



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

Cllr D Rowe (Mayor of Felixstowe)
Cllr C Franklin (Deputy Mayor)
Cllr D Aitchison
Cllr N Barber
Cllr S Bennett
Cllr S Bird
Cllr J Candy
Cllr M Deacon

Cllr A Folley
Cllr S Harkin
Cllr M James
Cllr M Morris
Cllr B Price
Cllr M Sharman
Cllr S Wiles

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **FELIXSTOWE TOWN HALL** on **Wednesday 19 June 2024 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 meeting during the public session.

There is a limit to the number of public attending in-person, which may be further affected by coronavirus guidance. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

To join the meeting please follow this 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://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

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



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
14 June 2024

Moment of Reflection: Val Taylor, Ranelagh Christian Fellowship.

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 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. Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 26.
- 5. Confirmation of Council Minutes**
To confirm the minutes of the Annual Council Meeting held on Wednesday 15 May 2024 as a true record. **(Pages 4-13)**
- 6. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Page 14)**
- 7. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following meetings:
 - a) Planning & Environment Committee 22 May 2024 **(Pages 15-18)**
 - b) Planning & Environment Committee 5 June 2024 **(Pages 19-22)**
 - c) Finance & Governance Committee 5 June 2024 **(Pages 23-27)**
 - d) Civic & Community Committee 12 June 2024 **(Pages 28-31)**
- 8. 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.
- 9. Parking on Undercliff Road East**
To consider a report on parking on Undercliff Road East. **(Pages 32-33)**
- 10. Internal Audit Report: Full Year 2023/24**
To receive the final report of the Internal Auditor for 2023/24 and consider any recommendations therein. **(Pages 33-34 & Appendix A)**

- 11. Annual Governance Statement and Annual Return 2023/24**
To approve the Accounts, Annual Governance Statement and Annual Return for 2023/24, along with any supporting documents, and to authorise the Mayor to sign the return on behalf of the Town Council. **(Pages 34-40 & Appendix B)**
- 12. Review of Internal Audit Effectiveness 2024/25**
To consider the recommendation of the Finance & General Purposes Committee and review the effectiveness of Council’s internal audit arrangements. **(Pages 41-42)**
- 13. Statement of Internal Control 2024/25**
To consider the recommendation of the Finance & General Purposes Committee and approve the Statement of Internal Control for the year ending 31 March 2025. **(Page 43 & Appendix C)**
- 14. Annual Report 2023/24**
To approve and adopt the Annual Report of the Town Council for the Municipal Year 2023-24. **(Page 43 & Appendix D)**
- 15. Council Investments**
To consider the re-investment from the proceeds of a 1 year fixed-rate bond with Close Brothers and other investments. **(Pages 44-45)**
- 16. Love Green Felixstowe**
To consider a report on the Love Green Felixstowe festival and funding. **(Page 46)**
- 17. Financial Regulations 2024/25**
To approve updated Financial Regulations for 2024/25 based on the latest NALC model, as recommended by the Finance & Governance Committee. **(Page 46 & Appendix E)**
- 18. Reserves Policy 2024-2026**
To approve the General and Earmarked Reserves Policy for 2024-26, as recommended by the Finance & Governance Committee. **(Page 47 & Appendix F)**
- 19. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix G)**

Date	Voucher Nos.	Total Payment
18/05/2024	39 – 69	£43,466.16
31/05/2024	70 – 80	£50,592.84
12/06/2024	81 - 96	£13,789.74
	TOTAL	£107,848.74

- 20. Closure**
To close proceedings and note that the next Ordinary Council Meeting will be at 7.30pm on Wednesday 4 September 2024

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ANNUAL COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 15 May 2024** at **7pm**

PRESENT: Cllr S Bennett (Outgoing Mayor) Cllr J Candy
Cllr M Deacon (Outgoing Deputy Mayor) Cllr A Folley
Cllr D Rowe (Incoming Mayor) Cllr S Harkin
Cllr C Franklin (Incoming Deputy Mayor) Cllr M James
Cllr D Aitchison Cllr M Morris
Cllr N Barber Cllr B Price
Cllr S Bird Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Civic Events Officer)
Mrs S Morrison (Planning Administration Assistant)
Mr S Congi (Finance Administration Assistant)
Miss H Miles (Communications Officer)
Mrs J Smith (Assets & Services Officer)

IN ATTENDANCE: 25 Members of the Public.
1 Member of the Press

IN ATTENDANCE ONLINE: 3 Members of the Public

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection delivered by Rev. Philip Young, St John's Church, Felixstowe.

1. ELECTION OF MAYOR

Mayor, Cllr Seamus Bennett, in the chair.

Cllr Bennett reflected on the life-enhancing experience of his Mayoral year, highlighting the recent charity bike ride where £7,500 was raised for the Mayor's charities in five days by cycling 400 miles coast to coast from St David's to Felixstowe.

He also spoke of the Civic visit to Salzwedel for the 30th Anniversary of twinning and the warm welcome received. Other notable events included Felixstowe's hosting of the 50th Anniversary twinning event with Wesel, the Love Green Felixstowe Launch, the launch of Edible Felixstowe, the Ipswich to Felixstowe Classic Car Run, and a cream tea with the Friends of Felixstowe Hospital.

Cllr Bennett expressed his gratitude to the Council and all staff for their support throughout his Mayoral year.

Following the Mayor's address, Cllr M Deacon proposed, seconded by Cllr M Morris, that Cllr D Rowe be elected as Mayor of Felixstowe for the upcoming Municipal Year.

RESOLVED that Cllr David Rowe be elected Mayor of Felixstowe for the Municipal Year 2024-25.

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

Mayor, Cllr David Rowe, in the Chair.

The Mayor expressed his privilege to serve as Mayor of the town he has called home all his life. He thanked his fellow Councillors for the great honour, specifically acknowledging Cllr Mike Deacon for proposing and Cllr Margaret Morris for seconding his nomination.

Although only elected to the Council last year, Cllr Rowe has a history of service as a Town and District Councillor from 1995-99 and County Councillor from 2001-05. He emphasised the special nature of this opportunity given his persistent efforts in council elections since the early 1990s.

The Mayor announced his charities for the forthcoming year: the Landguard Partnership Trust (supporting the Nature Reserve, Fort, and Museum) and Breast Friends, which provides support during and after breast cancer treatment.

Finally, the Mayor thanked the outgoing Mayor, Cllr S Bennett, on behalf of the Council for his hard work and commitment to Felixstowe over the past year and presented him with a gift.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr A Folley, seconded by Cllr M James, that Cllr Corrine Franklin be elected as Deputy Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Corrine Franklin be elected Deputy Mayor for the ensuing Municipal Year 2024/25.

3. PUBLIC QUESTION TIME

There were none.

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Sharman**.

5. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Bennett Cllr S Wiles	All	Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett Cllr J Candy Cllr M Deacon Cllr A Folley	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Harkin	All	Other registerable interest (as an employee of East Suffolk Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

6. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 6 March 2024 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:

Planning & Environment Committee 6 March 2024
Planning & Environment Committee 20 March 2024
Finance & Governance Committee 20 March 2024
Planning & Environment Committee 3 April 2024
Personnel Committee 3 April 2024
Civic & Community Committee 10 April 2024
Planning & Environment Committee 17 April 2024
Assets & Services Committee 24 April 2024
Planning & Environment Committee 1 May 2024

8. NOTICE OF CASUAL VACANCY

Council noted the resignation of Cllr Cherrie MacGregor and the resulting Casual Vacancy that had arisen.

