



## **TO ALL MEMBERS OF THE FINANCE & GENERAL PURPOSES COMMITTEE**

Cllr S Bird (Chairman)  
Cllr S Gallant (Vice Chairman)  
Cllr N Barber  
Cllr M Deacon  
Cllr Jan Garfield

Cllr G Newman  
Cllr D Savage  
Cllr A Smith  
Cllr S Wiles  
Cllr K Williams

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 23 January 2019** at **7.30pm** for the transaction of the following business:

### **A G E N D A**

**1. Public Question Time**

Up to 15 minutes set aside to enable members of the public to make representation or put questions to the Committee on any relevant matters.

**2. Apologies**

To receive apologies for absence.

**3. Declarations of Interest**

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

**4. Requests for Dispensation**

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

**5. Confirmation of Minutes**

To confirm the Minutes of the Finance & General Purposes Committee meeting held on 28 November 2018 as a true record. **(Pages 3-5)**

**6. Budget Monitoring to 31 December 2018**

To receive budget monitoring report to 31 December 2018 and consider any actions deemed necessary. **(Pages 6-9 & Appendix A)**

- 7. Investment Policy and Strategy**  
To review the Investment Policy & Strategy and make any recommendations to Council. **(Page 10 & Appendices B & C)**
- 8. Insurance Adequacy Review**  
To review the adequacy of the Council's insurance provision and make any recommendations to Council. **(Page 11-12)**
- 9. Mayor and Councillor Allowances 2019/20**  
To consider the Mayoral Allowance and any Basic Allowance for Members for 2019/12. **(Pages 13-15 & Appendix D)**
- 10. Felixstowe Prom Traffic Order Consultation**  
To consider Suffolk Coastal District Council's proposal to introduce a Traffic Order to control certain vehicles on the Prom. **(Page 16 & Appendix E)**
- 11. Action Plan Working Group Update**  
To consider a report from the Action Plan Working Group and recommend the Action Plan to Council. **(Pages 17 & Appendix F)**
- 12. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 27 March 2019 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**17 January 2019**

For information (via email): All Town Councillors  
Local Press

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***Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.***

## **AGENDA ITEM 5: CONFIRMATION OF MINUTES**

**MINUTES** of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 28 November 2018** at **7.30pm**

**PRESENT:** Cllr S Bird (Chairman) Cllr G Newman  
Cllr S Gallant (Vice-Chairman) Cllr D Savage  
Cllr M Deacon Cllr A Smith  
Cllr Jan Garfield Cllr S Wiles

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)

**IN ATTENDANCE:** 1 member of the public

### **360. PUBLIC QUESTIONS**

There were none.

### **361. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber** and **Cllr K Williams**.

### **362. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as a Members of Suffolk County Council)

### **363. REQUESTS FOR DISPENSATION**

There were none.

### **364. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Finance & General Purposes Committee Meeting held on 26 September 2018** be signed by the **Chairman** as a true record.

### **365. BUDGET MONITORING TO 31 OCTOBER 2018**

Committee received the budget monitoring report to 31 October 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

**RESOLVED that the accounts to 31 October 2018 be noted, with no other action required at this time.**

### **366. BUDGET ESTIMATES 2019/20 (DRAFT)**

Committee considered the papers showing a first draft full budget, including earmarked reserves requirements for 2019/20. Members also considered comparisons against the current-year budget, actual expenditure and projected outturn for the full year 2018/19.

Members noted that the draft budget proposals for 2019/20 required a precept of £578,113. Using the confirmed tax base of 8,234.16, this would equate to £69.45 per Council Tax Band D equivalent ratepayer, an increase of 2%, ie £1.36 per year. This is in line with Council's 4 year Financial Forecast which projects a 2% increase to the precept for the year 2019/20.

A contribution of £8,583 is also proposed from the Council's General Fund, in order to cover the first-year costs of producing a new much larger quarterly magazine rather than the current single-sheet newsletter. This amount will balance the overall budget for total estimated expenditure and transfers to Earmarked Reserves. Once the new-look newsletter gains momentum it is hoped that a large proportion of the production costs will be covered by advertisers.

Committee recommended that the budget be referred to Council for approval in January for final consideration, to include any adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change.

Members were pleased to note that the cost of the new PCSO was coming from the Community Fund Earmarked Reserve and not through the precept.

