

Telephone: 01394 282086  
Fax: 01394 285920  
email: enquiries@felixstowe.gov.uk

9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr S Wiles (Chairman)

Cllr D Savage (Vice Chairman)

Cllr S Bennett

Cllr S Gallant

Cllr S Harkin

Cllr G Newman

Cllr M Morris

Cllr M Richardson

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 20 April 2022** at **7.30pm** for the transaction of the following business:

### **Public Attendance**

*Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend via Zoom. Members of the public are invited to make representations or put questions to the Committee during the public session.*

**To join the meeting please follow this link:**

<https://us02web.zoom.us/j/89465860989>

Alternatively, you may join via the meeting ID 894 6586 0989 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

*Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.*

**Ash Tadjrishi**  
**Town Clerk**  
**13 April 2022**

For information (via email):

All Town Councillors  
Local Press

## 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 any requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.
- 4. Confirmation of Minutes**  
To confirm the Minutes of Civic & Community Committee meeting held on 16 February 2022 as a true record. **(Pages 4-7)**
- 5. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 31 March 2022 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Felixstowe in Flower and Outside Planting Scheme**  
To receive an update on Felixstowe in Flower and **(Pages 9 - 10)**
- 7. Annual Town Meeting/Civic Awards and the Annual Council Meeting**  
To note arrangements for the Annual Town Meeting and the Council's Civic Awards scheme. **(Page 10)**
- 8. The Queen's Platinum Jubilee weekend**  
To receive an update on the Queen's Platinum Jubilee weekend. **(Pages 10 - 11)**
- 9. Suffolk Day 2022**  
To consider arrangements for Suffolk Day on Monday 21 June 2022. **(Page 12)**
- 10. S106 Outdoor Playing Space Fund Applications Consultation**  
To consider a consultation from ESC on applications received from Felixstowe Rugby Club and Felixstowe Cricket Club. **(Page 12)**
- 11. CCTV Update**  
To note an update from the CCTV Working Group and consider any action it deems necessary. **(Pages 13-14 & Appendices B-E)**
- 12. Digital Community Directory Project**  
To receive an update on the Digital Community Directory Project. **(Page 15)**
- 13. Town Council Magazine**  
To consider a report on design of the Town Council Magazine **(Page 15)**

**14. Heritage weekend**

To receive a request from the Felixstowe Society to open the Town Hall for Sunday 11<sup>th</sup> September for the Heritage Weekend. **(Page 16)**

**15. Annual Grants and Other Payments**

To note and authorise the payment of annual grants and other annual payments included in the budget for 2021/22. **(Page 17)**

**16. Community Engagement Strategy 2022-23**

To review the Council's Community Engagement Strategy for 2022-23. **(Page 17 & Appendix F)**

**17. Closure**

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 15 June 2022 at 7.30pm.



the Trim trail was relocated from Sea Road and is now in place in a loop round the park. It was noted that the onward upkeep of the Trim Trail would be maintained by Norse within the wider Langer Park schedule on behalf of East Suffolk Council.

Members were advised that, on 11<sup>th</sup> March, 7 oak trees would be planted for the Queen's Platinum Jubilee, and in June, two new benches made from Oak trees from the Grove woodlands will be put in place. New play equipment was being planned for ages 5-12 with some fully accessible play equipment, new signage, a refurbishment of the toilets and wheelchair friendly picnic benches. A Member asked if ESC would be consulting with the Disability Forum and it was agreed that this would be followed up. Members commented on the vulnerability of public toilets to vandalism and asked whether CCTV was being considered. Ms Hack advised that measures were being considered to make the toilets as vandal-proof as possible and that there was already CCTV nearby.

The Town Council was asked to consider support for a memorial feature to mark the impact of coronavirus on the community and the resilience of Felixstowe. In keeping with the theme of 'resilience', any such memorial would need to be of a durable material which would not require much in the way of ongoing maintenance, for example a significant piece of rock or granite, to commemorate the pandemic.

