A)**
- 11. Asset Register 2020/21**
To review and approve the Council's Asset Register for the year ending 31 March 2021. **(Page 25 & Appendix B)**

- 12. Internal Audit Report: Full Year 2020/21**
To receive the final report of the Internal Auditor for 2020/21 and consider any recommendations therein. **(Pages 26 & Appendix C)**
- 13. Annual Governance Statement and Annual Return 2020/21**
To approve the Accounts, Annual Governance Statement and Annual Return for 2020/21, along with any supporting documents, and to authorise the Mayor to sign the return on behalf of the Town Council. **(Pages 27-33 & Appendix D)**
- 14. Review of Internal Audit Effectiveness 2021/22**
To review the effectiveness of Council internal audit arrangements for the current Municipal Year. **(Pages 34-35)**
- 15. Statement of Internal Control 2021/22**
To review the Statement of Internal Control for the current year ending 31 March 2022. **(Page 36 & Appendix E)**
- 16. Town Hall Windows**
To authorise expenditure from the Town Hall Earmarked Reserve to replace windows at the Town Hall, as recommended by the Assets & Services Committee. **(Pages 37-38)**
- 17. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix F)**

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
	TOTAL	£107,265.61

- 18. Exclusion of Press and Public (Staffing Matters)**
In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
- 19. Staffing Matters**
To consider a report on staffing matters and approve the recommendations therein. **(Confidential report, to follow)**
- 20. Closure**
To close proceedings and note that the next Ordinary Council Meeting will be at 7.30pm on Wednesday 8 September 2021.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ANNUAL COUNCIL** meeting held **ONLINE** on **Wednesday 5 May 2020** at **7pm**

PRESENT:

Cllr Mark Jepson (Mayor)	Cllr T Green
Cllr S Harkin (Deputy Mayor)	Cllr G Newman
Cllr D Aitchison	Cllr M Morris
Cllr S Bennett	Cllr M Richardson
Cllr Nick Barber	Cllr D Savage
Cllr S Bird	Cllr A Smith
Cllr M Deacon	Cllr S Wiles
Cllr S Gallant	Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Business Services Officer)
Mrs S Morrison (Planning Administration Assistant)
Mr S Congi (Financial Administration Assistant)

IN ATTENDANCE: Ms Helen Greengrass, Felixstowe Forward Change Director
6 Members of the Public.

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection delivered by Rev. Andrew Dotchin, St Johns Church, Felixstowe.

1. ELECTION OF MAYOR

Mayor, Cllr Mark Jepson, in the chair.

It was proposed by Cllr Nick Barber, seconded by Cllr Sharon Harkin, that Cllr Mark Jepson be elected as Mayor of Felixstowe for the ensuing Municipal Year.

RESOLVED that Cllr Mark Jepson be elected Mayor of Felixstowe for the Municipal Year 2021-22.

Cllr Jepson was invested with the Mayor's Chain of Office and duly read out and signed the Declaration of Acceptance of Office.

Councillor Jepson thanked Cllrs Barber and Harkin for nominating him to the office of Mayor for 2021/22 and paid tribute to the Council and members of Staff for adapting during the challenging year of the coronavirus pandemic. The Mayor thanked the Mayor's Secretary, Mrs Lorna Monsen for her 18 years of service to the Council and wished her well in the future.

In his incoming announcement, the Mayor confirmed that the charities chosen for the previous Municipal Year 2020/21, the Felixstowe branch of Citizens' Advice and the Felixstowe Carnival Association would continue to be the chosen charities for the year 2021/22. Since his recent visit to the RSPCA the

Mayor had adopted a toy dog named George who would be the Mayor's companion during his new Mayoral Year to help raise the profile of this charity.

In closing, the Mayor spoke of the Town's resilience and hoped to be able to continue to support businesses as the country emerged from the pandemic. The Mayor also gave thanks to Mr Roger Abbott who had recently retired as Chairman of the Felixstowe Chamber of Trade and Commerce and wished him a happy retirement.

The Mayor installed Mrs Julie Jepson as Mayoress.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr Doreen Savage, seconded by Cllr Mark Jepson, that Cllr Sharon Harkin be elected as Deputy Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Sharon Harkin be elected Deputy Mayor for the ensuing Municipal Year 2021-22.

Addressing the Council, the Deputy Mayor thanked Cllr Savage and the Mayor for nominating her to the office to continue as Deputy Mayor. The Deputy Mayor stated that she hoped to continue the momentum of support for the town as it emerged from the pandemic lockdown.

3. PUBLIC QUESTION TIME

There were no public questions.

4. APOLOGIES FOR ABSENCE

There were none.

5. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr T Green Cllr M Jepson Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

6. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 10 March 2021 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 10 March 2021**
- b) **Personnel Committee 17 March 2021**
- c) **Planning & Environment Committee 24 March 2021**
- d) **Finance & Governance Committee 24 March 2021**
- e) **Planning & Environment Committee 7 April 2021**
- f) **Personnel Committee 7 April 2021**
- g) **Planning & Environment Committee 22 April 2021**
- h) **Assets & Services Committee 28 April 2021**

8. SCHEME OF DELEGATION TO THE TOWN CLERK 2021/22

It was **RESOLVED** that the powers delegated to the Town Clerk for 2021/22 be approved as presented in the report.

9. COUNCIL GOVERNANCE AND POLICY 2021/22

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 2021/22:

- a) **Terms of Reference, subject to including the additional authority to Committees to approve expenditure from Earmarked Reserves relevant to their scope of business, up to a limit of £20,000 in each financial year, without requiring further approval from Council.**
- b) **Standing Orders**
- c) **Financial Regulations**
- d) **Risk Management Policy & Risk Register**
- e) **Complaints Procedure**
- f) **Freedom of Information Publication Scheme**
- g) **ICT Policy**
- h) **Community Engagement Strategy**

It was **RESOLVED** that the Councils continued use of BACS payments be confirmed and approved.

