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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL TOWN COUNCILLORS

Cllr M Jepson (Mayor of Felixstowe)
Cllr S Harkin (Deputy Mayor)
Cllr D Aitchison
Cllr N Barber
Cllr S Bird
Cllr S Bennett
Cllr M Deacon
Cllr S Gallant

Cllr T Green
Cllr M Morris
Cllr G Newman
Cllr M Richardson
Cllr D Savage
Cllr A Smith
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend the **ANNUAL** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at **FELIXSTOWE TOWN HALL** on **Wednesday 18 May 2022** at **7pm**.

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to meeting during the public session.

There is a limit to the number of public attending in-person, which may be further affected by coronavirus guidance. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 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 May 2022

Moment of Reflection: Rev. Chris Hood, St. Andrew's Church, Felixstowe

A G E N D A

- 1. Election of Mayor**
To elect the Mayor of Felixstowe for the Municipal Year 2022-23. The new Mayor will make the Statutory Declaration of Acceptance of Office and address the Council.
- 2. Election of Deputy Mayor**
To elect the Deputy Town Mayor for the Municipal Year 2022-23.
- 3. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.
- 4. Apologies for Absence**
To receive apologies for absence.
- 5. 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.
- 6. Confirmation of Council Minutes**
To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 9 March 2022 as a true record. **(Pages 4-8)**
- 7. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following meetings:
 - a) Planning & Environment Committee 9 March 2022 **(Pages 9-12)**
 - b) Planning & Environment Committee 23 March 2022 **(Pages 13-15)**
 - c) Finance & Governance Committee 23 March 2022 **(Pages 16-20)**
 - d) Planning & Environment Committee 6 April 2022 **(Pages 21-22)**
 - e) Personnel Committee 6 April 2022 **(Pages 23-24)**
 - f) Planning & Environment Committee 20 April 2022 **(Pages 25-28)**
 - g) Civic & Community Committee 20 April 2022 **(Pages 29-34)**
 - h) Assets & Services Committee 27 April 2022 **(Pages 35-40)**
 - i) Planning & Environment Committee 4 May 2022 **(Pages 41-45)**
- 8. Annual Report 2021-22**
To approve and adopt the Annual Report of the Town Council for the Municipal Year 2021-22. **(Appendix A)**
- 9. Scheme of Delegation to the Town Clerk 2022-23**
To review and approve authority delegated to the Town Clerk by Council for 2022/23. **(Pages 46-47)**

10. Council Governance and Policy 2022-23

To adopt the following governance and policy documents for 2022-23:

- a) Terms of Reference (Page 48 & Appendix B)
- b) Standing Orders (Page 48 & Appendix C)
- c) Financial Regulations (Page 48 & Appendix D)
- d) Risk Management Policy & Risk Register (Page 48 & Appendix E)
- e) Complaints Procedure (Page 49 & Appendix F)
- f) Freedom of Information Publication Scheme (Page 49 & Appendix G)
- g) Community Engagement Strategy (Page 49 & Appendix H)
- h) Model Councillor Code of Conduct (Pages 49-51 & Appendix I)

11. Appointments to Committees

To appoint Chairmen, Vice-Chairmen and Members to serve on the following Committees plus other Groups for 2022-23:

- Finance & Governance Committee (9 Members)
- Assets & Services Committee (9 Members)
- Civic & Community Committee (9 Members)
- Planning & Environment Committee (9 Members)
- Personnel Committee (5 Members)
- Appeals Committee (5 Members)
- Youth Forum (3 Members) (Schedule on pages 52-53)

12. Appointments to Outside Bodies

To appoint Members to represent the Town Council on Outside Bodies for 2022-23 (Schedule on pages 54-55)

13. Authorisation of Signatories

To confirm Council's authorised signatories for 2022-23. (Page 56)

14. Subscriptions

To review and approve the Council's and staff subscriptions to other bodies. (Page 56)

15. Asset Register

To approve the Council's Asset Register. (Page 57 & Appendix J)

16. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows:

Date	Voucher Nos.	Total Payment
17/03/2022	401 – 423	£16,559.25
31/03/2022	424 – 439	£68,512.96
16/04/2022	1 - 33	£22,045.17
30/04/2022	34 - 47	£52,050.47
	TOTAL	£159,167.85

(Schedules attached at Appendix K)

17. Closure

To close proceedings and note the date of the next Ordinary Council Meeting, which is currently scheduled for 7.30pm on Wednesday 22 June 2022.

AGENDA ITEM 6: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **FELIXSTOWE TOWN HALL** on **Wednesday 9 March 2022** at **7.30pm**

PRESENT: Cllr S Harkin (Deputy Mayor *in the Chair*)
Cllr D Aitchison
Cllr S Bennett
Cllr S Bird
Cllr M Deacon
Cllr T Green
Cllr S Gallant
Cllr M Morris
Cllr G Newman
Cllr M Richardson
Cllr D Savage
Cllr A Smith
Cllr S Wiles

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

IN ATTENDANCE:
1 Member of the public (in person)
3 Members of the public (via Zoom)

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection delivered by Revd. Andrew Dotchin, St John's Church. Members thanked Revd. Dotchin for his moving words on the situation in Ukraine and discussed the raising of the Ukraine flag at the Town Hall. Members asked that the Ukrainian flag be flown at the Town Hall, during the period between the Commonwealth Day flag on 14th March and the NHS flag on 23rd March.

403. PUBLIC QUESTION TIME

There were none.

404. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr M Jepson, Cllr N Barber, and Cllr K Williams.**

405. DECLARATIONS OF INTEREST

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

Cllr G Newman	415	Local Non-Pecuniary (as Chairman of the Trustees at OFCA - Old Felixstowe Community Association)
Cllr D Savage	415	Local Non-Pecuniary (as a Trustee to OFCA)

406. QUESTIONS TO THE MAYOR

Question:

There are 25 faults with the Promenade lighting, it is understood that the entire promenade lighting system is the responsibility of East Suffolk Council, but it would be good to have the system fully repaired in time for the upcoming Summer season.

Answer:

Enquiries were made with East Suffolk Norse, who confirmed that a check of all festoon and rope lighting (Flyders to Manor End) was made and work was planned to start 9th February. The refurbishment of all lampposts on Felixstowe Promenade from the Pier down to Manor End was carried out last summer. Work is due to commence at the end of March for the next stage of redecorating the lampposts from The Pier to the Spa Pavilion. There are also 19 lampposts from the Spa Pavilion to The Fludyers which will need redecorating and hopefully will be completed by the end of this year. The festoon lighting is coming to end of life and is part of the wider Seafront Masterplan.

407. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 12 January 2022 be signed by the Mayor as a true record and adopted by the Council.

408. MAYOR'S ANNOUNCEMENTS

The Deputy Mayor spoke of the recent engagements carried out by the Mayor. The Mayor was pleased with the response to attend Mayor's Charity events which had begun again since the pandemic. The Mayor has also this week attended the opening of the New Wine Boutique and the service for Ukraine held at Felixstowe War Memorial on Friday.

It was RESOLVED that the Mayor's announcements be noted.

409. 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:

a) Planning & Environment Committee 12 January 2022

- b) Civic & Community Committee 19 January 2022
- c) Planning & Environment Committee 26 January 2022
- d) Planning & Environment Committee 9 February
- e) Civic & Community Committee 16 February 2022
- f) Planning & Environment Committee 23 February 2022
- g) Assets & Services Committee 23 February 2022

410. REPORTS FROM MEMBERS OF OUTSIDE BODIES

There were none.

411. REQUEST FROM HOME INSTEAD FOR COUNCIL REPRESENTATIVE

Council considered the request from Home Instead for a council representative as part of the Home Instead Steering Group that supports Memory Lane Dementia in Felixstowe and the surrounding peninsula.

Council appointed Cllr Sharon Harkin as a Council representative to the Home Instead Steering Group.

412. EARMARKED RESERVES EXPENDITURE

Council noted the spending approved by the Assets and Services Committee under its Terms of Reference (*Minute #9a 2021/22 refers*) to spend up to a limit of £20,000 relevant to its scope of business in each financial year.

The total approved spending to date from Assets and Services Earmarked Reserves is £15,659.19.

It was RESOLVED that:

- i. **Council notes the following spending from Earmarked Reserves approved by the Assets & Services committee on 23 February 2022:**

Min #	Description	Net Amount	Earmarked Reserve
385ii	Reinstatement Cost Assessment – building valuations for insurance purposes	£895	£223.75 from each of the following reserves: Town Hall, Broadway House, Walton Community Hall and Cemetery.
386ii	A Schedule of Works for Town Hall Windows	£1,500	Town Hall.
389ii	Urgent tree work required from tree survey	£1,790	Cemetery

- ii. **that the total expenditure against Assets and Services Earmarked Reserves of £15,659.19 to date, also be noted.**

413. BATTERY POWERED TOOLS

Council received a recommendation report from Assets & Services to replace some petrol-driven tools which are nearing the end of their serviceable life with batter powered equivalents. This not only would reduce Council's carbon footprint but would better protect the health of the grounds team.

RESOLVED that the cost of purchasing Hasqvarna battery powered tools, batteries and chargers be approved and funded at the cost of £6,345.11 to the Cemetery Earmarked Reserve.

414. COMMUNITY GOVERNANCE REVIEW

Council considered the report on the Community Governance Review covering the East Suffolk district and noted the deadline of 1 April 2022.

RESOLVED that Council delegate the matter to the 23 March Finance & Governance Committee for a formal response on behalf of the Town Council.

