



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE FINANCE & GOVERNANCE COMMITTEE

Cllr S Gallant (Chairman)

Cllr M Richardson (Vice Chairman)

Cllr N Barber

Cllr S Bird

Cllr M Deacon

Cllr D Savage

Cllr A Smith

Cllr S Wiles

Cllr K Williams

You are hereby summoned to attend a meeting of the **FINANCE & GOVERNANCE COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 17 July 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 is set aside to allow members of the public (up to one minute 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.

4. Confirmation of Minutes

To confirm the Minutes of the Finance & Governance Committee meeting held on 29 May 2019 as a true record. **(Pages 3-6)**

5. Budget Monitoring to 30 June 2019

To receive budget monitoring report to 30 June 2019 and consider any actions deemed necessary. **(Pages 7-10 & Appendix A)**

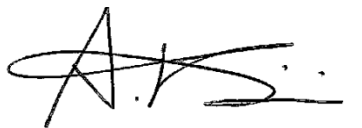
6. Council Investments

To consider the re-investment from the proceeds of a 1 year fixed-rate bond with Close Brothers. **(Page 10)**

7. Business Plan Review Steering Group

To receive a verbal update following the first meeting of the Business Plan Review Steering Group. **(Verbal report)**

8. **Budget for VE Day 75th Anniversary**
To consider budget provisions for the VE Day 75th Anniversary. **(Pages 11-13)**
9. **Broadway House Entrance Doors**
To consider funding for repairs to the automatic door at Broadway House. **(Page 13)**
10. **Honorary Freeman/Freewoman Policy**
To consider an Honorary Freeman/Freewoman Policy and any recommendation to Council. **(Appendix B)**
11. **Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 23 October 2019 at 7.30pm.



Ash Tadjrishi
Town Clerk
12 July 2019

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

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

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **FINANCE & GOVERNANCE COMMITTEE** meeting held at
Felixstowe Town Hall on **Wednesday 29 May 2019** at **7.30pm**

PRESENT: Cllr S Gallant (Chairman)
Cllr M Richardson (Vice-Chairman) Cllr D Savage
Cllr M Barber Cllr A Smith
Cllr S Bird Cllr S Wiles
Cllr M Deacon Cllr K Williams

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

28. PUBLIC QUESTIONS

There were none.

29. APOLOGIES FOR ABSENCE

There were none.

30. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as a Members of Suffolk County Council)

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

31. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 27 March 2019 be signed by the Chairman as a true record.

32. INTERNAL AUDIT REPORT TO 31 MARCH 2019

Members considered the final Internal Audit Report for the year 1 April 2018 – 31 March 2019.

RESOLVED that:

- i. the Internal Audit Report for the year 1 April 2018 – 31 March 2019 be received and noted;**
- ii. the recommendation regarding the use of the General Power of Competence be noted; and,**
- iii. it be noted that the recommendation regarding the nominated Councillor signing the bank statement rather than the Omega bank reconciliation had been actioned.**

33. 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 2019/20.

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, Mr Colin Poole of 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 paras 4.14-4.17 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2019".**

34. ACCOUNTS FOR THE FINANCIAL YEAR 1 APRIL 2018 – 31 MARCH 2019

Committee received the accounts report for the financial year 1 April 2018 - 31 March 2019. A report of any variance to budget estimates for the period greater than 10% or £500 was also received, alongside a report on Balances and Reserves. It was noted that the Annual Return for the financial year 2018-19 had been prepared based on the figures given and would be submitted to Council for approval in June.

Members noted that there was £3,680 remaining in the Armed Forces Weekend Legacy Fund and requested that a reminder is sent out to local cadet forces and other appropriate organisations regarding the fund availability.

RESOLVED that the accounts to 31 March 2019 and the Council's financial position as at year end 2018/19 be noted, with no other action required at this time.

35. BUDGET MONITORING TO 30 APRIL 2019

Committee received the budget monitoring report to 30 April 2019. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

Members noted that, due to a beneficial outcome in the cost of insurance provision for 2019/20 there would be an underspend in this area. The Clerk advised that he would bring to Committee's attention in September any pressure in other areas of the Council's budget which could be supported by this underspend.

RESOLVED that the budget monitoring report to 30 April 2019 be approved, with no other action required at this time.

36. STATEMENT OF INTERNAL CONTROL

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

It was noted that, other than non-material updates, no changes were proposed to the Council's Statement of Internal Control from the previous year.

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 2020 be recommended to Council for formal adoption as presented.