10. 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 2021-22 be made as follows:

FINANCE & GOVERNANCE COMMITTEE (9)

1. Cllr Mick Richardson (Chairman)
2. Cllr Tracey Green (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Sharon Harkin (*ex-officio as Chairman of Assets & Services Committee*)
5. Cllr Stuart Bird
6. Cllr Mike Deacon
7. Cllr Andy Smith
8. Cllr Steve Wiles (*ex-officio as Chairman of Civic & Community Committee*)
9. Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (9)

1. Cllr Steve Wiles (Chairman)
2. Cllr Doreen Savage (Vice-Chairman)
3. Cllr Darren Aitchison
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 Sharon Harkin (Chairman)
2. Cllr Nick Barber (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Margaret Morris
5. Cllr Graham Newman
6. Cllr Mick Richardson
7. Cllr Doreen Savage
8. Cllr Andy Smith
9. Cllr Kimberley Williams

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Stuart Bird (Chairman)
2. Cllr Andy Smith (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. Mayor of Felixstowe (Chairman) (*ex-officio as Mayor of Felixstowe 2021/22*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Deputy Mayor (*ex-officio as Deputy Mayor 2021/22*)
4. Cllr Nick Barber (*ex-officio as past Mayor of Felixstowe 2019/20*)
5. Cllr Doreen Savage

APPEALS COMMITTEE (5 Members not on the Personnel Committee)

1. Cllr Andy Smith (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Mike Deacon
4. Cllr Tracey Green
5. Cllr Mick Richardson

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 Mick Richardson (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 Sharon Harkin
3. Town Clerk

TOWN MAGAZINE WORKING GROUP

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

CLIMATE EMERGENCY WORKING GROUP

1. Cllr Mick Richardson (Chairman)
2. Cllr Darren Aitchison
3. Cllr Nick Barber
4. Cllr Seamus Bennett
5. Cllr Margaret Morris
6. Cllr Doreen Savage
7. Cllr Andy Smith
8. Town Clerk
9. Deputy Town Clerk

11. 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 2020-21 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 Steve Wiles + 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 Mark Jepson 2. Cllr Mick Richardson 3. Cllr Doreen Savage 4. 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>)
Felixstowe Peninsula Community Partnership	1. Cllr Sharon Harkin 2. Cllr Andy Smith 3. Town Clerk

CHARITY TRUSTEES

Charity	Trustees Appointed (<i>Proposed</i>)
Mayor of Felixstowe Charity Fund (1184138)	1. (<i>Mayor of Felixstowe</i>) 2. (<i>Deputy Mayor</i>) 3. (<i>Immediate Past Mayor</i>) Authorised signatories to be any of the above plus Mayor's Secretary.
Felixstowe Relief Charity (1182192) Note: this is a successor charity to the following charities: <i>Alexandrine De La Roche Relief In Need Charity (261597)</i> <i>Felixstowe General Charity (270980)</i> <i>Felixstowe War Memorial Cottages (240325)</i> <i>King George Vi Coronation Memorial Homes For Old People (211502)</i> <i>Widow's Charity Otherwise Known As The Poor's Estate (211504)</i>	This charity requires a minimum of three trustees, and a maximum of 12. The charity may invite the Town Council to appoint up to three trustees if required, who need not be a Council Member. Trustees must ordinarily sit for a minimum of a three-year term and can remain a trustee for a maximum of four consecutive terms. No additional Trustees have been requested at this time. Current trustees are: 1. Mr Jon Garfield 2. Mrs Joan Sennington 3. Mr Norman Berry 4. Cllr Margaret Morris 5. Cllr Darren Aitchison 6. Cllr Mark Jepson

12. AUTHORISATION OF SIGNATORIES

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBERS AS ITS BANK SIGNATORIES FOR 2021/22:

- Mayor
- Deputy Mayor
- Cllr Stuart Bird
- Cllr Steve Gallant

- Cllr Margaret Morris
- Cllr Andy Smith

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBER AS ITS QUARTERLY BANK RECONCILIATION SIGNATORY FOR 2021/22:

- Cllr Doreen Savage

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING OPEN CREDIT AGREEMENT FOR 2021/22:

- Town Clerk, Deputy Clerk and Business Services 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.

13. SUBSCRIPTIONS

Council reviewed its Council's and staff subscriptions to other bodies for 2021/22 to the organisations below.

Organisation	2021/22 fee	Notes
Suffolk Association of Local Councils (SALC)	£ 2,618.12	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£95	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.

And on behalf of its staff Council pays subscription fees to:

Organisation	2021/22 fee	Notes
Society of Local Council Clerks (SLCC)	£453	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£289	Professional membership of the Deputy Town Clerk

It was RESOLVED that the subscriptions for 2021/22 be approved.

14. CORONAVIRUS OPERATIONAL UPDATE

Council noted the update on Council's operations during the continuing pandemic. Although it was anticipated that a full return to public meetings at the Town Hall may be able to restart from 21st June, Members hoped that the advantages of remote participation, and the enhanced opportunity it provided for public participation, could be retained in some format.

It was RESOLVED that the Coronavirus Operational Update be noted.

15. PERSONNEL COMMITTEE REPORT

Council considered the increasing demands on the grounds team and noted that action had been taken to recruit an appropriately qualified gardener/groundskeeper to join the team on a fixed-term, 12 month contract paid at £11.30 per hour. Due to the urgency the funding to commence recruitment was made under the Clerk's delegated authority to incur emergency expenditure. Whilst no expenditure had been incurred at this point, Council was requested to approve the action and the ongoing costs via the Staffing Earmarked Reserve.

Council thanked the Grounds team for coping so well in difficult circumstances.