Flooding was discussed as it was noted that the park would always be susceptible to this issue due to its topography. Ms Hack advised that this was in hand and the watercourse would be managed appropriately.

Members were impressed by the project plans and looked forward to more details soon. Mrs Edgerley agreed to share the presentation slides with the Council.

Following the conclusion of the presentation Committee discussed the concept of the memorial and proposals for the play/family focused features by the creek area and whether the Town Council should make contribution towards these areas. This Town Clerk advised that funding for this could come via the Community Fund Earmarked Reserve, or potentially CIL, though this would require authorisation from Council on a recommendation of Committee.

Members suggested that further information should be sought on what could be achieved for the memorial and creek features for around £10,000 and £15,000 respectively.

**Committee NOTED the presentation on Langer Park enhancements and thanked Mrs Edgerley, Ms Hack and the design architect for their hard work on the project.**

### **362. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 10 February 2022.

**It was RESOLVED that the Budget Report to 10 February 2022 be received and noted as presented with no other action required at this time.**

**363. THE QUEEN'S PLATINUM JUBILEE WEEKEND**

Committee received an update report on the Queen's Platinum Jubilee.

**It was RESOLVED that the report on the Queen's Platinum Jubilee be noted.**

**364. ANNUAL TOWN MEETING/CIVIC AWARDS 2022**

Committee noted the report on the Annual Town Meeting including the presentation of the Civic Awards. Members noted that it was not possible to currently hire the Felixstowe School as in previous years. The Civic Events Officer advised that Harvest House and The Orwell Hotel were being investigated as potential alternative locations. Members suggested the Orwell Hotel would be preferable to Harvest House due to parking.

Committee discussed the Civic Awards, which this Platinum Jubilee year, would seek to celebrate community contributions made by local volunteers throughout the Queen's reign. Following further discussion, it was agreed that a special service award should also be considered. It was also agreed that the Civic Awards branding should have a 'jubilee' refresh to help promote the significance of the year.

**It was RESOLVED that the Annual Town Meeting and Civic Awards report be noted.**

**365. FELIXSTOWE IN FLOWER 2022**

Committee noted the report on Felixstowe in Flower and considered the competition categories. It was suggested that a limit be placed on the number of categories that each entrant could enter and an extra category of 'Best Newcomer' (not just for allotments) be considered. Members suggested that a publicly-voted 'Best Jubilee theme' award be introduced for this year only, with voting via social media. Members asked that some competition entry forms be made available at the tourist information hut.

**It was RESOLVED that:**

- i. The Felixstowe in Flower 2022 report be noted;**
- ii. Two new categories for 'Best Newcomer Overall' and 'Best Jubilee theme' be created;**
- iii. The 'Best Jubilee theme' entries go out for a public vote via social media; and**
- iv. Competition forms are given to the Tourist Information Hut to promote.**

### **366. TOWN CENTRE TREE PLANTERS**

Committee considered a tabled report on tree planters in the Hamilton Road shared space. It was noted that new wooden planters were estimated to cost around £400 each, with appropriately sized trees for each likely to cost a similar amount. Members agreed that the Council should use the underspend in the bedding plants budget to purchase wooden tree planters and trees for the shared space. The Town Clerk reported having consulted with the BID on the possibility of additional tree planters to the north and south of shared space also. Committee noted a request from the BID asking whether a local shopkeeper could refurbish the traffic-restricting planters at the entrance to the shared space area, which would include repainting them to a different colour. Members supported this idea.

**It was RESOLVED that authority be delegated to the Town Clerk, in consultation with the Chairman and Vice-Chairman, to purchase new tree planters and suitable trees, and circulate the information to all Members of the Committee via email.**

### **367. OCCASIONAL GRANTS POLICY**

Committee reviewed the Council's Occasional Grants Policy.

