



## TO ALL MEMBERS OF THE FINANCE & GOVERNANCE COMMITTEE

Cllr M Deacon (Chairman)  
Cllr D Rowe (Vice Chairman)  
Cllr D Aitchison  
Cllr S Bird  
Cllr S Bennett

Cllr M James  
Cllr M Sharman  
Cllr W Underwood  
Cllr S Wiles

You are hereby summoned to attend a meeting of the **FINANCE & GOVERNANCE COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE** on **Wednesday 4 December 2024 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](mailto: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.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/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**  
**29 November 2024**

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 & General Purposes Committee meeting held on 23 October 2024 as a true record. **(Pages 3-7)**
- 5. Budget Monitoring to 30 November 2024**  
To receive budget monitoring report to 30 November 2024 and consider any actions deemed necessary. **(Pages 8-12 & Appendix A)**
- 6. Budget Estimates 2025/26 (Draft)**  
To consider draft budget proposals for 2025/26 following recommendations from Council's Assets & Services, Civic & Community and Personnel Committees and make any recommendations to Council. **(Pages 13-17 & Appendices B & C)**
- 7. CIL Working Group Update report**  
To receive an updated report from the Community Infrastructure Levy Working Group. **(Pages 18-19)**
- 8. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 15 January 2025 at 7.30pm.



#### **248. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 5 June 2024 be signed by the Vice-Chairman as a true record.**

#### **249. BUDGET MONITORING TO 30 SEPTEMBER 2024**

The committee received the budget monitoring report to 30th September 2024, including details of any variances exceeding 10% or £500 against budget estimates for the period.

The Clerk advised that the Professional Fees budget was currently showing as overspent; however, once a recent invoice for legal fees was transferred and recoded to an earmarked reserve, as previously authorised, the budget would no longer be overspent.

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

#### **250. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2023-24**

Committee noted that the External Audit for the Financial Year 2023/24 had been completed on 28 September 2024, with the External Auditor, PKF Littlejohn, having expressed the view that the information was in accordance with proper practices and no matters had come to attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Members recorded a vote of thanks to the Town Clerk, Deputy Town Clerk, and Finance Administration Assistant for their work in achieving Council's ongoing unqualified audits.

**It was RESOLVED that:**

- i. the Annual Governance & Accountability Return, including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 30 September 2024 and is available to view on the Financial Page of the Town Council website.**

#### **251. INTERNAL AUDIT REPORT : INTERIM 2024/25**

Committee received the Interim Internal Audit Report for 2024/25, completed on 21 October 2024, and noted the following observations:

**Standing Orders:** The Standing Orders on the website do not reflect the updated procurement threshold figures and require amendment to the latest adopted version (Sections 18. Av, F, G).

**Internal Control Statement:** The Council's Internal Control Statement references its Financial Regulations 6.8 for electronic payments, which requires updating in line with the new NALC Financial Regulations 2024. Electronic Payments are now referenced under Item 7.

The report made one recommendation:

It is recommended the Town Council approves member absences rather than just recording them. The Local Government Act 1972 s85 states the following; 'Subject to subsections (2) and (3) below, if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.'

The Committee considered this recommendation. Members expressed that it was not preferable to review and approve reasons for councillor absences at every meeting, as this would effectively reset the six-month attendance rule each time an absence was approved. Instead, the Committee agreed that any councillor approaching the six-month non-attendance threshold could be considered on a case-by-case basis, should the need arise. Consequently, the Committee did not support the Internal Auditor's recommendation and referred this to Council with a recommendation that it not be adopted.

The Committee extended its thanks to the staff for their efforts in achieving another positive audit report.

**It was RESOLVED that :**

- i. the Interim Internal Audit Report 2024/25 be approved by Council;**
- ii. the comments be noted and the Clerk to update the published procurement threshold figure in the Standing Orders and update the cross reference in the Internal Control Statement: and;**
- iii. it be recommended to Council that it does not adopt the Internal Auditor's recommendation the apologies and reasons for absence be considered and approved at each meeting.**

## **252. QUARTERLY BANK RECONCILIATIONS**

It was confirmed that the Council's nominated Quarterly Bank Reconciliation Signatory (*Min #15 2024/25 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 2024 – 30 September 2024 had been reviewed and signed by the appointed bank reconciliation signatory.

