

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 28 January 2026 at 7.30pm**

PRESENT: Cllr D Rowe (Vice-Chairman in the Chair)
Cllr S Bird
Cllr M James
Cllr M Sharman
Cllr W Underwood

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

362. PUBLIC QUESTION TIME

There was none.

363. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison, Cllr S Bennett, Cllr M Deacon and Cllr S Wiles.**

364. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr S Bird	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of Suffolk County Council)

Members were reminded that should any matters arise during the meeting which relate to these interests, appropriate declarations should be made at that time.

365. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 10 December 2025 be signed by the Vice-Chairman as a true record.

366. BUDGET MONITORING TO 31 DECEMBER 2025

Committee received the budget monitoring report to 31 December 2025, which highlighted variances exceeding 10% or £500 against budget estimates. Attention was directed at increased water prices, with Members advised of recent unit charge rises. Committee was also advised that the invoice chasing process was working well.

RESOLVED that the budget monitoring report to 31 December 2025 be noted.

367. INVESTMENT POLICY AND STRATEGY

Committee considered the Council's Investment Policy & Strategy for 2026-27.

It was RESOLVED that the Investment Policy and Strategy for the period 2026/27 be updated and recommended to Council for adoption as presented.

368. INSURANCE ADEQUACY REVIEW

Committee received a report on the adequacy of the Council's insurance cover. It was noted that the valuations of all Council buildings were last carried out in 2023 and the Royal Institution of Chartered Surveyors (RICS) recommends that insurance valuations are refreshed every three years.

It was RESOLVED that:

- i. **it be recommended to Council that Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2026/27; and,**
- ii. **quotations for re-valuation of all Council buildings to be brought to Committee later in the year.**

369. 4 YEAR FINANCE FORECAST/ACTION PLAN REVIEW

Committee was presented with the financial forecast and four-year business plan 2024-28.

It was RESOLVED that the Finance & Governance Committee noted the updated 4-year financial forecast covering the period 2024-28, in addition to reviewing the updated Action Plan 2024-28 with no further alterations.

370. GDPR PRIVACY NOTICE

Committee was advised of the ongoing commitment of compliance with GDPR in the form of periodic reviews, to ensure compliance with current legislation. Committee was advised of the Data (Use and Access) Act 2025, and Members reviewed ICO guidance and the updated UK GDPR Privacy Notice.

It was RESOLVED that the Finance & Governance Committee reviewed and approved of the Council's UK GDPR Privacy notice.

371. TERMS OF REFERENCE FOR THE BUDGET REVIEW WORKING GROUP

Committee reviewed the terms of reference for the budget review working group. Small amendments were made to better reflect the practices and purpose of the working group as follows:

“To identify **all** opportunities for efficiency and potential savings...”

“Reviewing suppliers, contracts, and service delivery to **seek to** identify cost-saving opportunities...”

Committee also wished to categorise future meetings by committee, with the first meeting focusing on the income and expenditure associated with Council’s premises: the Town Hall, Broadway House, and Walton Community Hall.

It was RESOLVED that the Finance & Governance Committee considered and approved the Terms of References for the Budget Review Working Group, with the above changes.

372. CLOSURE

The meeting was closed at 8:22 pm. The next meeting noted as scheduled for Wednesday 18 March 2026.

Date: _____

Chairman: _____