**It was RESOLVED to recommend to Council that, subject to any further adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change, the draft budget 2019/20 proposals be recommended for approval as presented.**

### **367. INTERNAL AUDIT – INTERIM REPORT**

Committee noted the recommendations from the Internal Auditor's Interim report, and were pleased to note that the recommendation regarding the monthly spend limit had been resolved.

Members considered the Auditor's recommendation that Council should satisfy itself that current arrangements in respect of allowances is in accordance with para 5.49 of Governance and Accountability published March 2018 and <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim65970>.

Committee requested that a report be brought to the next meeting with some recommendations for the Mayor Allowance.

**It was RESOLVED that:**

- i. the report of the Internal Auditor and updates be noted; and,**
- ii. recommendations for the Mayoral Allowance be brought to Committee in January for further consideration.**

### **368. COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2017/18.

It was noted that the CIL Annual Report will be sent to Suffolk Coastal District Council by the 31<sup>st</sup> December 2018 deadline.

**It was RESOLVED that:**

- i. the Community Infrastructure Levy report be noted;**
- ii. the CIL Annual Report be recommended to Council for approval;**

### **369. DATA PROTECTION OFFICER AUDIT REPORT**

Committee considered the full report from the Data Protection Officer visit and were pleased to note that the Data Protection Officer had stated that Council has taken excellent steps towards GDPR Compliance, and found the security measures in place to be excellent. Members recorded a vote of thanks to staff for their work in ensuring GDPR compliance.

Members discussed GDPR training, some members have attended this already and were reminded to update the Deputy Town Clerk, so that their training log can be updated.

**It was RESOLVED that the Data Protection Officer Audit Report be noted.**

### **370. CLOSURE**

The meeting was closed at 8.30pm. The next meeting was noted as being scheduled for Wednesday 23 January 2019 at 7.30pm.

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## AGENDA ITEM 6: BUDGET MONITORING TO 31 DECEMBER 2018

A summary Income & Expenditure Report to 31 December 2018 is shown below with a detailed report provided at **Appendix A**.

10/01/2019	<b>Felixstowe Town Council</b>						Page 1	
14:52	Summary Income & Expenditure by Budget Heading 10/01/2019							
<b>Month No: 9</b>	Committee Report							
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Finance &amp; General Purposes</u></b>								
	Income	593,476	569,549	564,967	(4,582)			100.8%
	Expenditure	252,788	197,868	265,081	67,213	0	67,213	74.6%
	Movement to/(from) Gen Reserve	<u>340,688</u>	<u>371,681</u>					
<b><u>Assets &amp; Services</u></b>								
	Income	150,786	93,784	113,222	19,438			82.8%
	Expenditure	246,839	180,180	263,066	82,886	0	82,886	68.5%
	Movement to/(from) Gen Reserve	<u>(96,053)</u>	<u>(86,396)</u>					
<b><u>Civic &amp; Community</u></b>								
	Income	13,808	15,005	14,242	(763)			105.4%
	Expenditure	122,702	99,800	128,958	29,158	0	29,158	77.4%
	Movement to/(from) Gen Reserve	<u>(108,894)</u>	<u>(84,796)</u>					
	Grand Totals:- Income	758,070	678,338	692,431	14,093			98.0%
	Expenditure	622,329	477,848	657,105	179,257	0	179,257	72.7%
	Net Income over Expenditure	<u>135,741</u>	<u>200,490</u>	<u>35,326</u>	<u>(165,164)</u>			
	Movement to/(from) Gen Reserve	<u>135,741</u>	<u>200,490</u>					

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 nine months in to the year, for overall expenditure to be around 75%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 82.5%). Total expenditure for the first nine months