It was RESOLVED that:

- i. the action taken to recruit an appropriately qualified gardener/groundskeeper to join the team on a fixed-term, 12-month contract, paid at £11.30 per hour; which, due to the urgency of need, was made under the Clerk's delegated authority to incur emergency expenditure be noted; and,**
- ii. this action be approved with the ongoing cost to be taken from the Staffing Earmarked Reserve.**

16. RECOMMENDATIONS FROM THE ASSETS & SERVICES COMMITTEE

Fire Alarm Remedial work at the Town Hall

Further to the contracted engineer's recent visit the following works had been recommended to the Fire Alarm:

Automatic fire detection is over 10 years old and should be replaced to manufactures guidelines and BS5839-1. (30 x optical and 3 x heats A1R)
Incorrect zones on zone chart. Supply and CAD new Fire Alarm Zone Diagrams as required by BS5839-1. £1,090+VAT

It was noted that the Assets & Services Committee recommended that the cost of the replacement automatic fire detection unit be approved from the Town Hall Earmarked Reserve (*#Minute 588 of 2020/21 refers*).

Memorial tree leaves in the Memorial Garden at the Cemetery

It was noted that the Council's Assets & Services Committee had sought to replace the tarnished brass leaves on the Memorial Tree. Further to decision its decision at a prior meeting, where it was agreed to purchase a stainless steel sheet, from which the first 15 leaves could be made (*Minute # 490 iii 2020/21 refers*), the Assets & Services Committee was recommending that 100 leaves be cut and installed on the tree, to achieve a significantly improved visual effect. Approval was sought from Council to authorise expenditure from

the Cemetery Earmarked Reserve, at an estimate maximum cost of £1,800 (#Minute 591 of 2020/21 refers).

It was RESOLVED that:

- i. Expenditure of £1,090 be authorised from the Town Hall Earmarked Reserve to purchase a replacement automatic fire detection unit and new Zone chart; and,**
- ii. Expenditure to a limit of £1,800 be authorised from the Cemetery Earmarked Reserve to enable 100 stainless steel memorial leaves to be installed on the Cemetery Memorial Tree.**

17. TEMPORARY ADDITION TO THE SCHEME OF DELEGATION TO THE TOWN CLERK

Council considered the report regarding the forthcoming expiration of temporary legislation which had authorised remote public meetings under the Coronavirus Act 2020 s.78. It was noted that these provisions were limited to local authority meetings required to be held, or held, before 7 May 2021. Council also considered the recent High Court ruling which had stated primary legislation would be required to legally permit remote Council meetings to continue.

Considering the above, and the risks posed by holding face-to-face meetings at this time, Council considered a temporary extension to the Scheme of Delegation to the Town Clerk to give authority to determine all Council business. Members agreed that this would be the most practical short-term solution in the short term and the Clerk was asked to investigate IT solutions which would enable full Council meetings to be broadcast online from the Chamber in future, so that any member of the public wanting to attend online could be allowed to do so. The IT solution would also allow presentation material such as is now shown at Planning and Environment Committee meetings to be presented.

It was RESOLVED that:

In view of the risks posed by holding face-to-face meetings at this time, the authority to determine all Council business is delegated to the Clerk, subject to:

- i. a virtual consultation being held with Members of the Committee to which such business would normally be referred; and,**
- ii. such virtual consultation being held online and open to the public and other councillors to attend and participate; and,**
- iii. delegated decisions to be made by the Town Clerk as soon as reasonably practicable after the virtual consultation meeting has taken place; and,**

- iv. **any decision-making made under this delegation to be notified to all Councillors, published on the Council's website and reported to the next Council meeting; save that,**
- v. **any decisions or statutory business that cannot legally be delegated to the Town Clerk, and are required to be made before the safe return to face-to-face meetings, will necessitate a quorate meeting of the Council; and,**
- vi. **this temporary addition to the Scheme of Delegation to the Town Clerk to remain in place until reviewed at the next Council meeting.**

18. CALL FOR EVIDENCE; REMOTE MEETINGS

Council considered the report on the Government seeking evidence about the use of the current arrangements for local authorities to meet remotely or in hybrid format, as set out in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020. These regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021.

Members were encouraged to respond before the deadline of 17 June individually.

Council briefly discussed some of the benefits of remote meetings, such as reducing the carbon footprint by not having to journey to the Town Hall by car, and the number of members of the public who are now able to attend remotely, either as a preference to attending a meeting at the Town Hall or due to challenges

It was RESOLVED that Members and staff should consider responding individually to the Call for Evidence from the Government, seeking feedback on remote meetings.

19. CLOSURE

The meeting was closed at 21.31pm. It was noted that the next Ordinary Meeting was scheduled for 9 June 2021 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

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

Interview Felixstowe Radio	6 May 2021
Interview The Spotlight	6 May 2021
Interview Fresh Gold Radio	7 May 2021
Meeting with Mr J Murphy	12 May 2021
Mark Murphy Radion Suffolk int	14 May 2021
RBL Commemoration	15 May 2021
Raising of Blue Flag	15 May 2021
Visit Hotels in Felixstowe	17 May 2021
Meet volunteers Languard Fort	19 May 2021
Visit Mannings	19 May 2021
Visit Felixstowe Museum	20 May2021
Interview with The Grand	24 May2021
Interview with C&J Manning	25 May2021
Meeting with BID Manager	27May2021
Promote Mr A Blackers charity walk	28 May2021
Interview Wine Boutique	02 June 2021
Visit to Cresent Café	02 June2021
Interview Coes Felixstowe	04 June 2021

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 8: REVIEW OF TEMPORARY DELEGATION ARRANGEMENTS

Schedule 12 to the Local Government Act 1972 makes provision relating to meetings of statutory authorities in England and Wales. It covers matters such as how often meetings must take place, how notice of them is to be given and who can attend.

Until March 2020, local authorities, by long-established custom and practice, conducted their meetings “in person”, i.e. with the participants gathering to meet face-to-face at a designated physical location and the observers coming to the same location.

On 25 March 2020, in response to the Covid-19 pandemic, Parliament passed the Coronavirus Act 2020, s. 78 of which authorised the making of regulations to make provision for (among other things) the way persons may attend, speak at, vote in, or otherwise participate in, local authority meetings. This included provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without necessarily being together in the same place. The provision was limited in application to local authority meetings required to be held, or held, before 7 May 2021.