**RESOLVED that the Occasional Grants Policy for 2022/23 be recommended to Council for adoption as presented with no changes.**

### **368. PRESS & MEDIA POLICY**

Committee reviewed the Council's Press & Media Policy.

**RESOLVED that the Press & Media Policy for 2022/23 be recommended to Council for adoption as presented with no changes.**

### **369. OCCASIONAL GRANT APPLICATION – FELIXSTOWE AREA COMMUNITY TRANSPORT**

Committee considered the grant application from FACTS for funding towards repairs to the FACTS portacabin.

**It was RESOLVED that an Occasional Grant of £2,000 be awarded and approved for payment to Felixstowe Area Community Transport (FACTS).**

### **370. CLOSURE**

The meeting was closed at 9.31pm. The next meeting was noted as being scheduled for Wednesday 20 April 2022 at 7.30pm.

## **AGENDA ITEM 5: CIVIC & COMMUNITY BUDGET REPORT**

Committee is to regularly receive reports on the Civic & Community element of Council's budget. A summary of the position to 31 March 2022 is provided below with a detailed report at **Appendix A**. This may not be the final year end position due to final year-end adjustments, such as accruals, which are still to be made.

1 April - 31 March 2022

### **Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community**

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
301 Civic & Community	6,992.00	4,002.54	2,989	57.24%	35,920.00	26,301.35	9,619	73.22%
302 Grants				N/A	36,400.00	32,399.71	4,000	89.01%
303 Felixstowe in Flower	8,250.00	3,195.86	5,054	38.74%	5,900.00	4,309.10	1,591	73.04%
304 Communication	10,000.00	5,590.40	4,410	55.90%	13,112.00	13,105.00	7	99.95%
305 Community Projects & Partne				N/A	43,301.00	31,155.88	12,145	71.95%
<b>NET TOTAL</b>	<b>25,242.00</b>	<b>12,788.80</b>	<b>12,453.20</b>	<b>50.66%</b>	<b>134,633.00</b>	<b>107,271.04</b>	<b>27,361.96</b>	<b>79.68%</b>

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**Committee is requested to consider the budget report to 31 March 2022 and decide any action it deems necessary.**

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## **AGENDA ITEM 6: FELIXSTOWE IN FLOWER & OUTDOOR PLANTING**

After two very quiet years due to Covid, preparations are taking place for the launch of Felixstowe in Flower. The launch will once again be held at the Triangle but will be earlier than normal on Saturday 28<sup>th</sup> May from 10am – 12 noon in time for the Jubilee Weekend.

There will be the usual Councillor pot plant competition, so that the local community can judge the best pot. There will also be stands from local community groups. Free refreshments are being provided by the East of England Co-op.

We would like as many Councillors as possible to attend.

Previous sponsors and others are being invited to sponsor a basket or tub and the prices are being kept at the same level as previous years.

The Awards evening is planned to take place on Friday 16<sup>th</sup> September and will be held at the Orwell Hotel.

### **Sustainable Bedding Plants**

Following Committee's instruction, earlier this year the wooden planters throughout the town were planted with colourful sustainable bedding plants. The plants are becoming established and three which were stolen are being replaced.

Signs have been made for all the wooden planters advising that "*Felixstowe Town Council is trialling perennial planting instead of seasonal flowers in some locations to further reduce our environmental impact.*" These signs will also be placed in the flower beds at the Triangle and along the Seafront where sustainable bedding has now also been planted.



As agreed at the last meeting, (*Minute #366 2021/22 refers*) and following consultation with the Chairman and Vice-Chairman, the Clerk has ordered seven wooden planters at £310+VAT each; and seven good-sized, 12-14cm girth / approx. 3m high, Himalayan Birch trees (*Betula utilis jacquemontii*) at £248+VAT. These will replace the metal planters in the shared space. The Felixstowe BID has made the same order and these additional seven trees will be located north and south of the shared space, subject to SCC Highways approval.

