



9 am to 4 pm Mondays to Fridays

## TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

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

Cllr Jon Garfield  
Cllr T Green  
Cllr J Vartan  
Cllr S Wiles  
Cllr K Williams

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 21 September 2016** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Assets & Services matters.

## A G E N D A

### 1. Apologies

To receive apologies for absence.

### 2. Declarations of Interest

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

### 3. Requests for Dispensation

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

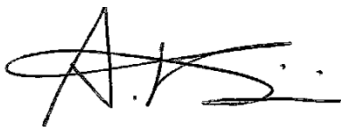
### 4. Confirmation of Minutes

To confirm the Minutes of the Civic & Community Committee meeting held on 15 June 2016 as a true record. **(Pages 3-5)**

### 5. Civic & Community Budget Report

To receive the Civic & Community Budget report to 14 September 2016 and consider any actions deemed necessary. **(Page 6 & Appendix A)**

6. **Armed Forces Weekend/Darell's Day 2017**  
To consider a report on a significant event planned for 2017. **(Pages 7-8)**
7. **CCTV Report**  
To receive a verbal update on the CCTV provision following a meeting with the police and contractor planned for the same day, and consider any actions deemed necessary. **(Verbal report)**
8. **Website Photo Competition**  
To choose a winner of the Website Photo Competition. **(Page 9)**
9. **Clean for the Queen Charity Cheque**  
To consider to whom to award the £20 'Clean for Queen' cheque received for the Council's efforts in this initiative.
10. **Annual Grants**  
To review and consider the provision of Annual Grants for 2017-18 and make any recommendation as part of the draft budget to Council. **(Page 10)**
11. **Litter and Dog Waste Bins**  
To consider requests for the provision of additional dog waste bins. **(Page 11)**
12. **Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 19 October 2016 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**15 September 2016**

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

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



Committee proposed that grants be awarded on the following basis:

**1<sup>st</sup> Walton Rainbows**

Awarded £200 towards the cost of crafts, sports and cooking equipment

**Felixstowe and District Horticultural Society**

Awarded £150 towards venue hire costs for the 2016 annual show.

**Felixstowe & Walton United Football Club**

Awarded £1,000 towards the construction of a new clubhouse & changing rooms.

**Felixstowe Creative Arts Trust (F-CAT)**

Awarded £3,000 towards start-up costs for a Performing Arts Centre for the Felixstowe Peninsula in St Mary's Church, Trimley.

**Felixstowe Ferry Sailing Club**

Awarded £1,000 towards the upgrade of ladies toilets/showers.

**Felixstowe Friendly Visiting Service**

Awarded £500 towards the cost of coach hire, lunches and teas for the elderly.

**Felixstowe Sea Angling Society**

£750 will be awarded as match funding, once £750 has been raised by the Society towards refurbishing kitchen and updating toilet fittings.

**Felixstowe Volunteer Coast Patrol Rescue Service**

£275 to be ring-fenced for re-validating existing offshore Medic certification and First Responder Training for 4 new volunteers. The award is made subject to confirmation that a pending review of the governance and sustainability of this organisation had been confirmed as completed. Award to be available until the next round of applications whereupon it will be reviewed at Civic & Community meeting on 14 December 2016.

**Home-start Suffolk (East Ipswich & Coastal)**

Awarded £500 towards travel expenses for volunteers to support up to 7 Felixstowe based families on a weekly basis for the coming year.

**Suffolk Accident Rescue Service (SARS)**

Awarded £350 towards equipping new SARS responders & upgrading existing equipment.

**RESOLVED that:**

- i. for the first round of Occasional Grants for 2016/17 a total of £7,725 be awarded and approved for payment on the basis of the schedule above. This includes £275 ring-fenced for Felixstowe Volunteer Coast Patrol Rescue Service until the next round of applications at the end of November 2016 as detailed above, and £750 which will**

**be awarded as match funding for Felixstowe Sea Angling Society;  
and,**

- ii. details of Occasional Grants awarded by the Town Council, availability and deadlines for the next round, be published in the Council's next newsletter, highlighting the amount available.**

**91. FELIXSTOWE IN FLOWER 2015**

Committee received and noted the report on the Felixstowe in Flower scheme. The Launch date for Felixstowe in Flower is Tuesday 28<sup>th</sup> June.

It was noted that Suffolk Coastal District Council had sponsored the new hanging baskets in the Shared Space scheme via the Seafront Gardens project.

**RESOLVED that the report be noted and a press release be issued to include information on the new hanging baskets in the Shared Space.**

**92. REPORT ON OUTSIDE BODIES**

Councillor Green presented a report on Outside Bodies. Members heard that Council appoints representatives to 21 different Outside Bodies/Partnerships and Council received reports from its representatives on an ad-hoc and infrequent basis. Committee considered the principle of introducing an annual, or longer, schedule for regular reports. However, it was agreed that this should be a matter for the Finance & General Purposes Committee to consider for a recommendation to Full Council.