On 1 April 2020, the Secretary of State for Housing, Communities and Local Government made the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which permitted local authority meetings to be held remotely.

Like many local authorities, Felixstowe Town Council has made extensive use of these powers to enable Members of the Council and the public to participate in its decision making. The Local Government Association, the Centre for Governance and Scrutiny and the National Association of Local wrote to the Secretary of State asking for the powers to be extended to meetings held on or after 7 May 2021. The Secretary of State declined to promote primary legislation for this purpose, due to pressure on the Government’s legislative programme.

A case was brought to the High Court for a ruling on whether the 1972 Act will permit remote meetings in England when the Flexibility Regulations cease to have effect. On 28th April the High Court concluded primary legislation would be required to allow local authority meetings under the 1972 Act to take place remotely.

The Annual Council meeting of 5th May 2021 considered that, as remote meetings of the Council would not be lawful beyond 7th May, yet meetings in-person were still considered a coronavirus risk at that time, it required an extension to delegated decision-making authority.

. In particular, with respect to the four meetings scheduled between 7th May and 21st June (two Planning & Environment Committee meetings, one Finance & Governance meeting and one Ordinary Council meeting).

In accordance with NALC advice, Council considered whether it should meet face to face, and whether meetings could be delayed to later in the year when the potential COVID-19 risk may be further reduced. Council also considered NALC's suggestion that, to support Council's business continuity, a scheme of delegation to allow the Town Clerk to make certain decisions for the Council until such time as face-to-face meetings can safely resume could be implemented.

In adopting a scheme of delegation, the Council set out to ensure there was clarity around which decisions are delegated and which are not, for how long the scheme of delegation was to be in place, and when the scheme of the delegation would end or be reviewed.

It was also noted that some statutory duties of Council, such as the signing of the Annual Governance and Audit Statements (AGAR) could not be delegated to the Town Clerk and would therefore need to be undertaken at the June meeting. To enable such business to take place, a quorate 'in-person' meeting of the Council was to be facilitated at the Town Hall, in a Covid-secure way, and broadcast online to enable other Members of the Council and public to observe and participate.

Council then resolved to make the following temporary addition to the Scheme of Delegation to the Town Clerk (*Minute #17 of 2021/22 refers*):

In view of the risks posed by holding face-to-face meetings at this time, the authority to determine all Council business is delegated to the Clerk, subject to:

- i. a virtual consultation meeting being held with Members of the Committee to which such business would normally be referred; and,*
- ii. such virtual consultation meeting being held online and open to the public and other councillors to attend and participate; and,*
- iii. delegated decisions to be made by the Town Clerk as soon as reasonably practicable after the virtual consultation meeting has taken place; and,*
- iv. any decision-making made under this delegation to be notified to all Councillors, published on the Council's website and reported to the next Council meeting; save that,*
- v. any decisions or statutory business that cannot legally be delegated to the Town Clerk, and are required to be made before the safe return to face-to-face meetings, will necessitate a quorate meeting of the Council; and,*
- vi. this temporary addition to the Scheme of Delegation to the Town Clerk to remain in place until reviewed at the next Council meeting.*

Council is therefore requested, in accordance with Minute #17 of 2021/22, to review the temporary addition to the scheme of delegation to the Town Clerk.

AGENDA ITEM 9: DECISIONS MADE UNDER DELEGATION
RECORDED

Decisions made: 26th May 2021

Type of decision: Recommendations to East Suffolk Council in respected of planning applications to be determined.

Following consultation with Cllrs S Bird, S Bennett, M Jepson, M Morris, D Savage, A Smith and S Wiles, the Town Clerk made the following recommendations to East Suffolk Council on behalf of Felixstowe Town Council:

A	DC/21/2166/VOC Variation of conditions 2 & 5 of DC/18/3173/FUL - To create a new beach cafe along with a meeting events space with associated landscaping, including stopping up of existing vehicular entrance and construction of new vehicular access off Orford Road. Proposed Cafe/Restaurant Coastguard Walk
Felixstowe Town Council recommends APPROVAL.	
B	DC/21/1868/FUL Provision of 2no. replacement beach huts to seaward side of promenade used as tourist information point and concession. South Seafront and North East Of Pier Undercliff Road West
Felixstowe Town Council welcomes this application and recommends APPROVAL.	
C	DC/21/2111/FUL Change of use of salon and flat over to one dwelling with rear extension 47 Orwell Road
Felixstowe Town Council recommends APPROVAL. The proposal is sympathetic and represents a good example of how to enhance and preserve the Conservation Area.	
D	DC/21/1961/VOC Variation of Condition No. 2 of DC/15/0332/FUL - Conversion of redundant buildings to new dwellings, erection of new flat to site frontage and erection of car ports and associated car parking - Relocation of car port to plot one from plot two to provide covered parking to plot one and allow extra storage in car port roof space, required due to retention of vaulted ceilings in this plot giving limited storage. 38-40 The Old Dairy Victoria Street
Felixstowe Town Council recommends APPROVAL. The proposal is sympathetic to its Conservation Area setting.	

Following consultation with Cllrs S Bird, S Bennett, M Morris, D Savage, and A Smith, the Town Clerk made the following recommendations to East Suffolk Council on behalf of Felixstowe Town Council:

E	DC/21/2279/FUL First floor side extension and garage conversion on the ground floor 54 Wentworth Drive
Felixstowe Town Council recommends APPROVAL.	

F	DC/21/2160/FUL Proposed two storey rear extension with first floor terrace Chesterley House Golf Road
Felixstowe Town Council recommends APPROVAL, subject to the window on the south aspect being obscured.	

H	DC/21/2236/FUL Proposed loft conversion to single storey detached dwelling 24 Cliff Road
Felixstowe Town Council recommends APPROVAL.	

I	DC/21/2249/FUL Single storey rear extension with loft conversion. Front elevation change from hip to gable. 14 Sunray Avenue
Felixstowe Town Council recommends REFUSAL. The proposal would be injurious to the unique and strong character of Sunray Avenue and its homogenous street scene, in contravention of SCLP11.1(c) ii (layout) and iv (street scene) and SCLP11.2(e) (physical relationship with other properties).	

