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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 N Barber
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 **TOWN HALL, FELIXSTOWE** on **Wednesday 22 March 2023** at **7.30pm** for the transaction of the following business:

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.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Members of the public are very welcome join via Zoom using the following 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.

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.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi
Town Clerk
17 March 2023

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 three minutes 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 on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of the Finance & Governance Committee meeting held on 18 January 2023 as a true record. **(Pages 4-5)**
- 5. Budget Monitoring to 28 February 2023**
To receive budget monitoring report to 28 February 2023 and consider any actions deemed necessary. **(Pages 6-8 & Appendix A)**
- 6. 2022/23 Outturn Projection**
To receive the outturn projection report to 31 March 2023 and consider any actions deemed necessary. **(Page 9 & Appendix B)**
- 7. Action Plan 2023-24**
To consider the Council's Action Plan for the final year of the Council's Business Plan 2020/24. **(Page 10 & Appendix C)**
- 8. Terms of Reference 2023/24**
To review, and recommend to Council, Terms of Reference for 2023/24. **(Page 10 & Appendix D)**
- 9. Standing Orders 2023/24**
To review, and recommend to Council, Standing Orders for 2023/24. **(Page 10 & Appendix E)**
- 10. Financial Regulations 2023/24**
To review, and recommend to Council, Financial Regulations for 2023/24. **(Page 11 & Appendix F)**
- 11. Risk Management Policy & Financial Risk Register**
To review the Risk Management Policy & Financial Risk Register and make any recommendations to Council. **(Pages 11 & Appendix G)**
- 12. Complaints Procedure 2023/24**
To review the Council's Complaints Procedure for 2023/24 and make any recommendations to Council. **(Page 11 & Appendix H)**
- 13. Publication Scheme 2023/24**
To review the Council's Publication Scheme for 2023/24 and make any recommendations to Council. **(Page 12 & Appendix I)**

14. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 24 May 2023 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **FINANCE & GOVERNANCE COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 18 January 2023** at **7.30pm**

PRESENT: Cllr M Richardson (Chairman)
Cllr T Green (Vice-Chairman) Cllr A Smith
Cllr S Bird Cllr S Wiles

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Financial Administration Assistant)

IN ATTENDANCE: One member of the public (*via Zoom*)

364. PUBLIC QUESTION TIME

There were none.

365. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr S Bennett, Cllr M Deacon** and **Cllr K Williams**.

366. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as a Members of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

367. CONFIRMATION OF MINUTES

It was RESOLVED that the **Minutes of the Finance & Governance Committee Meeting held on 8 December 2022** be signed by the **Chairman** as a true record.

368. BUDGET MONITORING TO 31 DECEMBER 2022

Committee received the budget monitoring report to 31 December 2022. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

Committee was pleased to note that income from hirings, such as Walton Community Hall, was due to exceed budget this year. In response to a question on the proportion of hirings vs vacancies of Walton Community Hall, Members noted that there had been a strong return to use since the pandemic with around 14 regular hirers per week at this time.

It was RESOLVED that the budget monitoring report to 31 December 2022 be noted.

369. EARMARKED RESERVES REPORT

Committee received a report on Earmarked Reserves. Members thanked the officers for the report and suggested that a similar report be brought to Council in the new term, with an explanation of the purpose and use of each Reserve for the benefit of new councillors. It was suggested that this include a separation between the revenue reserves (General Fund), Earmarked Reserves and CIL.

In response to a Member's question on the CCTV Earmarked Reserves, the Deputy Town Clerk advised that a quote was being sought for improved equipment and would be brought to a relevant Committee meeting in due course.

Committee recorded a vote of thanks to the Finance Administration Assistant for his work on producing the report.

It was RESOLVED that the Earmarked Reserves Report be noted.

370. INVESTMENT POLICY AND STRATEGY

Members noted a report on the Council's investments and reviewed the Council's Annual Investment Policy & Strategy for 2023-24.