The Town Clerk confirmed that, should 10 electors so request in writing to East Suffolk Council by 31 May 2024, a byelection for the vacant seat would be held. Otherwise, the Council could co-opt to the vacancy.

It was RESOLVED that the Casual Vacancy Notice be noted.

9. ASSET REGISTER 2023/24

The Asset Register had been reviewed by Council's Asset and Services Committee on 24 April 2024 and recommended for adoption as presented.

It was RESOLVED that the Asset Register be adopted as presented.

10. COMMUNITY INFRASTRUCTURE LEVY (CIL) ANNUAL REPORT 2023/24

Council received the report on CIL payments that had been received in the year 2023/24 and approved the CIL Annual report for the year 2023/24.

RESOLVED that the Community Infrastructure Levy Annual Report for 2023/24 be approved as presented, published on the Council's website, and sent to East Suffolk Council.

11. SCHEME OF DELEGATION TO THE TOWN CLERK 2024/25

RESOLVED that the powers delegated to the Town Clerk for 2024/25 be approved as presented in the report.

12. COUNCIL GOVERNANCE AND POLICY 2024/25

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 2024/25:

- a) Terms of Reference.
- b) Standing Orders
- c) Financial Regulations
- d) Risk Management Policy & Risk Register
- e) Complaints Procedure
- f) Freedom of Information Publication Scheme
- g) Community Engagement Strategy

It was RESOLVED that the Council's continued use of BACS payments be confirmed and approved.

13. 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 2024-25 be made as follows:

FINANCE & GOVERNANCE COMMITTEE (9)

1. Cllr Mike Deacon (Chairman)
2. Cllr David Rowe (Vice-Chairman) **(ex-officio as Chairman of A&S)*
3. Cllr Darren Aitchison
4. Cllr Seamus Bennett
5. Cllr Stuart Bird
6. Cllr Marc James
7. Vacant – *to be appointed in due course*
8. Cllr Michael Sharman *** (ex-officio as Chairman of C&C)*
9. Cllr Steve Wiles

CIVIC & COMMUNITY COMMITTEE (9)

1. Cllr Michael Sharman *** (Chairman) (and ex-officio Member of F&G above)*
2. Cllr Corrine Franklin (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Nick Barber
5. Cllr Jan Candy
6. Cllr Amanda Folley
7. Cllr Sharon Harkin
8. Cllr Margaret Morris
9. Cllr Bernard Price

ASSETS & SERVICES COMMITTEE (9)

1. Cllr David Rowe ** (Chairman) (and ex-officio Member of F&G above)*
2. Cllr Marc James (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Nick Barber
5. Cllr Jan Candy
6. Cllr Sharon Harkin
7. Cllr Margaret Morris
8. Cllr Bernard Price
9. Cllr Michael Sharman

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Stuart Bird (Chairman)
2. Cllr Margaret Morris (Vice-Chairman)
3. Cllr Nick Barber
4. Cllr Seamus Bennett
5. Cllr Jan Candy
6. Cllr Amanda Folley
7. Cllr Corrine Franklin
8. Cllr Bernard Price
9. Cllr Steve Wiles

PERSONNEL COMMITTEE (5)

1. Mayor of Felixstowe (Chairman) (*ex-officio as Mayor of Felixstowe for 2024/25*)
2. Deputy Mayor (*ex-officio as Deputy Mayor for 2024/25*)
3. Cllr Seamus Bennett (*ex-officio as Mayor of Felixstowe for 2023/24*)
4. Cllr Mike Deacon
5. Cllr Michael Sharman

APPEALS COMMITTEE (5 Members who are not on the Personnel Committee)

1. Cllr Margaret Morris (Chairman)
2. Cllr Amanda Folley (Vice-Chairman)
3. Cllr Marc James
4. Cllr Nick Barber
5. Cllr Bernard Price

YOUTH FORUM (3 FTC)

1. Cllr Margaret Morris
2. Cllr Bernard Price
3. Cllr Darren Aitchison

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

1. Cllr Amanda Folley (Lead Emergency Coordinator)
2. Cllr Nick Barber (Deputy Emergency Coordinator)
3. Cllr Darren Aitchison (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

CCTV WORKING GROUP

1. Cllr Marc James (Chairman)
2. Cllr Nick Barber
3. Cllr Sharon Harkin
4. Cllr Darren Aitchison

CLIMATE EMERGENCY WORKING GROUP

1. Cllr Margaret Morris (Chairman)
2. Cllr Mike Deacon
3. Cllr Jan Candy
4. Cllr Seamus Bennett
5. Cllr Nick Barber
6. Cllr Sharon Harkin
7. Cllr Darren Aitchison

COMMUNITY INFRASTRUCTURE LEVY (CIL) WORKING GROUP

1. Cllr Mike Deacon (Chairman)
2. Cllr Darren Aitchison
3. Cllr Nick Barber
4. Cllr Seamus Bennett
5. Cllr Margaret Morris
6. Cllr David Rowe
7. Cllr Michael Sharman

14. 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 2024-25 be appointed as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Memory Lane Steering Group	1. Cllr Sharon Harkin 2. Cllr Bernard Price
Felixstowe Ferry Fairways Committee	1. Cllr Amanda Folley
Friends of Felixstowe Library	1. Cllr Jan Candy
Felixstowe Nightsafe	1. Cllr Marc James
Felixstowe Old People's Welfare Association	1. Cllr Margaret Morris + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr David Rowe 2. Cllr Margaret Morris
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 Amanda Folley + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Seamus Bennett

Haven Ports Welfare	1. Cllr Darren Aitchison
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Jan Candy 2. Cllr Seamus Bennett 3. Mayor of Felixstowe (<i>ex-officio</i>) 4. Town Clerk (<i>ex-officio</i>)
Felixstowe Area ASB Meeting	1. Cllr Michael Sharman 2. Cllr Marc James 3. Cllr Stuart Bird
Level Two Youth Project	1. Cllr Corrine Franklin 2. Cllr Margaret Morris 3. Cllr Bernard Price
Freight Quality Partnership	1. Cllr Seamus Bennett
Fairtrade Forum	1. Cllr Margaret Morris 2. Cllr Bernard Price
East Suffolk Lines Community Rail Partnership	1. Cllr Nick Barber
Orwell District Scouts	1. Mayor of Felixstowe (<i>ex-officio</i>)
Felixstowe Peninsula Community Partnership	1. Cllr Corrine Franklin 2. Cllr Michael Sharman 3. Town Clerk
Felixstowe Chamber of Trade	1. Cllr Amanda Folley 2. Cllr Bernard Price
Ukraine2Felixstowe	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett

CHARITY TRUSTEES

RESOLVED that the Council appoint the following Trustees to the Mayor of Felixstowe Charity Fund:

Cllr David Rowe (Mayor of Felixstowe)
Cllr Corrine Franklin (Deputy Mayor)
Cllr Seamus Bennett (Immediate past Mayor)

15. AUTHORISATION OF SIGNATORIES

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBERS AS ITS BANK SIGNATORIES FOR 2024/25:

Cllr Seamus Bennett
Cllr Mike Deacon
Cllr Stuart Bird
Cllr Sharon Harkin
Cllr Margaret Morris
Cllr Corrine Franklin

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBER AS ITS QUARTERLY BANK RECONCILIATION SIGNATORY FOR 2024/25:

Cllr David Rowe

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING OPEN CREDIT AGREEMENT FOR 2024/25:

Town Clerk, Deputy Clerk and Civic Events Officer be 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.