J	DC/21/2113/FUL Single storey rear extension 115 Colneis Road
Felixstowe Town Council recommends APPROVAL.	

K	DC/21/2019/VOC Variation of Condition 4 of DC/19/2752/PN3 - Change of use to a Tea Shop. - Variation to Opening Hours. 81 High Road West
Felixstowe Town Council recommends APPROVAL.	

Following consultation with Cllrs S Bird, S Bennett, D Savage and A Smith, the Town Clerk made the following recommendations to East Suffolk Council on behalf of Felixstowe Town Council:

G	DC/21/2210/FUL Rear and side extension 77 Ranelagh Road
<p>Felixstowe Town Council recommends REFUSAL. The height of parapet to the proposed extension would unnecessarily injurious to both neighbouring properties – particularly the property to the north. The style and materials proposed would also be incongruous to the Conservation Area within which the property is set.</p>	

Decisions made: 26th May 2021

Type of decision: Purchase of conferencing equipment

During consultation with Cllrs S Bird, S Harkin, M Richardson, S Bennett, A Smith, and Officers D Frost and S Congi, the Town Clerk presented conferencing equipment options for the Town Hall.

Technical specifications and a video highlighting the features of the Logitech Rally Plus camera, speaker and microphone set was reviewed. Members commented on the plug-and-play nature of the equipment, the camera’s ability to provide near-panorama of the meeting room and supported the principle of improving facilities at the Town Hall, which would also allow enhanced conferencing and virtual attendance of other events such as weddings. Members recommended that the Clerk check the volume of the speakers would be suitable for the Chamber and that the two microphones supplied would be sufficient for online meetings.

The Clerk then outlined two options being considered for a new high-definition projector for displaying remote meetings and presentations on screen. It was noted that the Optoma UHZ65LV projector had been recommended for use by another town council in Suffolk and could produce considerably brighter images than an alternative, cheaper projector, that was being considered too; an EpsonTW7100. As it was considered important to the success of the Council’s conferencing facilities, Members recommended that the higher quality, brighter projector, should be selected over the budget option.

Following this consultation, and having confirmed via a cost comparison that the equipment was being purchased at the best available price, the Clerk made the following decision under delegated authority:

- Purchase of Logitech Rally Plus conferencing equipment at £1,895+VAT
- Purchase of Optoma UHZ65LV 4K UHD Projector at £3,499+VAT

Total £5,394+VAT

- To be funded via the IT Earmarked Reserve, from which a limit of £40,000 had been authorised to be spent under the authority of the Finance & Governance Committee for the purpose of improving the Council's IT and conferencing capabilities.

Decisions made: 9th June 2021

Type of decision: Recommendations to East Suffolk Council in respected of planning applications to be determined.

Following consultation with Cllrs S Bird, S Bennett, M Jepson, M Morris, D Savage and A Smith, the Town Clerk made the following recommendations to East Suffolk Council on behalf of Felixstowe Town Council:

A	DC/21/2329/FUL Erection of new veterinary surgery and 3 residential units in two phases Land At Junction Of Garrison Lane And High Road
Felixstowe Town Council recommends APPROVAL and welcomes the redevelopment of this site. We note and support the vehicle access arrangements to and from Garrison Lane.	
B	DC/21/2444/FUL Development of a 'beach village' area with 27 traditional wooden huts, accessible pods to hire and new public conveniences- plus movement of trim trail to new activity park area, comprising of three petanque rinks, table tennis tables and exercise space. Trim Train And Volley Ball Area Sea Road
Felixstowe Town Council greatly welcomes this application and recommends APPROVAL.	
It should be noted that previous experience of wave splash, and wash - including sand and shingle - will affect this area and ESC should consider increasing the ground level of this site and give further attention to the flood board entrances as mitigation measures.	
The inclusion of a beach shower should also be considered.	
C	DC/21/2522/FUL Demolition of existing cafe building & replacement with a new Greggs Pod building, with associated refuse area Petrol Filling Station Anzani Avenue
Felixstowe Town Council recommends APPROVAL. We would ask the applicant to promote the responsible disposal of litter.	
D	DC/21/2214/FUL Construction of a chalet bungalow (following demolition of existing outbuildings) 193 Maidstone Road

Felixstowe Town Council recommends REFUSAL. With particular reference to its close relationship to the recently built properties 10A and 11A James Boden Close, the proposal will not relate well to the scale and design of adjacent properties and would therefore be contrary to SCLP5.7 (b), it would also cause significant harm to residential amenity, contrary to SCLP5.7 (c).

E	DC/21/1549/FUL Conversion of ground floor commercial unit to provide new homes, including minor ground floor infill 7 Sea Road
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Felixstowe Town Council recommends REFUSAL. We would repeat the comments made in respect of this application in April and draw attention to the popular and thriving Felixstowe tourist economy which has seen additional recent investment and is set to further expand post Covid-19. There appears to be no evidence to show that the applicant has sought advice from ESC’s Economic Develop team for specific and appropriate marketing of this site.

Comments submitted 26th April 2021:

Tourism activity in Felixstowe has expanded year on year for over a decade and is likely to grow further. Recent investment and enhancement of this area has demonstrated that there is a wide market for commercial and resort uses. We believe that this proposal is in fundamental contravention of SCLP 12.14 and request that the applicant work with Felixstowe Forward, East Suffolk Council’s Economic Development team and the Felixstowe BID to develop a broad marketing strategy prior to any conclusions being drawn over potential unviability.

F	DC/21/2381/FUL Change of use of ground floor to bar/restaurant including musical entertainment with three & four seat tables externally on wide pavement to Orwell Road 30 Orwell Road
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Felixstowe Town Council recommends APPROVAL. We support the comments made by Environmental Protection, except we would suggest the outdoor seating area should be permitted until 10pm, rather than 9pm.