415. ALLENBY PARK/GOSFORD WAY PARK TRANSFERS

Council considered the update report on the transfer of Allenby Park and Gosford Way Park and noted that a tree survey would be carried out with any necessary work carried out by East Suffolk and a small repair to a pathway would be carried out before the transfer is completed.

RESOLVED that the formal transfer of the land titles at Allenby and Gosford Way Parks, from East Suffolk Council to Felixstowe Town Council as recommended by the Assets and Services Committee be authorised.

416. OCCASIONAL GRANTS POLICY 2022/23

Council considered its Occasional Grants Policy for 2022/23 as recommended by the 16 February 2022 Civic & Community Committee (*Minute #367 of 2021/22 refers*).

RESOLVED that the Occasional Grants Policy for 2022/23 be approved and adopted as presented in the report.

417. PRESS & MEDIA POLICY 2022/23

Council considered its Press & Media Policy for 2022/23 as recommended by the 16 February 2022 Civic & Community Committee (*Minute #368 of 2021/22 refers*).

RESOLVED that the Press & Media Policy for 2022/23 be approved and adopted as presented in the report.

418. INSURANCE ARRANGEMENTS 2022/23

Council considered its insurance arrangements for 2022/23 as per the recommendation of the Finance & Governance Committee (*Minute #286 of 2021/22 refers*).

It was RESOLVED that the Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2022/23.

419. INVESTMENT POLICY & STRATEGY 2022/23

Council considered its Annual Investment Policy & Strategy for 2022/23 as updated to reflect current investments.

RESOLVED that the Investment Policy & Strategy for 2022/23 be approved and adopted as presented in the report.

420. FTC/ESC JOINT LIAISON GROUP MEETING

Council received notes of the FTC/ESC Joint Liaison Group meeting held on 15 February 2022.

RESOLVED that the notes of the 15 February 2022 FTC/ESC Joint Liaison Group meeting be noted and Councillors were advised to let the Clerk know of any matters for the next meeting on 17 May 2022.

421. ACCOUNTS FOR PAYMENT

An amendment to the latest voucher sheet was circulated adding on an authorised but omitted payment.

It was RESOLVED that the following schedule and payment of accounts be received and approved:

Date	Voucher Nos.	Total Payment
15/01/2022	335 - 351	£5,052.85
31/01/2022	352 - 373	£57,549.50
15/02/2022	374 - 388	£8,168.59
28/02/2022	389 - 400	£43,693.01
	TOTAL	£114,463.95

422. CLOSURE

The meeting was closed at 8.24pm. It was noted that the next meeting of the Council would be the Annual Council Meeting on 18 May 2022 at 7.00pm.

397. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council:

A	DC/22/0266/FUL Temporary continuation of change of use for further 1 year to allow adjacent business use of open space. ESC will seek a further application for groundworks but this has not advanced sufficiently. The land will be used for tables and chair as in application DC/21/0808/FUL Land East Of Bent Hill Undercliff Road West
Committee support the temporary use of this site as proposed and recommended APPROVAL, subject to retention of the green area; appropriate enhancement of the area to mitigate the loss of the flower bed; and public access to the site being preserved.	

At this point in the meeting, 9.30am, Cllr M Morris left the Chamber.

B	DC/22/0518/FUL Proposed single storey rear extension 77 Ranelagh Road
Committee recommended APPROVAL, subject to the work proposed to trees in the Conservation Area being considered by the East Suffolk Council's Arboricultural Officer.	

Cllr M Morris returned to the Chamber, 9.35am.

At this point in the meeting, 9.35am, Cllr M Jepson left the Chamber.

C	DC/22/0554/FUL A second story built on top of an existing garage at the bottom of the garden 114 Ranelagh Road
Committee recommended REFUSAL. We believe that the proposed structure will be contrary to policy SCLP 11.2, specifically the proposed external stairs to this first floor addition will cause unacceptable overlooking of the garden of 112 Ranelagh Road contrary to para. SCLP 11.2a) privacy and overlooking. In terms of its close proximity to the adjacent property in Gainsborough Road the proposed structure will cause unacceptable loss of daylight and sunlight to the ground floor and first floor front elevation bay windows of that property, contrary to SCLP 11.2 c).	
In addition, we believe that this proposal contravenes SCLP 11.5 in relation to the Conservation Area. Specifically, its proposed height of	

5m, in this very prominent position, will be contrary to SCLP 11.5c) in terms of its height and massing.

Furthermore, we believe that the proposed materials for this addition – namely the cladding and aluminium roof sheets - will be contrary to SCLP 11.5e) which refers to the use of high quality materials.

We therefore feel this proposal neither preserves nor enhances the Conservation Area.

Cllr M Jepson returned to the Chamber, 9.52am

D	DC/22/0578/FUL External window alteration to rear elevation from certificate of lawful use to 1st floor conversion one-bedroom flat First Floor At 84 Hamilton Road
Committee recommended APPROVAL. We note that there was no mention of the fact that this proposal affects a property within the Felixstowe Conservation Area.	

E	DC/22/0488/FUL Widening of first floor extension and lengthening of single storey rear extension 24 Lansdowne Road
Committee recommended APPROVAL.	

F	DC/22/0545/FUL Single storey side extension. Chesterley House Golf Road
Committee recommended APPROVAL.	

G	DC/22/0579/FUL Replacement of two front bedroom windows and one rear 3 part bay window to rear. Apartment 1 Martello Place Golf Road
Committee recommended APPROVAL, subject to the proposed designs being like-for-like replacement six-pane windows.	

H	DC/22/0716/TCA 2no. Sycamores on rear NE boundary - previously pollarded, now to be felled to allow more light to property. The Lodge South Hill
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

398. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

399. TREE REMOVAL

Committee raised concerns regarding the apparent loss of a significant number of trees bounding the Bloor Homes Land North of Walton High Road site and Candlet Road. Committee noted that the East Suffolk Planning Committee (South) had recently considered, and voted in favour of approving, the Bloor Homes application for this site.

Members remained concerned that there should be planting to mitigate the loss of trees and vegetation at the boundary.

RESOLVED that the Clerk would contact Bloor Homes to request a briefing for Committee Members on this matter.

400. PARKING MATTERS – RESORT DEVELOPMENT

Committee discussed the potential impact of forthcoming developments along the seafront on resort parking capacity. Whilst Members welcomed enhancements and investment in the resort, they shared concerns - also been relayed by residents – that new attractions would bring further vehicles in to an area where there was already high competition for parking.

Committee also noted the issue of motorhome and caravans that freely park along the seafront for days or weeks on end, which reduced the availability of parking for day-trippers.

RESOLVED that the Clerk would write to East Suffolk Council to seek data on parking capacity and usage; and, to request a meeting with the appropriate ESC Officers, to discuss potential solutions to parking issues and an update on the parking review that had been anticipated for some time.

At this point in the meeting, 11.10am, Cllr M Jepson left the Chamber.

401. CORRESPONDENCE

Committee noted the following correspondence:

- i. Invitation from ESC for a representative from the Town Council to attend a Workshop on the preparation of an SPD on Housing in Clusters and Small-Scale Residential Development in the Countryside.

Committee NOTED the correspondence.

402. CLOSURE

The meeting was closed at 11:10am. It was noted that the next meeting was scheduled to take place on Wednesday 23 March 2022 at 9.15am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 23 March 2022 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr S Bennett
Cllr A Smith (Vice-Chairman) Cllr M Morris

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant) (*Zoom*)

IN ATTENDANCE: 1 member of the public (*Zoom*)
Cllr M Jepson (*Zoom*)

423. PUBLIC QUESTION TIME

None.

424. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant, Cllr M Jepson, Cllr D Savage, Cllr S Wiles and Cllr K Williams.**

425. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird	All	Local Non-Pecuniary (as Member of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as Member of Suffolk County Council)

426. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 9 March 2022 be confirmed as a true record.

427. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council:

A	DC/22/0624/FUL Ground floor front and rear extension. First floor demolition, extension & internal layout alterations, including repositioning stairs. Second floor addition of dormer to create shower room. 3 Beach Station Road
Committee recommended APPROVAL.	

B	DC/22/0659/FUL Construction of a single storey rear extension & single storey front extension with balcony over Casa Volare 6 Arwela Road
Committee recommended APPROVAL.	

C	DC/22/0769/FUL Single storey wrap around extension to side and rear of existing dwelling 18 Fairfield Avenue
Committee recommended APPROVAL.	

D	DC/22/0689/FUL Conversion of single dwelling into 2No. 2 bedroom flats 9 Manor Road
<p>Committee recommended REFUSAL on the following basis:</p> <p>a) the application form is incorrect in stating that the property is not within an area subject to flooding. As demonstrated in 1953, this area is susceptible to flooding and has a potential depth of flooding in a 1 in 200-year storm of the order of 2-3m. No flood risk assessment has been provided. We therefore feel that the proposal for a ground floor property with no internal escape route to an upper floor is unacceptable. We feel that this is contrary to NPPF para. 164(b) as properties are required to be safe for the lifetime of the development, and SCLP 9.5; and,</p> <p>b) we support Suffolk Highways' concerns in relation to the parking provisions, in particular as on-street parking is a known current issue in this area.</p>	

E	DC/22/0881/FUL Retrospective application - Proposed 3no. rooflights to rear of ground floor extension, rooflight to first floor landing, additional patio area with hard/soft landscaping to side boundary 1 College Green
Committee recommended APPROVAL but regret to see that it is a retrospective application which was not in accordance with the approval given.	

