



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr D Savage (Chairman)
Cllr S Wiles (Vice Chairman)
Cllr C Barham
Cllr S Bloomfield
Cllr P Coleman

Cllr S Gallant
Cllr Jon Garfield
Cllr T Green
Cllr M Jepson
Cllr K Williams

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 17 April 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 Civic & Community Committee meeting held on 20 February 2019 as a true record. **(Pages 3-9)**

6. Civic & Community Budget Report

To receive and note the Civic & Community Budget report to 31 March 2019. **(Page 10 & Appendix A)**

- 7. Annual Grants and Other Payments**
To note and authorise the payment of annual grants and other annual payments included in the budget for 2019/20. **(Page 11)**
- 8. Community Engagement Strategy 2019-20**
To review the Council's Community Engagement Strategy for 2019-20. **(Page 11 & Appendix B)**
- 9. Annual Town Meeting**
To note arrangements for the Annual Town Meeting and the Council's Civic Awards scheme. **(Pages 12-13)**
- 10. Suffolk Day 2019**
To receive an update on arrangements for Suffolk Day on 21 June 2019. **(Page 14)**
- 11. Armed Forces Weekend Legacy Grant Update**
To receive an update on a grant application received and awarded by the panel. **(Page 15)**
- 12. Mayor's Civic Reception**
To receive a report on the arrangements for the Mayor's Civic Reception. **(Page 16)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 19 June 2019 at 7.30pm.



Ash Tadjrishi
Town Clerk
12 April 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.

481. REQUESTS FOR DISPENSATION

There were none.

482. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 19 December 2018 be signed as a true record.

483. FELIXSTOWE CREATIVE ARTS TRUST UPDATE

Committee were pleased to receive a presentation from Suzanne Hawkes on the history of the Felixstowe Creative Arts Trust (FCAT) and its plans for a community arts facility, called the Two Sisters Arts Centre, at the redundant church of St Marys, Trimley. The concept had been formed after difficulties in find a suitably sized venue to hold community performances on the Felixstowe Peninsula. It was noted that the new venue would have a capacity of approximately 80 seats for drama productions and would also serve as an arts exhibition venue.

Ms Hawkes advised that a new lease was being negotiated with the Diocese and the plan was to open the facility at the end of April as a dedicated Arts Centre in time for Summer. There would also be a website and Facebook page created.

FCAT's Business Plan was to become sustainable and cover all running costs within 3 years. Funding in the meantime would be sought from the Arts Council and Big Lottery fund, as well as applications for local council grants and Councillor support. A Member suggested that FCAT also speak to the Suffolk Coastal District Council Funding Team for help identifying additional funding streams.

RESOLVED that the Felixstowe Creative Arts Trust update be noted.

484. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 8 February 2019.

RESOLVED that the Budget Report to 8 February 2019 be received and noted as presented with no other action required at this time.

485. BSEVC UPDATE

Committee received the update provided by BSEVC on the progress of their Creative Moments project. Committee agreed to release the remainder of the grant which had been ring-fenced - £783

It was RESOLVED that the ring-fenced £783 remainder of the grant be released to BSEVC.

486. NEW TOWN MAGAZINE

Members considered the report on the new Town Magazine, and received a verbal update from the Town Clerk. Examples of another town council magazine were circulated and Members agreed that this was representative of the content they had envisaged. The Clerk reminded Committee that the cost of producing the magazine was being financed from the general fund in the first year so that there would be no extra cost to the taxpayer. However, it was anticipated that some advertising income would be received to offset some of this cost. Members were concerned that the magazine should have less advertising than other local magazines and it should include, not only Council business, but provide a platform for information from lots of other community groups. Schools could feed in news updates via the Youth Forum.

Members agreed that a working group should be created to aid the Town Clerk in producing the new magazine. This small editorial team should include two Officers, two Members and potentially involve participation with other community partners such as Visit Felixstowe.

A framework will need to be created before the elections with the aim to send the first magazine for publication at the end of May. As part of the editorial guidelines, the magazine would not include any political articles.

It was RESOLVED that:

- i. a Town Magazine Working Group be created to oversee production of the publication, comprising Cllr D Savage, Cllr K Williams, the Town Clerk, Deputy Town Clerk and other relevant community partners;**
- ii. Members representing outside bodies should engage with the Working Group to provide articles and other content for the magazine; and,**
- iii. the opportunity to participate in the new magazine be promoted on the Council's website to encourage input from community groups.**

487. FELIXSTOWE PLAY AREA PROJECT

Members considered the report on the Felixstowe play area project and the Town Clerk gave a verbal and visual update on scheme proposals being explored for the Cavendish Park, Allenby Park and Gosford Way/Ferry Road sites and detailed likely funding streams.

