



FELIXSTOWE
TOWN COUNCIL

ANNUAL REPORT 2020 - 2021



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Felixstowe Town Council

Town Hall

Felixstowe

IP11 2AG

OUR VISION

"A well-connected, thriving and friendly seaside town where people of all ages and backgrounds aspire to live, work and visit."



@FelixstoweTownCouncil



@FelixstoweTC

MESSAGE FROM THE MAYOR



Welcome to the Annual Report of Felixstowe Town Council for the Civic Year 2020/21

It certainly has been a year like no other. For our community perhaps more challenging than any other year in most of our living memories. However, this was also a year when we discovered just how resilient, adaptable and supportive Felixstowe can be. Becoming your Mayor was an incredibly proud moment but seeing the way the town has come together in response to the coronavirus pandemic over this past year has been truly inspiring.

On behalf of Felixstowe Town Council, I would like to pay tribute to all the NHS and care staff working at our surgeries, hospital, care homes and within the community; and to all our frontline workers, charities, community groups and volunteers. We Thank You. We will never forget the dedication and invaluable service you have given to families and individuals throughout the pandemic.

We have also witnessed, firsthand, the remarkable way in which residents and businesses have risen to the challenges of the past year. And we recognise the suffering and loss felt by so many due to the coronavirus.

This past year the Town Council has dedicated itself to supporting the community through the pandemic. This year's Annual Report outlines just some of the ways in which we have approached that task and our more usual objectives. I hope you enjoy reading it.

By providing and facilitating access to community services, grant funding organisations offering direct support, highlighting and responding to community need, communicating our values and celebrating local successes, the Town Council is well-placed to continue this mission.

Thank you to those who have donated to The Mayor's Charity Fund this year. We will be continuing to add to that fund over the next Mayoral year to support the Felixstowe branch of Citizens' Advice and the Felixstowe Carnival Association. I would like to thank the Town Council staff for the way you have responded over the last twelve months, delivering a first-class service to our town and the Council. Finally, I would like to thank my fellow Town Councillors, who all volunteer their time and efforts for the best of the town. I have really appreciated your support.

As we emerge from the restrictions, with all our support our town will recover economically and physically. In the meantime, as always, please look after yourselves, your families, friends and neighbours.

A handwritten signature in white ink that reads "Mark Jepson". The signature is written in a cursive, flowing style.

**Cllr Mark Jepson
Mayor of Felixstowe 2020/21**

YOUR COUNCIL

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Key

* Councillor is also a Member of East Suffolk Council

** Councillor is also a Member of Suffolk County Council



The Council comprises 16 Members representing four wards who are elected every four years. Council also delegates some of its functions to its Committees:

Finance & Governance Committee

Considers and monitors the finances and governance of the Council.

Assets & Services Committee

Oversees the provision of our assets and services such as our halls, allotments and cemetery.

Civic & Community Committee

Considers our civic functions, community engagement, partnership working and grants.

Planning & Environment Committee

Makes recommendations to East Suffolk Council, Suffolk County Council and other authorities on planning applications and policies affecting local development.

Members of the public are very welcome to attend all meetings of the Council and its Committees, which are usually held online, if not at the Town Hall. 15 minutes is set aside for public participation, during which time members of the public can speak or ask a question. Details on when meeting takes place, the matters for consideration and records of decisions made are all available on our website www.felixstowe.gov.uk

CLIMATE EMERGENCY

Since Council declared a Climate Emergency in July 2019, our carbon footprint has been high on the agenda. Councillors consider biodiversity and environmental impact at the heart of all our decision-making. Our dedicated Climate Emergency Working Group has met often to review processes, services, products and actions and to raise awareness locally.

ACTION WE'VE TAKEN SO FAR...

Felixstowe Town Council is committed to doing as much as it can at a local level to work towards carbon neutrality and protect and enhance thriving ecosystems within and around our community. The Town Council has been recognised amongst parish and town council across the Eastern region as leading the way.