428. CONTROL OF DOGS – RENEWAL OF PUBLIC SPACE PROTECTION ORDERS

Committee considered a consultation on proposals to renew six Public Space Protection Orders (PSPOs) in East Suffolk.

It was noted that the proposals, three of which related to the requirement to keep dog on leads within seafront parks and one excluding dogs from the play area at

Langer Park, would not involve any alterations to the existing restrictions other than extending them by three years.

Committee noted the proposals and supported the renewal for a further three years.

429. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

430. CORRESPONDENCE

Committee noted the following correspondence:

- i. DC/22/0819/DEM | Prior Notification**
Prior notification of the demolition of The Royal British Legion Club at 39 Mill Lane.

- ii. A14 J55 Copdock Interchange – Parish Council engagement meeting.**
Invitation from National Highways for a representative from the Council to attend an engagement meeting at 6pm on 7th April. The meeting would provide a summary report on proposals for the A14 J55 Copdock Interchange would be presented, following the public consultation the scheme in 2021.
The Chairman agreed to attend the meeting on behalf of the Council.

431. CLOSURE

The meeting was closed at 10:28am. It was noted that the next meeting was scheduled to take place on Wednesday 6 April 2022 at 9.15am.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 23 March 2022 at 7.30pm**

PRESENT: Cllr M Richardson (Chairman)
Cllr S Harkin
Cllr A Smith

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Financial Administration Assistant)

432. PUBLIC QUESTIONS

There were none.

433. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bennett, Cllr S Bird, Cllr M Deacon, Cllr T Green, Cllr S Wiles and Cllr K Williams.**

434. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Richardson	All	Local Non-Pecuniary (as Members of East Suffolk Council)

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

435. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 8 December 2021 be signed by the Chairman as a true record.

436. BUDGET MONITORING TO 18 March 2022

Committee received the budget monitoring report to 18 March 2022. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

It was RESOLVED that the budget monitoring report to 18 March 2022 be approved, with no other action required at this time.

437. 2021/22 OUTTURN PROJECTION

Committee noted a report outlining the expected outturn to 31 March 2022.

Committee noted that grants for the Apprentices and CJRS (Claim for wages through the Coronavirus Job Retention Scheme) had been received and it was agreed that these be transferred to the Staffing Earmarked Reserve before year end.

It was RESOLVED that:

- i. the report on the projected outturn for the year 2021/22 be noted; and,**
- ii. the grant for Apprenticeships and the CJRS, a total of £12,689.69 is transferred to the Staffing Earmarked Reserve before year end.**

438. INSURANCE REVIEW

Committee considered the quotes received to renew Council's Insurance.

RESOLVED that Council's insurance is renewed with Zurich at the premium of £5,918.73 for a 3 year Long Term Agreement, subject to adjustment after the Reinstatement Cost Assessment Valuations of all Council's buildings and the addition of insurance for Allenby and Gosford Road Parks when the transfers are completed.

439. COMMUNITY GOVERNANCE REVIEW

Committee considered the report on East Suffolk Council's Term of Reference to undertake a Community Governance Review (CGR) covering the East Suffolk district.

It was noted that page 4 of the Terms of Reference states: "As new development takes place, it may be that existing parish boundaries are no longer the most appropriate division between parishes. The CGR provides an opportunity for existing boundaries to be reviewed."

The Suffolk Coastal Local Plan, adopted 23 September 2020, includes proposals for a North Felixstowe Garden Neighbourhood. This encompasses 143ha, a comprehensive development of which is expected to deliver a leisure led development, provide up to 2,000 dwellings incorporating dwellings for older and younger people, affordable housing and self-build plots. 12.62 of the Suffolk Coastal Local Plan shows how the North Felixstowe Garden Neighbourhood could be developed and illustrates that a small portion of this land at the north-west would straddle the civil parish boundary between Felixstowe and Trimley St. Mary. Given that the majority of the residential settlement in Trimley St. Mary is to the south-west, across the dual-carriageway of the A14, it is anticipated that residents of the North Felixstowe Garden Neighbourhood will consider themselves to be within the parish of Felixstowe rather than Trimley St. Mary.

Page 7 of the CGR Terms of Reference states that East Suffolk Council "will consider the effect of new and forecast development activity on existing parish boundaries. Parish boundaries should be easily identifiable and reflect the separation of settlements recognised locally as having their own identity. These boundaries

should generally reflect the areas between communities with low populations or physical barriers such as rivers or manmade features such as railways or motorways.”

On that basis, members recommended that the Town Council requests that the CGR gives consideration to amending the parish boundary so that the North Felixstowe Garden Neighbourhood would reside wholly within the civil parish of Felixstowe.

Committee carefully considered this matter with a view to ensuring that local governance arrangements within East Suffolk continue to be reflective of the identity and interest of local communities and that they are as efficient and effective as they can be. Members understand that consent would be required from the LGBCE to implement any proposed changes recommended by this CGR. Whilst this proposed adjustment to the civil parish boundary may also necessitate a corresponding adjustment to the County Division and District Wards at this location, it is not believed that this would undermine the changes resulting from the recent District and County Council electoral reviews which were carried out within the past five years.

Members considered all other relevant existing and forthcoming arrangements to be satisfactory at this time.

The above response should be sent to East Suffolk Council by the deadline of 1 April 2022 and a copy be sent to the Clerk of Trimley St. Mary for information as a matter of courtesy.

It was RESOLVED that:

- i. A response as detailed above be sent to East Suffolk Council by the deadline of 1 April 2022 as a formal response from Felixstowe Town Council as agreed at Ordinary Council (*Minute #355 & #414 2021/22 refers*); and,**
- ii. A copy of the response be sent to the Clerk of Trimley St Mary.**

440. TERMS OF REFERENCE 2022/23

Committee reviewed the Terms of Reference for Council and its Committees for 2022/23.

Members discussed the clarification of individual committee's currently being able to approve expenditure from their Earmarked Reserves, up to a limit of £20,000 in total per financial year, in accordance with Council's Financial Regulations without requiring further approval from Council. Where a committee such as the Assets & Services Committee have a number of Earmarked Reserves for each property (5 in total) £20,000 could be limiting if there were many requirements in one year.

Committee agreed that it would be more practical if the wording should be amended to ' up to £20,000 per Earmarked Reserve.'

A small typo under General Provisions 4. Should be changed from 'the' to 'a'.

It was RESOLVED that, subject to the change in delegation to Committees giving authority to spend against specified Earmarked Reserves, up to

£20,000 per Earmarked Reserve and the typo, the Terms of Reference for 2022/23 be recommended to the Annual Council meeting for adoption as presented.

441. STANDING ORDERS 2022/23

Committee considered Standing Orders for 2021/22, and agreed the amendment to correct the year of the NALC model on page 1 and to update the contract thresholds under 18. Financial Controls and Procurement.

It was RESOLVED that Standing Orders for 2022/23 be recommended to Annual Council meeting for adoption as presented, updated with the correct year, based on the NALC 2020 model and updated thresholds for Contract Procurement.

442. FINANCIAL REGULATIONS 2022/23

Committee reviewed its Financial Regulations for 2022/23. The Town Clerk reported that enquiries had been made to Council's Internal Auditor regarding the feasibility of no longer keeping paper invoices and keeping all records digitally, and that amendments as required would be made before the Financial Regulations are considered by Council.

The thresholds on page 15 will also be updated. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

It was RESOLVED that

- i. the Financial Regulations for 2022/23 be recommended to the Annual Council meeting for adoption as presented with updated thresholds and amendments as would be necessary to enable digital signing; and,**
- ii. the continued use of BACS also be recommended to Council.**

443. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Committee considered Council's Risk Management Policy and Financial Risk Register for 2022/23.

It was RESOLVED that the Risk Management Policy and Financial Risk Register be recommended to the Annual Council meeting for adoption.

444. COMPLAINTS PROCEDURE

Committee reviewed the Council's Complaints Procedure for 2022/23.

It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for re-adoption in 2022/23 with no changes.

445. FREEDOM OF INFORMATION AND PUBLICATION SCHEME

Committee reviewed the Publication Scheme based on the Information Commissioner's Office (ICO) model publication scheme, and the schedule of information available from Felixstowe Town Council.

RESOLVED that the ICO model publication scheme be recommended to Annual Council for re-adoption without change for 2022/23.

446. CLOSURE

The meeting was closed at 8.20pm. The next meeting was noted as being scheduled for Wednesday 25 May 2022 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 6 April 2022 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson
Cllr A Smith (Vice-Chairman) Cllr M Morris
Cllr S Bennett Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant) (*Zoom*)

IN ATTENDANCE: 1 member of the public (*Zoom*)

447. PUBLIC QUESTION TIME

None.

448. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant, Cllr S Wiles** and **Cllr K Williams**.

449. DECLARATIONS OF INTEREST

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

450. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 23 March 2022 be confirmed as a true record.

451. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council:

A	DC/22/0918/VOC Variation of Condition No.2 of DC/21/4457/FUL - Alterations and roof extensions to form additional 3 flats, with associated parking and vehicular access - The alterations to the rear roof are required to provide sufficient headroom for the communal staircases and circulation spaces. Glenfield Court Glenfield Avenue
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Committee recommended APPROVAL but request that the north elevation full height window at the rear stairwell be frosted or obscured.	
B	DC/22/0665/FUL Construction of replacement dwelling following demolition of existing. 29D Quilter Road
Committee recommended APPROVAL. We welcome the fact that the Design and Access Statement recognises that that property is within the Conservation Area.	

C	DC/22/1088/FUL Proposed single storey rear extension and alterations. 56 Upperfield Drive
Committee recommended APPROVAL.	