**Committee is requested to note the update on Felixstowe in Flower and the outdoor planting schemes.**

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## **AGENDA ITEM 7: ANNUAL TOWN MEETING/CIVIC AWARDS AND THE ANNUAL COUNCIL MEETING**

The Annual Town Meeting is to be held at the Orwell Hotel on Wednesday 11<sup>th</sup> May 2022 at 7pm. During 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. Community groups and grant recipients have been invited to attend and provide a report. Following the public session, attendees will be provided with refreshments and an opportunity to view the community groups' stalls.

A good number of nominations were received for the Civic Awards (the 'Jubilee Jewels' of Felixstowe) with further nominations being sought for the Ganges Youth Trophy, which had received few before the 31 March deadline. The panel will convene shortly to review the nominations.

The Council's Annual Meeting will be held the following Wednesday 18<sup>th</sup> May at 7pm, at the Town Hall.

**Committee is requested to note the information on the Annual Town Meeting/Civic Awards Ceremony and the Annual Council Meeting and decide any actions it deems necessary.**

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## **AGENDA ITEM 8: QUEENS PLATINUM JUBILEE WEEKEND**

Town Council staff have been involved with the Queen's Platinum Jubilee weekend working committee who are meeting regularly to organise events over the Bank Holiday Weekend Thursday 2<sup>nd</sup> June – Sunday 5<sup>th</sup> June 2022.

The weekend will be preceded by the Festival of Suffolk Torch Relay. This event will consist of a 550-mile torch relay visiting 250 towns and villages in Suffolk as part of the wider programme celebrating the Queen's Platinum Jubilee.

The torch will start its journey in Brandon on Friday May 13, before, reaching its conclusion at the Suffolk Show at Trinity Park, on Wednesday June 1.

Selected community heroes will be accompanying the torch as it makes its way around the county, alongside the Bury St Edmunds Rickshaw team, with the rickshaws from Stowmarket and Framlingham joining along the route. The rickshaw services are run as charities that offer free rides to those who are experiencing mobile or social isolation, allowing people to get outside and interact with people.

The relay is due in Felixstowe on 31st May when it will be carried from Bawdsey on the ferry and travel a route around Felixstowe. It will then stay overnight before its last leg of its journey to the Suffolk Show on 1<sup>st</sup> June.

The itinerary of the Jubilee weekend will be published within a programme to be printed and circulated before and during the event. Subject to change, the plans currently are as follows:

### **Thursday 2 June**

- 12.30pm March from the Town Centre to the Town Hall
- 1pm Mayor to read proclamation on Town Hall steps
- 8pm – 10pm Free entry by Eventbrite ticket at Landguard Fort with the following programme:
- 8pm – 9.40pm Music by Rachel Foskett, the Felixstowe Community Choir and a brass band tbc.
- 9.42pm Piper plays Diu Regnare
- 9.45pm Lighting of the Beacon followed by the Song for the Commonwealth performed by the Felixstowe Community Choir and the National Anthem.

### **Friday 3 June and Saturday 4 June at the Beachside Events Area**

- 12 noon – 4pm on both days Community groups on stage
- 4pm – 10pm on both days Bands and Entertainment, bands playing music to reflect on the 70 years reign of the Queen by playing from each of the decades.

### **Sunday 5 June**

12 noon – 3pm

The Big Lunch, free entry 'bring your own picnic' to eat at Hamilton Road Street Party, organised by the Lions Club of Felixstowe. Table and chairs to be supplied with tickets free of charge to be booked on Eventbrite. There will be children's entertainment and music provided by Fresh Gold Radio.

Volunteers are being sought across the weekend, and staff and members are encouraged to sign up for one of the two-hour slots over the weekend.