G	DC/21/2055/FUL Single Storey Extension & Internal Alterations, Re-Configuration of External Window & Door Openings. Felixstowe And Suffolk Bowling Club St Edmunds Road
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Felixstowe Town Council recommends APPROVAL.

H	DC/21/2156/FUL Erect rear extension to enlarge kitchen and dining areas. Erect side extension for study 9 Thornley Road
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Felixstowe Town Council recommends APPROVAL.

I	DC/21/2406/FUL Construction of single storey, pitched roof rear extension. 37 Looe Road
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Felixstowe Town Council recommends approval, having carefully considered the relationship to the neighbouring properties.

J	DC/21/2423/FUL Two storey and single storey side extension 8 St Marys Crescent
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Felixstowe Town Council recommends APPROVAL.

K	DC/21/2570/FUL Construction of a two-storey rear extension 175 Grange Road
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Felixstowe Town Council recommends REFUSAL due to the bulk, massing and height of the proposed extension, its proximity to the boundary and the consequential loss of sunlight to the neighbour to the north. We therefore consider the proposals to be contrary to SCLP11.1(c) ii) with regards to the existing layout, iii) height and massing and SCLP11.2 (c) access to daylight and sunlight to the windows and amenity area for the neighbouring property and (e) its physical relationship to other properties.

L	DC/21/1384/FUL Replacement windows and front door, with like for like double glazed timber windows. 7 Beach Road East
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Felixstowe Town Council recommends APPROVAL subject to the guidance of the Conservation Officer. We note that the application states the window will be like-for-like in design, however the drawing to support this is lacking in detail to support this and we would ask that this be reviewed by the Conservation Officer. The Town Council notes that this application relates to part of an iconic row of Victorian properties within the Felixstowe Conservation Area, which are referred to on page 67 of the Felixstowe Conservation Area Appraisal document.

Decisions made: 17th June 2021

Type of decision: Occasional Grant Funding

During consultation with Cllrs S Wiles, D Savage, S Harkin, M Morris, D Aitchison, G Newman, and Deputy Town Clerk D Frost, the Town Clerk presented grant applications received for the first round of Occasional Grants for the year 2021/22.

Following to the consultation, the Clerk made the following grant awards under delegated authority:

Felixstowe Festival Events	WAMFest Felixstowe Women Arts and Music Festival on 4 th September	£1,000 Ringfenced awaiting Government guidance & confirmation of the event being able to go ahead
Felixstowe Men's Shed	Purchase of Quality Table Saw and Sliding Carriage	£2,113
Felixstowe Museum	Creating a creative space at Felixstowe Museum to be shared by Landguard partners including Fort and Nature Reserve that can double as a space for school visits.	£2,450 Subject to query over requirements relating to Men's Shed
Hamilton MAS	artYsPaceS – 20 sessions, arts & art award materials for 2 young people	£400 Grant towards exam fees and materials
Landguard Fort Trust	Fort Forward – Interpretation Panels	£700 FTC would welcome recognition of its support on panels
Majestic Voices	Sound equipment (This application replaces previous ringfenced grant agreed of £500 as group had not been meeting due to Covid)	£500 Ringfenced awaiting confirmation rest of funds are raised
Royal British Legion	Felixstowe Festival of Remembrance	£1,000 Subject to 50% profit from ticket sales being retained in branch to support local projects/events
Royal British Legion	RBL Centenary Event	£710
St Andrews Pre-school	Curtains for large windows in the hall to provide shade from the sun	£800 Subject to confirmation that curtains will be owned and retained by the pre-school.
Suffolk Accident Rescue Service (SARS)	Support Felixstowe team of responders by providing equipment, training etc	£500
Total Grants awarded in this round		£10,173

The decisions above were made in accordance with the temporary authority delegated at the 5th May Annual Council meeting (*Minute #17 of 2021/22 refers*) and are published on the Town Council's website.

Council is requested to note the record of decisions made by the Town Clerk under delegated authority.

AGENDA ITEM 11: ASSET REGISTER REVIEW

The Council maintains an Asset Register which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and this is attached at **Appendix B**.

Although it is common practice for business to depreciate long-term assets for both tax and accounting purposes, this is not recommended for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is therefore shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

The Council's Asset Register has been updated to reflect acquisitions and disposals in the year 1 April 2020 – 31 March 2021.

Committee is requested to approve the Asset Register to 31 March 2021.

AGENDA ITEM 12: INTERNAL AUDIT REPORT: FULL YEAR 2020/21

The Internal Audit for the year ending 31 March 2021 took place on Thursday 6 May 2021 and the signed report is presented at **Appendix C**.

The Internal Auditor has completed page 3 of the Council's Annual Governance and Accountability Return confirming that the Council has met all its internal control objectives.

Though there were no actions raised by the Internal Auditor, a recommendation and note were made:

Recommendation: Although the interim internal audit report for the first half of 2020-21 was considered by Finance & Governance committee at the meeting held 09/12/2020 (min375). The full council needs to consider internal audit report and this be recorded in the minutes.

Note: Unless there is a specific reason, reviews of general employment policies would not normally need to be in closed session.

Council is requested to consider the final Internal Audit Report for the year 1 April - 31 March 2021 and any actions it deems necessary in respect of the recommendation therein.

AGENDA ITEM 13: ANNUAL GOVERNANCE STATEMENT AND ACCOUNTABILITY RETURN FOR 2020-21

Council is required to approve its Annual Governance Statement and Accountability Return for 2020-21, presented at **Appendix D**.

Council's Full Year Internal Audit for 2020-21 was carried out 6 May and there were no matters arising from the report requiring an action plan to be submitted with the Annual Return 2020-21 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 2020/21 Section 2 of the Annual Return (figures for Year Ending 31 March 2020 are shown in brackets for comparison). The External Auditor requires an explanation of any variances for box 3 in Section 2 where the percentage change is greater than +/- 15% and if the increase or decrease is greater than £200, also new from 2020/21: variances of £100,000 or more require explanation regardless of the % variation year on year. 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. All figures are rounded to the nearest £1.