D	DC/22/0962/FUL To erect first floor extension for ensuite and extended dressing room. Alterations to enlarge existing bathroom White Lodge Marcus Road
Committee recommended APPROVAL.	

E	DC/22/0810/FUL Replacement of all windows and doors to front side and rear elevations Martello Place, Apartment 2 Golf Road
Committee recommended APPROVAL. We have considered this application in light of the property being within the Conservation Area but are satisfied that the proposal is satisfactory.	

452. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

453. CORRESPONDENCE

Committee noted the following correspondence:

- i. Notice of the decision by the Secretary of State granting Development Consent for the East Anglia ONE North and East Anglia Two Offshore Windfarms.

454. CLOSURE

The meeting was closed at 10.27am. It was noted that the next meeting was scheduled to take place on Wednesday 20 April 2022 at 9.15am.

**MINUTES of the PERSONNEL COMMITTEE meeting held at
FELIXSTOWE TOWN HALL on Wednesday 6 April 2022 at 6pm**

PRESENT: Cllr M Jepson (Chairman)
Cllr N Barber

Cllr S Harkin
Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: Cllr K Williams (*via Zoom*)

455. PUBLIC QUESTIONS

None.

456. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr K Williams**.

457. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Jepson	All	Local Non-Pecuniary (as a Member of East Suffolk Council)

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

458. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 6th October 2021 be signed by the Chairman as a true record.

459. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

460. STAFFING MATTERS

Committee considered a report on staffing matters. The health issue of a staff member and their potential long-term sickness absence was noted.

RESOLVED that the report on staffing matters be noted.

461. UPDATED STAFF HANDBOOK AND CONTRACT OF EMPLOYMENT

The Staff Handbook and standard employment contract was reviewed with all suggested updates agreed.

RESOLVED that the updated Staff Handbook and standard contract of employment be approved and adopted. The Clerk would issue the Staff Handbook to all Council staff.

462. TOWN CLERK'S APPRAISAL: SIX MONTH REVIEW

The six-month review of the Town Clerk's Appraisal was carried out and progress against agreed objectives were discussed and noted.

It was RESOLVED that the six-month review of the Town Clerk's Appraisal be noted as carried out.

463. CLOSURE

The meeting was closed at 8.15pm. The next meeting was noted as being scheduled for Wednesday 5 October 2022 at 6pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 20 April 2022 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson
Cllr A Smith (Vice-Chairman) Cllr M Morris
Cllr S Bennett Cllr S Wiles
Cllr S Gallant

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant) (*Zoom*)

IN ATTENDANCE: Cllr D Savage (*Zoom*)
3 members of the public (*Zoom*)

464. PUBLIC QUESTION TIME

The Chairman advised that he would invite members of the public to make their representations immediately prior to the application being considered.

465. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Savage** and **Cllr K Williams**.

Cllr D Savage joined the meeting via Zoom.

466. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr M Jepson Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr S Wiles	468(A)	Local Non-Pecuniary (as having supported the Rugby Club via SCC Locality Funding)
Cllr D Savage	468(E)	Local Non-Pecuniary (as the owner of the host property is a friend)

467. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 6 April 2022 be confirmed as a true record.

468. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council:

At the direction of the Chairman, item E below was considered first and Committee heard from a member of public who outlined concerns about the height and massing of the proposed new dwelling and the consequential impact on drainage and sewerage capacity.

E	DC/22/1277/FUL Construction of a single storey dwelling and access 25 Springfield Avenue
Committee recommended APPROVAL.	

A	DC/22/1031/FUL Erection of floodlights for the main rugby union playing pitch at Coronation Park and part of the adjacent training pitch. There is no change of use. Planning permission previously granted in 2008 however has expired. This approval is connected with Felixstowe Rugby Club acquiring a 25 year lease from East Suffolk Council to play rugby at Coronation Park Felixstowe Rugby Club Mill Lane
Committee recommended APPROVAL but we concur with Suffolk County Council concerning the avoidance of any potential light spillage and agree to their suggestion of a 22:00 time limit.	

B	DC/22/1376/FUL Replacement increased size windows at ground floor with associated works New door replacing ATM with associated works Use as Financial Services 104 Hamilton Road
Committee recommended APPROVAL.	

C	DC/22/1213/FUL Single storey part side/part front extension, garage conversion and alterations 25 Brook Lane
Committee recommended APPROVAL.	

D	DC/22/1165/FUL Side extension to form a new bedroom and wet room as well as a new front entrance with landing and ramped access. 32 Waveney Road
Committee recommended APPROVAL.	

F	DC/21/5765/FUL Insertion of velux rooflight into front elevation fronting Sea Road 109 Undercliff Road West
<p>Committee carefully considered this application within the context of the Felixstowe Conservation Area but consider that the change to be minor and therefore acceptable. We therefore recommend APPROVAL but would note that whilst the applicant’s Design and Access does acknowledge that the application is within the Conservation Area, most of the supporting documents refer to a different property.</p>	
G	DC/22/1145/FUL Replacement of two doors and seven windows. 5 Red Hall Court
<p>Committee carefully considered this application within the context of the Felixstowe Conservation Area and recommended APPROVAL. Whilst we note that the Design and Access Statement appropriately refers to the removal of PD rights at this property, we are concerned that it does not refer to its location within the Conservation Area.</p>	
H	DC/22/1230/TCA Sycamore on rear Brownlow Road boundary - Removal due to poor health of tree (active fungal decay) and damage caused by pavement and water supply pipe. Size of stump and root system will prevent replanting in same place. The Beacon 7 Hamilton Gardens
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.</p>	
I	DC/22/1268/TPO TPO SCDC 104/1997 T1 Holm Oak: crown reduce by 30% and shape to balance: to clear solar panels and reduce shading. Beech House 1 Tyndale Gardens
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.</p>	

469. A14 JUNCTION 55 COPDOCK INTERCHANGE PROJECT

The Chairman reported having attended a parish engagement event following the recent National Highways consultation on the A14 Junction 55 Copdock Interchange Project.

Members heard that the event summarised the findings of the recently published consultation report on the options to improve traffic flow at this junction. The conclusion being that there was a need for improvement. The next stage would be to bring forward a preferred option by Autumn 2022, before being put to the

Department for Transport for consideration. If funding was agreed, subject to a Development Consent Order from the Secretary of State, the project could be underway between 2025-30.

Committee noted the report from the Chairman on the A14 Junction 55 Copdock Interchange Project consultation.

470. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

471. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. Information from Suffolk County Council following concerns raised around the proliferation of motorhomes parking overnight along Undercliff Road East. Members noted that there were currently no restrictions preventing overnight sleeping at this location. It was agreed that this should be discussed further and the Clerk was asked to put this on the agenda for the next meeting with a view to establishing the facts and potential options. The Clerk was asked to invite the ESC Parking Services Manager and a representative from SCC Highways to attend.

472. CLOSURE

The meeting was closed at 11.10am. It was noted that the next meeting was scheduled to take place on Wednesday 4 May 2022 at 9.15am.

The Civic Events Officer updated Committee on plans for the launch to be held at the Triangle on Saturday, 28th May from 10am until 12 noon.

The Clerk reported that birch trees for the Shared Space were due to be delivered the next day. In accordance with Committee's request the trees would be a substantial size, approximately 3m high with 14cm trunk girth. It was noted that the supplier of the wooden planters had recommended that they be left untreated in the first year and could be stained or painted if thought appropriate at a later date.

It was RESOLVED that the Felixstowe in Flower and Outdoor Planting report be noted.

479. ANNUAL TOWN MEETING/CIVIC AWARDS 2022 AND THE ANNUAL COUNCIL MEETING

Committee noted the report on the Annual Town Meeting/Civic Awards and the Annual Council Meeting. The Civic Awards had received a good response with 22 nominations. However, as not many nominations had been received for the Ganges Youth Trophy, a further invitation for nominations had been sent to local schools, sports clubs and Level Two.

Members discussed the special single winner's award, because of their association with a certain aspect of Felixstowe life it was agreed that the award should echo that theme with the Felixstowe shield in the centre. The Clerk would circulate details of this award to Members. A nomination has also been made to give the honour of the torch bearer when it comes through the town on 31 May.

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

480. THE QUEEN'S PLATINUM JUBILEE WEEKEND

Committee received an update report on the Queen's Platinum Jubilee. A flypast request has been made and is looking promising. Volunteers are sought for a two-hour slot (or two) over the weekend. The Town Clerk would be inviting Councillors to volunteer if available.

A programme was being put together with the itinerary, which would be printed in hard copy for the event and published on the Visit Felixstowe website in the meantime.

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

481. SUFFOLK DAY 2022

Members considered the Council's involvement in Suffolk Day, reflecting on pre-pandemic where tea and cake, provided by Councillors, were served to the public outside the Town Hall.

It was noted that St Elizabeth's Hospice would be arranging the Suffolk Remembers event again in the evening.

Members discussed whether more could more be done to make the Suffolk Day flag raising more engaging. As it is on a school day, there may be an opportunity to have local children involved, with groups such as Litter Free Felixstowe. Members suggested that FOPWA be invited to participate also. It was suggested that some light refreshment could be offered by the fountain in the Town Hall Gardens after the flag raising ceremony, subject to weather. Further ideas would be shared via email in due course.

It was RESOLVED that schools, FOPWA and other local groups be invited to the Suffolk Day Flag raising, followed by some light refreshment by the fountain in the Town Hall Gardens.