16. SUBSCRIPTIONS

Council reviewed its Council's and staff subscriptions to other bodies for 2024/25 to the organisations below.

Organisation	2024/25 fee	Notes
Suffolk Association of Local Councils (SALC)	£2,521.57	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)	£100	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	2024/25 fee	Notes
Society of Local Council Clerks (SLCC)	£475	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£298	Professional membership of the Deputy Town Clerk

It was RESOLVED that the subscriptions for 2024/25 be approved.

17. BUSINESS PLAN 2024-28

Council considered the Business Plan covering the period of 2024-28.

Members commented on the thorough and professional process in the production of the business plan.

It was RESOLVED that the Business Plan 2024-28 be approved and uploaded onto the Council's website also being promoted via social media. The Summer magazine will include information from the Business Plan and express gratitude to respondents and outline the modifications made based on the survey feedback.

18. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
15/03/2024	444 - 454	£20,504.03
28/03/2024	471 - 493	£71,889.36
01/04/2024	1 - 5	£12,102.98
18/04/2024	6 - 19	£7,999.60
30/04/2024	20 - 38	£50,276.84
	TOTAL	£162,772.81

19. CLOSURE

The meeting was closed at 7.55 pm. It was noted that the next Ordinary Meeting was scheduled for 19 June 2024 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

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

16/05/2024	Palace Cinema for film showing by Felixstowe Museum
17/05/2024	Blue Flag Award – Flag Raising
19/05/2024	Global Food & Pita Festival - Ipswich
20/05/2024	Foxgrove Residential Home - Cynthia Barker 100 Birthday
25/05/2024	RNLI Event – Felixstowe Triangle
26/05/2024	Meet group cycling from Bury St Edmunds at Beach Street in aid of Bury St Edmunds Rickshaw
31/05/2024	Suffolk Pride Fringe festival - Pride Blooms Opening Ceremony
01/06/2024	Felixstowe in Flower Launch
05/06/2024	National Volunteers Week - Felixstowe Salvation Army Job Club
06/06/2024	D-Day 80 Commemorations
07/06/2024	Pride Month – Price Flag Raising
07/06/2024	Launch for Felixstowe Folk & Shanty Fest
08/06/2024	OFCA - Summer Fair
08/06/2024	Opening Little Dreams Café
16/06/2024	Civic Service
18/06/2024	Level Two AGM

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 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 22 May 2024** at **9.30am**

PRESENT: Cllr S Bird (Chairman) Cllr A Folley
Cllr M Morris (Vice-Chairman) Cllr C Franklin
Cllr N Barber Cllr B Price

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 1 member of the public (via Zoom)

20. PUBLIC QUESTION TIME

None.

21. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bennett, Cllr J Candy** and **Cllr S Wiles**.

22. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

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

23. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee** meeting held on **1 May 2024** be confirmed as a true record.

24. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following recommendations to East Suffolk Council:

A	<p>DC/24/1365/VOC Variation of Condition No. 2 of DC/22/2082/FUL - Extensions, Alterations & Remodelling - To reorient roof pitch to reduce impact on Ferrymans Haul and to allow for rooms in roof void with views to the West across the golf course. To change approved drawing numbers 2808.21.101 and 2808.21.102A to the drawings submitted within this application 1204-24/001B, 1204-24/002C and 1204-24/005</p> <p>Moonfleet The Ferry</p>
Committee recommended APPROVAL	

B	<p>DC/24/1699/VOC Variation of Condition No. 2 of Planning Permission DC/23/1389/FUL - Extensions and alterations to dwelling - To revert back to a two storey extension</p> <p>106 Garrison Lane</p>
Committee recommended APPROVAL	

C	<p>DC/23/2962/FUL Construction of a detached dwelling (revised scheme to that refused under DC/21/2214/FUL)</p> <p>193 Maidstone Road</p>
<p>Committee recommends REFUSAL, whilst we recognize the very minor modifications from the 2023 application Committee’s concerns remain. We support Suffolk County Council Highways concerns for safety and the ability of vehicles to turn adequately within the curtilage of the proposed new dwelling. Furthermore, we maintain our objection on the grounds of the unacceptable impact on the amenity of the properties in James Boden Close, we understand that the distance between the proposed dwelling and the properties in James Boden close is 9 metres. We therefore feel that this application is contrary to SCLP 5.7 para b and c.</p>	

D	<p>DC/24/1462/FUL Single storey side and rear extension, Internal Alterations. New Detached Garage. New Front boundary wall Render to front elevation Front bay window. Timber cladding to front door with new pitch roof over. Render to front elevation.</p> <p>68 Links Avenues</p>
Committee recommended APPROVAL	

E	<p>DC/24/1342/ADN Non Illuminated Advertisement - Amended design - in lieu of approved consent (ref:DC/23/0534/ADN). Consent for the display of advertising, with the erection of twelve non-illuminated billboards, at boundary of a retail site (currently occupied by a company trading as Homebase) that adjoins Felixstowe railway, sited opposite Felixstowe station platform.</p> <p>Homebase Great Eastern Square</p>
Committee recommended APPROVAL	
F	<p>DC/24/1417/FUL To relocate the existing fire escape stair from the rear elevation to the north elevation, creating an access door at first floor level. Single storey cavity wall extension to create an accessible shower room at ground floor level, incorporating a pitched slate roof continued in glass to form a covered seating area. Minor amendments to the primary entrance, creating a small lobby space at ground floor level, with direct access from the driveway.</p> <p>37 Leopold Road</p>
Committee recommended APPROVAL	
G	<p>DC/24/1441/FUL Rear extension designed to be in keeping with the original dwelling</p> <p>17 Dellwood Avenue</p>
Committee recommended APPROVAL	
H	<p>DC/24/1479/FUL Demolition of toilet and lobby to rear of premises. Erect rear extension to accommodate larger kitchen with toilet and lobby/utility.</p> <p>39 St Andrews Road</p>
Committee recommended APPROVAL	
I	<p>DC/24/1646/FUL Garden room/conservatory</p> <p>4 Leopold Road</p>
Committee recommended APPROVAL	
J	<p>DC/24/1496/FUL Construction of pavement crossing & surfacing of front garden for parking space</p> <p>44 Tomline Road</p>
Committee recommended APPROVAL	

K	DC/24/1603/FUL To replace current wooden windows with like for like white upvc windows 5 Quilter Road
Committee recommended APPROVAL We are content that the replacement windows will be like for like replicas however we note that the documents submitted by the applicant do not recognize that this property is in the conservation area.	
L	DC/24/1505/FUL To replace 15 sash windows from single glazing to double glazing on a 'like for like' basis at ground floor level. Flat 1 Broadwater Court 9 Hamilton Gardens
Committee recommend APPROVAL	

25. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

26. CORRESPONDENCE

The following items were reported by the Deputy Town Clerk:

- i. **AP/24/0018/REFUSE - DC/24/0003/FUL - 7 Western Avenue.** The applicant is appealing to the Secretary of State.
- ii. **DC/21/2710/OUT – Land North of Conway Close & Swallow Close** – This is to notify the Committee that this application is to be discussed at the ESC South Felixstowe Planning Committee. This Committee recommended Refusal.
- iii. **Tree Preservation Order No.TPO/172/2024 - Land East Of Number 97 Colneis Road.** Committee fully support this TPO however we would request that unless there is a valid reason otherwise the TPO covers all 7 trees on the site and not just the 4.