stood at 72.7%. Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

<b>Cost Centre 101 - Administration</b>
<p><b>4030 Training (85.6%)</b> Includes upfront payment for staff tuition fees <b>Recommendation: Further to Personnel Committee recommendation, training budget for 2019-20 has been reappropriated.</b></p>
<p><b>4460 Subscriptions (97.8%)</b> All subscriptions paid to date. <b>Recommendation: No action.</b></p>
<p><b>4461 External Audit (117.2%)</b> Non-budgeted CIL income received during 2017-18 contributed took Council in to the auditor's next income banding fee level. <b>Recommendation: Increased budget for 2019-20.</b></p>
<p><b>4464 Insurance (92.5%)</b> Full year payment up front (also rebate received). <b>Recommendation: No action.</b></p>
<p><b>4468 Miscellaneous (96%)</b> Including new pads and batteries for defibrillator. <b>Recommendation: Budget provision for maintenance of Community Public Access Defibrillators included under 'Street Furniture' from 2019-20</b></p>
<p><b>4481 IT Maintenance and Software (88.7%)</b> Front loaded annual IT support, mail boxes, Defence 360, RBS &amp; Edge paid. New cemetery software installed 20<sup>th</sup> September will have an ongoing annual cost. <b>Recommendation: Budget 2019-20 increased to cover for cost of new software licences.</b></p>
<b>Cost Centre 201 - Town Hall</b>
<p><b>1000 Hirings (71.3%)</b> Further £ 411.67 (18.7%) invoiced, awaiting payment. <b>Recommendation: Continue to monitor.</b></p>
<p><b>4001 Employer National Insurance (83.8%)</b> Seasonal increase on hours due to weddings/bookings/Heritage Open Day. <b>Recommendation: Continue to monitor.</b></p>
<p><b>4110 Rates (83.9%)</b> Rates are paid over 10 months only. <b>Recommendation: No action.</b></p>
<p><b>4170 Repairs and Maintenance (113.6%)</b> Expected overspend due to new Fire Extinguishers and stair-riser repairs. Reported to Assets &amp; Services (<i>Min #321 ii 2018/19 refers</i>) and approved subject to not exceeding the total overall Repairs and Maintenance budget. <b>Recommendation: Continue to monitor.</b></p>

**4180 Licences (100%)**

Paid in full for 2018-19.

**Recommendation: No action.**

**4260 Equipment Purchases (89.4%)**

Evacuation sledge and Ramp purchased.

**Recommendation: No action.**

**Cost Centre 202 – Walton Community Hall**

**4110 Rates (90.5%)**

Rates are paid over 10 months only.

**Recommendation: No further action**

**Cost Centre 203 – Broadway House**

**4170 Repairs and Maintenance (87.4%)**

Includes painting of hall and fitting of defibrillator.

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

**Cost Centre 204 – Cemetery**

**1100 Interment Fees (48.3 %)**

Further £17,710 (44.2%) invoiced, awaiting payment.

**Recommendation: Continue to monitor.**

**1130 Memorials (50.4%)**

Further £3,332 (27.8%) invoiced, awaiting payment.

**Recommendation: Continue to monitor.**

**4110 Rates (84.4%)**

Rates are paid over 10 months only.

**Recommendation: No further action**

**Cost Centre 205 – Allotment**

**4115 Water and Sewerage (147.1 %)**

Higher than expected water bills due to earlier underestimated bills and extraordinary dry hot summer. Reported to Assets & Services (*Min #327 2018/19 refers, and also reported to FSALG Allotment Association.*)

**Recommendation: Continue to monitor.**

**Cost Centre 301 – Civic & Community**

**4505 Mayoral Allowance (100%)**

Paid in full May 2018.

**Recommendation: No further action**

**4600 CCTV (100%)**

Paid in full June 2018.

***Recommendation: No further action*****4645 Christmas Lights (100%)**

Paid in full June 2018.

***Recommendation: No further action*****4650 Seasonal Events (100.8%)**

Ice Rink paid in full December 2018.

***Recommendation: No further action*****Cost Centre 302 – Section 137 Expenditure****4531 Remembrance (95.2%)**

All remembrance costs now complete.

***Recommendation: No further action.*****4620 Annual Grants (100.0%)**

All annual grants have been paid.

***Recommendation: No further action.*****Cost Centre 303 – Felixstowe in Flower****4532 Felixstowe in Flower Events (97.8%)**

Complete for 2018-19.

***Recommendation: No further action.*****Cost Centre 305 – Community Fund Projects****4625 Felixstowe Harwich Ferry (100.0%)**

Paid over at start of Financial Year.

***Recommendation: No further action.*****4630 Level Two (100.0%)**

Paid over at start of Financial Year.

***Recommendation: No further action.*****4670 Felixstowe Forward (100.0%)**

Paid over at start of Financial Year.