It was RESOLVED that that the Annual Investment Policy & Strategy for 2023-24 be recommended to Council for adoption as presented.

371. INSURANCE ADEQUACY REVIEW

Committee received a report on Council's insurance cover and levels. Members commented on the sums insured which were in accordance with the Risk Register.

It was RESOLVED that it be recommended to Council that Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2023/24.

372. CLOSURE

The meeting was closed at 8.13pm. The next meeting was noted as being scheduled for Wednesday 22 March 2023 at 7.30pm.

AGENDA ITEM 5: BUDGET MONITORING TO 28 FEBRUARY 2023

A summary Income & Expenditure Report to 28 February 2023 is shown below with a detailed report provided at **Appendix A**.

1 April - 28 February 2023 (2022 - 2023)

Felixstowe Town Council Summary of Receipts and Payments Summary - All Cost Centres

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
101 Administration	616,030.00	739,396.90	123,367	120.03%	312,678.00	286,365.30	26,313	91.58%
201 Town Hall	22,740.00	24,119.57	1,380	106.07%	78,997.00	62,423.20	16,574	79.02%
202 Walton	7,500.00	8,723.33	1,223	116.31%	10,567.00	11,843.15	-1,276	112.08%
203 Broadway House	2,270.00	2,392.56	123	105.40%	8,869.00	10,254.19	-1,385	115.62%
204 Cemetery	86,481.65	64,773.35	-21,708	74.90%	195,897.00	184,237.57	11,659	94.05%
205 Allotment	16,750.00	17,001.49	251	101.50%	37,754.00	37,324.23	430	98.86%
206 Parks & Recreation	0.00	0.00	0	N/A	14,780.00	3,405.93	11,374	23.04%
301 Civic & Community	3,992.00	0.00	-3,992	0.00%	32,430.00	28,566.25	3,864	88.09%
302 Grants	0.00	0.00	0	N/A	86,200.00	34,774.08	51,426	40.34%
303 Felixstowe in Flower	8,250.00	3,437.57	-4,812	41.67%	5,900.00	3,696.85	2,203	62.66%
304 Communication	10,000.00	3,986.44	-6,014	39.86%	13,200.00	14,709.00	-1,509	111.43%
305 Community Projects	0.00	0.00	0	N/A	16,000.00	14,718.71	1,281	91.99%
NET TOTAL	774,013.65	863,831.21	89,817.56	111.60%	813,272.00	692,318.46	120,953.54	85.13%

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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 11 months in to the year, for overall expenditure to be around 91.7%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 100.83%). Total expenditure for the first eleven months stood at 85.13%. Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

Cost Centre 101 - Administration
<p>4270 Printer/Photocopier (107%) Potentially more printing of colour copies than anticipated. Existing contract locked in for another year Recommendation: Monitor throughout 2023/24</p>
<p>4460 Subscriptions (102%) All subscriptions now paid Recommendation: No Action</p>

4464 Insurance (111%)

Full year payment up front - extra required for Electric Van.

Recommendation: No action.

Cost Centre 201 - Town Hall

4004 Employer National Insurance (119%)

Change in staff

Recommendation: No action.

4120 Gas (121%)

Energy prices have soared and will continue to increase. The overspend relates to the cost per unit increase. Consumption is comparable to previous years.

Recommendation: Monitor throughout 2023/24 and consider budget accordingly.

4120 Electricity (124%)

Energy prices have soared and will continue to increase. The overspend relates to the cost per unit increase. Consumption is comparable to previous years.

Recommendation: Monitor throughout 2023/24 and consider budget accordingly.

Cost Centre 202 – Walton Community Hall

4004 Employer National Insurance (119%)

Change in staff

Recommendation: No action.

4123 Electricity (145%)

Energy prices have soared and will continue to increase. The overspend relates to the cost per unit increase. Slight increase in consumption due to more consistent hirers

Recommendation: Monitor throughout 2023/24 and consider budget accordingly.