**253. COUNTY COURT JUDGEMENT AND DEBT RECOVERY**

The Committee considered a report on the outstanding debt and recommended further enforcement action. It was agreed that the first step would involve assessing the debtor's ability to pay, incurring a court fee of £68. Following this assessment, the committee supported proceeding to further enforcement action, including the potential instruction of bailiffs.

**It was RESOLVED that the Deputy Town Clerk make an application to assess the debtor's ability to pay, proceed with further enforcement action as necessary, and update Committee in due course.**

**254. COMMUNITY INFRASTRUCTURE LEVY WORKING GROUP UPDATE**

Committee received the report and recommendations of the CIL Working Group.

The following items were considered:

i) **Play Area Refurbishments** and iii) **Allenby Park**

**It was RESOLVED to recommend to Council the approval of funding from CIL Earmarked Reserves as follows:**

- i. **a total of £100,000 (£50,000 each) for the complete refurbishment of play equipment at Walton and Seaton Road recreation grounds; and,**
- ii. **£15,000 towards the replacement of gates at Allenby Park.**

**Cllr M Sharman** was nominated and duly elected as Chairman for the next item, and **Cllr D Rowe** left the Chamber at 8.48pm for the discussion and decision regarding item ii) **Level Two Music Digital Arts Centre**.

With **Cllr M Sharman in the Chair**, it was noted that funding for the Level Two Music Digital Arts Centre project would be contingent on planning permission, with a potential clause to time-limit the funding offer.

**It was further RESOLVED to recommend to Council the approval of:**

- iii. **£30,000 from CIL Earmarked Reserves towards the Level Two Music Digital Arts Centre project.**

**Cllr D Rowe** returned to the Chamber at 8.54pm and resumed the chair.

**255. BUSINESS PLAN MONITORING**

Committee noted the report on Business Plan monitoring.

**It was RESOLVED that the Business Plan monitoring report be noted.**

**256. CLOSURE**

The meeting was closed at 8.56pm. The next meeting was noted as being scheduled for Wednesday 4 December 2024 at 7.30pm.

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## AGENDA ITEM 5: BUDGET MONITORING TO 29 NOVEMBER 2023

A summary Income & Expenditure Report to 29 November 2024 is shown below with a detailed report provided at **Appendix A**.

1 April - 30 November 2024 (2024 - 2025)

### 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	700,727.00	701,610.31	883	100.13%	348,113.00	233,579.03	114,534	67.10%
201 Town Hall	21,400.00	10,261.65	-11,138	47.95%	87,417.00	55,266.71	32,150	63.22%
202 Walton	8,000.00	8,961.17	961	112.01%	14,007.00	10,062.19	3,945	71.84%
203 Broadway House	2,650.00	2,750.00	100	103.77%	10,302.00	7,717.17	2,585	74.91%
204 Cemetery	76,565.00	39,235.13	-37,330	51.24%	177,917.00	117,799.71	60,117	66.21%
205 Allotment	17,850.00	14,805.72	-3,044	82.95%	39,775.00	24,758.51	15,016	62.25%
206 Parks & Recreation	0.00	4,755.00	4,755	N/A	40,075.00	23,327.17	16,748	58.21%
301 Civic & Community	4,191.00	0.00	-4,191	0.00%	38,578.00	24,950.00	13,628	64.67%
302 Grants	0.00	0.00	0	N/A	38,578.00	26,446.99	12,131	68.55%
303 Felixstowe in Flower	6,000.00	3,612.55	-2,387	60.21%	9,250.00	7,399.11	1,851	79.99%
304 Communication	6,000.00	2,860.00	-3,140	47.67%	22,000.00	9,806.00	12,194	44.57%
305 Community Projects	0.00	0.00	0	N/A	11,000.00	11,000.00	1,000	100.00%
<b>NET TOTAL</b>	<b>843,383.00</b>	<b>788,851.53</b>	<b>-54,531.47</b>	<b>93.53%</b>	<b>837,012.00</b>	<b>552,112.59</b>	<b>284,899.41</b>	<b>65.96%</b>

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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 eight months in to the year, for overall expenditure to be around 66.67%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 73.34%). Total expenditure for the first eight months stood at 65.96%. Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