37. BUSINESS PLAN 2020-2024

Committee considered its approach for the development of the Town Council's Business Plan for 2020-24. The Clerk advised that the Committee would be working towards the recommendation of a draft Business Plan to Council in March 2020. Following a discussion, it was agreed that a small steering group should be formed to scope and oversee an inclusive process involving all Council Members.

It was RESOLVED that the Clerk, in consultation with the Chairman and Cllr M Deacon, be delegated the authority to create a small steering group of Members to scope and oversee the process of developing a draft Business Plan 2020-24, reporting back to Committee in due course.

38. WORKS TO TREES AT FERRY ROAD

Committee considered a report on the intention by Generator Optima (Ferry Road) Ltd. to prune branches on trees situated on land owned by the Council at Ferry Road, which were overhanging the boundary with their housing development site. The Clerk advised that, due to works being anticipated to start on 3rd June, this was being brought to the Finance & Governance Committee for expediency with any decisions to be reported to the next Assets and Services Committee.

Members agreed to accept the offer to extend the pruning work to minimise unbalancing the trees insofar as may be possible. It was noted that the cost of these works would be met by Generator Optima (Ferry Road) Ltd.

It was RESOLVED that the works to trees at Ferry Road be approved to be carried out by the qualified contractor a by Generator Optima (Ferry Road) Ltd.

39. CLOSURE

The meeting was closed at 8.10pm. The next meeting was noted as being scheduled for Wednesday 17 July 2019 at 7.30pm.

AGENDA ITEM 5: BUDGET MONITORING TO 30 JUNE 2019

A summary Income & Expenditure Report to 30 June 2019 is shown below with a detailed report provided at **Appendix A**.

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<div style="display: flex; justify-content: space-between;"> 09/07/2019 Felixstowe Town Council Page 1 </div> <div style="display: flex; justify-content: space-between;"> 11:19 Summary Income & Expenditure by Budget Heading 09/07/2019 </div> <div style="display: flex; justify-content: space-between;"> Month No: 4 Committee Report </div>							
<u>Finance & Governance</u>							
Income	570,109	312,973	585,463	272,490			53.5%
Expenditure	256,676	71,851	283,942	212,091	0	212,091	25.3%
Movement to/(from) Gen Reserve	313,433	241,122					
<u>Assets & Services</u>							
Income	134,510	31,674	117,835	86,161			26.9%
Expenditure	255,623	55,118	270,767	215,649	0	215,649	20.4%
Movement to/(from) Gen Reserve	(121,113)	(23,445)					
<u>Civic & Community</u>							
Income	15,042	7,150	14,692	7,542			48.7%
Expenditure	123,343	70,716	169,837	99,121	0	99,121	41.6%
Movement to/(from) Gen Reserve	(108,301)	(63,566)					
Grand Totals:- Income	719,661	351,797	717,990	366,193			49.0%
Expenditure	635,642	197,686	724,546	526,860	0	526,860	27.3%
Net Income over Expenditure	84,019	154,111	(6,556)	(160,667)			
Movement to/(from) Gen Reserve	84,019	154,111					

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 the lesser. As the Council's budgets are not produced on a phased basis, the expectation is, being three months in to the year, for overall expenditure to be around 25%, with an explanation for any items overspent by £500 or 10% or over this level (i.e. 27.5%). Total expenditure for the first quarter stood at 27.3%. Explanatory notes and any recommended action for individual qualifying items in **Appendix A** are as follows:

Cost Centre 101 - Administration
<p>4460 Subscriptions (96.7%) Front loaded – four annual subscriptions paid to date. ICO subscription to follow. Recommendation: No action required.</p>
<p>4462 Internal Audit (49.9%) Half yearly audit complete. Recommendation: No action required.</p>
<p>4464 Insurance (59%) Full year payment up front. Recommendation: No action required.</p>
<p>4481 IT Maintenance and Software (49%) Front loaded -annual fee IT support, mail boxes, 365, Defence 360, Payroll Manager & RBS already paid. Recommendation: No action required.</p>
<p>1805 Bank Interest Received (7.4%) Interest on one year bond due in July. Recommendation: No action required.</p>
Cost Centre 201 - Town Hall
<p>4110 Rates (39.5%) Rates are paid over 10 months only. Recommendation: No action required.</p>
<p>4180 Licences (100%) Paid in full for 2019-20 Recommendation: No action required.</p>
<p>1000 Hirings (13.1%) Further £1,081.67 (64.4%) invoiced, awaiting payment Recommendation: Continue to monitor.</p>
Cost Centre 202 – Walton Community Hall
<p>4110 Rates (43.3%) Rates are paid over 10 months only. Recommendation: No action required</p>
Cost Centre 203 – Broadway House
<p>1030 Leases, Rents & Licences (0.0%) To be invoiced in due course. Recommendation: No action required.</p>