The Town Clerk explained the issue of some of the Allenby Park play equipment being outside of the fenced area and how this affects the Public Space Protection Order (PSPO) with regards to dogs on leads. SCDC have been asked whether the fence area can be extended and also whether it can be done with the same flooring as it would be easier to maintain in the long term.

A Member advised that he had pledged £3,900 of his SCC Locality Budget towards the scheme.

A Member asked whether the proposed MUGA had to be blue as depicted in the visuals. The Clerk agreed to investigate whether it can be ordered in a different colour and whether there was an extra cost involved. In response to a question from a Member on when other play areas in the town would be upgraded, the Clerk confirmed that, whilst a Play Area Review undertaken in conjunction with SC Norse and SCDC had identified these three locations as the highest priority, many others also required investment. These were all included in a prioritised list that would

Following a discussion on the principle of SCDC divesting the Gosford Way and Allenby Park areas to the Town Council, the Clerk advised that this would need to be subject to full consideration of matters such as tree inspections, drainage, charges on the land, easements and access rights. A full report on these matters would be brought to Council in due course. If the asset transfer goes ahead it will then fall within the remit of the Council's Assets and Services Committee to oversee the maintenance of the sites.

It was RESOLVED that:

- i. the Felixstowe Play Area project be noted;**
- ii. Committee support the applications being made to the District Council for the release of S106 and ECB funding;**
- iii. funding of £2,000 towards the scheme from the Youth Forum budget, as recommended by the Felixstowe Youth Forum be approved;**
- iv. it be recommended to Council to authorise expenditure of £27,807.79 and £27,0000 respectively from the CIL and Play Equipment Earmarked Reserves; and**
- v. it be recommended to Council that the principle of divesting the ownership of the Gosford Way play area/open space and Allenby Park on project completion from the District Council to the Town Council be approved, subject to consideration of all other relevant matters.**

488. TWINNING UPDATE

Members considered the Twinning update report, and discussed ideas for marking both the twinning anniversaries; with Wesel being the 45th Anniversary and Salzwedel being the 25th Anniversary.

It was RESOLVED that:

- i. the Twinning update report be noted;**

- ii. **the Mayor/Council formally invite the Vice-Chairman of the British German Association, Mr John Hobley, to attend the Wesel Civic Reception;**
- iii. **the invitation from Bürgermeisterin Ulrike Westkamp be accepted and for Council's delegation to Wesel this year consist of the Mayor & Mayoress/Consort, the Deputy Mayor & Escort/Consort, plus the Mayor's Secretary;**
- iv. **a gift be purchased to mark the occasion of the 45th anniversary of the twinning of Felixstowe and Wesel;**
- v. **that the Council host a reception for the visitors from Salzwedel on the evening of 19 July 2019; and,**
- vi. **costs associated with the above activities be met from Council's Twinning Budget.**

489. CCTV REPORT Q3 2018/19

Committee considered a report on CCTV. Members commented on the excellent service provided by the maintenance contractor, STC Solutions.

RESOLVED that the Q3 2018/19 CCTV report be noted as received.

490. CHRISTMAS EVENT 2019

Members reviewed the recent ice rink event held in the run up to Christmas 2018. It was agreed that the timing of the event, having coincided with school holidays, was just right and resulted in a large increase in footfall. Entertainment provided by Fresh Gold Radio which attended for the whole duration of the event had also been a success; interacting with participants created a good atmosphere that could be heard before it was seen and their presence also provided surveillance.

Members considered the dates for the Christmas Ice Rink and agreed that it should be provided for four days from Friday 20th to Monday 23rd December to again capture the end of the school term.

Members also considered the venue, in particular with regards to the possibility that they may be building on the Weatherspoon site and also to encourage more footfall in the Shared Space area. When BID is established this may be something that they are keen to explore. It was noted that holding the ice rink at Great Eastern Square has several benefits, as not only do the East of England Co-op sponsor half the cost of the ice rink, they also provide a safe place for the skates to go at night, overnight security and first aid cover.

Members discussed holding a Christmas Market at the other end of Hamilton Road, and the Town Clerk was asked to approach the Chamber of Commerce to see if it is a good place for it to be. Members commented that late night shopping had been tried before but had not been particularly successful.

RESOLVED that the deposit payment for the ice rink be approved and paid on the 1 April 2019 from the 2019/20 budget in order to confirm the provision of a synthetic ice rink at Great Eastern Square from Friday 20th to Monday 23rd December 2018; and, a report on further arrangements for the event to be brought to Committee in due course.