<b>Cost Centre 101 - Administration</b>
<b>4400 Stationery (108%)</b> Printer paper increase in price <b>Recommendation: No action.</b>
<b>4460 Subscriptions (96%)</b> All annual subscriptions for 2024/25 now paid. <b>Recommendation: No action.</b>
<b>4461 External Audit (100%)</b> External Audit now paid. <b>Recommendation: No action.</b>
<b>4462 Internal Audit (99%)</b> Internal Audit now paid. <b>Recommendation: No action.</b>



<p><b>4464 Insurance (100%)</b> Full year payment up front <b>Recommendation: No action.</b></p>
<p><b>4464 IT Maintenance &amp; Software (92%)</b> Several frontloaded costs, not expecting to exceed budget <b>Recommendation: No action.</b></p>
<p><b>Cost Centre 201 - Town Hall</b></p>
<p><b>4110 Rates (76%)</b> Rates are paid over 10 months only. <b>Recommendation: No action.</b></p>
<p><b>4180 Licences (100%)</b> Paid in full for 2023-24 <b>Recommendation: No action.</b></p>
<p><b>4170 Repairs &amp; Maintenance (101%)</b> Expected to be over budget due to emergency lights failing reported to A&amp;S. <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>4466 Catering Sundries (73%)</b> Banqueting Roll for events + weddings <b>Recommendation: Continue to monitor on a monthly basis.</b></p>
<p><b>4260 Equipment Purchases (153%)</b> Safety equipment &amp; additional clothing for new member of staff <b>Recommendation : Continue to monitor on a monthly basis</b></p>
<p><b>1001 Weddings (43%)</b> Fewer weddings than budgeted, possible drought after post-COVID spike, more in Clerk's office than Chamber, increase in weddings booked for next year. <b>Recommendation : Continue to monitor on a monthly basis</b></p>
<p><b>1030 Leases, Rents, Licenses (0%)</b> Awaiting ESC Hot Desk &amp; Registrars Room income. <b>Recommendation : Continue to monitor on a monthly basis</b></p>
<p><b>Cost Centre 202 – Walton Community Hall</b></p>
<p><b>4003 Employee Salaries (78%)</b> November Backdated Pay Increase <b>Recommendation: No further action</b></p>
<p><b>4110 Rates (87%)</b> Rates are paid over 10 months only. <b>Recommendation: No further action</b></p>
<p><b>4116 Water &amp; Sewerage (97%)</b> Increase in hirers has increased water usage <b>Recommendation: No further action</b></p>

**4171 Repairs & Maintenance (104%)**

Leak in roof repaired will be reimbursed by Orwell Housing

**Recommendation: Moderate increase to budget for 2024/25****Cost Centre 203 – Broadway House****4009 Employee Salaries (78%)**

November Backdated Pay Increase

**Recommendation: No further action****4173 Repairs & Maintenance (75%)**

Fire extinguishing service

**Recommendation: No further action****Cost Centre 204 – Cemetery****1032 Mobile Phone Mast (0%)**

Annual invoice is outstanding, awaiting payment

**Recommendation: Chase outstanding invoice****1100 Interment Fees (53%)**

£2393 outstanding awaiting payment (61%)

**Recommendation: Chase outstanding invoices****1120 Purchase of Graves (64%)**

Three outstanding invoices totalling £2632 awaiting payment (70%).

**Recommendation: Chase outstanding invoices****1130 Memorials (31%)**

Three outstanding invoices totalling £2632 awaiting payment (43%).

**Recommendation: Chase outstanding invoices****4112 Rates (87%)**

Rates are paid over 10 months only.

**Recommendation: No further action****4173 Repairs & Maintenance (87%)**

Various upkeep of tools necessary

**Recommendation: Continue to monitor on a monthly basis****4262 Equipment Purchases (89%)**

Safety equipment purchased for new member of staff

**Recommendation: Continue to monitor on a monthly basis****4300 Vehicle Running Costs (123%)**

Front loaded costs such as MOT, Truck Tax paid, repairs to tractor, new tyre.