***Recommendation: No further action.*****4625 Landguard Partnership (100.0%)**

Paid over at start of Financial Year.

***Recommendation: No further action.***

**Committee is requested to consider the budget monitoring report to 31 December 2018 and decide on any action it deems necessary.**

## **AGENDA ITEM 7: INVESTMENT POLICY AND STRATEGY**

Council is required to review its Investment Policy & Strategy annually. The existing policy documents have been updated to reflect both the statutory guidance on local Government Investments (3<sup>rd</sup> Edition) issued under section 15(1)(a) of the Local Government Act 2003 and current investments and is presented at **Appendix B** for consideration.

**Appendix C** provides an informal commentary on the Statutory Guidance on Local Government Investments and details the changes since the 2<sup>nd</sup> edition of this guidance which was issued in 2010. The updated guidance reflects concerns raised by the CLG and Treasury Select committees as part of their enquiries into the financial crash of 2007-8. The key areas of focus were:

- The practice of investing for yield, especially in Icelandic Banks;
- The need for transparent investment strategies; and
- The use of Treasury Management advisors.

The changes made and now included in the 3<sup>rd</sup> edition of this Guidance also reflect changes in patterns of local authority behaviour. Some local authorities are investing in non-financial assets, with the primary aim of generating profit. Others are entering into very long term investments or providing loans to local enterprises or third sector entities as part of regeneration or economic growth projects that are in line with their wider role for regeneration and place making. At this current time, Council is not planning to invest in such a way but will continue to review its investment policy and strategy on a regular basis, at least annually.

**Committee is requested to consider the attached Investment Policy & Strategy and make recommendations to Council for any action it deems necessary**

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## **AGENDA ITEM 8: INSURANCE ADEQUACY REVIEW**

Council's insurance is currently arranged through its broker, WPS, and provided by Aviva. On 1 April 2019 the three year Long Term Agreement will end and further quotes have been sought for a new three year LTA.

The cost of the insurance including motor, engineering and in plant hire for the year 2018/19 was £8,740.27.

Insurance cover is provided, in accordance with Council's Risk Management Policy, to the following levels:

- (a) **Protection of physical assets:** All physical assets are insured.
- (b) **Public Liability:** The Council has a Public Liability Insurance of £10,000,000. It has also personal accident liability cover for employees, members and volunteers under the above policy.
- (c) **Employers Liability:** The Council has an Employers Liability Insurance of £10,000,000
- (d) **Loss of cash:** Insured to the sum of £2,000
- (e) **Fidelity guarantee:** Insured to the sum of £1,500,000
- (f) **Libel and Slander:** Insured to the sum of £250,000
- (g) **Office equipment:** Insured to the value of £60,076
- (h) **Personal accident:** Insured to standard contingencies

Last year, our current brokers WPS carried out an extensive review and after consulting with over 15 alternative insurers WPS decided to use Royal & Sun Alliance as their new "Council Guard" Insurance Scheme providers. A quote has been received from WPS with some definite prices on the main insurance and engineering policy with indicated premiums on hired in plant insurance and Council's motor policy which will not be available until 30 days before renewal. The expected premium with our current insurers for a 3 year LTA is approximately £6,748. This is a saving from last year's premium of £1,992.

A separate quote has also been sourced from Zurich who had been Council's previous insurer, prior to 2013. Zurich are offering an annual premium including all motor, hired in plant and engineering of **£5,742.69**. A saving of £2,997, it also has increased cover as shown in the table below in bold:

	Aviva – Current insurer	Zurich
<b>Protection of physical assets</b>	Like for like	Like for like
<b>Public Liability</b>	£10,000,000	<b>£15,000,000</b>
<b>Employers Liability</b>	£10,000,000	£10,000,000
<b>Loss of cash</b>	£2,000	<b>£5,000</b>
<b>Fidelity guarantee</b>	£1,250,000	<b>£2,000,000</b>
<b>Libel and Slander</b>	£250,000	<b>£500,000</b>
<b>Office equipment</b>	£61,380	£61,380
<b>Personal accident</b>	Up to age 80 £40,000 £200 pw /£400 pw (key staff)	<b>Up to age 90 £50,000/£100,000(key staff) £200 pw /£500 10 weeks £100 thereafter</b>