491. OCCASIONAL GRANTS POLICY

Committee considered the Occasional Grants Policy.

RESOLVED that Occasional Grants Policy for 2019/20 be recommended to Council for adoption as presented with no changes.

492. PRESS & MEDIA POLICY

Committee considered the Press & Media Policy.

RESOLVED that the Press & Media Policy for 2019/20 be recommended to Council for adoption as presented with no changes.

493. FORMALISING THE MAYOR'S CHARITY

Members noted that bank charges had now been introduced to the Mayor's Charity Ball account and considered formalising the Mayor's Charity by registering with the Charity Commission.

RESOLVED that the Mayor's Charity should register as the Felixstowe Mayor's Charity Fund with the Charity Commission and there should be 3 trustees in any year: the current Mayor, the Deputy Mayor and the immediate Past Mayor.

494. SUFFOLK DAY 2019

Members were pleased to note that the Mayor had received an invitation from BBC Radio Suffolk for Felixstowe to host the launch of this year's Suffolk Day.

This would involve a live broadcast from the Seafront/Town Hall Gardens at 7am with a welcome from the Mayor to Felixstowe and a proclamation to be read out on the Town Hall steps at 9.30, followed by the raising of the St Edmunds flag at approximately 9.45am.

As previously agreed, Members would organise an afternoon tea event in the afternoon similar to 2018 (*Minute #245 of 2018/19 refers*). A celebration of all things Felixstowe/Suffolk would continue on the breakfast radio show and throughout the weekend and it is hoped to involve as much of the community as possible. Ideas included involving the Pier, parkrun, the Felixstowe in Flower Launch, the emerging Felixstowe BID, Landguard Fort, the Museum, Litter Free Felixstowe, the Spa Pavilion, Visit Felixstowe TIC Hut and the open water swimmers.

A member suggested having a Suffolk Day page on the website feeding to/from the Suffolk Day website detailing the events of the weekend.

RESOLVED that the Suffolk Day 2019 report be noted, with further suggestions most welcome and an update report be brought to the next meeting.

495. ARMED FORCES WEEKEND LEGACY GRANT UPDATE

Members considered the report on the Armed Forces Weekend legacy grant, noting the update from Voice cLoud for a 'Songs of Remembrance' event. The ring-fenced grant of £470 had now been returned to the pot and a new application would be sought if appropriate. Voice cLoud have been advised to contact the Royal British Legion to see they could work together for a Remembrance concert.

It was noted that the funding pot stood at £4,116 from an initial fund of 10,796.

RESOLVED that the Armed Forces Weekend Legacy Grant update report be noted.

496. CLOSURE

The meeting was closed at 9.33pm. The next meeting was noted as being scheduled for Wednesday 17 April 2019 at 7.30pm.

AGENDA ITEM 6: CIVIC & COMMUNITY BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Civic & Community part of Council's budget. A summary of the position to 31 March 2019 is provided below with a detailed report at **Appendix A**.

10/04/2019		Felixstowe Town Council					Page 1		
15:36		Summary Income & Expenditure by Budget Heading 31/03/2019							
Month No: 12		Cost Centre Report							
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
301	Civic & Community	Income	7,562	7,442	7,992	550		93.1%	
		Expenditure	35,399	35,346	37,930	2,584	2,584	93.2%	
	Movement to/(from) Gen Reserve	<u>(27,837)</u>	<u>(27,904)</u>						
302	Section 137 Expenditure	Expenditure	30,403	32,846	32,850	4	4	100.0%	
303	Felixstowe in Flower	Income	6,246	7,600	6,250	(1,350)		121.6%	
		Expenditure	9,150	7,664	7,850	186	186	97.6%	
	Movement to/(from) Gen Reserve	<u>(2,904)</u>	<u>(64)</u>						
304	Communication	Expenditure	5,971	4,708	6,527	1,820	1,820	72.1%	
305	Community Projects & Prtnrshps	Expenditure	41,779	42,779	43,801	1,022	1,022	97.7%	
Grand Totals:- Income		13,808	15,042	14,242	(800)			105.6%	
Expenditure		122,702	123,343	128,958	5,615	0	5,615	95.6%	
Net Income over Expenditure		<u>(108,894)</u>	<u>(108,301)</u>	<u>(114,716)</u>	<u>(6,415)</u>				
Movement to/(from) Gen Reserve		<u>(108,894)</u>	<u>(108,301)</u>						

Committee is advised that these are the final figures to end of year 31 March 2019. The full final accounts position will be reported to Council in accordance with the usual accounts and audit procedures.