- Cycle to Work Scheme
- No Idling promotion in Schools
- Re-wilding in Langley Avenue
- Encouraging Wildlife at the Cemetery
- Reducing use of Pesticides
- Separating and recycling waste
- Car Sharing to meetings pre-Covid, enabling meetings to go online to reduce driving during Covid.
- Replacing all lights at end of their life with LED
- Insulating to 270mm in uninsulated areas
- Investigating battery rechargeable power tools for replacing all tools at end of life
- Using 100% renewable energy Suppliers
- Introduced Single use Plastic Policy
- Grey Water used for watering Felixstowe in Flower baskets

Council had Energy Performance Certificates and Display Energy Certificates carried out last year and have used these as a baseline for improvement. There is no doubt that the pandemic helped our carbon footprint in 2020 which went from an estimated 43.37 tonnes CO₂ in 2019 to 23.5 tonnes CO₂ in 2020.

PLANS FOR THE FUTURE...

Council would like to work with the community to help achieve environmental carbon reducing projects, such as a Repair Café to encourage repairing items rather than purchasing new; a 'Library of Things' to enable easy borrowing of items such as tools as opposed to purchasing, and to help the Allotment Association FAA become a 'Champion' for composting.

Any organisation who would like a grant to help set up any environmental project please contact us.

FINANCE & GOVERNANCE COMMITTEE

Chairman: Cllr Mick Richardson

Coronavirus

The Finance & Governance Committee have been regularly following the financial effects of the pandemic on Council's finances with updates being given at each meeting.

Audit and Accounts

The 2020/21 Audit will be undertaken by PKF Littlejohn LLP in June 2021, and the audited accounts for 2020/21 will be available from September 2021. Finance and Governance Committee receives six-monthly Internal Audit reports, in 2020/21, the Internal Auditor found Council's procedures to be all in order and made some helpful recommendations.

Copies of the audit report and Annual Return for 2019/20 were published and are available to view online at: www.felixstowe.gov.uk/about-felixstowe-tc/financial-information

Business Plan

The Business Plan for 2020-2024 was approved by Council on 11th March 2020 and is available to view online at www.felixstowe.gov.uk/council-documents

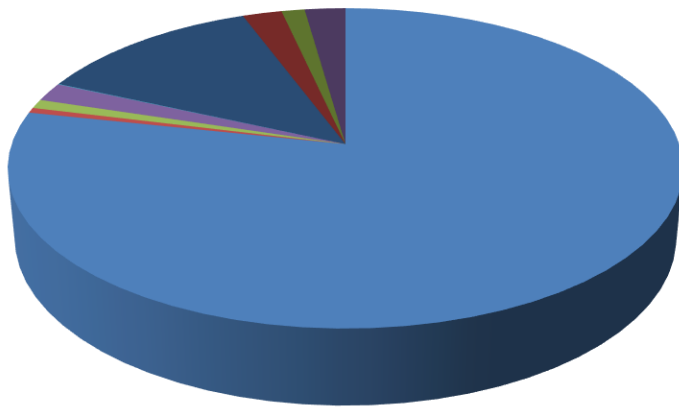
Budget and Precept

At the end of the financial year, the income outturn for 2020/21 was close to budget estimates at 98.2% and expenditure was 90.2%. The pandemic, which could not have been anticipated when the budget was set in January 2020, affected the Council's income and expenditure to a similar level. This meant that, with effective management of budget and reserves, the Town Council was able to freeze its portion of the council tax (the 'precept') for the forthcoming 2021/22 financial year, with Councillors voting for a 0% increase. This means that annual Band D equivalent cost will remain at £70.87, representing just under 4% of the total council tax bill. The other 96% of which is split between Suffolk County Council, East Suffolk Council and Suffolk Constabulary.

Council also holds ring-fenced funds for future projects and contingencies, known as 'Earmarked Reserves', and these are reviewed at least once annually to ensure appropriate provisions are in place.