Cost Centre 203 – Broadway House

4010 Employer National Insurance (119%)

Change in staff

Recommendation: Continue to monitor on a monthly basis.

4172 Repairs & Maintenance (157%)

Repeated callouts due to failing door mechanism

Recommendation: No action.

Cost Centre 204 – Cemetery

1100 Interment Fees (64%)

Invoices awaiting payment total £2,411 (8.0%). Decreased demand in 2022/23 - likely coincidental.

Recommendation: Monitor for next budget setting.

1400 Memorials (55%)

Invoices awaiting payment / input total £5,922 (39.4%). Large amount already received from one stonemason - payment not banked as time of writing.

Recommendation: Continue to monitor on a monthly basis.

4032 Water & Sewerage (144%)

Increased usage, filling bowser for Felixstowe in Flower & ongoing parks maintenance

Recommendation: Monitor throughout 2023/24 and consider budget accordingly

4320 Vehicles/Tool Hire (125%)

More skip exchanges than expected, still getting the best possible rate.

Recommendation: Monitor throughout 2023/24 and consider budget accordingly.

Cost Centre 205 – Allotments

4118 Water & Sewerage (148%)

Sequence of increasingly drastic water bills due to Summer drought. Staff monitoring usage on a weekly basis when water is turned on.

Recommendation: Continue to monitor throughout 2023/24 and consider budget accordingly.

Cost Centre 301 – Civic & Community

4471 Advertising & Promotion (167%)

Blue Flag Award

Recommendation: Complete for 2022/23. No further action

Cost Centre 303 - Felixstowe in Flower

1811 Donations & Sponsorship (42%)

Decreased number and interest in sponsorship for FIF 2022.

Recommendation: Attempt alternate ways of increasing awareness

Cost Centre 304 – Communication

4420 Magazine Print (124%)

Increased expenditure due to price of print going up, as well as non-Magazine printing such as Cost of Living bulletin being allocated to this area

Recommendation: Continue to monitor on a monthly basis.

1812 Donations & Sponsorship (40%)

Fewer magazine advertisements than expected, and some of our sponsors opted not to renew for this year's editions.

Recommendation: Continue to monitor on a monthly basis.

Committee is requested to consider the budget monitoring report to 28 February 2022 and decide on any action it deems necessary.

AGENDA ITEM 6: 2022/23 OUTTURN PROJECTION

As part of the budget setting, at the last meeting of the Finance and Governance Committee an estimated outturn was given, as we move closer to yearend we can predict the estimated outturn with more certainty.

We have updated projections for expenditure and income and these can be seen at **Appendix B**, pending further transactions during the remainder of the month we are expecting the balance of reserves to be as follows (highlighted in grey):

TOTALS	Actual 2020-21	Actual 2021-22	Est. Outturn 2022-23	Approved Budget 2023-24
General Reserves (c/f)	447,003	449,926	437,340	349,865
Earmarked Reserves (c/f)	618,334	680,229	795,445	839,644
TOTAL RESERVES (c/f balance)	1,065,337	1,130,155	1,232,785	1,189,509
Income (excluding Precept or CIL)	148,846	199,458	157,599	167,633
Precept	600,570	601,608	612,735	621,629
Expenditure	668,137	719,462	776,309	818,314
Expenditure (from Earmarked Reserves)	16,461	-21,026	37,301	93,180
Transfers from GF to Earmarked reserves	78,356	94,190	81,500	41,500
General Reserves (balance 31 March)	449,926	437,340	349,865	279,314
Earmarked Reserves (balance 31 March)	680,229	795,445	839,644	787,964
(of which CIL) 23/24 & 24/25 income TBC	(51,594)	(118,883)	(235,395)	(235,395)
<i>Surplus (+) Shortfall (-)</i>	<i>64,818</i>	<i>102,630</i>	<i>-43,276</i>	<i>-122,232</i>
<i>Surplus (+) Shortfall (-) excl. ER</i>	<i>81,279</i>	<i>81,604</i>	<i>-5,975</i>	<i>-29,052</i>
<i>% Expenditure change excl. ER</i>		<i>7.68%</i>	<i>7.90%</i>	<i>5.41%</i>
TOTAL RESERVES (closing balance)	1,130,155	1,232,785	1,189,509	1,067,278

Committee is requested to consider the report on projected outturn for the year 2022/23.