**RESOLVED that the matter of reporting on outside bodies be referred to Council's Finance & General Purposes Committee for further consideration.**

**93. CLOSURE**

The meeting was closed at 8.39pm. The next meeting was noted as being scheduled for Wednesday 21 September 2016 at 7.30pm.

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## AGENDA ITEM 5: CIVIC & COMMUNITY BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Civic & Community part of Council's budget. A summary of the position to 14 September 2016 is provided below with a detailed report at **Appendix A**.

Month No : 6

### Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
301 Civic & Community	Expenditure	27,550	26,081	32,380	6,299		6,299	80.5 %
	Income	0	4,012	3,990	22			100.6 %
302 Section 137 Expenditure	Expenditure	22,068	12,750	22,100	9,350		9,350	57.7 %
303 Felixstowe in Flow er	Expenditure	9,070	3,796	9,550	5,755		5,755	39.7 %
	Income	6,133	3,718	4,000	-282			93.0 %
304 Communication	Expenditure	5,032	1,739	5,585	3,846		3,846	31.1 %
305 Community Fund Projects	Expenditure	41,779	15,491	41,866	26,375		26,375	37.0 %
	Income	5,700	0	0	0			0.0 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>	Expenditure	<b>105,499</b>	<b>59,857</b>	<b>111,481</b>	<b>51,624</b>	<b>0</b>	<b>51,624</b>	<b>53.7 %</b>
	Income	<b>11,833</b>	<b>7,730</b>	<b>7,990</b>	<b>-260</b>			<b>96.8 %</b>
	Net Expenditure over Income	<b>93,665</b>	<b>52,127</b>	<b>103,491</b>	<b>51,364</b>			

**Committee is requested to consider the budget report to 14 September 2016 and decide any action it deems necessary.**

## **AGENDA ITEM 6: ARMED FORCES WEEKEND/DARELL'S DAY 2017**

A major joint event is planned for the weekend 24 – 25 June 2017 to be held in Felixstowe. This is to celebrate the 350<sup>th</sup> anniversary of the Dutch landing at Felixstowe and attack on Landguard Fort, and Suffolk's Armed Forces Day. This report is to request that Felixstowe Town Council consider supporting entertainments, fireworks and other displays at the event up to the sum of £18,000.

2017 marks the 350th anniversary of the Dutch attack on Landguard Fort and to mark the occasion, and to recognise the huge contribution made by our servicemen and women from the past until the present day Felixstowe has been chosen as the venue for Suffolk Armed Forces Day. A weekend of action packed entertainment is planned for Saturday 24th & Sunday 25th June 2017. The event is being organised in partnership by organisations including the Suffolk Armed Forces Covenant Community Group, the Landguard Fort Trust, Royal Marines Association and Royal British Legion, with assistance and resources from local authorities and the military. SCDC have agreed to underwrite the event to the sum of £25,000.

### Aims and Objectives

The aim is to hold a major military themed event in Felixstowe on the Armed Forces Day weekend 24th and 25th June 2017. The main objectives are:

- to develop closer links between the community and armed forces personnel, their families and service veterans,
- to raise public awareness of the contribution made to our country by those who serve and have served in Her Majesty's Armed Forces,
- to give the nation an opportunity to show their support for the men and women who make up the Armed Forces community: from currently serving troops to Service families and from veterans to cadets,
- to raise awareness of the Dutch invasion and attack on Landguard Fort, and celebrate the 350th anniversary of the Royal Marines first land battle where the Dutch were repelled.
- as part of Felixstowe's event programme highlight the town's visitor attractions and boost local business income.

### Event Outline

An organising committee has been formed and event planning is underway. Its success will be dependent on the support of the armed forces, local authorities, corporate sponsorship, and volunteer and community organisations. Planned is: Re-enactments, static displays, capability demonstrations, bands, music, entertainment food and drink, parade and cadet competitions. The event will use multiple locations in Felixstowe that may include: Beachside Events Area, Sea Road Gardens, promenade and beach, Langer Park, Martello Park and Landguard Fort.

This is a fantastic opportunity to show off to the county the best of Felixstowe and what Felixstowe does best, whilst demonstrating the community's support to our Armed Forces and highlighting the town's rich heritage by celebrating one of its most important historical events.

Recognition for funding the stage and entertainments will be provided by banners around the stage and associated marketing material.

The overall event is estimated to cost over £50,000. Sponsorship will be sought to minimise the net cost. District and County councillors will be approached to make a contribution from their Enabling Communities and Locality budgets.