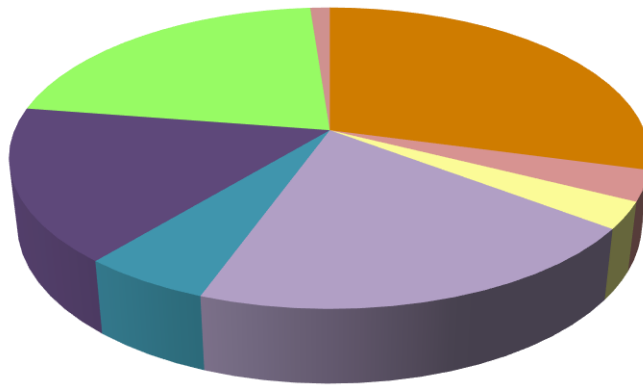
	2019/20 Actual	2020/21 Actual	2021/22 Budget (Est.)
Balance at 1 April	£1,009,067	£1,065,336	£1,130,155
(of which Earmarked Reserves)	(£623,466)	(£618,333)	(£680,219)
Total Income	£796,261	£766,706	£761,888
Total Expenditure	£739,991	£701,888	£759,861
Closing Balance at 31 March	£1,065,336	£1,130,155	£1,132,182
(of which Earmarked Reserves)	(£618,333)	(£680,219)	(£653,046)

Sources of Income 2020/21



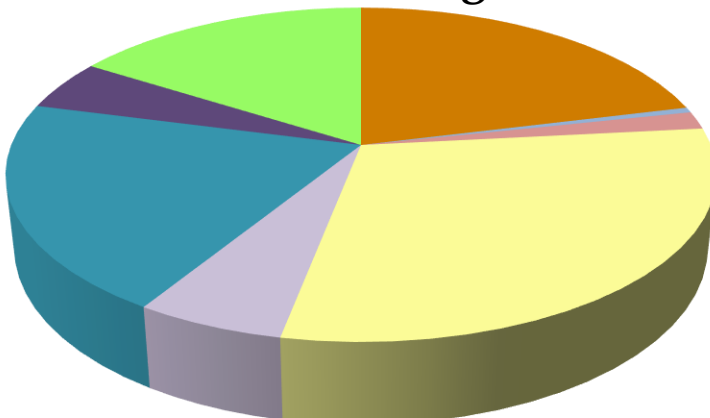
- Precept, £600,570 (78%)
- Agency Income, £3,992 (<1%)
- Bank Interest Received, £6,997 (<1%)
- Town Hall hirings, weddings, leases, £14,380 (2%)
- Walton Community Hall hirings, £402 (<1%)
- Broadway House licence, £0 (0%)
- Cemetery, £96,517 (13%)
- Allotments, £16,724 (2%)
- Donations & sponsorship, £9,834 (1%)
- Community Infrastructure Levy, £17,291 (2%)

Net Expenditure 2020/21 (Actual)



- Town Hall, £65,855 (29%)
- Walton Community Hall £7,326 (3%)
- Broadway House, £6,460 (3%)
- Cemetery, 45,545 (20%)
- Allotments, £12,386 (5%)
- Civic & Community, £37,121 (16%)
- Grants, £48,224 (21%)
- Felixstowe in Flower £2,652 (1%)

Net Budget 2021/22 (Estimate)



- Town Hall, £63,745 (21%)
- Walton Community Hall, £1,521 (<1%)
- Broadway House, £5,160 (2%)
- Cemetery, £89,613 (30%)
- Allotments, £17,459 (6%)
- Civic & Community inc Christmas Lights, £60,991 (20%)
- Parks and Recreation, £14,780 (5%)
- Grants, £48,400 (16%)
- Felixstowe in Flower, net income, £2,350

Coronavirus and Budget Estimates

As stated above, the coronavirus affected Council's income and expenditure throughout 2020-21, which could not have been foreseen when the budget was finalised at the start of 2020. Council's Finance & Governance Committee closely monitored and reviewed the financial position regularly during the year. The loss of income which would have otherwise been received from the room hire, weddings, rent and hall bookings was somewhat offset by reduced utility and service costs and the cancellation of the most Council events. In setting its budget for 2021-22, Council took a cautiously optimistic approach, basing estimates on a more 'normal' year. Due to careful budgeting in recent years, the Council's reserves are able to offer some protection against unforeseen variables.

General Power of Competence

The "General Power of Competence" was included in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). This power was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012. The power enables eligible councils to have "the power to do anything that individuals generally may do" as long as they are not prevented from doing so by other laws. The Town Council continues to meet the criteria for eligibility and adopted the use of the General Power of Competence at its Annual Council Meeting on 15th May 2019.