482. S106 OUTDOOR PLAYING SPACE FUND APPLICATIONS CONSULTATION

Members considered two applications for which had recently been received by ESC for funding from the S106 Outdoor Playing Space Fund. The Clerk advised that the funding was not held by the Town Council hold but on behalf of Felixstowe by East Suffolk Council. As such, the Town Council was only a consultee on the application. It was noted that the Rugby club were seeking to commence a two-phase project, with a request for £30,000 to fund the installation of floodlights in this first phase. Felixstowe Cricket Club had also applied for funding of £1,170 to purchase a defibrillator. Members noted that, should the applications be supported by the Town Council, the funding could be approved without further recourse to ESC Cabinet. The applications had already gained support by the District Ward Councillors. Members supported both applications.

It was RESOLVED that a response is sent to East Suffolk Council in support of S106 Outdoor Playing Space Funding for:

- i. £30,000 for Felixstowe Rugby Club towards the installation of Floodlights; and,**
- ii. £1,170 for a defibrillator for Felixstowe Cricket Club.**

483. CCTV UPDATE

The Deputy Town Clerk gave an update from the CCTV Working Group. Members discussed the CCTV report, the value of monitoring and the importance of achieving clarity in the images, especially at night using IP (Internet Protocol) cameras. With these cameras if the Police have the IP address they can dial in and view the images. Martlesham Police HQ may have the ability to use this technology.

Committee agreed that partnership working with ESC seemed worthwhile as many of the cameras in Felixstowe were owned by ESC and covered its land.

Whilst investigations were ongoing with ESC as to the possibility of linking in to a central monitoring point, it was agreed that capital investment on new equipment for the current system should be deferred. It was agreed that servicing by STC Solutions should be continued in the interim.

RESOLVED that the maintenance contract with STC Solutions be extended for a further year whilst specifications and costs for upgrading cameras, which would be able to integrate with ESC equipment, could be investigated.

484. DIGITAL COMMUNITY DIRECTORY PROJECT

The Communications Apprentice updated Committee on the status of the Digital Community Directory which had been added to the Council's website this week. A formal launch of the Directory would be scheduled once sufficient content had been published. The Communications Apprentice would be contacting local community groups and organisations to invite them to upload their details. A video tutorial to assist people with publishing community information was being considered.

In response to Members' concerns that the Directory should not become an administrative burden, the Clerk advised that, following outreach with community groups, once the Directory was up and running, registered groups would be able to self-administer and publish details of local events. The system could also flag-up accounts that had not been updated for some time, in order to prompt updating.

RESOLVED that update on the Digital Community Directory be noted.

485. TOWN COUNCIL MAGAZINE

The Town Clerk reported that an increase in price had just been received from the printers increasing the current cost of publication by 34%, which also included an increase in the design element from £6 per page to £8 per page. Members discussed the increase in costs, and the value of the magazine to the local community. Members agreed that, as the magazine was well-received throughout the town, providing non-political and informative content, it was an important resource for residents. Members expressed the need to retain editorial control and the Clerk assured that this would continue, irrespective of whether the design took place in-house or was carried out by an external provider.

Committee discussed reducing the number of issues but agreed that it currently worked well as a quarterly seasonal magazine.

It was RESOLVED that:

- i. The Town Council Magazine should continue to be published on a quarterly basis; and,**

- ii. **Committee review again in September for budget setting; and evaluate how well the design and production of the magazine is going also at that time.**

486. HERITAGE WEEKEND

Committee considered the opening of the Town Hall to enable the Felixstowe Society to facilities the building being opened to the public for the Heritage Weekend. Members agreed that a caretaker should be on site for the duration.

RESOLVED that the Town Hall is opened on Sunday 11 September 2022 with the provision of a Caretaker, to enable the Felixstowe Society to facilitate the opening of the building for the Heritage Weekend.

487. ANNUAL GRANTS AND OTHER PAYMENTS

Committee reviewed the accounts for the Felixstowe Volunteer Coast Patrol as requested after their original Annual Grant application (*Minute # 135 iii 2021/22 refers*).

It was RESOLVED that the following Annual Grants and other payments for the year 2022/23 be granted:

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

- ii. **Annual Grants:**

Citizen’s Advice	£3,000
Felixstowe Book Festival	£2,000
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 Assoc.	£ 0
Salzwedel Twinning Association	£ 0
Total	£9,800

- iii. **£1,400 has been budgeted for Art on the Prom, enquiries to be made to confirm that the event will go ahead before releasing the grant.**

- iv. **Community Fund Projects:**

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

488. COMMUNITY ENGAGEMENT STRATEGY 2022-23

Committee reviewed the Council's Community Engagement Strategy as presented for the year 2022-23.

RESOLVED that the Community Engagement Strategy as presented be approved and recommended to Council for adoption for 2022-23.

489. CLOSURE

The meeting was closed at 9.23pm. The next meeting was noted as being scheduled for Wednesday 15 June 2022 at 7.30pm.

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at FELIXSTOWE TOWN HALL on Wednesday 27 April 2022 at 7.30pm

PRESENT: Cllr S Harkin (Chairman) Cllr M Richardson
Cllr M Morris Cllr D Savage
Cllr G Newman Cllr A Smith

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Administration Assistant)

IN ATTENDANCE: Mr N Farthing, Chairman of Felixstowe Allotment Association.

490. PUBLIC QUESTIONS

There were none.

It was noted that Mr Farthing was in attendance on behalf of the Felixstowe Allotment Association and the Chairman moved the Allotment item from item 12 to item 8 on the agenda.

491. APOLOGIES FOR ABSENCE

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

492. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllr M Richardson	All	Local Non-Pecuniary (as a Member of East Suffolk Council)

493. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 23 February 2022 be signed by the Chairman as a true record.

494. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2022.

RESOLVED that the Budget Report to 31 March 2022 be received and noted.

495. BUILDING VALUATIONS FOR INSURANCE PURPOSES

Committee noted the reinstatement valuations for insurance purposes that had been carried out on 6 April 2022 as follows:

Premises Address	Building Sum Assured	Reinstatement valuation
Town Hall	£2,839,992.30	£2,630,000
Broadway House	£1,120,952.16	£1,068,000
Walton Community Hall	£924,878.24	£931,000
Cemetery Buildings	£159,078.88	£168,000
War Memorial	£119,476.58	£130,000
Flood Memorial	£60,317.44	£56,000
Total	£5,224,695.60	£4,983,000

The insurance building sum for insurance purposes would be adjusted accordingly.

It was RESOLVED that :

- i. the valuers report be noted; and**
- ii. the insurance values be adjusted accordingly.**

496. ASSET REGISTER REVIEW

Committee reviewed the Asset Register and noted the additions and deletions of assets that had been made during the year 2021/22.

The total of fixed assets for the annual return on 31st March 2022 was noted as £76,785.11, resulting in a £6,295.88 net increase in fixed assets value between 31st March 2021 and 31st March 2022.

It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.

497. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments from the Administration Assistant and were pleased to note that seven of the eight microplots released in the first phase on Cowpasture were now occupied.

Members noted that once the bollard is raised at Ferry Road in the wet weather then consideration will be given to whether people arrange for the bollard to be dropped on request or whether deposits are taken for keys to open it when required.

The Chairman invited Mr N Farthing to address the Committee. Mr Farthing reported that Felixstowe Allotment Association had concerns about the security of the Cowpasture site since work on the adjacent Persimmon Homes development had resulted in the removal of hedging along part of the boundary. FAA had flagged the issue with Persimmon Homes and it was agreed that Council Officers should work with the FAA to discuss opportunities for improving security with the developer. An update will be brought to a future meeting.

Members considered a request from the FAA for funding towards the servicing of 2 Portaloos (one for Cowpasture and one for Ferry Road allotment sites), which would be £720 (inc. VAT) per year. The Chairman, Mr Farthing informed Committee that the AGM had been postponed, however, members of the FAA committee would not be seeking an increase in their membership fees. Committee discussed the cost of providing allotments and, whilst no contribution to the toilets was proposed at this time, this could be considered for 2022-23 during budget setting in September.

Members also discussed the historic practice of an annual increase of 25p per 25m² (rod) rather than linking rent to the RPI (retail price index). It was agreed that this also be reviewed at budget setting.

It was RESOLVED that:

- i. the Allotments update be noted;**
- ii. at budget setting in September 2022, a contribution towards the toilets be considered; and,**
- iii. the annual plot rent increase (historically 25p per 25m²) be reconsidered at budget setting in September 2022.**

498. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated Committee on the Form of Tender and list of Tenders sent to committee members earlier that day by email, alongside a quote for Plaice Architects to carry out the application for Building regulations of £200 to £400 +VAT dependent on requirements from Building Control.

Members raised concerns over apparent supply-chain delays due to the war in Ukraine and requested clarification on this from Plaice. The Form of Tender would seek quotes that would be guaranteed for 10 weeks so this should help in some way towards problems that may occur due to rising prices, although concerns over obtaining some of the materials was still an issue.

Members enquired as to whether formal planning permission may be required. The Deputy Clerk advised that further pre-planning advice would be sought from East Suffolk Council.

Tenderers will be contacted shortly with a view to considering these at the 22 June Ordinary Council Meeting.

Members also noted the update on the Registrar's office and agreed that the carpet was not worn out. Committee was pleased that the Registrar services were returning to Felixstowe.

