

**MINUTES of the ORDINARY COUNCIL meeting held at Felixstowe Town Hall on
Wednesday 11 March 2020 at 7.30pm**

PRESENT: Cllr N Barber (Mayor) Cllr S Harkin
 Cllr M Jepson (Deputy Mayor), Cllr M Morris
 Cllr D Aitchison Cllr G Newman
 Cllr S Bennett Cllr M Richardson
 Cllr S Bird Cllr D Savage
 Cllr M Deacon Cllr A Smith
 Cllr T Green Cllr K Williams

OFFICERS: Mr A Tadjirishi (Town Clerk)
 Mrs L Monsen (Mayor’s Secretary)
 Mrs D Frost (Deputy Town Clerk)

IN ATTENDANCE: 4 Members of the public
 Sgt Peter Street, Felixstowe Neighbourhood Police Team
 Acting Sgt Russ Mason, Felixstowe Neighbourhood Police
 Ms Helen Greengrass, Felixstowe Forward Change Director

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Rev’d Marcus Mak, Rector of Christ Church, Felixstowe.

481. PUBLIC QUESTION TIME

A member of the public asked Council for support in improving the condition of the natural environment alongside Bent Hill which was suffering from neglect. Members agreed to contact East Suffolk Norse to request that this be given attention.

482. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant** and **Cllr S Wiles**

483. DECLARATIONS OF INTEREST

| Member(s) | Minute No. | Nature of Interest |
|---|-------------------|--|
| Cllr S Bird Cllr M Deacon Cllr T Green Cllr M Jepson | All | Local Non-Pecuniary (as Members of East Suffolk Council) |
| Cllr S Bird Cllr G Newman | All | Local Non-Pecuniary (as Members of Suffolk County Council) |

484. QUESTIONS TO THE MAYOR

There were none.

485. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 8 January 2020 be signed by the Mayor as a true record and adopted by the Council.

486. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

| | |
|---|---------------------|
| Wesel Association AGM | 11 January 2020 |
| Majestic Voices | 13 January 2020 |
| Mayors Charity Quiz Night | 18 January 2020 |
| Felixstowe International College Assembly | 20 January 2020 |
| Visit from the Mayor of Ipswich | 20 January 2020 |
| Scout AGM | 21 January 2020 |
| Churches Together | 26 January 2020 |
| <i>Deputy Mayor - ACCE Chinese New Year Show</i> | 26 January 2020 |
| Visit to Causton Junior School | 29 January 2020 |
| Flood Memorial Service remembering lives that were lost. | 31 January 2020 |
| Interview for Felixstowe Radio on the North Sea Floods | 31 January 2020 |
| Visit to Maidstone Infants School | 5 February 2020 |
| 100 th Birthday celebrations | 7 February 2020 |
| Visit to Fairfield & Colneis School | 10 February 2020 |
| Mayors Charity Bombay Nite | 10 February 2020 |
| Civic Visit to Wesel - Commemoration of the ending of WWII | 13 Feb- 16 Feb 2020 |
| Soft Opening of Alba Chiara Restaurant | 22 February 2020 |
| Launch of Felixstowe Fairtrade Fortnight | 24 February 2020 |
| Opening of new hydrotherapy pool at Whitworth Vets | 26 February 2020 |
| Opening and modelling at the Felixstowe Fashion Show in aid of St Elizabeth Hospice | 3 March 2020 |

| | |
|--|---------------|
| Langer School Assembly | 3 March 2020 |
| Felixstowe World Day of Prayer | 6 March 2020 |
| Visit from Felixstowe International College to the Town Hall | 9 March 2020 |
| Flying the Flag for the Commonwealth | 9 March 2020 |
| Opening of new Crescent Cafe | 10 March 2020 |
| Inspire Suffolk Awards Evening | 10 March 2020 |

The Mayor reported a very busy period visiting local schools, involving interesting talks with staff and pupils. The two charity events held since the previous meeting had been well attended with good fundraising at both.