Cost Centre 204 – Cemetery
<p>4110 Rates (39.5%) Rates are paid over 10 months only. Recommendation: No action required</p>
<p>1032 Mobile Phone Mast (0.0%) Paid annually, invoiced in July. Recommendation: No action required</p>
<p>1100 Interment Fees (6.9%) £8,938 (22.3%) invoiced, awaiting payment. Recommendation: Continue to monitor on a monthly basis.</p>
<p>1140 Upkeep of Grave Spaces (0.0%) To be invoiced in July. Recommendation: Continue to monitor on a monthly basis.</p>
Cost Centre 205 – Allotments
<p>1080 Allotment Rents (3.4%) Allotment rents are billed annually in September. Recommendation: No action required.</p>
Cost Centre 301 – Civic & Community
<p>4512 Engraving/Sign Writing (85%) Mayoral board sign writing paid. Recommendation: No action required</p>
<p>4600 CCTV (100%) Paid in full June 2019. Recommendation: No action required</p>
<p>4645 Christmas Lights (100%) Paid in full May 2019. Recommendation: No action required</p>
<p>1800 Agency Income (0%) CCTV contribution from SCDC, invoiced, awaiting payment. Recommendation: Continue to monitor.</p>
Cost Centre 302 – Grants
<p>4620 Annual Grants (94.8%) Grants paid except awaiting confirmation bank details from Wesel, Salzwedel & Felixstowe & District Council for Sport and Recreation Recommendation: No action required</p>

Cost Centre 305 – Community Fund Projects

4625 Felixstowe Harwich Ferry (100.0%)

Paid over at start of Financial Year.

Recommendation: No action required

4630 Level Two (100.0%)

Paid over at start of Financial Year.

Recommendation: No action required

4680 New Community Projects (50.0%)

6 months cost for the PCSO.

Recommendation: No action required

Committee is requested to consider the budget monitoring report to 30 June 2019 and decide on any action it deems necessary.

AGENDA ITEM 6: COUNCIL INVESTMENTS

Committee is requested to note that its 1-Year Investment Bond of £500,000 with Close Brothers Savings matures on 16 July 2019, receiving interest of £6,000.01. The interest rate for the year was 1.2%.

The interest will be returned to the Town Council's Barclays account and recorded in the budget as revenue income. Committee is asked to consider the next investment vehicle for the sum of £500,000, in line with its [Investment Policy and Strategy](#). This sum is not expected to negatively impact on cashflow as it relates to earmarked reserves including the Cemetery extension project and is therefore unlikely to be required in the next 12 months.

Close Brothers are currently offering (although subject to change) 1.25% for a 1-Year bond, 1.3% for 18 months, or 1.4% for 2 years.

Nationwide are offering 1.1% for a 1-Year bond, and Santander 0.5%.

The CCLA Public Sector Deposit fund has also been investigated, which is unit linked and last year gave a return of 0.6%.

The current bond will be automatically rollover for a period of two weeks from 16 July, awaiting instructions, after which the whole funds will be repaid direct to the Town Council main account.

Committee is requested to consider the above investment.

AGENDA ITEM 8: BUDGET FOR VE DAY 75TH ANNIVERSARY

VE Day 75th Anniversary

It was recently announced that the Early May Bank Holiday in 2020 will move from Monday 4 May to Friday 8 May to coincide with the 75th anniversary of VE Day - first celebrated on 8 May 1945 when Allied Forces formally accepted Germany's surrender. This will be only the second time ever that the Early May Bank Holiday has been moved – the first was in 1995 to mark the 50th anniversary of VE Day.

VE Day 75 will remember the contribution of British, Commonwealth and Allied armed forces personnel; those who contributed to the war effort and safeguarded the Home Front. As well as marking the Allies' victory in 1945, the bank holiday will serve as an opportunity to pay tribute to those who have served and continue to serve in the UK Armed Forces and their families.