It was RESOLVED that:

- i. the Town Hall update report be noted;**
- ii. the Deputy Town Clerk to seek further pre-planning advice and if required to apply alongside the tendering process;**
- iii. Plaice Architects are requested to make the Building Regulations application on behalf of the Council at a cost of £200-£400 +VAT dependent on Building Control requirements to be taken from the Town Hall Earmarked Reserve; and**
- iv. Tenderers are sent the Schedule of Works and Form of Tender and asked to return in time for the 22 June Ordinary Council Meeting.**

499. WALTON COMMUNITY HALL UPDATE

Members considered the update on Walton Community Hall and noted that window catches had been replaced in-house. Members noted that energy prices were rapidly increasing and agreed that this would be taken into consideration when budget setting in September 2022.

RESOLVED that the Walton Community Hall update report be noted.

500. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report detailing the position of the new planters containing 'open' signs and were happy with the position shown on the pictures, with consideration being made to cars exiting from the adjacent car park.

RESOLVED that the Broadway House update report be noted.

501. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report. The Administration Assistant gave a verbal update on headstone testing. Members requested a report back to Committee on how many headstones failed the testing in stages.

Members were pleased to hear that the damp issue had been sorted out and agreed upon the grey carpet flooring, which was the type that could be left to dry and any dirt brushed out. The total refurbishment would be under the total cost of £3,000 agreed by committee to come from the Cemetery Earmarked Reserve (*Minute #163ii 2021/22 refers*) and a final figure would be reported to Committee in due course.

Members noted that the new 5mph speed sign at Langley Avenue had been stolen and agreed that this be replaced with a 10mph sign, which was considered more likely to be adhered to. Committee requested that the replacement sign be installed with tamper-proof bolts.

The Town Clerk gave a verbal update on a recent meeting with East Suffolk, Suffolk County Council, the Operations Director of Felixstowe School and representatives from Felixstowe and Walton Utd. Football Club with regards to the playing field on Langley Avenue. The possibility for the land to be transferred from SCC to the Town Council was still being explored, however this would be subject to the County Council accepting the termination of the lease from the Felixstowe School and formal approval by the Secretary of State. It was anticipated that this may take consideration time to process and it was noted that Norse would be maintaining the ground in the interim to prepare the pitches in the lead up to the new football season in August. In the meantime, Committee was keen to explore the opportunity to plant trees on the site for the Jubilee and the possibility of introducing some hedging to help with bio-diversity and security alongside the fence with Langley Avenue. The Clerk advised that discussions were also ongoing about the possibility of providing parking within the playing field site to stop cars parking on the verge during matches. In the long-term, should the Town Council acquire rights over the land, a project to provide mixed-use pavilion/community facility could be explored, which could be eligible for CIL and/or S106 funding.

Committee noted an update on the electric van and electric power tools which had been ordered.

Members considered the offer of £40 for collection of scrap metal and agreed that this would be a good solution to collect metal found and requiring disposal.

Members also requested that Network Rail be contacted regarding its fence along the boundary of the cemetery, a section of which had been blown down in a recent storm. Repair work was due to be carried out this week.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and,**
- ii. the accrued scrap metal to be disposed of, and the £40 income to go into the Allotment rent income budget.**

502. WAR MEMORIAL & FLOOD MEMORIAL

Committee received an update on the fixings that had just been purchased to secure the wreaths at the Felixstowe War Memorial and a request from the Royal British Legion to allowing the wreaths to remain at the War Memorial for a longer period. It was noted that current practice was for wreaths to remain in place for almost three months – from Remembrance Sunday in November until the anniversary of the North Sea Floods on 31st January.

The Deputy Town Clerk gave an update on the proposed renovations to the Flood Memorial. Contact was being made with the artists and stonemason and the Assistant Coastal Engineer to see if reclaimed groyne timbers could be obtained.

It was RESOLVED that:

- i. the War Memorial & Flood Memorial report be noted; and,**
- ii. the Royal British Legion be contacted to confirm that wreaths would remain secured by the War Memorial and displayed annually from Remembrance Sunday until the anniversary of the North Sea Floods.**

503. REPAIR OF DEPUTY MAYOR'S Chain

Committee received the report on the repairs needed to the enamel on the badge of the Deputy Mayor's chain and the clasp.

RESOLVED that the cost of the repairs to the Deputy Mayor's Chain of £400 be taken from the Asset Repair and Replacement Earmarked Reserve.

504. CLOSURE

The meeting was closed at 9.15 pm. The next meeting was noted as being scheduled for Wednesday 6 July 2022 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 4 May 2022 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson
Cllr A Smith (Vice-Chairman) Cllr M Morris
Cllr S Bennett Cllr D Savage
Cllr S Gallant Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant) (*via Zoom*)

IN ATTENDANCE: Cllr T Green
Mr I Lightfoot, SCC Assistant Traffic Regulation Officer
Mr L Boudville, ESC Transport, Infrastructure and Parking
Services Manager (*via Zoom*)
Mr C Phillips, ESC Principal Estates Surveyor (*via Zoom*)
Mr C Gosling, Press - Felixstowe Live
9 members of the public (*3 in person / 6 via Zoom*)

505. PUBLIC QUESTION TIME

The Chairman advised that he would invite members of the public to make their representations on item 509 below after officers from ESC and SCC had addressed the Committee.

506. APOLOGIES FOR ABSENCE

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

Cllr S Gallant gave apologies in advance of need to leave the meeting at 11.25am to attend to other business.

507. DECLARATIONS OF INTEREST

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

508. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 23 April 2022 be confirmed as a true record.

509. CAMPERVAN AND MOTORHOME PARKING AT UNDERCLIFF ROAD EAST

The Chairman invited Mr L Boudville, ESC Transport, Infrastructure and Parking Services Manager, and Mr I Lightfoot, SCC Assistant Traffic Regulation Officer, to address the meeting.

Committee noted that there were currently no restrictions preventing the parking of motorhomes and campervans along Undercliff Road East.

Mr Boudville advised that parking restrictions on a public highway would require a Traffic Regulation Order, which would apply to all vehicle types. Under current legislation this would not distinguish between motorhomes/campervans and other vehicles.

Mr Lightfoot commented that Bawdsey Quay was considering a four-hour waiting restriction to eliminate overnight parking. Mr Lightfoot advised that the TRO process was similar to a planning application, with a consultation period to allow all responses to be considered. In response to questions from the Committee, Mr Lightfoot advised that resolving specific issues with camping on the public highway would need further investigation as this may not be covered in current legislation.

Several Members felt that the main issue was large vehicles being in place for multiple nights, over-occupying the limited parking resource in that area. The Clerk referred Members to correspondence received from the public on this issue which had been circulated via email. Mr Boudville would consult with other local authorities which were considering similar issues and advise in due course.

A Member highlighted the byelaws, introduced on 25th January 1984, relating to the Promenade and Seashore, as a potential route towards mitigating the impact on the prom.

The Chairman invited Mr C Phillips, ESC Principal Estates Surveyor, to address the Committee in response to a discussion on byelaws. Mr Phillips advised that ESC had looked in to the possibility of byelaws on the prom. However, these were hard to enforce and the penalties on success were very low. Mr Phillips highlighted that any restrictions on parking could disadvantage residents, beach hut owners and the guests of the hotel at Undercliff Road East. Although it was understood that enforcement of a byelaw was problematic, some Members felt that this could still act as a deterrent. The Clerk advised that, as had often occurred when cycling on the prom was banned by a byelaw, any perceived lack of enforcement could lead to public dissatisfaction. It was noted that a Public Space Protection Order (PSPO) may be a more effective method of regulating activities on the prom.

At this point, the Chairman invited Cllr T Green and members of the public to address the Committee. Following an enquiry as to whether the Government had any plans to revise current legislation to be able to distinguish between

motorhomes/campervans and other vehicles, Mr Lightfoot advised that this was recognised as an issue but that the DfT would be responsible for any changes. In response to a question on the use of marked bays or disabled parking bays, it was noted that this would require a TRO and that marked bays may not offer the most efficient use of space.

A resident of Undercliff Road East reported a number of issues relating to campervans staying for weeks and having received verbal abuse from a campervan owner for taking a photo. Committee heard concerns from other members of the public, such as potential damage to the kerbs on the prom; alleged waste being put down the public drains; and, further encroachment of the prom by associated activities.

Members acknowledge that there may be a range of possible options, from yellow lines to one-hour restrictions, parking bays with limited waiting times, barriers preventing encroachment on the prom, additional dropped kerbs and the use of byelaws or PSPOs. However, it was considered important to be made aware of the likely effectiveness and practicability of introducing such measures, as well as any possible unintended consequences or externalities.

At the instruction of the Chairman, the Committee took a short recess at 11.03am.

The meeting recommenced at 11.10am.

Following brief further discussion, Members agreed that the long-term parking by campervans and motorhomes along Undercliff Road East warranted further consideration. Committee agreed that all practicable options should be investigated, including the option of maintaining the status quo, before any decisions could be made.

It was therefore RESOLVED that:

Suffolk County Council and East Suffolk Council be requested to formulate, as soon as possible, a range of workable options - to include a summary of costs and externalities – which could be introduced to mitigate potential issues associated with the overuse of the parking resources in Undercliff Road East by campervans and motorhomes; and, in addition, that ESC be asked to promote the availability of overnight parking for campervans and motorhomes at alternative locations nearby.

510. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to East Suffolk Council:

A	DC/22/0490/FUL Retrospective Application - Erection of salon and toilet Port Light Ferry Road Felixstowe Ferry
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Committee recommended APPROVAL.

At this point 11.26am, Cllr Gallant left the meeting.

B	DC/22/0790/FUL Demolition of one of our two garages at rear of our property. Potentially remaining garage roof to "green roof" or simple fibreglass (grey) one. Already submitted full details through pre planning ref No DC/21/5679/PREAPP 2 Talbots Orwell Road
Committee recommended APPROVAL.	