The Mayor thanked the Deputy Mayor, Cllr Mark Jepson, for attending engagements on his behalf and for his support during the civic visit to Wesel.

The Mayor was pleased to have attended the opening of two new local businesses; Alba Chiara restaurant and the new Crescent Café and wished them well in their new venture.

The Mayor confirmed that the closing date for the Civic Awards was 30 March 2020.

It was RESOLVED that the Mayor's engagements since the previous meeting, and the above communications, be noted.

487. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- i. Planning & Environment Committee 8 January 2020**
- ii. Planning & Environment Committee 22 January 2020**
- iii. Finance & Governance Committee 22 January 2020**
- iv. Planning & Environment Committee 5 February 2020**
- v. Planning & Environment Committee 19 February 2020**
- vi. Civic & Community Committee 19 February 2020**
- vii. Assets & Services Committee 26 February 2020**
- viii. Planning & Environment 4 March 2020**

488. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

No reports received.

489. FELIXSTOWE FORWARD REPORT

Council received the report of the Felixstowe Forward Change Director, Helen Greengrass.

Ms Greengrass reported that two recent business-led BID Workshops had been well-attended and would help shape the basis of a draft business plan. It was hoped to have a small empty shop in town as a drop in to discuss BID-related matters.

Ms Greengrass reported that No 7 Sea Road (North Sea Hotel development) was now being marketed and two new businesses had opened in the town. The old Itron Building would be splitting into smaller units to make an Enterprise Park for small business use and a local business would be moving into larger premises.

There was a full list of events booked for the town. However, with concerns over the Covid-19 virus, Government guidance would be closely followed.

Ms Greengrass advised that they were still waiting to hear the outcome from the Blue Flag and Green Flag application. It was hoped to hear by April 2020 for the Blue Flag and May 2020 for the Green Flag.

Ms Greengrass reminded Members that the 2020 Season Launch event was to be held on 23 April, with limited tickets available. Councillors wishing to attend were asked to contact her directly.

A new arts programme 'Garden Seekers' project had been set up by Hamilton Micro Arts Centre. This would see a public events programme of open studios and workshops and was expected to be a real asset to the town.

The Felixstowe Timebank had 121 members registered, supporting activities including CALM (Campaign Against Living Miserably) cuppa, Supported Shopping, Stennets Cookery group and Crafty Coffee Drop in, where Memory boxes have been produced for dementia friendly cafes and hotels.

An update on the Women's Tour and Felix Fest was expected soon and would be circulated when available.

Members thanked Ms Greengrass for her comprehensive report and noted the additional update report provided by East Suffolk Council's Communities Officer

It was RESOLVED that the Felixstowe Forward update report be noted as received.

490. PCSO REPORT

Council received the report of the Felixstowe Partnership Funded PCSO reports for January and February 2020 and the Suffolk Constabulary Newsletter for February 2020.

The Mayor and all Town Councillors paid special tribute to Sgt. Peter Street on his retirement from the Suffolk Constabulary, awarding a gift and recording a vote of thanks for his long service to policing in the community.

On being invited to address the Council, Sgt. Street spoke of his pride at having served 30 years in the force and how fortunate he had been to have spent so much of his careers in Felixstowe.

The Mayor then welcomed Acting Sergeant Russ Mason to Felixstowe and invited him to address the Council. Acting Sergeant Mason expressed his gratitude to Sgt. Street and having outlined his priorities for neighbourhood policing, spoke of his dedicated to making the town a safer place and the privilege of taking on the role at Felixstowe.

RESOLVED that:

- i. the PSCO report for January and February 2020 and the Suffolk Constabulary Newsletter for February 2020 be noted; and,**
- ii. a vote of thanks be recorded to Sgt. Peter Street for his long service to policing in the community of Felixstowe.**

491. LOCAL FUNDED PCSO ARRANGEMENTS

Council was advised that the locally funded PCSO Ben Sagi would be leaving his post during March to take up a role within the police in another county.