27. CLOSURE

The meeting was closed at 11.17am It was noted that the next meeting was scheduled to take place on Wednesday 5 June 2024 at 9.30am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 5 June 2024 at 9.30am**

PRESENT: Cllr S Bird (Chairman) Cllr J Candy
Cllr M Morris (Vice-Chairman) Cllr A Folley
Cllr N Barber Cllr C Franklin
Cllr S Bennett Cllr B Price

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 1 member of the public (via Zoom)

28. PUBLIC QUESTION TIME

None.

29. APOLOGIES FOR ABSENCE

Apologies for absence were received from and **Cllr S Wiles**.

30. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as Members of Suffolk County Council)

Cllr S Bennett declared a Non-Registerable Interest in item 32(D) as a close relative was a neighbour to the property.

31. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 22 May 2024 be confirmed as a true record.

32. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following recommendations to East Suffolk Council:

A	<p>DC/24/0400/VOC Variation of Condition No. 2 of DC/22/0361/VOC (Variation of Condition No.2 of DC/19/5049/FUL - Redevelopment of site to provide new clubhouse and new public facilities to include cafe, putting green, toilets and viewing platform, improved access, parking, 5 detached dwellings and associated landscaping, relocation of existing watch tower - existing clubhouse and pro-shop buildings to be demolished - Since planning consent was granted a full design team has been instructed and during the progression of the detailed design (including structural design), some design changes have been implemented to improve the buildability of the proposed dwellings and the clubhouse, include the aligning of structural elements. The clubhouse has now been amended to single storey, with a minimal increase in footprint and a reduction in floor level, whilst the essence of the design has been retained. Other minor fenestration/glazing revisions have also been proposed</p>
Committee recommended APPROVAL.	

B	<p>DC/24/1820/FUL Garden building comprising home office, store and snug, front first floor extension to bedroom, render to house, alterations to front facade and rear extension. 12 Western Avenue</p>
<p>Committee recommended REFUSAL. Whilst we are content with the extension and other changes to the residential dwelling, we have severe concerns relating to the proposed garden rooms. We believe this is of excessive length and height. We further believe that this will have an injurious effect on the amenity of the property at No.14. We therefore feel that this proposal is contrary to SCLP 11.1 para. (c) iii, and SCLP 11.2 para. (b) and (e).</p>	

C	<p>DC/24/1773/FUL Rear extension The Postern Marcus Road</p>
Committee recommended APPROVAL.	

D	<p>DC/24/1396/FUL Replace the existing flat roof on the side first floor extension with a new pitched roof. 17 Fleetwood Avenue</p>
Committee recommended APPROVAL.	

E	<p>DC/24/1786/FUL Rear extension 24 Berners Road</p>
Committee recommended APPROVAL.	

F	DC/24/1284/FUL To change current bedroom French doors. to allow top light to be opening. Doors will be wooden to match as closely as possible to current doors. all to install secondary glazing to three sash windows. Flat 1 South Beach Mansion Bent Hill
Committee recommended APPROVAL.	

G	DC/24/1819/FUL Pitched garage roof replacement 9 Rushmeadow Way
Committee recommended APPROVAL.	

H	DC/24/1828/TCA 1no. Oak (marked on plan) - Pollard to previous pruning points Manor Court 9 The Courts
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

I	DC/24/1885/TCA 1no. Group of Cherry, Lime, Horse chestnut and Beech (G1 on plan) - Crown reduce the height and spread by 1.5 metres 1no. Group of Leyland cypress (H1 on plan) - Reduce in height by 1 -1.2 metres, trim the sides as hard as possible whilst retaining enough live growth to maintain their health and screening effect. 3 Barton Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

33. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

34. CORRESPONDENCE

The following items were reported by the Town Clerk:

- i. Pavement Licence for Fox and Bramble, 34 Orwell Road.**
Members welcomed the proposals.
- ii. APP/X3540/C/24/3344997 - Portlight, The Ferry, Enforcement ref. ENF/21/0538/DEV.**
Members noted that an appeal had been made to the Secretary of State against the decision by East Suffolk Council to issue an enforcement notice for breach of planning control.

iii. **APP/X3540/C/24/3343189 - 12 Holland Road, Enforcement ref. ENF/23/0163/DEV.**

Members noted that an appeal had been made to the Secretary of State against the decision by East Suffolk Council to issue an enforcement notice for breach of planning control.

35. CLOSURE

The meeting was closed at 11.13am It was noted that the next meeting was scheduled to take place on Wednesday 19 June 2024 at 9.30am.

Recommendation: whilst council is aware of the requirement to ensure that the SOs are fully tailored to the council and that in accordance with proper practices they need to be regularly reviewed, fit for purpose and adhered to, at the next annual review, council should ensure that Standing Order 18av and 18c are amended to reflect the changes to procurement thresholds as identified below.

Clerk's Comment: Resolved. Updated Standing Orders were reviewed by Finance & Governance Committee, subsequently approved by Annual Council on 15 May 2024.

Recommendation: Council should note the procurement thresholds which were updated from 1 January 2024. The new updated financial regulations will take these figures into account and are available for adoption by councils at the earliest opportunity.

Clerk's Comment: Updated Financial Regulations, recently published by NALC, are on this agenda for consideration by the Finance & Governance Committee.

Recommendation: whilst this is a minor sum (£11.60) a review of the timing of the submission of the VAT reclaim should be undertaken to ensure that whilst submission is within a timely manner, it is in line with the underlying records.

Clerk's Comment: This was found to be an error with the accounting software which, when moving from one VAT quarter to the next, did not account for a refunded receipt with VAT totalling £11.60. The error has since been resolved.

Committee wished to record a vote of thanks to the Town Clerk, Deputy Town Clerk, and Financial Administration Assistant, for their work in obtaining another clear audit.

RESOLVED that Committee noted that there were no significant actions arising from the final Internal Audit Report for the Financial Year 2023/24 and, therefore, no action plan is required to be submitted with the Annual Return 2023/24 to the External Auditor.

41. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Committee reviewed the arrangements for, and effectiveness of, Council's internal audit.

Members considered the good service received from the SALC-appointed auditor and the benefit of an internal auditor with experience of working within the town council sector. It was proposed that the arrangement be recommended to continue on the same basis for 2024/25.

Councillors were mindful of having the same auditor appointed from SALC, and suggested requesting SALC to provide separate auditors for the interim and end of year internal audits, as happened this year.

RESOLVED that it be recommended to Council that:

- i. **having reviewed the effectiveness of its internal audit, it be resolved that Council considers the arrangements to be effective; and,**
- ii. **in being satisfied of the independence and competence of its internal auditor, the Suffolk Association of Local Councils be appointed to continue as the Council's internal auditor, undertaking a half-yearly and year-end audit on the basis of Section 4 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2023".**
- iii. **SALC be requested that different auditors complete the half yearly audits.**

42. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2023-24

Members considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2023/24 as presented.

The Clerk confirmed that the Notice of Audit would be displayed on the Town Hall noticeboard in accordance with the statutory requirements.

Councillors recommended the '0' Code be made more clear, and has since been renamed '0 - Control Account', and this will be updated when it goes to Council.

Councillors expressed their thanks to the Town Council team.

It was RESOLVED that it be recommended to Council that:

- i. **the Annual Return for the financial year ended 31 March 2024 (Section 1 – Annual Governance Statement) be approved and the Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- ii. **the Annual Return for the financial year ended 31 March 2024 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council's Responsible Finance Officer be approved, and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. **it be noted that there were no actions arising from the final Internal Audit Report for the Financial Year 2023/24 and, therefore, no action plan was required to be submitted with the Annual Return 2023/24 to the External Auditor.**

43. ANNUAL REPORT 2023-24

Committee considered the Annual Report 2023/24. Members suggested a couple of minor amendments and corrections and a change to the colours as

the contrast made it difficult to read. The Clerk advised that he would update the report and circulate to all Councillors, with a deadline of the following Friday, prior to inclusion on the next Council meeting agenda.