C	DC/22/1565/FUL Extensions to property including garden office and recladding 3 Brook Lane
Committee recommended APPROVAL, subject to it being conditioned that the use of the annexe remains ancillary to the host property and not a separate dwelling.	

D	DC/22/1218/FUL Conversion of existing attic roof space to create new habitable space, together with insertion of new dormer windows, removal of existing chimney, changes to internal layout and fenestration, and replacement of existing detached garage Dunrobin 2 Priory Road
Committee recommended APPROVAL.	

E	DC/22/1037/FUL Retrospective Application - Removal of two existing old, broken and failing skylight style windows (Velux brand lift and tilt) and replaced with two new constructed dormer windows. The skylight windows were on the rear side elevation (facing No 25 Bath road) and on the rear midpoint elevation (facing Quilter road), which is adjacent to the side passage way and not near the gable end at the back. Both dormer windows are wooden frame construction, insulated, faced with composite dark grey weather board (to colour match the existing grey composite roof tiles), finished with new grey slate roof tiles and clay ridge tiles (to match existing). Both of the dormer windows are in the same positions as those that already existing on No 25 next door and opposite to those on No 27. Seaside House 27 Bath Road
Committee recommended APPROVAL but we note with concern that the applicant's documents do not make reference to the fact that this property is within the Felixstowe Conservation Area.	

F	DC/22/1604/TPO To pollard road frontage Lime to prevent road overhang 68 Orwell Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

G	DC/22/1698/TCA 1no. Stone Pine (red circle on plan) – fell Beauty Therapy 30 Maybush Lane
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

H	DC/22/1230/TCA Sycamore on rear Brownlow Road boundary - Removal due to poor health of tree (active fungal decay) and damage caused by pavement and water supply pipe. Size of stump and root system will prevent replanting in same place. The Beacon 7 Hamilton Gardens
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

511. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

512. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. Application to East Suffolk Council for a Temporary Pavement Licence for The Café on the Corner, 16 Hamilton Road, for the use of furniture for the purpose of consuming food or drink supplied from the premises.
Members did not raise any objections to this request.

513. CLOSURE

The meeting was closed at 11.57am. It was noted that the next meeting was scheduled to take place on Wednesday 25 May 2022 at 9.15am.

AGENDA ITEM 9: DELEGATION ARRANGEMENTS

Council is requested to review and approve the authority delegated to the Town Clerk for 2022-23. Arrangements approved for 2021-22, including the addition of a provision for delegating the functions of Council in the event of the suspension of Council meetings as a result of government advice or civil emergency (*Minute #317iv. of 2021-22 refers*), are as below:

Delegated Authority to the Town Clerk

Subject to any further delegation by Committees, the Town Clerk will have the following delegated authority:

- i. Approve routine expenditure within budgets without further approval by Committee.
- ii. Within the agreed staffing establishment and budget, to vary working hours of established staff, and to recruit both permanent, casual and contract staff provided that the grade of such staff is NJC Scale Point 23 or below.
- iii. In the event of an emergency incur expenditure to a maximum of £50,000 in consultation with the Town Mayor.
- iv. Make investments in accordance with the Council's agreed policy.
- v. Ban persons from entering Council premises or land with just cause.
- vi. Negotiate commercial filming rights on Council property/land.
- vii. Produce and/or edit any Council publication in consultation with the Mayor or formally appointed Council body.
- viii. Implement, where timescales require, any legislation which may affect the Town Council and to report its implementation to Full Council.
- ix. Take legal action to recover debts on behalf of the Council if considered proportionate and necessary.
- x. Should the holding of Council meetings be suspended as a result of a civil emergency, the implementation of Government advice, restrictions on direct contact in relation to national health, or other emergency, all functions of the Council, other than those matters specifically reserved by law to be determined by a meeting of the Council, to be delegated to the Clerk (as the Council's Proper Officer) in consultation with the Mayor (or the Deputy Mayor should the Mayor not be available), or Chairman of the appropriate relevant Committee (or the or Vice-Chairman if the Chairman should not be available)

until the next Ordinary or Extraordinary Council meeting, at which time the delegation must be reviewed.

- xi. Such decision making (in x. above) to be in pursuance of the provision of ongoing Council services and business and in relation to new Council policy and functions arising from the circumstances that precipitated the suspension of Council meetings. Decisions made under such delegations to be noted at the next meeting of the Council.

Council is requested to review and approve its arrangements for delegated authority to the Town Clerk for 2022/23.

AGENDA ITEM 10: COUNCIL GOVERNANCE 2022/23

Council is requested to review the following documents and adopt them for the Municipal Year 2022-23. The documents should appropriately underpin the general good governance of the Council in all circumstances.

a) Terms of Reference

Council's Terms of Reference are presented for re-adoption at **Appendix B**.

In accordance with the recommendation of the Finance & Governance Committee, Council is requested to note the additional clarification regarding authority of individual committee's to spend against specified Earmarked Reserves, without requiring further approval from Council. Clarification now specifies a limit of up to £20,000 per Earmarked Reserve (*#Minute 440 of 2021/22 refers*).

b) Standing Orders

Standing Orders are presented to Council for adoption without material change for 2022-23 at **Appendix C**.

The application of Standing Orders remains relevant and appropriate in respect of also being able to attend meetings online. Specific guidance for Councillors and members of the public on remote meetings is available on the Council's website here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Council's Finance and Government Committee considered Standing Orders for 2022/23 (*Minute #441 2021/22 refers*) and agreed the amendment to correct the year of the NALC 2020 model on page 1 and to update the contract thresholds under para. 18 'Financial Controls and Procurement'.

c) Financial Regulations

Financial Regulations are presented to Council for adoption at **Appendix D**. Council's Finance and Government Committee recommend adoption as presented which includes update to the thresholds and amendments to enable digital signing of invoices (*Minute # 442 ii 2022/23 refers*).

In line with item 6.8 the approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

Council's Finance and Government Committee recommend the continued use of BACS (*Minute # 442 ii 2021/22 refers*).

d) Risk Management Policy & Risk Register

Council is required to review its Risk Management Policy and Financial Risk Register on an annual basis. The Risk Management Policy and Financial Risk

Register is at **Appendix E** for review, updated to show the insurance cover which took effect from 1 April 2022. Council's Finance and Government Committee recommend adoption as presented (*Minute # 443 2022/23 refers*).

Councils are also required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. Council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken. The Clerk will bring a report on the effectiveness of internal audit to Council in June.

e) Complaints Procedure

Council reviews its Complaints Procedure annually. The procedure provided at **Appendix F** adopted by Council is presented for review and adoption without amendment for 2022/23. Council's Finance and Government Committee recommend adoption as presented (*Minute # 444 2022/23 refers*).

f) Publication Scheme 2022/23

Under the Freedom of Information Act 2000, it is the duty of every public authority to adopt and maintain a Publication Scheme. Local authorities must produce and publish the method by which specific information will be available so that it can be easily identified by members of the public.

The Information Commissioner's Office (ICO) provides a model publication scheme (version 1.2, 2015 is the current version), which the Council re-adopted in 2019 alongside an updated schedule of information available from Felixstowe Town Council within the scheme. The model scheme and a schedule of information available is provided at **Appendix G** without amendment. Council's Finance and Government Committee recommend adoption as presented (*Minute # 445 2022/23 refers*).

g) Community Engagement Strategy 2022/23

Council's Community Engagement Strategy Scheme is presented at **Appendix H** for re-adoption with no material changes proposed at this time. Council's Civic and Community Committee recommend adoption as presented (*Minute # 488 2022/23 refers*).

h) Model Code of Conduct

In June 2014 Council adopted the Suffolk Local Code of Conduct. In December 2020 the Local Government Association (LGA) approved its new Model Councillor Code of Conduct 2020 shown at **Appendix I**, with the aim for it to be adopted by all levels of local government, effectively a national Code. The LGA have produced Notes for Guidance, providing useful interpretation of the Code which can be found at <https://local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct>.

It is hoped that all councils across England will move to the Councillor Code of Conduct developed by the LGA, following extensive consultation. In Suffolk, the five principal authorities have agreed to do so, and it is strongly recommended that all parish and town councils adopt the Code.

The 'Suffolk Code' has largely served well but does contain a number of weaknesses which are largely addressed in the LGA model.

It is anticipated that NALC will be issuing parish/town council specific guidance in the near future and other material will be made available by SALC, such as template dispensation application forms.

The LGA Code builds on the Seven Principles of Public Life (Nolan) and establishes a set of general principles specifically designed for the role of Councillor. In general, it provides more explanation of what the rules mean, with further detail still contained in the guidance notes. It specifies that a member is acting in that capacity when they misuse their position, or if their actions would give the impression that they are acting as a councillor.

The code applies to all forms of communication and interaction, including:

- Face-to-face meetings, online or telephone meetings
- Written, verbal and non-verbal communication
- Electronic and social media communication, posts, statements and comments

The rules on declaring and accepting gifts and hospitality are also much clearer.

The biggest change for Suffolk councillors relates to interests. The Suffolk Code is largely silent on those interests that are neither disclosable pecuniary interests (DPI), nor so called 'local non-pecuniary' interests (LNPI). The completely new category of 'non-registerable interests' addresses this, requiring declaration and withdrawal if it directly relates to the financial interest or well-being of the member (or a close relative or associate). Furthermore, if a matter affects the member's financial interest or well-being more than the majority of parishioners, then this has to be declared also.

An application (in writing) can be made to the Council for a dispensation to take part for each of the three categories. Dispensations can only be granted in specific circumstances.