Upgrade of IT Systems and telephones.

The requirement to 'work from home' accelerated the Council's IT programme and the Finance & Governance Committee oversaw a wide-ranging upgrade of IT during 2020/21. The move to cloud-based file servers, mobile computing hardware and a software-based telephone system has transformed the way in which Council staff are able to work – now fully connected whether from home, at the Town Hall or at other sites. Improvements to digital conferencing services at the Town Hall, enabling remote participation at meetings by Councillors and members of the public, are underway and should be ready for when government legislation catches up.

Wicker Family return to their Seafront home

The Town Council was delighted to support the return of the Wicker family, who had become a



familiar and popular attraction in the Seafront Gardens. The Wickers, and their new addition, complement their surroundings and the high standards that East Suffolk Norse and the Friends of the Seafront Gardens have in maintaining the gardens. It was lovely to see them back home in time for Easter 2021. We hope people enjoy seeing them and would encourage anybody who has yet to visit to come and say hello! Thank you to the artist Tracy Barritt-Brown and everyone involved in the new creation.

ASSETS & SERVICES COMMITTEE

Chairman: Cllr Sharon Harkin

Improving Energy Efficiency

Following the Council's Climate Emergency Declaration made in July 2019, EPCs (Energy Performance Certificates) were obtained for all Council building and a DEC (Display Energy Certificate) produced for the Town Hall. Guided by these documents, Committee began work on to reducing the carbon footprint of our buildings, which has included increasing loft insulation at the Cemetery and Walton Community Hall and considering quotes for the upgrade of windows at the Town Hall. Council's energy suppliers are reviewed on a regular basis on the provision of 100% renewable energy. A LED light replacement programme is underway.

Hall Hire and Weddings

Following Government guidance, many bookings had to be postponed during 2020/21. All buildings have undergone a programme of redecoration during this time so that the Town Hall and Walton Community Hall remain a popular and competitively priced venues for hire.

Health & Safety

Risk Assessments reflecting special rules and new regulations were introduced during the year to ensure our premises could operate in a Covid-Secure way. Our buildings, which are regularly and thoroughly cleaned, now have hand sanitisers available at entrances and public area. Guidance and information are available throughout our buildings, on our land and online. The Town Hall has remained open to the public, via appointment only, throughout 2020/21 using the track and trace QR codes.

Cemetery

The toilet facilities have been refurbished and disability access has been improved. To support our environmental aims, a refillable soap dispenser is replenished from sustainable products from a local supplier, cutting down on our plastic waste. Skips are now being used to segregate green waste from non-recyclables more effectively. The verges either side of Langley Avenue are to be re-wilded, with a strip either side of the gates still mowed, it is hoped that with the help of some wildflowers sewn the verges will encourage wildlife. Nesting boxes, a bird bath and bird tables have also been installed across the cemetery. A new Memorial Headstone Testing Procedure has been put in place is available on the Town Council Website or available on request.

Langley Avenue Playing Fields

Discussions are being held with Felixstowe School and Suffolk County Council on the possibility of taking over responsibility of this land opposite the cemetery to provide increased community sports use of this site and ensure it remains in public ownership.

Allotments

The Town Council manages five allotment sites and, in conjunction with the Felixstowe Allotment Association (FAA) recently renamed from the Felixstowe Society of Allotment Leisure Gardeners (FSALG), has taken steps to continue to improve access, security and the internal roadways of the sites.

The sites are maintained to a high standard and the availability of allotments has been regularly promoted in the Council's magazine and online. As a result, and also due to the pandemic, the interest and demand for plots has increased over the past year and there is now a waiting list for the main allotment sites. Work is currently being carried out with the FAA to help reduce the number of bonfires and to find ways of supporting tenants on alternative ways of disposing their green waste.



Leases and Licences

The Council licences serviced offices at the Town Hall for the Suffolk County Council Registrar team, Felixstowe Forward and East Suffolk Council's Beach Huts and Chalet Administrator to support the provision of these services locally. Although the staff from these organisations have been working from home recently, the licence has been renewed and we anticipate the services being back on site soon.