It was RESOLVED that, subject to the amendments discussed, the Annual Report for the Municipal Year 2023-24 be recommended to Council for approval and adoption.

44. BUDGET MONITORING TO 30 APRIL 2024

Committee received the budget monitoring report to 30 April 2024. A report of any variance to budget estimates for the period greater than 9.2% or £500 was considered.

RESOLVED that the budget monitoring report to 30 April 2024 be noted.

45. QUARTERLY BANK RECONCILIATION

It was confirmed that the Council's nominated Quarterly Bank Reconciliation Signatory (*Min #15 2023/24 refers*), had signed the reconciliation between the bank statement and Scribe accounts to confirm the amounts agreed each month.

RESOLVED that it be noted that the reconciliations between the bank statement and accounts statements for the period 1 April 2023 – 31 March 2024 had been reviewed and signed by the appointed bank reconciliation signatory.

46. COUNCIL INVESTMENTS

Committee noted the report on Council investments and discussed the reinvestment of £500,000 in a 1-year bond with the Close Brothers Group at a return of 5.1% interest.

Points were also made concerning the ethical nature of investing with banks, effort taken to avoid banks tied to arms trade and fossil fuels, and the pros and cons of investing with multiple banks. It was proposed that some funds be taken out of our existing Nationwide account to invest with Unity Bank, subject to a satisfactory credit rating, and to be approved at Ordinary Council on June 19th.

Members were however still supportive of renewing a 1-year bond with the Close Brothers.

It was RESOLVED that £500,000 be reinvested in a 1-year bond with the Close Brothers Group, with an additional request to investigate the rating of Unity Bank, for possible investment

47. STATEMENT OF INTERNAL CONTROL 2024/25

Committee noted the requirement of the Accounts and Audit Regulations 2015 for Council to ensure that it has a sound system of internal control.

Following consideration of the Council's policy and internal control statement document it was proposed that it be recommended to Council for approval and adoption with no further changes.

It was RESOLVED that the Internal Control Statement for the year ending 31 March 2025 be recommended to Council for formal adoption as presented.

48. FINANCIAL REGULATIONS 2024/25

Committee reviewed new draft Financial Regulations 2024/25, following the model which has recently been published by NALC.

RESOLVED that the draft Financial Regulation for 2024/25 be recommended to Council for adoption.

49. RESERVES POLICY 2024-26

Committee reviewed the Council's Reserves Policy, outlining how the Council will determine and review its level of reserves.

It was RESOLVED that the Reserves Policy for the period 2024-2026 be recommended to Council for adoption as presented.

50. CLOSURE

The meeting was closed at 8.47pm. The next meeting was noted as being scheduled for Wednesday 23 October 2024 at 7.30pm.

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 12 June 2024 at 7.30pm

PRESENT: Cllr M Sharman (Chairman)
Cllr N Barber
Cllr J Candy
Cllr A Folley
Cllr S Harkin
Cllr M Morris
Cllr B Price

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Civic Events Officer)
Ms H Miles (Communications Apprentice)

51. PUBLIC QUESTION TIME

None.

52. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr C Franklin**.

53. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr A Folley Cllr J Candy	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)

Cllr S Harkin declared an Other Registerable Interest in the grant application from Felixstowe Museum (as a Trustee of the Museum).

As the matter for consideration directly related to her Other Registerable Interest, Cllr Harkin advised that she would leave the meeting prior to any debate and decision on this item.

Cllr M Morris declared an Other Registerable Interest in the grant application from Felixstowe Fairtrade Forum (as a Trustee of the Museum).

As the matter for consideration directly related to her Other Registerable Interest, Cllr Morris advised that she would leave the meeting prior to any debate and decision on this item.

Cllr M Sharman declared an Other Registerable Interest in the grant application from Felixstowe Society (as a Member of the Society).

As the matter for consideration directly related to his Other Registerable Interest, Cllr Sharman advised that he would leave the meeting prior to any debate and decision on this item.

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

54. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 10 April 2024 be confirmed as a true record.

55. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 7 June 2024.

RESOLVED that the Budget Report to 7 June 2024 be received and noted as presented with no other action required at this time.

56. 80TH ANNIVERSARY OF THE CRASHING OF THE LANCASTER BOMBER LM258 INTO THE SEA

Members discussed a commemorative event to mark the 80th anniversary of the crashing of the Lancaster Bomber LM258 into the sea on 25th August 1944.

It was agreed that the Town Council would commemorate the event with the Museum, potentially with a wreath out to sea and a short service outside the Town Hall. The event would also be promoted via the Council's social media channels and in the Autumn magazine.

RESOLVED that the Town Council support a commemorative event to mark the 80th anniversary of the crashing of the Lancaster Bomber LM258 into the sea on 25th August 1944.

57. OCCASIONAL GRANTS ROUND 1 2024/25

Committee considered completed applications for funding received prior to the 31 May 2024 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being £18,491.75.

RESOLVED that the following Occasional Grants be awarded:

At this point in the meeting, having declared an Other-Registerable Interest in the following item, Cllr S Harkin left the meeting.

- i. Up to £500 awarded to Felixstowe Museum towards events to mark the 80th anniversary of the crashing of the Lancaster Bomber LM258.

Cllr Harkin returned.

- ii. £750 awarded to Breast Friends towards surgery kits, publicity material and refreshments for breast cancer survivor events.
- iii. £1,000 awarded to Dora Brown for the Felixstowe Families Project towards waste disposal, furniture and self-care equipment for 3 Felixstowe families.

At this point in the meeting, having declared an Other-Registerable Interest in the following item, Cllr M Morris left the meeting.

- iv. £200 awarded to Felixstowe Fairtrade Forum towards the visit of Patrick Kaberia.

Cllr M Morris returned.

- v. £500 awarded to Ipswich Skating Club towards coach training and skates – funding to be ringfenced until a Felixstowe venue is confirmed.
- vi. £36.99 awarded to Save the Children Fund towards a new trailer tarpaulin.
- vii. £2,000 awarded to TS Landguard – Felixstowe Sea Cadets for training room furniture.

At this point in the meeting, having declared an Other-Registerable Interest in the following item, Cllr M Sharman left the meeting.

In the absence of the Chairman and Vice-Chairman, Cllr N Barber was elected as the Chairman for the consideration of the following item.

- viii. £1,600 awarded to the Felixstowe Society towards Heritage Open Day promotion costs

Cllr Sharman returned. Cllr Sharman in the Chair.

- ix. £500 awarded to WAMFest towards Multicultural Workshops.

It was therefore **RESOLVED** that for the first round of Occasional Grants for 2024/25 a total of £7,086.99 be awarded and approved for payment based on the schedule above.

58. SUFFOLK DAY 2024

Members noted the report and received a verbal update from the Civic Events Officer. Local residential homes and schools had been invited.

It was noted that the event would be promoted on social media and all Councillors would be reminded of the details.

RESOLVED that the update report on Suffolk Day 2024 be noted.

59. CCTV UPDATE

The Deputy Town Clerk presented a report on the CCTV Working Group. Following a discussion it was agreed that the Working Group should report back to Committee in September with further updates.

RESOLVED that the CCTV update report be noted.