Committee is requested to note the budget report to 31 March 2019.

AGENDA ITEM 7: ANNUAL GRANTS AND OTHER PAYMENTS

In accordance with Committee's budget recommendations (*Minute #242 of 19 September 2019*), at its meeting of 9 January 2019 Council approved provisions for Annual Grants totalling £11,600 and other annual payments for 2019/20 (*Minute #417 of 2018/19 refers*). The receiving organisations were to be as follows:

As Annual Grants:

	2019/20
Art on the Prom	£2,000
Felixstowe Book Festival	£2,000
Citizen's Advice	£2,500
Felixstowe Carnival	£2,000
Felixstowe Council for Sport and Recreation	£ 200
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort	£1,000
Wesel Twinning Association	£ 200
Salzwedel Twinning Association	£ 200
Total	£11,600

As Partnership Projects:

	2019/2020
Level Two	£10,000
Landguard Partnership	£ 1,000
Harwich Harbour Ferry Services Partnership	£1,000
Felixstowe Forward (<i>year 2 of 3</i>)	£20,000
PSCO (<i>year 2 of 2</i>)	£34,000
Total	£66,000

Committee is requested to note the above and approve the payment of Annual Grants and other annual payments for 2019/20.

AGENDA ITEM 8: COMMUNITY ENGAGEMENT STRATEGY **2019-20**

Committee is to review its Community Engagement Strategy annually. The policy provided at **Appendix B** is presented for review and onward recommendation to Council with minor updates.

Committee is requested to review the Community Engagement Strategy 2019-20 for onward referral to Council.

AGENDA ITEM 9: ANNUAL TOWN MEETING

The Annual Town Meeting is to be held at Felixstowe Academy at 7pm on Wednesday 8th May 2018. At the Annual Town Meeting the Mayor will give his annual report, present cheques announcing the fundraising total for his charities and present the Civic Awards – including the NHS 70 Award.

The winner of the Felixstowe Photo Competition, run in conjunction with Visit Felixstowe, Felixstowe Town Council and Landguard Partnership and the winner of the Visit Felixstowe Tourism Award will be announced, with prizes presented.

The format of combining the Annual Town Meeting with Council's Civic Awards was introduced in 2018 and received highly positive feedback from many of those that attended. Members and organisations attending were invited to provide their thoughts on any changes that could be introduced this year to further improve the event. Some changes that are being considered are as follows:

- Councillors to have name badges so they are identifiable.
- A larger "Town Council" stand displaying leaflets for Felixstowe in Flower, Memorial garden and Weddings etc.
- Returning Councillors to support newly elected Councillors at a 'Meet the Council' area at the Town Council stand. Potentially set this up in the entrance area to greet members of the public on arrival and moving it into the main atrium area for the community networking session after the meeting, space permitting.
- Nominators have been recommended to limit their nomination to 2mins long/ 500 words
- Microphones should be made more flexible/accessible for speakers, so everybody who talks can reach it and everybody can hear.
- The total amount of money collected for the charities to appear on the screen when the cheques are presented, as last year it was difficult to see the amounts.
- Increased use of the slides – e.g. website, logo and organisations can be included when presenting the Visit Felixstowe Award and a slide for each of the Civic Awards with further information.
- A Member should thank the Mayor at the conclusion of the public session.
- The Mayor to possibly say a few words downstairs in the atrium towards the end reminding people about the Annual Council Meeting the following week, when the new Mayor will be elected.

Council's Civic Awards, now in its 18th year, will be presented as part of this meeting. The Civic Awards panel, comprising the Mayor, Deputy Mayor, immediate Past Mayor, Chairman of F&GP and Chairman of Civic & Communities met to decide on the award recipients. Members previously requested that the members of the panel be re-considered in June 2019 after the new administration to consider a panel which would include newer Council Members (*minute # 625 2017/18 refers*).

There are 5 Mayor's Awards – recognising local individuals for their personal contribution to the community; the Community Award - to recognise the contribution to the community by a local organisation (traditionally nominations were only invited

from Town Councillors) and the HMS Ganges Youth Trophy - presented to a local young person (aged 21 or younger) or organisation supporting young people in Felixstowe. At its meeting on 18 April 2018, members discussed extending the age to 25 but decided to retain the age limit to 21 as this was the age young people tended to leave university (*minute # 625 2017/18 refers*).

In June 2018, members agreed to mark the 70th anniversary of the NHS by way of an award to local NHS Heroes (*minute # 104 2018/19 refers*).

Charities and organisations which the Council has supported through an occasional or annual grant in 2018/19 have also been invited to attend to promote their group and provide a short written report about their activities over the past year. These reports will not be formally read out at the meeting but those attending will be given a copy and published online alongside the agenda.