<b>Assault cover</b>	Up to age 80 £10,000 £50pw/100 pw (key staff)	<b>Up to age 90</b> <b>If no Personal Accident is operative</b> <b>Normal weekly wage or salary up to £150 per week</b>
<b>Other cover:</b>		
<b>Money in locked safes</b>	£2,000	<b>£5,000</b>
<b>Hirers Liability</b>	£2,000,000	£2,000,000
<b>Plant protection (Hired in plant)</b>	£250,000	<b>£500,000</b>
<b>Legal Expenses</b>	£100,000	<b>£200,000</b>
<b>Business Interruption</b>	£24,682 rental £51,000 additional expenditure	<b>£30,740</b> <b>£100,000</b>

Council has budgeted £9,450 for insurance costs for 2019/20, which was set before the quotes for 2019/20 were received.

**Committee is requested to consider the options for insurance cover, confirm the adequacy of its arrangements in respect of all insured risks and make any recommendations to Council.**

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## **AGENDA ITEM 9: MAYOR AND COUNCILLOR ALLOWANCES**

**2019/20**

### **Members Allowances**

In accordance with Part 5 of the Local Authorities (Members' Allowances) (England) Regulations 2003<sup>1</sup>, town and parish councils have the power to pay Members a Basic Allowance and reimburse expenses for travel and subsistence allowance.

The allowance is not a salary. It is a figure, which is calculated to cover the expenses, which are normally associated with the basic duties of being a local councillor. Travelling and subsistence allowances are treated separately, as are provisions for the Mayor's Allowance (see below).

To date, Felixstowe Town Councillors have not requested to receive the Basic Allowance and are unpaid volunteers.

Where a parish or town council does propose to pay the parish Basic Allowance, in setting the level of that allowance, it must have regard to the recommendations which have been made in respect of it by a parish remuneration panel.

As soon as reasonably practical after setting the levels at which the allowance is to be paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information:

- any recommendation in respect of parish Basic Allowance made by the parish remuneration panel;
- the level or levels at which the authority has decided to pay parish Basic Allowance and to which members it is to be paid; and
- a statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.

The council has to keep a copy of the information referred to in the notice available for public inspection on reasonable notice. Members should also note that the Basic Allowance is treated by HMRC as remuneration and may be subject to income tax.

### **Reimbursement of Councillor Expenses**

The Local Authorities (Members' Allowances) (England) Regulations 2003 provides that a council may pay to both elected and co-opted members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within the following categories:

- a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;

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<sup>1</sup> [https://www.legislation.gov.uk/ukxi/2003/1021/pdfs/ukxi\\_20031021\\_en.pdf](https://www.legislation.gov.uk/ukxi/2003/1021/pdfs/ukxi_20031021_en.pdf)

- b) the attendance at a meeting of any association of authorities of which the council is a member;
- c) the performance of duties in connection with a tender process;
- d) the performance of any duty which requires the inspection of any premises;
- e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub committees.

At its Ordinary Meeting of 13 January 2016, the Town Council adopted a Members' Expenses Policy setting out the terms by which individual Councillors may be reimbursed reasonable expenses incurred whilst travelling to training courses or conferences as an appointed representative of the Council. This policy is at **Appendix D** for review.

### **Mayor's Allowance**

Section 15(5) of the Local Government Act 1972 provides that Parish and Town Councils may pay its Mayor "*for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.*" Felixstowe Town Council provides an allowance to the Mayor as a contribution towards total expenses to defray the costs associated with the office of Mayor of Felixstowe such as:

- Travelling to and attending functions that the Mayor has been invited to in his/her capacity as the Mayor of Felixstowe.
- Making monetary contributions to local charity and community organisations
- Supporting the Mayor's chosen charity/charities
- To cover other costs of attending functions (e.g. purchase of raffle tickets, poppy collections)
- To provide suitable outfits to wear to official functions
- Hospitality costs
- One off events held by the Mayor

The Mayor is free to administer the Mayoral Allowance as he/she considers appropriate. Once the Mayoral Allowance is paid to the Mayor, it is the Mayor's responsibility to account for its expenditure and not the Council's. However, the Mayor's Secretary records all civic engagements undertaken by the Mayor, which are reported to each Council meeting; and, at the discretion of the Mayor, is able to support the administration of their allowance.

