

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at  
Town Hall, Felixstowe on Wednesday 22 March 2023 at 7.30pm**

**PRESENT:** Cllr S Bird (in the Chair)  
Cllr N Barber

Cllr M Deacon  
Cllr S Wiles

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

**462. ELECTION OF CHAIRMAN**

In the absence of the Chairman and Vice-Chairman, the Clerk opened the meeting and called on the Members present to elect a Chairman for this meeting.

It was proposed by Cllr S Wiles and seconded by Cllr M Deacon that Cllr S Bird be elected as Chairman for this meeting.

There being no other nominations, Cllr S Bird was elected as Chairman of the meeting.

**Cllr S Bird in the Chair.**

**463. PUBLIC QUESTION TIME**

None.

**464. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Richardson, Cllr T Green, Cllr S Bennett, Cllr A Smith** and **Cllr K Williams**.

**465. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr M Deacon Cllr S Wiles	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interest (as Members of Suffolk County Council)

**466. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 18 January 2023 be signed by the Chairman as a true record.**

#### **467. BUDGET MONITORING TO 28 FEBRUARY 2023**

Committee received the budget monitoring report to 23 February 2023. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

**It was RESOLVED that the budget monitoring report to 28 February 2023.**

#### **468. 2022/23 OUTTURN PROJECTION**

Committee received and reviewed an outturn projection against budget for 2022/23.

Members discussed the cost of the range of provision of services being provided by the Council and the community benefit provided. The Clerk reported to Committee that, despite being set at a time before the impact of recent inflationary pressures such as fuel cost increases were fully anticipated, the Council's budgeted yearend outturn deficit was expected to be around £30,000 less. It was also acknowledged that Felixstowe Town Council remained one of the lowest charging town councils in East Suffolk per Band D ratepayer.

**RESOLVED the report on the projected outturn for the year 2022/23 be noted.**

#### **469. ACTION PLAN 2023-24**

Committee noted the difficulty in quantifying the aims proposed in the Climate Action Plan, particularly in relation to carbon reduction.

**It was RESOLVED that the Action Plan 2023/24 be noted and accepted.**

#### **470. TERMS OF REFERENCE 2023/24**

Committee considered Terms of Reference for the forthcoming Municipal Year 2023/24.

**It was RESOLVED that the Terms of Reference for 2023/24 be recommended to Annual Council for adoption as presented.**

#### **471. STANDING ORDERS 2023/24**

Committee reviewed the Council's Standing Orders for 2023/24.

**It was RESOLVED that Standing Orders for 2023/24 be recommended to Annual Council meeting for adoption as presented.**

#### **472. FINANCIAL REGULATIONS 2023/24**

Committee reviewed the Council's Financial Regulations for 2023/24. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

**It was RESOLVED that:**

- i. the Financial Regulations for 2023/24 be recommended to the Annual Council meeting for adoption as presented; and,**
- ii. the continued use of BACS also be recommended to Council.**

**473. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER**

Committee considered Council's Risk Management Policy and Financial Risk Register for 2023/24.

**It was RESOLVED that the Risk Management Policy and Financial Risk Register be recommended to the Annual Council meeting for adoption as presented.**

**474. COMPLAINTS PROCEDURE 2023/24**

Committee reviewed the Council's Complaints Procedure for 2023/24.

**It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for re-adoption in 2023/24 with no changes.**

**475. FREEDOM OF INFORMATION AND PUBLICATION SCHEME 2023/24**

Committee reviewed the Publication Scheme based on the Information Commissioner's Office (ICO) model publication scheme, and the schedule of information available from Felixstowe Town Council.

**RESOLVED that the ICO model publication scheme be recommended to Annual Council for re-adoption without change for 2023/24.**

**476. CLOSURE**

The meeting was closed at 8.18pm. The next meeting was noted as being scheduled for Wednesday 24 May 2023 at 7.30pm.

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

Chairman: \_\_\_\_\_