**Committee is requested to consider the update report on the Queen's Platinum Jubilee weekend.**

## **AGENDA ITEM 9: SUFFOLK DAY**

Since its inception in 2016, Council has participated in Suffolk Day on 21<sup>st</sup> June by the raising of the St. Edmunds flag, and in the years prior to 2020, Councillors have served tea and cake outside the Town Hall to members of the public. This provision has been made possible by Councillors giving up their own time, supplying cakes and helping on the day.

Members are asked to consider the Council's involvement in Suffolk Day this year which falls on a Tuesday.

**Committee is requested to consider Council's participation in Suffolk Day on 21 June 2022.**

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## **AGENDA ITEM 10: S106 OUTDOOR PLAYING SPACE FUND APPLICATIONS CONSULTATION**

ESC has received applications from Felixstowe Rugby Club and Felixstowe Cricket Club for sports funding from the S106 Outdoor Playing Space Fund.

The Rugby Club would like to use funds toward the first phase of a two-phase project, for the installation of floodlights. A second phase is being planned to provide an extension to the clubhouse. A copy of the application and a document that the Club produced to secure funding from Suffolk County Council Locality budget is available for Members.

There is currently £99,347.03 available in the sport pot and the club are asking for £30,000. They have not received any funds from the ODPS previously.

Felixstowe Cricket Club has applied to use funds from S106 Outdoor Playing Space Fund to purchase a Defibrillator that will be installed on the outside of their temporary building at Deben School and can be used by anyone. When the works are completed at Deben School it can then be moved on to the clubhouse building. A copy of the application to ESC is available for Members.

ESC has asked the Town Council to indicate whether it supports, or has any objections to, these applications. If the Town Council considers that the scheme(s) should not be supported, these applications may need to be referred to ESC Cabinet for a decision.

**Committee is requested to consider any response to East Suffolk Council on the applications it received from the Rugby Club and Cricket Club for S106 Outdoor Playing Space Funding.**

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## **AGENDA ITEM 11: CCTV WORKING GROUP UPDATE**

The current 3-year contract for the maintenance of CCTV ends on 30 June 2022. The contract covers support for a total of 15 cameras, 6 of which belong to East Suffolk Council and are in the Seafront gardens. These were erected in 2015/16 and received 10 years of funding from the Heritage Lottery fund. The other 9 cameras belong to Felixstowe Town Council following a CCTV partnership project which was initiated in 2008. The contract is currently managed and paid by FTC, with ESC reimbursing the Town Council on an equitable 6:9 ratio, which is currently an annual cost to ESC of £3,992.

A quote to extend the contract (**Appendix B**) has been received with an increase of £299 for FTC and £199 for ESC the quote has been given for 12 months and at the end of this period there is an option to renew for 3,6 or 12 months at the same annual price or pro-rata depending upon contract length required.

Since the pandemic, there have been no volunteers able to monitor the cameras from the Felixstowe Police/Fire Station. As such the equipment is mainly used for recording, with data sought after an incident occurs. Prior to the pandemic it was becoming increasingly challenging to identify and invest in volunteers to monitor a CCTV system that would be most effectively viewed during unsociable hours. Whilst recording is continuous, the failure of a camera may not be picked up until after an incident occurs, due to lack of live monitoring. An enquiry is being made in the interim to see whether the Police can check on the equipment once or twice a week to ensure that the cameras are working.

A meeting took place on 29<sup>th</sup> March between East Suffolk Council and Felixstowe Town Council Officers to discuss the possibility of linking the cameras in to the ESC live-monitoring facility in Lowestoft, currently being carried out by Norse. As ESC may also seek to add more CCTV cameras as part of the South Seafront developments, it may be that the majority of cameras in Felixstowe will be ESC-owned. Notwithstanding the number of cameras, there are clear benefits for ESC in having its public assets covered by CCTV being monitored live. With the recent announcement that ESC will not be renewing the Norse contract, there is an opportunity to review the arrangement, however this will not happen immediately.