1 - Balances Brought Forward: £1,065,336 (£1,009,067 for Y.E. 31 March 2020)

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 2020.

2 - Precept: £600,570 (£578,113) Variance = +3.88%

As approved by Council at its meeting of 8 January 2020 (*Minute #401 of 2019/20 refers*).

3 - Total other receipts: £166,136 (£218,148) Variance = +24.10%

Explanation of Variance

Variance predominately attributed to sharp decrease in the following due to Covid:

- Wedding income (-£5,951)
- Venue hire (-£15,980)
- Lease Broadway House as not run all year (-£2,130)
- Felixstowe in Flower sponsorship (-£7,521)
- No Donations or sponsorship for events (-£10,300)

Also

- £12,954 less CIL received (£30,245 19/20 and £17,291 20/21)
- less bank interest due to low interest rates (-£1,230)

4 - Staff Costs: £430,028 (£410,532) Variance = +4.61%

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: £237,127 (£294,727) Variance = -19.54%

Explanation of Variance

Decrease in expenditure due to Covid:

- Utility bills (-£1,861)
- Catering/ Stationery/ postage (-£907)
- Civic & seasonal events (-£7,563)

Also

- PCSO no longer employed (-£22,667)

7 – Balance Carried Forward: £1,130,155 (£1,065,337)

Representing total Balances and Reserves at 31 March 2021.

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

General Fund opening Balance: £ 447,003
 Earmarked Reserves: £ 618,333
 Total opening Balance 01.04.20: **£1,065,336**

Total Receipts: £766,706 (+)
 Total Expenditure: £701,888 (-)

Total closing Balance 31.03.21: **£1,130,155**

Represented by

General Fund: £449,936
 Earmarked Reserves: £6680,219 (Net change to ER 20/21 = £61,886)

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

Description	Opening Balance 1/4/20	Transfer In/Out	From/To Reference	Direct Expenditure	Reference	Closing Balances 31/3/21
Election Expenses	£5,862	£6,000	Min 401 of 19/20	£0		£11,862
Enhancement & Promotional	£1,142	£0		£450	Min 399 of 19/20	£692
Asset Repairs & Replacement	£18,032	£3,000	Min 401 of 19/20	£0		£21,032
IT Replacement Fund	£3,117	£40,000	Min 59 i of 20/21	£ 12,803	Min 59 ii & iii of 20/21	£30,314

Cemetery Projects	£169,060	£20,000	Min 401 of 19/20	£2,585	Min 326 of 20/21	£186,475
Broadway House	£60,107	£2,500	Min 401 of 19/20	£6,310	Min 211 of 20/21	£56,296
Walton Community Hall	£67,500	£2,500	Min 401 of 19/20	£0		£70,000
Town Hall Maintenance	£79,639	£5,000	Min 401 of 19/20	£846	Min 402 of 19/20	£83,793
Play Equipment	£0	£0		£0		£0
Community Fund	£110,699	-£20,640	Min 401 of 19/20	£10,758	Min 496 & 516 (i) of 19/20	£79,301
CCTV	£42,000	£0		£0		£42,000
Staffing Reserve	£26,874	£10,000	Min 401 of 19/20			£36,874
Community Infrastructure Levy 2018/19	£4,057	£0		£0		£4,057
Community Infrastructure Levy 2019/20	£30,245	£0		£0		£30,245
Community Infrastructure Levy 2020/21	£0	£17,291		£0		£17,291
VE 75 Event	£0	£9,996	Min 128 of 20/21	£0		£9,996
Totals	£618,333	£95,647		-£33,752		£680,229

8 – Total Cash and Short-Term Investments: £1,125,171 (£1,070,070)

Variance between Boxes 7 and 8 = £4,984.15

Represented by:

Debtors: -£25,743.99
Creditors: £20,759.84

9 - Fixed Assets Plus Other Long Terms Investments/Assets: £70,489 (£55,502)

Variance = 27%

The value of fixed assets reported in 2020/21 was £70,489. The following additions and deletions took place:

Additions (Subtotal: £15,557.26)

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
6 x Laptops and Docking Stations	Town Hall & working from Home	30/06/2020	£8,234.94	£8,234.94	£8,234.94
4 laptops for members	Town Hall & working from Home	15/02/2021	£4,822.32	£4,822.32	£4,822.32
Wicker people	Seafront Gardens	30/03/2021	£2,500.00	£2,500.00	£2,500.00

Deletions (Subtotal: £570)

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
Defibrillator Cabinet replaced by Polycarbonate at £465 not on Asset Register as under £500	Library	04/12/2015	£570.00	£570.00	£570.00

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 or any 'community assets' without an intrinsic resale value are given a nominal valuation of £1.

The value of fixed assets reported to Council (Agenda Item 11, above) for 2020/21 was £70,489

10 – Total borrowings: £320,874 (£330,071) Variance = -2.79%

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 2021 was £320,874.

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

Leases

At the end of 2020/21 the Town Council had no new 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-furnished 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 sublets 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
O2	4 Mobile Phones	£26.72 per month	23.07.2021

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	£2,130.08 (Note not paid 2020/21 due to Covid)	(Licence)

Telefonica	Telephone mast situated at Felixstowe Cemetery	£5,314.75	N/A
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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.

General Power of Competence

The “General Power of Competence” was included in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). This power was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012. The power enables eligible councils to have “the power to do anything that individuals generally may do” as long as they are not prevented from doing so by other laws. The Town Council meets the criteria for eligibility and adopted the use of the General Power of Competence at its Annual Council Meeting on 15th May 2019.

Pensions

The Council is a member of the Suffolk County Council Local Government Pension Scheme. Employer’s contributions in 2020/24 were 24% and the Council paid £54,180.04 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 into Council’s NEST Pension scheme. Employer contributions for 2020/21 were 6% and the Council paid £6,139.05 into the NEST Pension scheme in respect of its employees.