AGENDA ITEM 7: ACTION PLAN

Council's current Business Plan runs from 2020-2024, soon to be in its final year and in preparation towards the full review of the Council's Business Plan in 2023-24, the Action Plan has been updated and can be found at **Appendix C**. The Action Plan had been streamlined to concentrate on more strategic issues with each action being reviewed regularly. The plan shows green where the action has been completed or is on target, Amber where the action is in progress/monitor, or red where the action has been delayed or requires review.

Committee is requested to consider the Action Plan corresponding to the final year of the Town Council's Business Plan 2020-24.

AGENDA ITEM 8: TERMS OF REFERENCE 2023/24

Terms of Reference for Council and its committees are reviewed at least once annually and are due for review by this Committee prior to adoption by Annual Council in May.

Terms of Reference for the Municipal Year 2023/24 is attached at **Appendix D** for review.

Committee is requested to review and recommend to Annual Council, Terms of Reference for 2023/24.

AGENDA ITEM 9: STANDING ORDERS 2023/24

Council's Standing Orders are reviewed at least once annually and approved for adoption by Annual Council each year.

Draft Standing Orders for 2023/24 are attached at **Appendix E** for review.

Committee is requested to review and recommend to Annual Council, Standing Orders for 2023/24.

AGENDA ITEM 10: FINANCIAL REGULATIONS 2023/24

Council's Financial Regulations are reviewed at least once annually and approved for adoption by Annual Council each year.

Draft Financial Regulations for 2023/24 are attached at **Appendix F** for onward referral to Annual Council with minor tracked changes due to Council adopting the Local Government Association Model Code of Conduct 2020.

In line with item 6.8 the approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years, this was agreed by resolution at Annual Council 2022 (*Minute #10 2022/23 refers*).

Committee is requested to review and recommend to Annual Council, Financial Regulations for 2023/24; and to recommend approval of the continued use of BACS to make payments.

AGENDA ITEM 11: RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Council is required to review its Risk Management Policy and Financial Risk Register on an annual basis. The Risk Management Policy and Financial Risk Register is shown at **Appendix G** for review.

Councils are also required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. 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. The Clerk will bring a report on the effectiveness of internal audit to Committee in May for a recommendation to Council in June.

Committee is requested to review the updated Risk Management Policy and Financial Risk Register and recommend to Council for adoption.

AGENDA ITEM 12: COMPLAINTS PROCEDURE

Council is to review its Complaints Procedure annually. The current procedure provided at **Appendix H** is presented for review and onward recommendation to Council with a tracked minor amendment due to the Code of Conduct.

Committee is requested to review the Complaints Procedure and recommend to Council for adoption.

AGENDA ITEM 13: FREEDOM OF INFORMATION AND PUBLICATION SCHEME

Under the Freedom of Information Act 2000, it is the duty of every public authority to adopt and maintain a Publication Scheme. Local authorities must produce and publish the method by which specific information will be available so that it can be easily identified by members of the public.

The Information Commissioner's Office (ICO) provides a model publication scheme (version 1.2, 2015 is the current version), which the Council adopted in 2016 alongside an updated schedule of information available from Felixstowe Town Council within the scheme. Authorities adopting the ICO must do so without changes, unless amended by the ICO.

The model scheme and a schedule of information available is provided at **Appendix I**.

Committee is requested to review the model publication scheme and recommend to Council for approval without change for 2023/24.