Members discussed the need for a locally funded PCSO, given that Civil Parking Enforcement had now been confirmed as commencing across East Suffolk from 6 April 2020. Noting that local parking enforcement had been the prime factor in the decision to fund a local PCSO, it was agreed to dissolve the Service Level Agreement between the Suffolk Constabulary and the Town Council and request a refund.

Members thanked PCSO Ben Sagi for all his hard work in the town and wished him well in his new job.

It was RESOLVED to dissolve the Service Level Agreement between the Constabulary and the Town Council following the advent of Civil Parking Enforcement from 6 April 2020 and request a refund for the remainder of the contract period.

492. BUSINESS PLAN 2020-24

Members considered the final draft of the Business Plan 2020-2024 which had been circulated to all Councillors in advance of the meeting.

The Clerk confirmed that the Finance & Governance Committee would be responsible for the regular monitoring of the delivery plan to evaluate progress.

Following discussion Members asked that in Objective 1: Focus on our Environment, No: 6 is changed to read '*Promote public transportation links by working with responsible appropriate authorities and with landowners and support opportunities for new or enhanced cycle routes.*'

It was RESOLVED that the final draft Business Plan 2020-2024 be adopted subject to the amendment above.

493. ENERGY FROM WASTE TOUR

Council considered the report on the recent tour of the Suffolk Energy from Waste Facility.

Members noted the report on the recent tour of Suffolk's Energy from Waste Facility.

494. FTC/ESC JOINT LIAISON GROUP MEETING

Council considered the report of the FTC/ESC Liaison Meeting. Members asked that up update be requested from ESC on a timetable for review of the East Suffolk Norse contract, services being delivered in partnership with Citizens Advice and an update on social prescribing. Members were also invited to contact the Clerk should they wish a particular matter to be raised at any future meetings.

It was RESOLVED that the report of the FTC/ESC Liaison Group be noted as received.

495. GLOBAL HARBOUR CITIES FORUM 2020

Council considered whether to permit the Mayor and Deputy Mayor to accept the invitation to attend the 2020 Global Harbour Cities Forum as its representatives. It was noted that there was no cost to the Town Council as the City of Kaohsiung would be covering associated expenses.

The Clerk advised Council of the requirement to consider the Bribery Act 2010. Council agreed that the attendance of the Mayor and Deputy Mayor was low risk.

Following a consideration of a number of matters such as climate change, the Port of Felixstowe and international politics, alongside the opportunity to represent the home of the UK's largest container port in an ambassadorial capacity on the international stage, Members supported the invitation.

It was RESOLVED that the Mayor and Deputy Mayor be permitted to accept the invitation to attend the 2020 Global Harbour Cities Forum as the Town Council's representatives.

496. FELIXSTOWE LIBRARY PROJECT FUNDING

Council considered the report and recommendation of the Civic & Community Committee to approve a grant of £10,000 to the Friends of Felixstowe Library towards the refurbishment of the children's section of the library, to be authorised from the Community Fund Earmarked Reserve 9075/900.

Members welcomed further information on the library's plans to build links with schools and areas of the town where children needed additional support to access library facilities.

It was RESOLVED that the recommendation of the Civic & Community Committee be approved and a grant of £10,000 be awarded to the Friends of Felixstowe Library towards the refurbishment of the children's section of the library, to be authorised from the Community Fund Earmarked Reserve 9075/900.

497. FELIXFEST/WOMEN'S TOUR 2020 FUNDING

Council considered the report and recommendation of the Civic & Community Committee that the Town Council contributes £25,000 towards the FelixFest weekend (*#Min. 447 of 2019/20 refers*).

Members highlighted the ambitions for the weekend and the unique opportunity given to Felixstowe as the setting for the finish line of the Women's Tour. In addition to a range of activities already being planned, it was noted that the Town Council's funding, as main sponsor for the event, could enable the provision of an outdoor cinema screen (to screen a film on Friday 12 June, host footage throughout the weekend and show the England v Croatia Euro 2020 football match on Sunday 14 June), support the launch of a new Felixstowe Triathlon event (open to all) and cycle simulators. Part of the funding would be used to support additional marketing and promotional activities, including the commissioning of a library of professional images and videos highlighting the range of attractions in Felixstowe.