Broadway House

Council leases Broadway House, Orwell Road, to the Felixstowe Old People's Welfare Association (FOPWA) which continues to provide a highly popular drop-in service. Unfortunately the centre had to close for the full year 2020/21 but while the premises was empty, Committee oversaw a refurbishment to the kitchen and bathrooms in readiness for their return. All annual servicing on the boiler, air conditioning and Fire alarm panels have been carried out and a new fire alarm panel installed. As agreed by Council, the licence fee was waived due to the pandemic, and will be on a pro-rata for the forthcoming year. FOPWA plan to return on 21 June 2021 subject to Government guidance.

Community Public Access Defibrillators

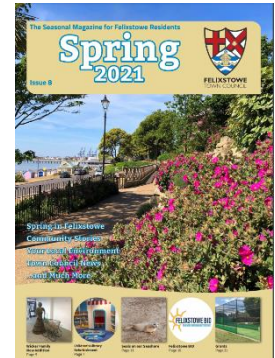
There are now 12 public access defibrillators across the town, 5 of which are maintained by Felixstowe Town Council and checked on a regular basis. Two cabinets have been replaced with polycarbonate units which will not rust as previous models have due to the sea air.

CIVIC & COMMUNITY COMMITTEE

Chairman: Cllr Steve Wiles

Council Communications and Meetings

The Council engages directly with its residents, via its website www.felixstowe.gov.uk, tweeting from its [@FelixstoweTC](https://twitter.com/FelixstoweTC) Twitter account and updating its Facebook page facebook.com/FelixstoweTownCouncil. Information is published about its activities, events, meetings and agendas. A quarterly seasonal magazine is delivered to all households in Felixstowe, giving a broader platform for community and council news as well as seasonal highlights throughout the year. During the pandemic, two pamphlets were also produced to help signpost a variety of community services and were delivered to all households in Felixstowe.



Details of all Town Council Meetings and forthcoming events are also displayed on the noticeboard outside the Town Hall. Members of the public and press are welcome and regularly attend our Council and Committee meetings and a public session is held at the beginning of each meeting. Legislation was introduced in April 2020 to enable formal meetings to take place online, since measures to limit the transmission of Covid-19 meant public meetings were not able to take place in person. During 2020/21 all meetings were held online via a link on the agenda and members of the public remarked on how easy it was to now attend in this way. Even though, as we move out of lockdown it is expected that meetings will be once again be held at the Town Hall in a Covid secure way following Government guidance, it is hoped that this online facility will be kept for members of the public to give them the option of attending in person at the Town Hall or viewing online.

Civic Awards 2021

The Mayor traditionally presents the Civic Awards in May at the Annual Town Meeting, which also provides an opportunity for local electors to raise topics, ask questions and browse stalls hosted by local community groups. However, due to Covid-19, in 2020 the Mayor presented the Awards



directly to the winners individually, taking appropriate measures to do so safely and adhering to social-distancing guidelines. This year the Civic Awards ceremony has been postponed until later in the year in the hope that winners can receive the accolade they deserve. Visit our website www.felixstowe.gov.uk/civic-awards/ to find out more about how to nominate your community hero.

Grants 2020/21

Felixstowe Town Council is committed to supporting and strengthening the many networks and community groups that help to make a positive difference to Felixstowe. Through its Annual and Occasional Grants scheme, the Town Council was able to support 35 local organisations and projects during 2020/21 with a total of £48,224 via its Occasional and Annual Grants scheme and through its community partnerships.

These are just a few of the organisations we were able to help this year:



*Felixstowe Book Festival
First Virtual Festival due to Covid*



*Landguard Fort to purchase ramps
& equipment for disabled access*



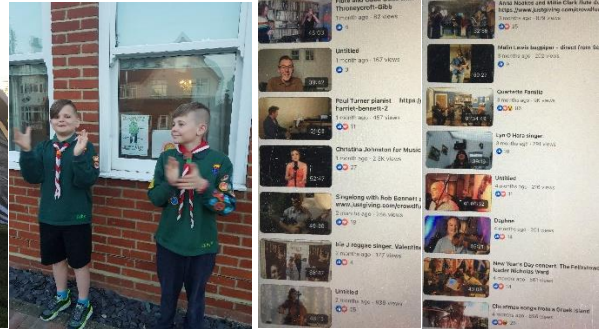
*St Philip's Hub to provide
IT equipment for community use.*



*Felixstowe Sewing School
For material to make scrubs for NHS*



*6th Old Felixstowe Scouts
to purchase a new shelter*



*Music in Felixstowe
Online Concert series*

Details on how this funding has been able to respond to the crisis and any ongoing funding opportunities can be found on our website www.felixstowe.gov.uk/council-services/grants.