60. FELIXSTOWE IN FLOWER

The Civic Events officer presented a report on Felixstowe in Flower.

RESOLVED that the Felixstowe in Flower report be noted.

61. TWINNING : Wesel 50 / Salzwedel 30

Members noted the report on Town Twinning and received an update from the Clerk.

RESOLVED that the report on Twinning be noted; a Reception event be held at the Town Hall on 20th July for the 30th Salzwedel Anniversary; and that a Civic Party, comprising the Mayor, Mayor's Escort, Deputy Mayor, Deputy Mayor's Consort and the Town Clerk, attend the 50th Anniversary of Twinning events in Wesel in September.

62. CHARITIES' SUMMIT

Members received a proposal for the Town Council to host a summit to facilitate networking and support for local charities. The Committee agreed that it is important to consult with the charities to understand their expectations and goals for the summit.

Considering the overlap with the Love to Work event and the summer break for many groups, the Committee suggested that October might be too early for the summit. Further discussions will be held to determine a more suitable date and the Clerk would report back to Committee in due course.

RESOLVED that further information is sought from charities, and the Clerk to reported back to Committee in September or October.

63. CLOSURE

The meeting was closed at 9.11pm. It was noted that the next meeting was scheduled to take place on Wednesday 11 September 2024 at 7.30pm.

AGENDA ITEM 9: PARKING ON UNDERCLIFF ROAD EAST

Further to discussions between Councillors and East Suffolk Council on the matter of campervan parking alongside Undercliff Road East, ESC was asked to provide some potential options which, subject to feedback from the Town Council, would then need to be referred to Suffolk County Council for feasibility, design and cost, prior to public consultation.

East Suffolk Council's Response on Potential Options:

Implement amended and additional regulations in the area of Undercliff Road East for the improvement of the overall street scene and the prevention of obstruction of carriageways and footways. Such as:

- Implement regulated parking bays on Undercliff Road East, for approximately 430m between ends of existing waiting restrictions. Bays to be designated for the use of motorcars, motorcycles, and blue badge holders only as appropriate. ***(Time limit may be applied depending on option selected)***.
- Waiting restrictions around and opposite junctions to apply at all times for safety reasons. Waiting restrictions on curves and "pinch-points" also to apply at all times where appropriate.
- Waiting restrictions on Beach Road East to apply at all times to prevent obstruction and ensure access available for larger vehicles. ***(Not included within Option 3)***.
- Additional waiting restrictions on bend and around junctions on Berners Road for visibility/safety reasons and to ensure access for larger vehicles. ***(Not included within Option 3)***.
- Resident permit schemes to be consulted on for residents of Undercliff Road East, Beach Road East, Berners Road, and High Beach in support of Undercliff Road East regulations. This is to deter displacement of parking issues. ***(Not included within Option 3)***.
- Waiting restrictions on Brook Lane to apply at all times to prevent obstruction and displacement of parking issues. ***(Not included within Option 3)***.

Council is asked to consider the options below and the implications for visitors seeking to bring campervans to Felixstowe if their use is restricted in this location, making any representation to East Suffolk Council it deems appropriate.

- **Option 1 – SUPPORT:** Implement the regulations listed above in full, with **no time limit** applied to designated motorcar and motorcycle bays. Consult residents on permit arrangements.
- **Option 2 – SUPPORT:** Implement the regulations listed above full, with motorcar and motorcycle parking **subject to time limits**. Consult residents on permit arrangements.

- **Option 3 – PARTIALLY SUPPORT:** Implement regulations on Undercliff Road East ONLY; surrounding streets to remain unregulated.
- **Option 4 – REJECT:** Parking on Undercliff Road East to remain unregulated outside of existing restrictions.

Council is therefore requested to consider whether to recommend any of the above, or any other options, to East Suffolk Council for further consideration.

AGENDA ITEM 10: INTERNAL AUDIT REPORT: FULL YEAR 2023/24

The Internal Audit for the year ending 31 March 2024 took place on Monday 20 May 2024 and the signed report is presented at **Appendix A**.

The Year End Internal Audit Report was presented to the Finance & Governance Committee for review, with no actions recommended (*Minute #40 of 2023/24 refers*) and is also required to be formally reviewed and received at a meeting of the full Council.

Though there were no actions raised by the Internal Auditor, the following recommendations were made and reported to the Finance & Governance Committee:

Recommendation: whilst council is aware of the requirement to ensure that the SOs are fully tailored to the council and that in accordance with proper practices they need to be regularly reviewed, fit for purpose and adhered to, at the next annual review, council should ensure that Standing Order 18av and 18c are amended to reflect the changes to procurement thresholds as identified below.
Clerk's Comment: Resolved. Updated Standing Orders were reviewed by Finance & Governance Committee, subsequently approved by Annual Council on 15 May 2024.

Recommendation: Council should note the procurement thresholds which were updated from 1 January 2024. The new updated financial regulations will take these figures into account and are available for adoption by councils at the earliest opportunity.

Clerk's Comment: Updated Financial Regulations, recently published by NALC, are on this agenda for approval, as recommended by the Finance & Governance Committee.

Recommendation: whilst this is a minor sum (£11.60) a review of the timing of the submission of the VAT reclaim should be undertaken to ensure that whilst submission is within a timely manner, it is in line with the underlying records.

Clerk's Comment: This was found to be an error with the accounting software which, when moving from one VAT quarter to the next, did not account for a refunded receipt with VAT totalling £11.60. The error has since been resolved.

The Internal Auditor has completed page 3 of the Council's Annual Governance and Accountability Return (AGAR). Once signed by the Mayor and the Town Clerk, the completed AGAR will be submitted to the External Auditors by the deadline of 1 July 2024. See item 11.

Once approved by Council the Notice of Exercise of Public Rights will be put on display both on the noticeboard and on the website.

Documentation including the signed AGAR is required to be published on the website the day before the Notice of Exercise of Public Rights is dated, the period should be at least 30 working days and include the first 10 working days of July. The Notice of Exercise of Public Rights will commence on Friday 21 June 2024 and end on Friday 2 August 2024.

Council is requested to note the final Internal Audit Report for the year 1 April 2023 - 31 March 2024.

AGENDA ITEM 11: ANNUAL GOVERNANCE STATEMENT AND ACCOUNTABILITY RETURN FOR 2023-24

Council is required to approve its Annual Governance Statement and Accountability Return for 2023-24, presented at **Appendix B**.

Council's Full Year Internal Audit for 2023-24 was carried out 20 May and there were no matters arising from the report requiring an action plan to be submitted with the Annual Return 2023-24 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 2023/24 Section 2 of the Annual Return (figures for Year Ending 31 March 2023 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, variances of £100,000 or more also 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: £1,264,677 (£1,232,785 for Y.E. 31 March 2023)

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 2022.

2 - Precept: £621,629 (£612,736) Variance = +1.45%

As approved by Council at its meeting of 11 January 2023 (*Minute #359 of 2022/23 refers*).

3 - Total other receipts: £343,050 (£280,672) Variance = +22.22%

A large proportion of this increase in receipts is from income in the form of CIL (£41,512 more than last year) and a significant increase in savings account bank interest (£18,548 more than previous year).

4 - Staff Costs: £544,294 (£538,354) Variance = +1.1%

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: £360,617 (£288,429) Variance = 25.03%

7 – Balance Carried Forward: £1,289,713 (£1,264,677)

Representing total Balances and Reserves at 31 March 2024.