**Recommendation: Budget increase proposed for 2025/26****4320 Vehicles/Tool Hire (87%)**

More digger hire and skips necessary this year

**Recommendation: Continue to monitor on a monthly basis**

<b>Cost Centre 206 – Parks &amp; Recreation</b>
<p><b>4615 Street Furniture (137%)</b>  Overspend due to ESC invoicing in error will be under budget.  <b>Recommendation: No further action.</b></p>
<b>Cost Centre 301 – Civic &amp; Community</b>
<p><b>1800 Agency Income (0%)</b>  CCTV contract voided  <b>Recommendation: No further action</b></p>
<p><b>4511 Town Twinning (100%)</b>  Travel and expenses for Wesel visit  <b>Recommendation: Continue to monitor on a monthly basis</b></p>
<p><b>4645 Christmas Lights (100%)</b>  Paid in full June 2024.  <b>Recommendation: No further action</b></p>
<p><b>4512 Engraving/Sign Writing (85%)</b>  Paid in full for 2024-25  <b>Recommendation: No further action.</b></p>
<b>Cost Centre 303 – Felixstowe in Flower</b>
<p><b>4290 Flowers &amp; Containers (87%)</b>  All containers have been paid up-front  <b>Recommendation: No further action.</b></p>
<p><b>4614 Engraving/Sign Writing (71%)</b>  All trophy-related invoices now paid  <b>Recommendation: No further action.</b></p>
<b>Cost Centre 303 – Felixstowe in Flower</b>
<p><b>1811 Donations &amp; Sponsorship (61%)</b>  £2,000 main sponsorship awaiting payment (95%)  <b>Recommendation: Chase up outstanding invoices</b></p>
<p><b>4290 Flowers &amp; Containers (85%)</b>  Flowers &amp; containers purchased for 2023/24  <b>Recommendation: No further action</b></p>
<b>Cost Centre 304 – Communication</b>
<p><b>1812 Donations &amp; Sponsorship (50%)</b>  Many magazine invoices are outstanding and awaiting payment. £4,160 (90%)  <b>Recommendation: Chase up outstanding invoices</b></p>

<b>Cost Centre 305 – Community Projects &amp; Partnerships</b>
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<b>4625 Harwich Harbour Ferry Services (100%)</b>
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<i>Paid in full at the beginning of the year</i>
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<i>Recommendation: No action</i>
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<b>4630 Level 2 (100%)</b>
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<i>Paid in full at the beginning of the year</i>
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<i>Recommendation: No action</i>
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**Committee is requested to consider the budget monitoring report to 30 November 2024 and decide on any action it deems necessary.**

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## **AGENDA ITEM 6: BUDGET ESTIMATES 2025/26 (DRAFT)**

Committee is to consider draft budget estimates for the Financial Year 2025/26 and to make any recommendations to Council. Sections of the budget have been considered and reviewed by Council's Assets & Services, Civic & Community and Personnel committees. Further adjustments to these drafts (noted in red) have been incorporated within a full initial draft budget for 2025/26. This is presented for consideration alongside current-year expenditure and projected outturn for the full year to 31 March 2025 and a comparison against the previous year provided in the summary at **Appendix B**. A detailed draft full budget and notes to the estimates are provided at **Appendix C**. This includes proposals for movements, reallocations, and transfers to Earmarked Reserves.

Each year East Suffolk Council is required to calculate the tax base by 31 January at the latest for the financial year ahead. Based on current forecasts, with no other Government support, East Suffolk Council currently anticipate that the tax base for Felixstowe Town Council for the year 2025/26 will be 9,294.42 band D equivalent properties. An increase in the tax base of 407.14 since 2024/25.

Should the Town Council look to freeze its portion of council tax at 0% change (i.e. the same £74.80 charge per Band D property as 2024/25) a precept of £695,222.61 would need to be requested, This would provide an additional £30,495 more than last year. However, to achieve a 0% deficit (excluding ER expenditure) would require a 5.2% increase to the Band D Council Tax rate (to £78.69), with a precept of £731,374.

The current year outturn projection, draft budget estimates for 2025-26 and a basic forecast for 2026-27, result in the following summary:

	Actual 2022-23	Actual 2023-24	Est. Outturn 2024-25	Draft Budget 2025-26	Forecast Budget 2026-27
<b>TOTALS</b>					
General Reserves (c/f)	437,340	390,827	337,262	310,159	268,018
Earmarked Reserves (c/f)	795,445	873,850	952,451	950,421	940,575
<b>TOTAL RESERVES (c/f balance)</b>	<b>1,232,785</b>	<b>1,264,677</b>	<b>1,289,713</b>	<b>1,260,580</b>	<b>1,209,939</b>
Income (excluding Precept or CIL)	157,170	179,536	188,545	191,601	193,161
Precept	612,736	621,629	664,727	731,374	731,374
Expenditure	769,919	792,177	838,875	923,616	949,165
Expenditure (from Earmarked Reserves)	-31,905	-16,049	43,529	52,000	10,000
Transfers from GF to Earmarked reserves	46,500	62,553	41,500	41,500	41,500
General Reserves (balance 31 March)	390,827	337,262	310,159	268,018	201,888
Earmarked Reserves (balance 31 March)	873,850	952,451	950,421	939,921	971,421
(of which CIL) 25/26 & 26/27 income TBC	(235,394)	(359,753)	(373,404)	(373,404)	(373,404)
<i>Surplus (+) Shortfall (-)</i>	<i>31,892</i>	<i>25,036</i>	<i>-29,133</i>	<i>-52,641</i>	<i>-34,630</i>
<i>Surplus (+) Shortfall (-) excl. ER</i>	<i>-13</i>	<i>8,987</i>	<i>14,397</i>	<i>-641</i>	<i>-24,630</i>
<i>% Expenditure change excl. ER</i>		<i>2.89%</i>	<i>8.96%</i>	<i>10.10%</i>	<i>2.77%</i>
<b>TOTAL RESERVES (closing balance)</b>	<b>1,264,677</b>	<b>1,289,713</b>	<b>1,260,580</b>	<b>1,207,939</b>	<b>1,173,309</b>

Committee will note that to achieve a 5.2% change to the Band D Council Tax rate, the draft budget assumes a very small contribution from the General Fund of £641 to offset the estimated net expenditure requirements next year. A portion of the General Fund contribution is being put towards Earmarked Reserves, rather than direct expenditure.

For information CPI inflation over the past 12 months to October 2024 was 3.2%:  
<https://www.ons.gov.uk/economy/inflationandpriceindices/bulletins/consumerpriceinflation/october2024>

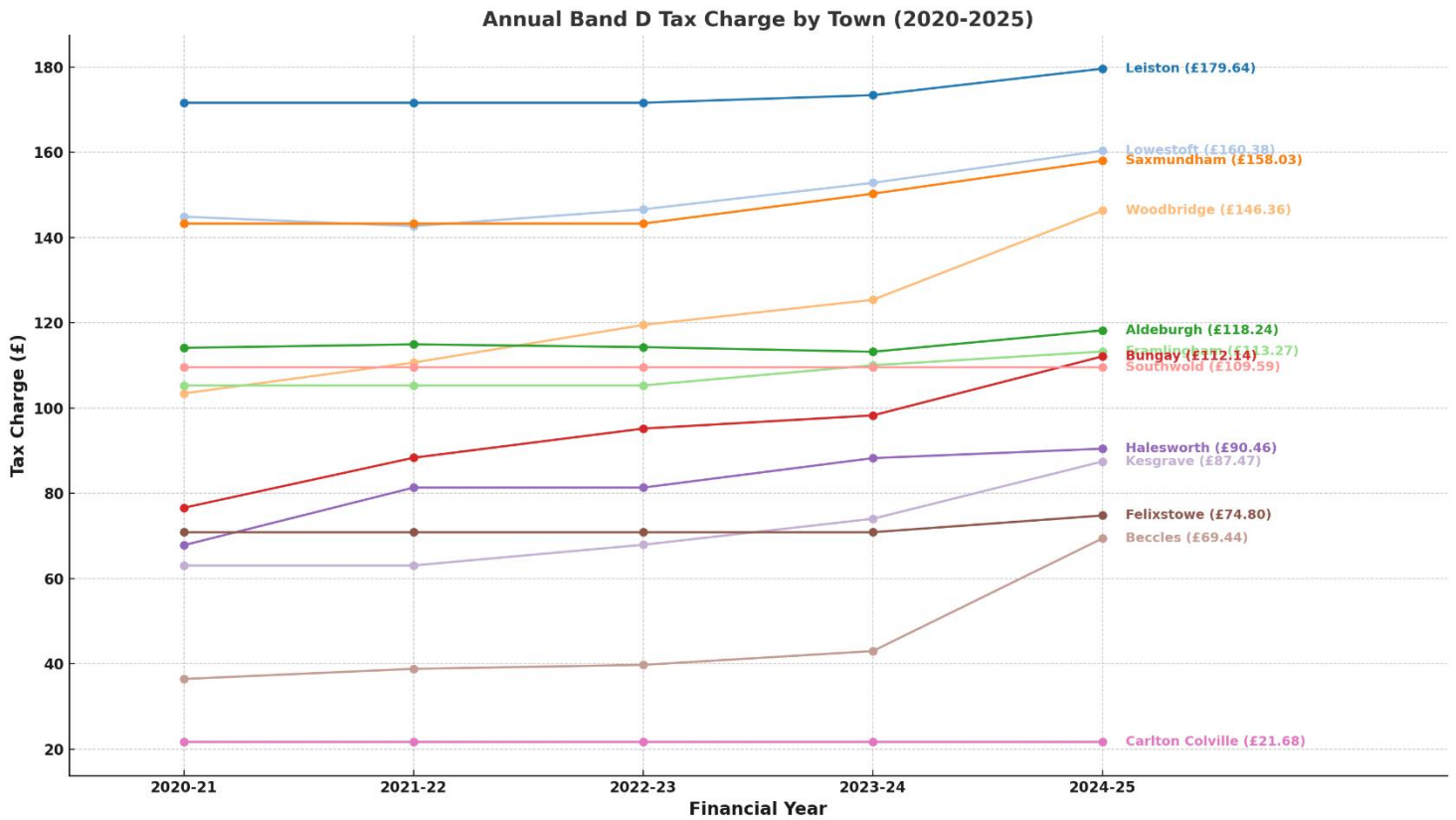
Members will note that the budget estimates presented provide for the following:

	<b>Budget 2024/25</b>	<b>Budget 2025/26</b>
Estimated Total Expenditure Requirement	£843,383	£923,616
Less Estimated Income	£178,656	£191,601
Less Contribution <b>from</b> General Fund	£0	£641
<b>Gross Precept Requirement</b>	<b>£664,727</b>	<b>£731,374</b>
Band D Equivalent Properties	8,887.28	9,294.42
<b>Annual Council Tax charge per Band D</b>	<b>£74.80</b>	<b>£78.69</b>
% change year on year	5.54%	5.20%

Members will also be interested to note that Felixstowe Town Council continues to be one of the lowest costing town councils in East Suffolk:

	Annual Band D Tax Charge				
Town Council	2020-21	2021-22	2022-23	2023-24	2024-25
Leiston	£171.63	£171.63	£171.63	£173.42	£179.64
Lowestoft	£144.91	£142.68	£146.63	£152.85	£160.38
Saxmundham	£143.28	£143.28	£143.28	£150.30	£158.03
Woodbridge	£103.45	£110.67	£119.50	£125.40	£146.36
Aldeburgh	£114.14	£114.95	£114.31	£113.21	£118.24
Framlingham	£105.31	£105.31	£105.31	£110.05	£113.27
Bungay	£76.61	£88.34	£95.18	£98.28	£112.14
Southwold	£109.59	£109.59	£109.59	£109.59	£109.59
Halesworth	£67.83	£81.34	£81.34	£88.25	£90.46
Kesgrave	£63.07	£63.07	£67.93	£74.03	£87.47
Felixstowe	£70.87	£70.87	£70.87	£70.87	£74.80
Beccles	£36.44	£38.82	£39.74	£42.98	£69.44
Carlton Colville	£21.68	£21.68	£21.68	£21.68	£21.68

The annual change to the council tax charge for each town council in East Suffolk is shown in the graph below:



The table and bar chart on the following pages show how the Council's Reserve Balances have changed over time, and are projected for the next two years:

Code	Description	31-Mar-22	31-Mar-23	31-Mar-24	Est. Outturn 31 Mar 25	Budget Est. 31 Mar 2026	Forecast 31 Mar 2027
	<b>General Reserves</b>	<b>£437,340</b>	<b>£390,827</b>	<b>£337,262</b>	<b>£310,159</b>	<b>£268,018</b>	<b>£221,341</b>
	<b>Earmarked Reserves Balance</b>	<b>£795,445</b>	<b>£873,849</b>	<b>£952,451</b>	<b>£950,421</b>	<b>£939,921</b>	<b>£971,421</b>
	<b>Represented by:</b>						
330	Election Expenses	£17,862	£23,862	£8,502	£7,839	£13,839	£19,839
335	Enhancement & Promotional	£692	£692	£0	£0	£0	£0
345	Asset Repairs & Renewals	£23,615	£23,065	£26,065	£29,065	£32,065	£35,065
350	IT Replacement Fund	£25,403	£25,403	£20,428	£19,328	£19,328	£19,328
360	Cemetery Projects	£195,344	£204,542	£210,638	£224,101	£234,101	£244,101
365	Broadway House	£57,451	£59,727	£59,646	£59,646	£34,646	£34,646
370	Walton Community Hall	£72,251	£74,527	£73,509	£73,509	£38,509	£38,509
380	Town Hall	£86,583	£52,512	£24,872	£7,165	£72,165	£77,165
390	Community Fund	£34,297	£9,297	£36,037	£31,197	£31,197	£31,197
400	CCTV	£42,000	£42,000	£42,000	£42,000	£0	£0
405	Staffing Reserve	£58,564	£58,564	£58,564	£45,330	£45,330	£45,330
411	CIL 2019/20	£24,302	£24,302	£0	£0	£0	£0
450	CIL 2020/21 (April)	£16,567	£16,567	£7,204	£0	£0	£0
451	CIL 2020/21 (October)	£724	£724	£724	£0	£0	£0
452	CIL 2021/22 (April)	£6,819	£6,819	£6,819	£0	£0	£0
453	CIL 2021/22 (October)	£70,471	£70,471	£70,471	£0	£0	£0
454	CIL 2022/23 (April)	£0	£3,676	£3,676	£0	£0	£0
455	CIL 2022/23 (October)	£0	£112,835	£112,835	£56,729	£56,729	£56,729
456	CIL 2023/24 (April)	£0	£0	£46,844	£46,844	£46,844	£46,844
457	CIL 2023/24 (October)	£0	£0	£111,180	£111,180	£111,180	£111,180
458	CIL 2024/25 (April)	£0	£0	£0	£17,750	£17,750	£17,750
459	CIL 2024/25 (October)	£0	£0	£0	£140,901	£140,901	£140,901
415	AFW Legacy/Jubilee/VE Fund	£30,000	£8,010	£0	£0	£0	£0
392	Community Support Fund	£25,000	£41,254	£0	£0	£0	£0
420	Public Spaces		£0	£17,437	£15,337	£15,337	£15,337
425	Play Equipment	£7,500	£15,000	£15,000	£22,500	£30,000	£37,500





## **AGENDA ITEM 7: CIL WORKING GROUP UPDATE**

Following the Ordinary Council approval of Community Infrastructure Levy (CIL) allocations (Minute #270 2024/25), the CIL Working Group has been considering ongoing and future projects that could benefit from CIL funding.

The approved allocations are:

1. £100,000 for the refurbishment of play equipment at Walton and Seaton Road Recreation Grounds (£50,000 each). Two representatives from the CIL Working Group will review tenders with East Suffolk Council for play area refurbishments before the school meeting.
2. £15,000 + VAT for new gates at Allenby Park, with delegated authority to the Assets & Services Committee to determine whether they should be repaired or replaced.
3. £30,000 for the Level Two Music Digital Arts Centre at Beach Street, to be released following confirmation that the project will proceed.

### **Current Projects Under Consideration**

The following projects are being discussed for potential CIL funding:

#### **Pump Track**

- A meeting at Felixstowe School to involve the School Parliament to gather pupil input on the pump track concept and recreation ground updates.

#### **Real-Time Bus Indicators**

- Progress: Suffolk County Council is reviewing its sole supplier.
- Next Steps: Explore alternative suppliers and funding options, including developer contributions and external grants, to consider a comprehensive scheme.

#### **Environmental Neighbourhood Plan Feasibility**

- The Working Group recommends this as a suitable use of CIL funding and will refer this to the Planning & Environment Committee for further consideration and formation of a dedicated working group.

#### **Cemetery Extension and Enhancement**

- This will be discussed at the January CIL Working Group meeting and referred to the Assets & Services Committee for project management.

#### **Town Centre Triangle**

- The working group is seeking collaboration with Suffolk County Council Highways and East Suffolk Council with a view to conducting a feasibility

study or a broader project to reconfigure the Town Centre Triangle into a multi-functional space, potentially incorporating a Town Clock.

- The area is mentioned in East Suffolk Council's Cycling and Walking Strategy (item F98), aligning with potential improvements.

The Working Group continues to meet to consider further projects for the Council to consider the use of CIL funding towards.

**Committee is requested to note the progress of the projects under consideration by the CIL Working Group and decide on any action it deems necessary.**

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