The Council also donated £10,000 to the Felixstowe Relief Charity in support of its aims to help individuals and those in need during the coronavirus crisis. This fund provided grants for 3D printers, materials for scrubs and helped Felixstowe's Helping Hand's volunteers obtain shopping for those residents who were self-isolating.



Digital Community Directory Project

This key project, which achieved funding during the 2020-21 financial year, will result in an online and customised directory of all our community groups, organisations, clubs and societies on the Town Council's website. Working with the Felixstowe Peninsula Community Partnership, which part-funded the project, the Town Council will provide a hub for residents to find local upcoming events and groups of interest. Launching this summer, community groups will be able to create event listings for their own activities and manage their online profiles – if you are involved in a local community group, we want to hear from you!

Felixstowe in Flower

Council's Felixstowe in Flower initiative has contributed towards civic pride in the town since 1985. Due to the pandemic in 2020, Council agreed that all sponsorship received would be rolled over until 2021. It was with great joy that the baskets were able to be installed and maintained. 2020 also saw a very successful trial of using non-drinking water stored and provided by the Felixstowe Ferry Golf Club to water the flowers. Through one of our most recent hottest Summers this gives hope that this will be continued.



Unfortunately, the public competitions and awards planned for 2020 had to be cancelled due to the coronavirus pandemic. This year it was also agreed to be unsafe to do the Launch and Award Ceremony that had previously been carried out annually pre-Covid. Instead 2021 has a Virtual Felixstowe in Flower planned, and it is hoped that more members of the town will be encouraged to participate by sending in photographs of their gardens, environmental projects or window display to brighten up the town. Details to follow, will be on our website, Facebook and Twitter.

Joan Rich 102 laps of Allenby Park



Throughout the Summer Joan Rich, a retired nurse walked 102 laps of Allenby park to raise funds for the NHS during the 2020 coronavirus pandemic. On 2nd November, the Town Council arranged for a tree to be planted in honour of Joan. Before Joan's NHS walk, Allenby Park had played a big part in her life. As a child and for most of her adulthood she lived nearby; her 1960s/70s nursing duties included retrieving hospital patients who enjoyed the park's calm; and in the 1940s Joan was posted and billeted close to another Allenby Park, in Jerusalem. Many of

the wonderful trees in Allenby Park hold special memories for Felixstowe residents, past and present. Joan hopes that spring blossom and summer cherries from her tree will add extra cheer. Joan's walk has raised almost £34,500, including Gift Aid.

Felixstowe Library

The Civic & Community Committee were delighted that Council approved their suggested funding of £10,000 be authorized via the Community Fund Earmarked Reserve towards a complete refurbishment of the Children's Library which included bright and new shelves, storage and furniture with a seaside theme; facilities suitable for children with special needs (eg sensory wall and 'hideaways') and moveable equipment to allow space for large children's events with new carpet and re-decoration.



Blue flag

The Town Council were delighted that Felixstowe South and Pier were recognised as one of the country's best beaches and were awarded a Blue Flag and Seaside award by the environmental charity Keep Britain Tidy. In order to receive the Blue Flag award beaches must comply with several criteria covering environmental education and information, water quality, environmental management, safety, and services. It was a great team effort to achieve these awards and thanks must also go to Felixstowe Forward, East Suffolk Council as well as the army of volunteer litter-pickers who play a huge part in keeping the beach clean. The Seaside Award recognises and rewards beaches in England that achieve the highest standards of beach management and, in the case of bathing beaches, meet the required standards for water quality. Felixstowe consistently meets the criteria for 'excellent' international bathing water quality standards and is the only beach in Suffolk to meet this exacting standard. The Blue Flag was raised on Wednesday 5th August and is flying in Felixstowe as seafront services resume following COVID-19 guidelines.