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

General Fund opening Balance:	£ 390,828
Earmarked Reserves:	<u>£ 873,849</u>
Total opening Balance 01.04.22:	£1,264,677

Total Receipts:	£ 964,679 (+)
Total Expenditure:	<u>£ 939,643 (-)</u>

Total closing Balance 31.03.23: **£1,289,713**

Represented by

General Fund:	£ 337,263
Earmarked Reserves:	£ 952,450 (Net change to ER 23/24 = £ 78,601)

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

Please note that the CIL receipts have now been split into separate Earmarked Reserves based on the date received. Previously, CIL receipt were allocated to an Earmarked Reserve for the financial year only. By renaming and transferring the correct amounts received into April and October for each financial year it will be clearer to determine the deadline for the CIL receipt to be spent (within 5 years of receipt).

Description	Opening Balance 1/4/23	Transfer In/Out	From/To Reference	Direct Expenditure	Reference	Closing Balances 31/3/23
Election Expenses	£23,862.00	£6,000	Min #359 2022/23	£21,359.83		£8,502.17
Enhancement & Promotional	£692.00	-£692	Min # 458 2023/24	£0		£0
Asset Repairs & Replacement	£23,064.99	£3,000	Min #359 2022/23	£0		£26,064.99
IT Replacement Fund	£25,402.62	£0		£4,974.53	Min # 111ii 2023/24	£20,428.09
Cemetery Projects	£204,541.76	£20,000	Min #359 2022/23	£13,904.00	Min #99iii, 99iv, 199 and 302iii of 2021/22	£210,637.76
Broadway House	£59,727.24	£0		£81.67	Min # 197ii 202304	£59,645.57
Walton Community Hall	£74,527.09	£0		£1,017.91	Min # 429 ii 2023/24	£73,509.18
Town Hall Maintenance	£52,512.28	£5,000	Min #359 2022/23	£32,640.70	Min # 370 (2023/24)	£24,871.58
Play Equipment	£15,000.00	£7,500	Min #359 2022/23	£7,500	Min # 304 ii	£15,000.00
Community Fund	£9,296.84	£34,239.77	Min # 458 2023/24	£7,500	Min # 341 2023/24	£36,036.61
CCTV	£42,000.00	£0		£0		£42,000.00
Staffing Reserve	£58,563.90	£0		£0		£58,563.90
Community Infrastructure Levy 2019/20	£24,302.18	£0		£24,302.18	Min #162 2023/24	£0
Community Infrastructure Levy (April) 2020/21	£17,291.40	-£724.36	21p Adjustment & Transfer to new ER 'Oct 20/21'	£9,362.82		£7,204.22
Community Infrastructure Levy October 2020/21	£0	£724.15		£0		£724.15
Community Infrastructure Levy (April) 2021/22	£77,289.65	-£70,471.01	Transfer to new ER 'Oct 21/22'	£0		£6,818.64
Community Infrastructure Levy October 2021/22	£0	£70,471.01	Min # 458 2023/24			£70,471.01
Community Infrastructure Levy (April) 2022/23	£116,511.36	-£112,835.27	Transfer to new ER 'Oct 22/23'			£3,676.09

Community Infrastructure Levy October 2022/23	£0	£112,835.27				£112,835.27
Community Infrastructure Levy April 2023/24	£0	£46,843.92				£46,843.92
Community Infrastructure Levy October 2023/24	£0	£111,179.85				£111,179.85
King Charles III Coronation fund (formally Queen's Platinum Jubilee and VE 75 Event)	£8,009.62	-£5,245.31	Min # 458 2023/24	£2,764.31	Min #369	£0
Community Support	£41,254.46	-£27,941.96	Min # 458 2023/24	£13,312.50	Min #223i, 341ii 2023/24	£0
Public Spaces	£0	£20,000	Min #163 2023/24	£3,255.00	Min # 201ii and 304ii	£17,437.00
Totals	£873,849.39	£219,884.06		-£117,673.27		£952,450

8 – Total Cash and Short-Term Investments: £1,277,097 (£1,260,265)

Variance between Boxes 7 and 8 = £12,616.35

Represented by:

Debtors: -£19,350.72
Creditors: £ 6,734.37

9 - Fixed Assets Plus Other Long Terms Investments/Assets: £330,339 (£324,069) Variance = +1.93%

The value of fixed assets reported in 2022/23 was £324,069. The following additions and deletions took place:

Additions (Subtotal: £6,270.16)

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
Hydraulic Shoring & Panel Kit	Cemetery	24/07/2023	£958.00	£958.00	£958.00
Memorial Bench	Cemetery	29/05/2023	£1333.80	£1333.80	£1333.80
Dell Latitude 5340 XCTO x4	Town Hall	13/12/2023	£3324.00	£3324.00	£3324.00
Coronation Bunting	Town Hall	25/05/2023	£654.36	£654.36	£654.36

Deletions (Subtotal: £0)

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 (Min #9 2024/25 refers) for 2023/24 was **£330,339**

10 – Total borrowings: £249,798 (£271,361) Variance = -7.95%

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 2024 was £249,798.

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

Leases

At the end of 2023/24 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	£5,137.15 per annum (£4,280.96 net)	Annual renewal
East Suffolk Council	Hot Desk Accommodation	£3,250.00 per annum (£2,708.34 net)	Annual renewal

The Town Council owns the freehold interest in two schemes within Felixstowe which have either been re-built or re-furbished 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 sub-lets 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
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In addition, the Town Council leases the following items of equipment:

Lessor	Purpose	Lease Payable Net £	Year of Expiry
Sharp	Multi-Functional Device	£97.57 per quarter	29.10.2024
Pitney Bowes	Franking Machine	£12.57 per quarter	10.12.2024
Stellantis (Previously known as PSA Finance)	Electric Van	£283.14 per month	18.08.2025

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	£2,400.08	(Licence)
Telefonica	Telephone mast situated at Felixstowe Cemetery	£5,314.75	N/A

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 15 May 2019 and, furthermore, confirmed its eligibility on 17 May 2023 (*Min #10 2023/24*).

Pensions

The Council is a member of the Suffolk County Council Local Government Pension Scheme. Employees who are not LGPS Members but subject to auto-enrolment to a pension scheme are enrolled into Council's NEST Pension scheme.

Council is requested to:

- i. approve the Annual Return for the financial year ended 31 March 2024 (Section 1 – Annual Governance Statement) and authorise the Mayor and Town Clerk to sign the declaration on behalf of Felixstowe Town Council;**
- ii. approve the Annual Return for the financial year ended 31 March 2024 (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,**
- iii. note that there were no actions arising from the final Internal Audit Report for the Financial Year 2023/24 and, therefore, no action plan is required to be submitted with the Annual Return 2023/24 to the External Auditor.**

AGENDA ITEM 12: 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.

The Suffolk Association of Local Councils (SALC) has been instructed to act as the internal auditor to Felixstowe Town Council and has 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.

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 SALC follows the recommendations in Section 4 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2023".

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.*

The Suffolk branch of the National Association of Local Councils provides auditors which are not involved in the Council's financial controls, procedures or decision making.

Relationships with the Clerk and the Authority:

The Suffolk branch of the National Association of Local Councils provides auditors which are 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.*

The Suffolk branch of the National Association of Local Councils provides auditors with extensive experience of carrying out audit work for parish councils across Suffolk.

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 by twice during 2023/24 on a half-yearly basis. A separate auditor appointed by SALC carried out each audit.

Council's Finance & Governance Committee RECOMMENDED the following (Minute #41 of 2024/25 refers):

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a half-yearly and year-end audit on the basis of Section 4 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2023".**

AGENDA ITEM 13: STATEMENT OF INTERNAL CONTROL 2024/25

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.