Amongst other events, it is customary for the Mayor to directly fund the following:

- Annual Council Meeting (refreshments following the Mayor making meeting)
- Christmas Refreshments at the Town Hall (usually held after the last Planning & Environment Committee meeting in December)
- Christmas Cards
- Other Mayoral events

From its own budget, the Council directly finances events which are deemed to be of a civic nature and not instigated by the Mayor. For example:

- Mayor's Civic Reception
- Annual Civic Service
- Twinning
- Remembrance Services/Wreaths
- Civic Christmas Carol Service
- Annual Town Meeting / Civic Awards
- Other Council events

For the 2017/18 Municipal Year, Council reduced the Mayor Allowance by £1,000 to £6,000 and transferred the cost of the Mayor's Civic Reception to Council (*Min. #406 of 2016/17 refers*).

Provisions made for the Mayor's allowance in the Local Government Act 1972 do not extend to the Deputy Mayor, who is treated the same in law as all other Town Councillors. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially substituting for the Town Mayor in his/her absence.

The Council therefore advises that incoming Mayors be asked to reimburse any legitimate out-of-pocket expenses incurred by the Deputy Mayor while deputising for the Mayor, out of the Mayor's Allowance (*Min. #396 of 2015/16 refers*).

At the previous meeting, Committee considered the Internal Auditor's report and recommendation that Council should satisfy itself that current arrangements in respect of allowances is in accordance with para 5.49 of Governance and Accountability published March 2018 and <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim65970>

In accordance with Committee's request, recommendations for the Mayor's Allowance will also be brought to the meeting for consideration (*Minute #367 of 2018/19 refers*).

**Committee is therefore requested to consider the following and make any recommendation to Council it deems appropriate:**

- i. whether it wishes to introduce a Basic Allowance for Members;**
  - ii. reviewing the Members' Expenses Policy at Appendix D; and,**
  - iii. review arrangements for the Mayor's Allowance for the 2019/20 Municipal Year (currently set at £6,000).**
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## **AGENDA ITEM 10: FELIXSTOWE PROM TRAFFIC ORDER CONSULTATION**

Suffolk Coastal District Council is seeking to introduce a Traffic Regulation Order for Felixstowe Prom to legitimise the current prohibition of access/driving restriction and to allow control and enforcement of any vehicles who venture onto the pedestrian area.

Statement of Reasons has been prepared as follows:

- 1) Felixstowe Promenade is a pedestrian thoroughfare and has been one from its inception. The proposal is to implement an order creating a pedestrian zone and prohibit motor vehicles from entering, driving and stopping and waiting on Felixstowe Promenade. This is largely a legal and administrative process to reinforce the current status quo.
- 2) The proposed order is being introduced for the safety of pedestrians, cyclists and mobility scooters legitimately using Felixstowe Prom.
- 3) Motorised vehicles will be prohibited except for emergency, coastguard and Council maintenance vehicles or 'C' permit holders who will have to comply with the Prom terms and conditions of use.

At its Ordinary Meeting of 9 January 2019, Council delegated authority to the Finance & General Purposes Committee to consider this matter and submit a response on its behalf (*Minute #414 of 2018/19 refers*).

**The proposed Order is at Appendix E and Committee is requested to consider and decide on any representation it wishes to make to Suffolk Coastal District Council on behalf of Felixstowe Town Council.**

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## **AGENDA ITEM 11: ACTION PLAN WORKING GROUP UPDATE**

In preparation towards the full review of the Council's Business Plan in 2019-20, Committee instructed that a Working Group be formed to review the Council's Action Plan to concentrate on strategic priorities from the Business Plan to May 2020  
*Minute #151 of 2018/19 refers.*

The Action Plan Working Group comprised Cllr S Gallant, Cllr J Garfield, Cllr D Savage, Cllr A Smith, Cllr S Wiles and Cllr K Williams, supported by the Town Clerk and Deputy Town Clerk. The Working Group met on 17<sup>th</sup> October to review Council objectives and actions, with a brief follow up meeting on 7<sup>th</sup> January to finalise. The notes of the 17<sup>th</sup> October meeting are attached at **Appendix F** and the updated Action Plan will be brought to the meeting for Committee's consideration.

**Committee is requested to consider the report of the Action Plan Working Group, review the updated Action Plan and make any recommendation to Council it deems necessary.**

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