After this meeting the CCTV Working Group met and were updated on the meeting with ESC, they initially looked at the different options available to FTC which are as follows:

- Option 1. Extend contract – not ideal as equipment ageing but may be necessary in the interim. If so a reduced contract length and flexibility would be required.
- Option 2. Upgrade kit to improve image and continue with maintenance and monitoring as is – there are cost implications with the upgrade which may be a problem in the future if kit purchased is not compatible with infrastructure to enable live centralised monitoring via ESC.
- Option 3. Extend contract on a short-term basis and seek to upgrade equipment with a view towards enable monitoring to be carried out from a live 24 hr

centre or at least part time in peak times in Suffolk – this is the preferred option but may be another year or so away. However, it is generally agreed that CCTV is most effective when it is being live-monitored, so the ability for remote-monitoring is a key aspiration to an upgraded system. ESC has been very helpful in engaging with us on the aspiration to ensure that the right areas are being covered and that ESC's 'South Seafront' project can appropriately linked in.

- Option 4. Reduce/remove CCTV provided by FTC - the CCTV Working Group should also consider the effectiveness and value of the Town Council funding elements of a CCTV system that is reliant on non-monitored cameras capturing evidence-quality images within areas of arguable risk. FTC's cameras mostly cover the public realm of Hamilton Road and a short section of the seafront. Most shops/businesses have their own CCTV. Majority of ASB issues where CCTV is present has been within ESC maintained Seafront Gardens, particularly the shelters.

The CCTV Working Group has drawn up a wish list of cameras and equipment that would be required to make the images much clearer and enable monitoring by ESC. Members of the Working Group also considered monitoring the equipment in house, but this is highly complex, with Data Protection issues, and would not be suitable to carry out through the night monitoring at the Town Hall. The Surveillance Camera Code of Practice shows the complexities of monitoring via CCTV:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/498895/SCC\\_Councillors\\_Guide\\_-\\_February\\_2016.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/498895/SCC_Councillors_Guide_-_February_2016.pdf)

The notes from the recent Working Group meeting are shown at **Appendix C**. As it is likely to be a longer process to work with ESC to obtain live monitoring (the preferred option), the Group agreed that quotes should be obtained in the interim to upgrade the equipment. Following a walkabout throughout the town in the Summer with the Police and ESC there may be additional cameras required for the quote (although these should be cheaper with new technology). ESC has offered to advise on the type of equipment that would fit in with their monitoring centre, to ensure anything acquired is future proof. Three quotes will be obtained.

In the interim, the Working Group recommend that the existing contractor should continue to service the equipment. Last month, two cameras became unsafe and inoperative due to rust, STC have offered to lend two cameras, in position prior to Easter and have quoted for replacement of these two cameras with a buy back option shown at **Appendix D**. The Working Group is not recommending replacement with new equipment at this point in time and enquiries will be made into the continuation of borrowing the cameras that are now in place.

A maintenance report from STC covering the period from June 2021 to January 2022 is shown at **Appendix E**.

**Committee is requested to note the update from the CCTV Working Group and consider any action it deems necessary.**

## **AGENDA ITEM 12: DIGITAL COMMUNITY DIRECTORY PROJECT**

The Community Directory is a single access point for local groups to publish information about their organisation and community events happening throughout Felixstowe. The Directory has now gone 'live' as an extension of the Felixstowe Town Council website.

A period of initial administrative effort will be required to get the Community Directory up and running. All local community groups and organisations will be contacted and asked if they would like the Town Council to upload their information manually. Subsequent work will involve the promotion of the Community Directory to ensure that it is embedded in the local consciousness.

We will be seeking to establish the Community Directory as a primary resource for the 200+ community groups and organisations in Felixstowe to promote both their regular meetings and occasional larger events, providing a more convenient system for everybody searching for something social. Previously, information about local community groups and events taking place in Felixstowe was spread across several individual websites. With the Community Directory providing a single-source for information about local community groups, it should be easier for new and existing members to access.