SALC have arranged a series of free webinar briefings by one of the principal architects of the model Code, Hoey Ainscough Associates, with the last date remaining being Monday 20 June 7pm, booking for Councillors is available through the SALC member portal by the Clerk. The Deputy Town Clerk recently attended a session and any member wishing to receive a link to the recording can let the Deputy Town Clerk know. The session considered real life scenarios and updated learning in relation to the code.

Council is therefore requested to review and adopt its:

- i. Terms of Reference for 2022-23 as presented at Appendix B;**
 - ii. Standing Orders for 2022-23 as presented at Appendix C;**
 - iii. Financial Regulations for 2022-23 as presented at Appendix D and confirm the continued use of BACS payments;**
 - iv. Risk Management Policy & Risk Register for 2022-23 as presented at Appendix E;**
 - v. Complaints Procedure for 2022-23 as presented at Appendix F;**
 - vi. Freedom of Information Publication Scheme for 2022-23 as presented at Appendix G;**
 - vii. Community Engagement Strategy for 2022-23 as presented at Appendix H;**
 - viii. Model Code of Conduct as presented at Appendix I**
-

AGENDA ITEM 11: APPOINTMENTS TO COMMITTEES

In accordance with its Terms of Reference, Council is requested to review the following schedule and confirm the appointment of Chairmen, Vice-Chairmen and Members to its Committees and Working Groups for the Municipal Year 2022/23. Council is also requested to note that the Mayor of Felixstowe, unless already formally appointed as a Councillor, will be an additional Member, *ex-officio*, of the Finance & Governance, Planning & Environment, Assets & Services and Civic & Community committees, with full voting rights.

FINANCE & GOVERNANCE COMMITTEE (9)

1. Cllr Mick Richardson (Chairman)
2. Cllr Tracey Green (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Nick Barber (*ex-officio as Chairman of Assets & Services Committee*)
5. Cllr Stuart Bird
6. Cllr Mike Deacon
7. Cllr Andy Smith
8. Cllr Steve Wiles (*ex-officio as Chairman of Civic & Community Committee*)
9. Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (9)

1. Cllr Steve Wiles (Chairman)
2. Cllr Doreen Savage (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Steve Gallant
5. Cllr Sharon Harkin
6. Cllr Graham Newman
7. Cllr Margaret Morris
8. Cllr Mick Richardson
9. Cllr Kimberley Williams

ASSETS & SERVICES COMMITTEE (9)

1. Cllr Nick Barber (Chairman)
2. Cllr Doreen Savage (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Sharon Harkin
5. Cllr Margaret Morris
6. Cllr Graham Newman
7. Cllr Mick Richardson
8. Cllr Andy Smith
9. Cllr Kimberley Williams

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Stuart Bird (Chairman)
2. Cllr Andy Smith (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Steve Gallant
5. Cllr Mark Jepson
6. Cllr Margaret Morris
7. Cllr Doreen Savage
8. Cllr Steve Wiles
9. Cllr Kimberley Williams

PERSONNEL COMMITTEE (5)

1. Mayor of Felixstowe (Chairman) (*ex-officio as Mayor of Felixstowe for 2022/23*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Deputy Mayor (*ex-officio as Deputy Mayor for 2022/23*)
4. Cllr Mark Jepson (*ex-officio as Mayor of Felixstowe for 2021/22*)
5. Cllr Doreen Savage

APPEALS COMMITTEE (5 Members who are not on the Personnel Committee)

1. Cllr Andy Smith (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Mike Deacon
4. Cllr Tracey Green
5. Cllr Nick Barber

YOUTH FORUM (3 FTC)

1. Cllr Mark Jepson
2. Cllr Nick Barber
3. Cllr Seamus Bennett

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

1. Cllr Mark Jepson (Lead Emergency Coordinator)
2. Cllr Darren Aitchison (Deputy Emergency Coordinator)
3. Cllr Andy Smith (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

ESC/FTC JOINT FORUM

1. Cllr Nick Barber
2. Cllr Sharon Harkin
3. Town Clerk

TOWN MAGAZINE WORKING GROUP

1. Cllr Doreen Savage
2. Cllr Kimberley Williams
3. Town Clerk
4. Deputy Town Clerk

CLIMATE EMERGENCY WORKING GROUP

1. Cllr Mick Richardson (Chairman)
2. Cllr Darren Aitchison
3. Cllr Nick Barber
4. Cllr Seamus Bennett
5. Cllr Margaret Morris
6. Cllr Doreen Savage
7. Cllr Andy Smith
8. Town Clerk
9. Deputy Town Clerk

Council is therefore requested to consider and decide its Committee appointments for 2022/23.

AGENDA ITEM 12: APPOINTMENTS TO OUTSIDE BODIES

Council is requested to confirm the appointment of representatives to Outside Bodies and Partnerships on the basis of the following schedule:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Home Instead Steering Group	1. Cllr Sharon Harkin
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Friends of Felixstowe Library	1. Cllr Tracey Green
Felixstowe Nightsafe	1. Cllr Mark Jepson
Felixstowe Old People's Welfare Association	1. Cllr Graham Newman + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr Mark Jepson 2. Cllr Margaret Morris 3. Cllr Graham Newman
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Mark Jepson 3. Cllr Steve Wiles + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Andy Smith (Substitute Cllr Margaret Morris)
Haven Ports Welfare	1. Cllr Doreen Savage
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Andy Smith 2. Mayor of Felixstowe (<i>ex-officio</i>) 3. Town Clerk (<i>ex-officio</i>)
Felixstowe Area ASB Meeting	1. Cllr Mark Jepson 2. Cllr Mick Richardson 3. Cllr Steve Gallant 4. Cllr Kimberley Williams
Level Two Youth Project	1. Cllr Mark Jepson 2. Cllr Margaret Morris
Freight Quality Partnership	1. Cllr Andy Smith
Fairtrade Forum	1. Cllr Graham Newman
East Suffolk Lines Community Rail Partnership	1. Cllr Graham Newman
Orwell District Scouts	1. Mayor of Felixstowe (<i>ex-officio</i>)
Felixstowe Peninsula Community Partnership	1. Cllr Sharon Harkin 2. Cllr Andy Smith 3. Town Clerk

CHARITY TRUSTEES

Council may be requested to appoint one or more Trustees to the following charities on the basis below:

Charity	Trustees Appointed (<i>Proposed</i>)
Mayor of Felixstowe Charity Fund (1184138)	1. (<i>Mayor of Felixstowe</i>) 2. (<i>Deputy Mayor</i>) 3. (<i>Immediate Past Mayor</i>) Authorised signatories to be any of the above plus (<i>the Town Clerk</i>).
Felixstowe Relief Charity (1182192) Note: this is a successor charity to the following charities: <i>Alexandrine De La Roche Relief In Need Charity (261597)</i> <i>Felixstowe General Charity (270980)</i> <i>Felixstowe War Memorial Cottages (240325)</i> <i>King George Vi Coronation Memorial Homes For Old People (211502)</i> <i>Widow's Charity Otherwise Known As The Poor's Estate (211504)</i>	This charity requires a minimum of three trustees, and a maximum of 12. The charity may invite the Town Council to appoint up to three trustees if required, who need not be a Council Member. Trustees must ordinarily sit for a minimum of a three-year term and can remain a trustee for a maximum of four consecutive terms. No additional Trustees have been requested at this time. Current trustees are: <ol style="list-style-type: none"> 1. Mr Jon Garfield 2. Mrs Joan Sennington 3. Mr Norman Berry 4. Cllr Margaret Morris 5. Cllr Darren Aitchison 6. Cllr Mark Jepson Work is being carried out to recruit further trustees outside of the Town Council.

Council is requested to consider and decide its Representatives to Outside Bodies and Partnerships for 2022/23.

AGENDA ITEM 13: AUTHORISED SIGNATORIES

BANK SIGNATORIES 2022/23

- Mayor
- Deputy Mayor
- Cllr Stuart Bird
- Cllr Margaret Morris
- Cllr Steve Gallant
- Cllr Andy Smith

QUARTERLY BANK RECONCILIATION SIGNATORY

- Cllr Doreen Savage

OPEN CREDIT AGREEMENT

Town Clerk, Deputy Clerk and Civic Events Officer are authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

Council is requested to consider and decide its Authorised Signatories for 2022/23

AGENDA ITEM 14: REVIEW OF SUBSCRIPTIONS

The Town Council has included within its budget for 2022/23, provision to pay subscription costs to the following organisations:

Organisation	2022/23 fee	Notes
Suffolk Association of Local Councils (SALC)	£2,655.36	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£95	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.

And on behalf of its staff Council pays subscription fees to:

Organisation	2022/23 fee	Notes
Society of Local Council Clerks (SLCC)	£467	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£270	Professional membership of the Deputy Town Clerk

Council is requested to review and confirm its subscriptions for 2022/23

AGENDA ITEM 15: ASSET REGISTER REVIEW

The Council maintains an Asset Register which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and this is attached at **Appendix J**. The first part of the document is as produced previously, with an additional print out from Council's Scribe Accounting software package as these can now be input onto the system. The system allows photographs to be assigned alongside the inputting of further information on assets which will prove useful.

Although it is common practice for business to depreciate long-term assets for both tax and accounting purposes, this is not recommended for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is therefore shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

The Council's Asset Register, which was updated to reflect acquisitions and disposals in the year since 1 April 2021 and reviewed by the Assets & Services Committee on 27 April, is presented for approval and adoption as recommended (*Minute #496 of 2021-22 refers*).

Council is requested to approve the Asset Register to 31 March 2022.