Commemorative events will take place over the 3-day weekend across the country, including:

- the Nation's Toast, where over 20,000 pubs will encourage patrons to raise a glass to the Heroes of World War II
- bagpipers playing the traditional Battle's O'er at the top of the 4 highest peaks in the UK – Ben Nevis in Scotland, Scafell Pike in England, Mount Snowdon in Wales, and Slieve Donard in Northern Ireland
- bells in churches and cathedrals across the country joining forces in a special Ringing Out for Peace
- local street parties and celebrations across the 3-day weekend

At the recent Civic & Community Committee, Cllr D Aitchison and Cllr S Harkin were appointed to attend the monthly planning meetings for this event (*Minute #80 2019/20 refers*).

The first meeting took place on Thursday 11 July with Rev A Dotchin, representatives from the Royal British Legion and East Suffolk District Council. Initial ideas include performing The Last Post at the Triangle, at approximately 2.55pm on the Friday 8 May (at approximately the same time at which it is going to also be played at the four highest peaks in the UK) and the aim to obtain someone who can play bagpipes to perform a traditional air which is normally performed to mark the end of a battle. Following this, a parade through the town is hoped to be arranged with some army vehicles down to the Beach Event Area where a picnic style street party will take place.

Shops will be encouraged to decorate their window displays, and it is hoped to erect bunting along Hamilton Road. Retailers will also be encouraged to take part by offering VE Day style picnic offers, 1940s hair dos and nails.

Investigations into various funding avenues is taking place including ECB fund/ Exemplar fund and various Royal British Legion Funding. Applications can also be made to the remaining Armed Forces Weekend Legacy Fund.

If the Town Council are to lead the event, we can hold donations towards it as part of the budget but if further funds are required which is likely, committee would need to agree an increased budget, in the first instance this could be via a virement.

Currently the Remembrance budget for the year has been set to £300. However, members may like to consider allowing the surplus from the unused Insurance budget 4464/101 to be used. This budget was set at £9,450 but the new 3 year LTA for insurance has now been reduced to £5,575.49 for this year 2019/20. Leaving a small amount in there for any purchases made in the year which may require insurance, this leaves a surplus of approximately £3,500, and members may like to consider a virement from the Insurance budget to the Remembrance budget.

Other ideas for the street party would involve an evening or weekend of entertainment. The District Council may be able to provide a large screen where films of the era could be shown, and investigations are being made into the cost of a stage for 1940s style dance and music groups to perform. This would involve costs which will not be known for a few weeks. Some costs have been obtained from a similar event held previously, the Armed Forces Weekend which were as follows:

First Aid cover (St Johns Ambulance) This was for two days but included a substantial discount)	£723
Toilets (For two days so half this figure if only one day is required)	£2540
Stewarding / security (During event and overnight security for stage & eqpt)	£696
Marketing	£717
AA signage (May not be required)	£355
Transport (There will be costs if a Vintage Bus is used on the day to ferry people from car parks. This will be a lot less if one is obtained from Ipswich Transport Museum – but they may be booked with Ipswich events this weekend)	£700
Fencing, bins, cleaning. AFW had this free from Norse last time. Hopefully they can be persuaded to sponsor this event. If not there will be a cost.	0
Entertainment & re-enactors	Est. £2,500
LED outdoor cinema screen. Hopefully this can be ESC funded	Est. £3,000
Stage	£2,500
Breeze	£1,490
Generator	£365
Fireworks	£2,500

The above is only an indication of what may be involved if it is decided that the Town Council leads the event to include either one day or two days of entertainment. As the project progresses it will become clearer what funding can be obtained from outside bodies. The virement of unused budget of £3,500 would mark a commitment for the Town Council to lead the event and as the event evolves regular updates will be received by Council's Civic & Community Committee.

Committee is requested to consider the report for the VE Day 75th Anniversary and confirm whether a virement can be made from the unused budget for Council's insurance 4464/101 to the Remembrance budget 4531/301 to cover some of the initial costs.

AGENDA ITEM 8: BROADWAY HOUSE ENTRANCE DOORS

The external automatic doors to the front of Broadway House are not working and urgently require a new operator system. The current make Stanley Magic parts are still available but the whole operator is obsolete in this country. Quotes are being obtained from multiple suppliers for both a new system and for a retro kit to repair for comparison, a full report will be brought to the meeting. Funding for this emergency repair will cause a large overspend on the Repairs and Maintenance/Broadway House budget, and would be more suited to be taken from the Broadway House Earmarked Reserve 9050/900 which currently stands at £61,606. In non-urgent cases this would go to Council's Assets and Services Committee to make a recommendation to Council to fund from Earmarked Reserves. However, due to the urgent nature of the repair, Committee are requested to make a decision, and this can then be reported to Assets and Services and Council.

Committee is requested to consider the report on Broadway House Entrance Doors and decide on any action it deems necessary.