<b>Indicative Estimates</b>	<b>Cost</b>
Royal Marine Association Concert Band inc.	£9,000
Reenactors	£12,000
<i>Fireworks</i>	<i>£3,000</i>
<i>Entertainment and Displays</i>	<i>£12,000</i>
<i>Stage/Technical Assistance / PA system</i>	<i>£3,000</i>
Ambulance / First Aid cover	£4,000
Transport: Weekend Park & Ride & logistics	£3,000
Toilets	£2,500
Marketing	£2,700
Other estimated event costs	£2,000
<b>Total</b>	<b>£50,100</b>

Paul Grant, Project Officer for the Landguard Partnership, is leading the coordination of the event and will be available at the meeting to provide further information and answer Member's questions.

**Committee is requested to consider making a recommendation to Council that Felixstowe Town Council support the staging of entertainments and a firework display as part of Felixstowe Armed Forces Weekend Event 2017, to the sum of £18,000.**

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## **AGENDA ITEM 8: WEBSITE PHOTO COMPETITION**

Members will be aware that the Town Council was awarded Website of the Year at the Suffolk Association of Local Councils Annual General Meeting on 19th November.

Council's website had been selected for the top prize, above other town and parish councils across the county, in the Larger Council's category; with the judges commenting on the abundance of information available, the number of features and the clean, eye-catching layout.

A digital rosette highlighting the award is displayed on the site. The Council also received a cheque for £100.

At its meeting of 16 December 2015, Committee considered ideas on how the cheque could be used to support the website further.

It was agreed that a competition be set up to find a new background image for the website with £100 awarded to the winning entrant and their image or photo used on the site. Other worthy entries could also be displayed on a digital gallery on the site (*Minute #375 of 2015/16 refers*).

Members advised that the competition should be held during the summer months to give the best opportunity for an iconic photo to be taken.

The competition ran from 8 July – 13 September 2016, receiving 41 entries.

The entries are published on a gallery on the Council's website here: [www.felixstowe.gov.uk/events-attractions/felixstowe-gallery](http://www.felixstowe.gov.uk/events-attractions/felixstowe-gallery)

The shortlisted photos will be displayed at the meeting for consideration by Committee.

**Committee is requested to choose a winning photo to be used as the new website background and approve the award of a £100 prize to the winning entrant.**

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## **AGENDA ITEM 10: ANNUAL GRANTS**

Council provides on-going funding support for a number of local partner organisations each year. In 2016/17 these were as follows:

Felixstowe Council for Sport and Recreation	200
Citizen's Advice Bureau	1,500
Felixstowe Volunteer Coast Patrol Rescue Service	1,500
Felixstowe Carnival	500
Landguard Fort	1,000
Landguard Partnership	1,000
Felixstowe Ferry Boatyard	200
Art on the Prom	500
Wesel Twinning Association	200
Salzwedel Twinning Association	200
<b>Total</b>	<b>6,800</b>

Council also supports the local youth services provider, Level Two, with £10,000 towards operational costs.

The organisations have been asked to confirm their ongoing requirements in order that Committee can consider making appropriate provision for Annual Grants in the 2017/18 financial year. Members have been provided with the applications in advance of the meeting.

Council also provides £1,000 funding towards the Harwich-Shotley-Felixstowe Foot Ferry under a two-yearly partnership agreement between Harwich Harbour Ferry Services, Essex County Council, Suffolk County Council, Suffolk Coastal District Council, Tendring District Council, Babergh District Council and Felixstowe Town Council.

**Committee is requested to consider the provision of Annual Grants and make any recommendation for inclusion as part of the draft budget recommendations to Council.**

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## **AGENDA ITEM 11: LITTER AND DOG WASTE BINS**

Committee has a budget of £800 available to support the provision of additional litter and dog waste bins in the town.

Requests for bins have been received as follows:

- Fido bin just inside the park gates at Allenby park
- Larger Fido at Ferndown Road
- Fido bin at Ferry Road where the bungalows end and the fields begin
- Fido bin at grass area at the junction/roundabout Colneis Rd/Beatrice Avenue
- Fido bin in Colneis Road where footpaths link to Upperfield Drive

The Clerk referred these requests to Suffolk Coastal Norse, as the agency who would install and maintain the bins, for confirmation of substantive need at these locations and the appropriateness of their siting.

Norse have confirmed all the locations above as appropriate, aside from Colneis Road, where concern was raised about a bin at this location potentially sticking out too far.

The latest costs for purchase and installation of bins are as follows:

- £175.00 +VAT each for a Glasdon 25L Fido
- £215.00 +VAT each Metal Glasdon 50L Fido
- £215.00 + VAT each for a Glasdon Topsy2000 Litter bin

Should Committee consider approving the cost of four of the five bins above, the cost would be £740+VAT.

**Committee is requested to consider and decide any provision for additional dog waste bins as per the report.**

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