Financial Impact of Coronavirus

As part of the Council’s Annual Governance Statement it must confirm that it has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Council is requested to note that the Finance & Governance Committee regularly considered reports on the financial impact that the coronavirus has had, and is likely to have, on budget. The budget for 2021/22, set by Council in January 2021, reflects the limited impact on Council’s finances, the anticipated and ongoing recovery from the pandemic, and the Council’s reserves position. The Finance & Governance Committee will continue to monitor the Council’s budget position regularly.

Council is requested to:

- i. confirm that it has considered the potential financial impact of the coronavirus on the authority’s budget;**

- ii. approve the Annual Return for the financial year ended 31 March 2021 (Section 1 – Annual Governance Statement) and authorise the Mayor and Town Clerk to sign the declaration on behalf of Felixstowe Town Council;**
- iii. approve 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, and authorise the Mayor to sign the declaration on behalf of Felixstowe Town Council; and,**
- iv. note that there were no 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.**

AGENDA ITEM 14: REVIEW OF INTERNAL AUDIT EFFECTIVENESS

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. This item is to let members know that this item will go to the next Ordinary Council meeting.

Review of effectiveness of internal audit

Paragraph 4.22 of "Governance and Accountability for Smaller Authorities in England – 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 Council 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 is not involved 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, its staff or the Clerk. The internal auditor has direct access to the Council should they 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, the SALC internal auditor prepares a report in their 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 2020/21 on a half-yearly basis.

Council is requested to consider the effectiveness of its internal audit and its satisfaction of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, to continue as the Council's internal auditors, 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".

AGENDA ITEM 15: STATEMENT OF INTERNAL CONTROL 2021/22

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 Responsible 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.

Normally Council's Statement of Internal Control for the year ending 31 March 2022 is reviewed by the Finance & Governance Committee, however, due to cancellation of Finance & Governance Committee in May the policy shown at **Appendix E** for Council's consideration.

Council is requested to approve the Statement of Internal Control for the year ending 31 March 2022.

AGENDA ITEM 16: TOWN HALL WINDOWS RECOMMENDATION PLUS PLANNING PERMISSION

Council's Assets and Services Committee have been considering the windows at the Town Hall and although Council's caretakers have made some small-scale repairs, the Assets and Services Committee have been considering a longer-term refurbishment plan (*Min #247 2020/21 refers*).

The Conservation Officer at East Suffolk Council was contacted for advice on the Town Hall windows and made the following comments:

'It could be that the Town Council needs to consider replacement of some or all of these windows. The Town Hall is not a listed building and there is no presumption on retaining the historic joinery if it is beyond repair. Facsimile windows in timber using a marine-grade paint finish and incorporating slimline sealed units would improve the appearance of the windows and their thermal performance. Slimmer sealed units would allow the use of through glazing bars; or they could be applied. The overall visual effect would not be quite identical, as heavier frames would be required and the increased weight of the sashes would mean either heavier sash weights being used or their replacement with a spring balance system.

For super-longevity, hardwood would be a good specification – but this is more expensive. Otherwise, seasoned softwood has reasonable durability.

Alternatively, you retain the existing windows for as long as possible and keep making local repairs – although there are only so many that can be made. Problems usually arise around the timber joints and the sills. Sills are replaceable and joints can be either reinforced or new sections in replacement spliced in. I sometimes find that windows can look worse than they are because of the state of decoration. You may want to consider upgrading the spec for the paint finish you are using to take account of the coastal location.

Metal windows or composite windows are alternatives to consider. Metal windows can retain slim profiles but they don't look the same – usually they are plastic or polymer coated. However, they have been installed at the accommodation blocks at Bawdsey Manor, also a coastal location, and seem to be doing an okay job. I have seen composite windows used in Aldeburgh satisfactorily (metal outside, timber inside).'

Following this advice, several quotes were considered for both refurbishment and replacement of the windows. Council is requested to consider replacing all windows with the exception of the newer double-glazed units in the Courtroom Gallery, Magistrates Room and the stained glass window in the stairway to these rooms. To achieve the highest insulation qualities, the following UPVC Vertical Sliding Sash windows being A rated with a 1.2 (U-value) W/m²k are recommended, the brochure of which can be found here <https://www.ecoslide.co.uk/ECOSlide-Brochure/EcoSlide.html>. The windows are very similar in look to the original windows keeping all features that are there currently. Two members have visited the

showroom and there is a recent example of the Company's work in Leopold Road, with a building opposite with original windows it is difficult to see the difference.

Note: There are two types of Window Energy Ratings, Thermal Transmittance, also known as U-value. This is the rate of transfer of heat through a structure, divided by the difference in temperature across that structure. The units of measurement are W/m²K. The better-insulated a structure is, the lower the U-value will be.

Window Energy Rating (WER) scheme is based on a traffic-light style A-G ratings system for energy efficiency similar to that used for fridges, washing machines, cookers and so on. An A rating indicates a good level of energy efficiency, whilst G is the lowest possible rating. Window Energy Ratings provide an outline or overall value for how energy efficient a window is. They take into consideration the thermal efficiency, solar gain and the air leakage of the window. Window Energy Ratings are tested and approved by independent organisations.

As the Town Hall is in a conservation area, although the building is not listed, pre application planning advice has been submitted to East Suffolk Council and has been given the reference DC/21/2764/PREAPP, a response is expected by 5 July.

Initially Council's Assets & Services Committee considered replacing the 16 windows which include all the windows on the front elevation of the Town Hall plus the Council Chamber. A quote for the remaining 8 windows which all face into the small inner courtyard of the Town Hall plus the three windows in the Caretaker's room was also obtained.

The total price for replacement of windows with the recommended Company is as follows:

16 Windows on Front elevation plus Council Chamber window	£14,833 + VAT
8 Windows (3 at rear of building and 5 facing inner courtyard)	£ 6,231 + VAT
Total	£21,064
Cost of planning permission	£234

Further to the recommendation of the Assets & Services Committee (*Minute #588 of 2020/21 refers*), Council is requested to:

- i. approve the submission of a planning permission application following pre-application planning advice; and,**
 - ii. authorise expenditure of £21,298 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/m²k, subject to planning approval.**
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