Committee is reminded that the Annual Town Meeting is not a Council meeting but a meeting which the Council must convene as an opportunity for local electors to attend and raise any local matters. As such, the agenda provides for a public session following the above items.

At the end of the meeting there will be light refreshments in the Atrium with some displays from the local charities and organisations who have been invited to attend.

Committee is requested to consider arrangements for the Council's Civic Awards scheme and the Annual Town Meeting

AGENDA ITEM 10: SUFFOLK DAY 2019

At its meeting of 19th September 2018, Committee resolved that Council should participate in Suffolk Day on 21st June 2019 by the raising of the St. Edmunds flag; and provide Tea and Cake at the Town Hall to members of the public. (*Minute #245 of 2018/19 refers*). At the most recent meeting, Members were also pleased to note that the Mayor had received an invitation from BBC Radio Suffolk for Felixstowe to host the launch of this year's Suffolk Day, which will involve a live broadcast from the Seafront/Town Hall Gardens at 7am with a welcome from the Mayor to Felixstowe and a proclamation to be read out on the Town Hall steps at 9.30, followed by the raising of the St Edmunds flag at approximately 9.45am.

A wedding is taking place at the Town Hall between 10am and 11am.

Landguard Fort would like to do a musket firing on Suffolk Day around 12-1pm with plans for the Museum to raise the Suffolk flag at that time.

From 2-4pm Members will be offering tea and cake at the Town Hall to members of the public.

As this year's Suffolk Day falls on a Friday, everyone is encouraged to spread their celebrations over the weekend too. Accordingly, Saturday 22 June will see the launch of Felixstowe in Flower 2019 from 10am-12pm at the Triangle, opposite Tesco, Hamilton Road.

A page has been set up on the Council's website www.felixstowe.gov.uk/felixstowe-to-officially-launch-suffolk-day-2019 providing information to members of the public and provides a link to the official Suffolk Day website [/www.suffolkday.co.uk](http://www.suffolkday.co.uk).

Visit Felixstowe will be encouraging local groups and organisations to take part and will let us know any plans they may have for this weekend event and all events will be published in the Council's magazine in May.

Committee is requested to consider Council's participation in Suffolk Day on 21 June 2019.

AGENDA ITEM 11: ARMED FORCES WEEKEND LEGACY GRANT

At its meeting of 8 November 2017, Council agreed that a 'Suffolk Armed Forces Weekend Legacy Fund Sub-Committee' comprising Cllrs D Savage, P Coleman, S Gallant and K Williams be formed the authority to review applications as they are received and make grant awards; and that the Civic & Community Committee would receive regular updates on projects for which applications had been received and any grants awarded. (*Minute #306 of 2017/18 refers*)

Seven grants have been granted thus far and the Armed Forces Weekend Legacy Grant Sub-Committee have recently approved the eighth application as follows:

Organisation	Amount Requested	Project
Royal British Legion Felixstowe	£750	<p>To help fund two further Tommys (Total cost £1,500).</p> <p>The RBL and Council previously purchased 2 Tommy silhouettes during the WW1 commemorations. These have now been permanently positioned at Felixstowe Cemetery and St Mary's Church in Walton.</p> <p>Following the success of the town commemorative events St Peter and Paul's church in Old Felixstowe have requested a Tommy that can stand next to their CWGC headstones. In addition to this RBL would like to have a Tommy that can be moved around different locations during Remembrance each year.</p>

Following payment of the above grant the Armed Forces Weekend Legacy Grant fund will stand at £2,930.

Committee is requested to note the application received for the Armed Forces Weekend Legacy Grant and the decision of the awarding panel.

AGENDA ITEM 12: MAYOR'S CIVIC RECEPTION

Committee is requested to note the arrangements for the Mayor's Civic Reception that are being made in lieu of elections and the incoming Mayor for the Municipal Year 2019/20 being appointed at Annual Council on 15th May.

Harvest House, Cobbold Rd Felixstowe has been booked as the venue for the evening of Friday 19th July 2019.

19th July is also the date of a visit of guests from Salzwedel who will be in Felixstowe to mark the 25th anniversary of the two towns' partnership. Committee previously agreed that the Council should host a reception for the visitors on that evening (*Minute #488(v) of 2018/19 refers*). Therefore, as this coincides the guests will be invited to the Mayor's Reception to mark the occasion.

Further details with invitations will be sent out after the appointment of the Mayor at the Annual Council Meeting on 15th May.

Committee is requested to note the date and preparations for the Mayor's Civic Reception.