Council's Statement of Internal Control for the year ending 31 March 2025 was reviewed by the Finance & Governance Committee on 5 June 2024 (*Minute #47 of 2024/25 refers*) and is recommended for approval at **Appendix C**.

Council is requested to approve the Statement of Internal Control for the year ending 31 March 2025, as recommended by the Finance & Governance Committee.

AGENDA ITEM 14: ANNUAL REPORT 2023/24

The Annual Report is produced every year to capture the work carried out in the previous Municipal Year. The Report, **at Appendix D**, was reviewed by the Finance & Governance Committee and is presented to Council for approval (*Minute #43 of 2024/35 refers*).

Council is therefore requested to approve and adopt the Annual Report of the Town Council for the Municipal Year 2023-24.

AGENDA ITEM 15: COUNCIL INVESTMENTS

Council is advised that its 1-Year Investment Bond of £500,000 with Close Brothers Savings matures on 22 July 2024 and it due to receive interest of £24,131.51. The interest rate for the year was 4.8%. The interest will be returned to the Town Council's bank account and recorded in the budget as revenue income.

Council's Finance & Governance Committee was asked to consider the next investment vehicle for the sum of £500,000, in line with its Investment Policy and Strategy, which can be found [here](#). This sum is not expected to negatively impact on cashflow as it is held for earmarked reserves, such as the Cemetery extension project and unlikely to be required in the next 12 months.

Council also holds a 35 Day Saver account with Nationwide which currently returns 3.3% interest. The account does permit withdrawals – but is subject to 35 days' notice.

Nationwide are rated highly ethically, and details of why this is can be found at <https://www.nationwide.co.uk/about-us/responsible-business> . Nationwide has an A Stable Fitch rating.

In addition to the investments with Close Brothers and Nationwide, Council holds a further two accounts, each with Barclays bank:

Barclays Current Account

This account is used for daily business transactions and is automatically topped up each night to £50,000 from the Business Tracker Account.

Barclays Business Tracker Account.

This account receives the precept and currently stands at £546,937.23 (the balance has ranged from £344,163 to £635,712 over the past year) and currently has an interest rate of 1.51%.

It is good practice to hold between 3-12 months expenditure in General Reserves. Based on last year's accounts this would be £234,910 - £939,643.25. At close of business on 31 March 2024, Council held £337,274 in its General Reserves plus £952,450 in its Earmarked Reserves. The total amount of CIL in the Earmarked Reserves is currently £359,753.15.

Close Brothers are currently offering 5.1% AER for a 1-Year bond or 4.95% for 2 years, although this fixed rate does change daily and is likely to change before the maturity date on 22 July.

Barclays Bank are currently offering a 4.65% AER for a 1 year bond.

Members of the Finance & Governance Committee asked the Deputy Town Clerk to investigate Unity Trust Bank, as Committee was minded to invest a further £250,000 in a 1 year fixed term account. Currently the interest rate is being offered at 4.85%. However, after further investigation, it appears that Unity Trust Bank do not have a

Moody or Fitch Credit rating. Council's Investment Policy states 'A 'Specified Investment' to be one which is made in sterling, is not long term (less than 12 months) not defined as capital expenditure and is placed with a body which has a high credit rating Any other type of investment is considered 'Non Specified Investment' to which there can be greater risk and where professional investment advice might be required.' The Statutory Guidance on Local Government Investments defines high credit quality as where this definition incorporates ratings provided by credit rating agencies to be one of three companies: Standard and Poor's Moody's Investors Service Ltd and Fitch Ratings Ltd.

The CCLA Public Sector Deposit fund has also been investigated, which is unit linked and is therefore not a guaranteed investment, last year the annual return was 5.2%.

The current bond with Close Brothers will automatically rollover for a period of two weeks from 22 July, awaiting instructions, after which the whole funds will be repaid direct to the Town Council main account. Council's Finance & Government Committee recommended a reinvestment of £500,000 in a 1-year bond with the Close Brothers Group as this offers competitive yield from a high-rated investment vehicle.

Ethical banking options have also been researched. Triodos are one of the most ethical and eco-friendly banks available in the UK. However, Fitch Ratings (Fitch) has assigned Triodos Bank a rating at 'BBB '.

Subject to Council's consideration and further information from Unity Trust Bank, it may be worth considering a further review by the Finance & Governance Committee in October as to redirecting some of the funds stored in Nationwide Building Account to another bank institution.

Committee is requested to consider Council's current investments, and decide upon any action it deems necessary.

AGENDA ITEM 16: LOVE GREEN FELIXSTOWE FESTIVAL

Following the success of the Love Felixstowe festival last September, our Climate Action Group is excited to showcase Felixstowe's environmental initiatives through 'Love Green Felixstowe'. The Love Green Felixstowe Weekend will be taking place on Saturday 7th September 2024 and will be an exciting event full of activities celebrating the best of Felixstowe and promoting environmentally conscious actions.

The event has been organised in partnership with Felixstowe BID, with the help of East Suffolk Council. Many organisations will be helping with the event and funding is being sought. Funds have been confirmed by East Suffolk Council but they are looking for match funding. The total cost of the event is currently budgeted at approximately £25,000. Felixstowe BID are looking at putting £10,000 towards it and various pots from East Suffolk Council £15,000. Council is asked as to whether they are able to provide some funding, £5,000 is suggested and Felixstowe Town Council branding will be possible at the event.

Council is requested to consider a funding contribution towards the Love Green Felixstowe event in September.

AGENDA ITEM 16: FINANCIAL REGULATIONS 2024/25

Council's Financial Regulations are reviewed at least once annually and approved for adoption by Annual Council each year. Following new model Financial Regulations issued by NALC, Council's Finance & Governance Committee reviewed new draft Financial Regulations for 2024/25 based on this model.

Financial Regulations for 2024/25, as recommended by the Finance & Governance Committee (*Minute #48 of 2024/25*), based on the NALC model, is shown at **Appendix E**.

Council is requested to approve the updated Financial Regulations for 2024/25, as recommend by the Finance & Governance Committee.

AGENDA ITEM 17: RESERVES POLICY 2024-26

Felixstowe Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. Its Reserves Policy sets out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. There is no specified minimum or maximum level of reserves that an authority should hold. It is the responsibility of the Councillors and the Responsible Financial Officer (RFO) to determine the level of reserves and to ensure that there are procedures for their establishment and use.

The Good Councillors Guide to Finance and Transparency suggests that a Council should hold between 3- and 12-months expenditure as a General Reserve. If the reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if it is too high then local electors have paid a tax which is not being used for the benefit of the local community.

General Reserves are held to cushion the impact of uneven cashflows or unexpected events. These are funds which do not have any restrictions as to their use.

Earmarked Reserves can be held for several reasons. The money is held for specific items of expenditure to meet known or predicted liabilities or projects. Earmarked reserves can be used to 'smooth' the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year. Typically, they are held for four main reasons:

- a) Renewals
- b) To carry forward an underspend
- c) To indicate commitment to a capital project
- d) To meet known or predicted liabilities

Council reviews its level of both General and Earmarked Reserves at least annually and will always be part of the budget setting process. A level of General Reserves has been maintained which has been the equivalent 9-12 months expenditure.

The Reserves Policy for 2024-26, as recommended by the Finance & Governance Committee (*Minute #49 of 2024/25*), is shown at **Appendix F** with no changes from the previous policy.

Council is requested to approve the Reserves Policy 2024-26, as recommend by the Finance & Governance Committee.