**Committee is requested to note the report on the Digital Community Directory Project and consider any action it deems necessary.**

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## **AGENDA ITEM 13: TOWN COUNCIL MAGAZINE**

Since the move from a two-page A4 newsletter to a professionally produced quarterly publication in Summer 2019, the Town Council's seasonal magazine has become well-established. The most recent 12<sup>th</sup> edition, Spring 2022, consisted 32 pages of a variety of community and Council content, including a four-page spread on the Jubilee weekend events.

The objective for the magazine is to be as informative as it is visually pleasing. Whilst we aim to include as much relevant information as possible, there is a trade-off between content and layout. Alongside information about Council activities the magazine provide community news across a variety of thematic section, for example; the Environment, Health and Wellbeing, Schools and Community news.

In September 2020, Committee agreed to licence Adobe InDesign to trial the design of the magazine by Council staff (*Minute #225iii 2020/21 refers*). This has worked well but is very time-consuming. Prior to this the design was provided by the printer.

Quotes have been obtained from some local graphic designers but these have proven to be more expensive that the InDesign option. The Flyer Press, who currently print and arrange for delivery of the magazine, are able to take on the design element at £6 per page, the same cost as previously, which represents good value for money. The cost of paper has increased by 30%, which was not known at budget setting for the year ahead. The Flyer Press has undertaken to keep the price

increase to a minimum. Members will be advised of this cost, should it be known by the time of this meeting.

Committee is also requested to note that the circulation is now 11,500, up from 11,000 – the level at which we are currently being invoiced – due to new housing development. Committee should expect that, as additional developments occur, the circulation will increase further over time.

Additional advertisement revenue is being sought to mitigate the cost of producing the magazine, following a sustained downturn during the pandemic.

**Committee is requested to consider the report on the Town Council Magazine and any action it deems necessary**

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### **AGENDA ITEM 14: HERITAGE WEEKEND**

A request has been received from the Felixstowe Society to enquire whether the Town Hall would consider opening its doors on Sunday September 11<sup>th</sup> for the Heritage Weekend. Their archivist Bev Boyce would be happy to put on another display featuring the Town Hall and they will be able to supply stewards.

**Committee is requested to consider opening the Town Hall to enable the Felixstowe Society to facilitate the building being opened to the public on Sunday September 11<sup>th</sup> for the Heritage Weekend.**

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## **AGENDA ITEM 15: ANNUAL GRANTS AND OTHER PAYMENTS**

In accordance with Committee's budget recommendations (*Minute #135 of 15 September 2021*), at its meeting of 12 January 2022 Council approved provisions for Annual Grants totalling £11,200 and other annual payments for 2022/23 (*Minute #318 of 2021/22 refers*). The receiving organisations were to be as follows:

### **As Annual Grants:**

Art on the Prom	£1,400
Felixstowe Book Festival	£2,000
Citizen's Advice	£3,000
Felixstowe Carnival	£2,000
Felixstowe Council for Sport and Recreation	£ 300
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort	£1,000
Wesel Twinning Association	£ 0
Salzwedel Twinning Association	£ 0
<b>Total</b>	<b>£11,200</b>

### **As Partnership Projects:**

Level Two	£10,000
Landguard Partnership	£ 5,000
Harwich Harbour Ferry Services Partnership	£1,000
<b>Total</b>	<b>£16,000</b>

Also, £6,750 towards the provision of the 2022 Christmas lights to the Lions Club of Felixstowe.

**Committee is requested to note the above and approve the payment of Annual Grants and other annual payments for 2022/23.**

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## **AGENDA ITEM 16: COMMUNITY ENGAGEMENT STRATEGY** **2022-23**

Committee is to review its Community Engagement Strategy annually. The current Strategy is presented at **Appendix F** for review and onward recommendation to Council.

**Committee is requested to review the Community Engagement Strategy 2022-23 for onward referral to Council.**

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