Remembrance



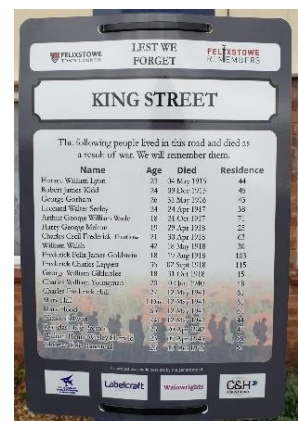
The Council and the Felixstowe Branch of the Royal British Legion supported several commemorative events in the town in 2020 but none were the same event that was planned in early 2020. A lot of preparation had been made to have a large VE day event to celebrate the 75th Anniversary but unfortunately Covid put stop to that and a very low key ceremony was relayed online from the Felixstowe War Memorial.

VJ day in August was commemorated in the same way, with many watching on the Royal British Legion website.

Leading up to Amistice Day on Monday 11 November the road sign project (originally launched the previous year) in partnership with Felixstowe Remembers and local businesses saw poppies installed throughout the town and signs erected in 66 roads to recognise the 212 residents that were killed because of war.



This year, we were particularly impressed with the artwork that was produced by local Schools. This included hand painted stones placed inside a cross alongside giant poppies.



Flag Flying

A variety of flags have been raised throughout the year on the flagpole outside the Town Hall, this included the Suffolk Day Flag on 21 June, the Armed Forces flag for Armed Forces Week, the Red Ensign Flag on Merchant Navy Day 3rd September 2020 and the Commonwealth Day flag on 8 March. We were also proud to fly a 'Thank you to the NHS' flag as well as the Blue Flag and Union Jack throughout the year.

HRH Prince Philip, Duke of Edinburgh

The Union Jack was flown at half-mast as a mark of respect after the sad news of the death of HRH Prince Philip, Duke of Edinburgh on Friday 9 April. An online Book of Condolence was opened by Suffolk County Council at <http://www.suffolk.gov.uk/condolences>

Women's Tour/FelixFest

After the disappointment that the 2020 Women's Cycling Tour (the first year that the Tour would be finishing in East Suffolk) was postponed, planning has begun once again for a rescheduled event for the weekend of 9th October. More details about the Women's Tour can be found at www.womenstour.co.uk

Suffolk Day

The Suffolk flag was raised for the weekend, but unfortunately a public event as held in previous years could not go ahead. This year being the day that it is hoped that Government restrictions will be lifted further, the 21st June will be a very special day for the Town. Weather and government guidance permitting it is planned that tea and cakes will be served outside the Town Hall to mark the occasion.

CCTV review

The Town Council, together with East Suffolk Council and the Suffolk Constabulary, has started to review the town's CCTV provision with a view to upgrading the quality and improving the coverage by July 2022.

Seafront Lighting

Alongside the requirements for CCTV, committee has also been approached by East Suffolk Council to become involved in a project to consider replacement seafront lighting as the current festoon lighting is reaching the end of its serviceable life in approx. 5 years. Committee agreed that this was a great opportunity to consider something spectacular but also energy efficient and resilient for the seafront.

Trim Trail and Accessible Beach Hut Area Project

Council has been involved in East Suffolk Council's proposal and plans to relocate the Trim Trail equipment to accommodate an accessible beach hut village on the site. A new 'Active Zone' will relocate the Trim Trail and host a range of additional activities for public use.

PLANNING & ENVIRONMENT COMMITTEE

Chairman: Cllr Stuart Bird

Planning Applications

During 2020/21 the Planning & Environment Committee considered a total of 202 local planning applications. Committee noted that on 93.2% occasions (151 of 162 reported decisions) East Suffolk Council has concurred with the Town Council's recommendation. Of those cases where there was contrasting view, a referral panel at East Suffolk Council reviewed the Town Council's recommendations before deciding whether to refer the application to the District Council's Planning Committee for determination.

Community Infrastructure Levy (CIL)

Council received CIL payments from East Suffolk Council totalling £17,291.40 in 2020/21. These funds are held in a separate Earmarked Reserve and are ringfenced to support appropriate projects within a five-year timescale allowed by legislation. Consultation has taken place to identify suitable projects and a Parish Infrastructure Investment Plan (PIIP) is being drawn up to priorities these in advance of delivery.