It was RESOLVED that funding of £25,000 from the Community Fund Earmarked Reserve (9075/900) be approved to support the provision of the big screen, triathlon and cycle simulators at FelixFest as a main sponsor for the weekend of the final stage of the 2020 Women's Tour.

498. LANGLEY AVENUE PLAYING FIELD

Council received the report on Langley Avenue Playing Field and noted that, following consideration of this matter by the Assets & Services Committee, the Clerk has written to Suffolk County Council to confirm the Council's interest in potential transfer of the land and to enquire the terms by which this may be achieved (*Minute #469 of 2019/20 refers*).

Members welcomed the report and asked that a business case be brought forward in due course, when progress with the County Council was made.

It was NOTED that Suffolk County Council had been formally approached to confirm the Town Council's interest in taking on Langley Avenue Playing Field.

499. FELIXSTOWE PENINSULA COMMUNITY PARTNERSHIP

Council noted the outcome of the first Felixstowe Peninsula Community Partnership meeting that took place on 24 February 2020.

The Deputy Mayor, who chaired the Partnership in his capacity as a District Councillor, highlighted the good contribution made by those attending in addressing several linked priorities. Some Members had recently met the new Principal of Felixstowe Academy and were pleased to report plans to raise standards and re-establish the school library.

It was RESOLVED that the outcome of the first Felixstowe Peninsula Community Partnership meeting be noted and that the Mayor, Chairman of Civic & Community Committee and the Town Clerk would continue to attend the Partnership meetings on behalf of Felixstowe Town Council.

500. INSURANCE ARRANGEMENTS 2020/21

Council considered its insurance arrangements for 2020/21 as per the recommendation of the 22 January 2020 Finance & General Purposes Committee (*Minute #422 of 2019/20 refers*).

Members requested the Finance & Governance Committee also consider the value of a cyber insurance policy.

It was RESOLVED that the Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2019/20.

501. INVESTMENT POLICY & STRATEGY 2020/21

Council considered its Annual Investment Policy & Strategy for 2020/21 as updated to reflect current investments and recommended by the 22 January 2020 Finance & Governance Committee (*Minute #421 of 2019/20 refers*).

RESOLVED that the Investment Policy & Strategy for 2020/21 be approved and adopted as presented in the report.

502. OCCASIONAL GRANTS POLICY 2020/21

Council considered its Occasional Grants Policy for 2020/21 as recommended by the 19 February 2020 Civic & Community Committee (*Minute #455 of 2019/20 refers*).

RESOLVED that the Occasional Grants Policy for 2020/21 be approved and adopted as presented in the report.

503. PRESS & MEDIA POLICY 2020/21

Council considered its Press & Media Policy for 2020/21 as recommended by the 19 February 2020 Civic & Community Committee (*Minute #456 of 2019/20 refers*).

RESOLVED that the Press & Media Policy for 2020/21 be approved and adopted as presented in the report.

504. ACCOUNTS FOR PAYMENT

It was **RESOLVED** that the schedule and payment of accounts be received and approved as follows:

| Date | Voucher Nos. | Total Payment |
|-------------|---------------------|----------------------|
| 06/01/2020 | 367 - 382 | £12,829.07 |
| 31/01/2020 | 383 - 403 | £40,092.62 |
| 18/02/2020 | 404 - 429 | £7,464.91 |
| 28/02/2020 | 430 - 440 | £35,705.40 |
| | TOTAL | £96,092.00 |

505. CLOSURE

The meeting was closed at 9.35pm. Members noted that the next meeting of the Council, the Annual Council Meeting, was due to take place on Wednesday 20 May 2020 at 7pm clashed with an East Suffolk Council Meeting. It was agreed to change the date of the Annual Council Meeting to Thursday 21st May 2020 at 7pm.

It was also noted that the Annual Town Meeting would be held at Felixstowe Academy at 7pm on Wednesday 13 May 2020.

Date: _____

Town Mayor: _____