PERSONNEL COMMITTEE

Chairman: Cllr Mark Jepson

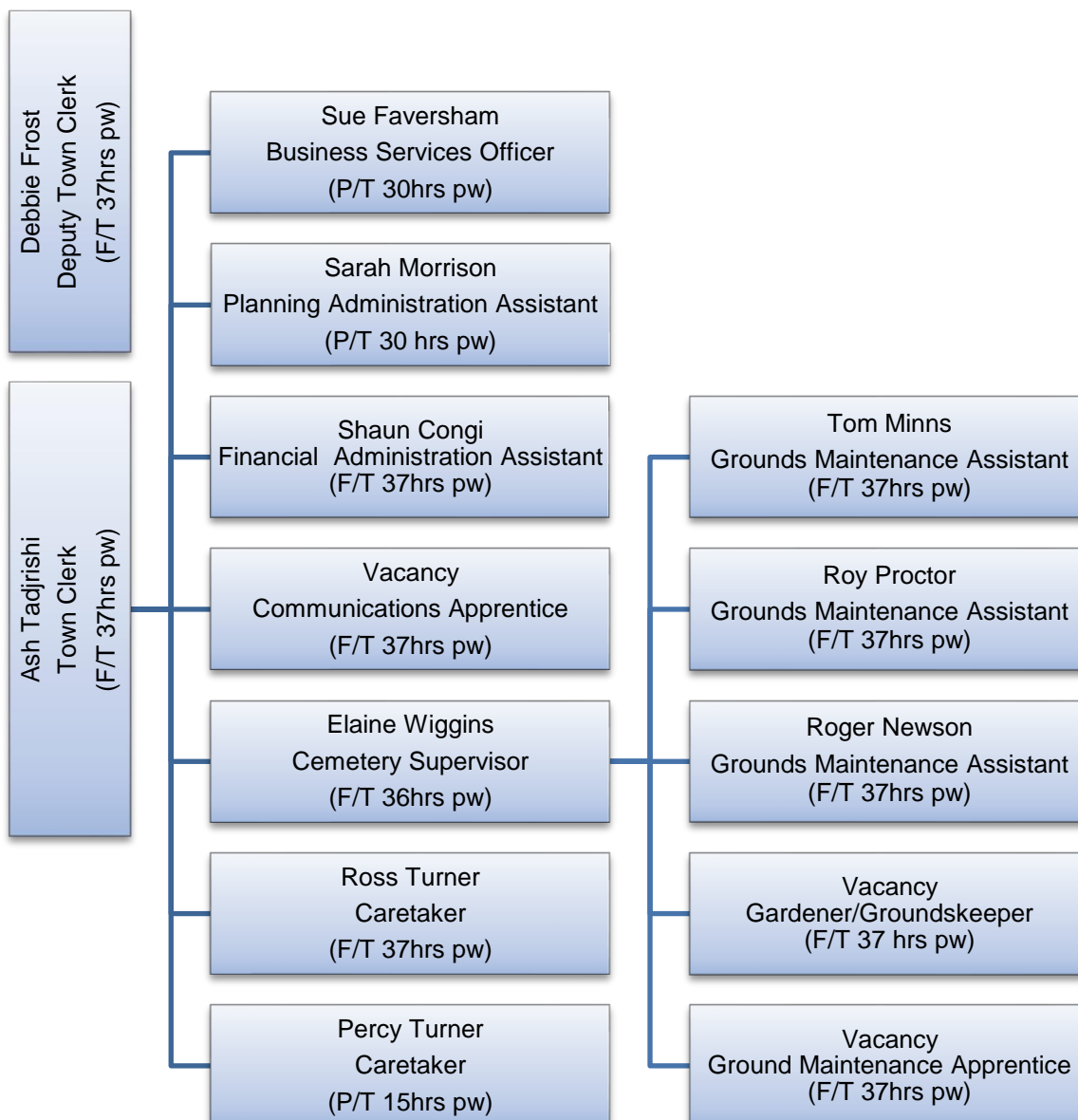
Committee regularly reviews the Staff Handbook and associated staffing policies. Following a recommendation from the Personnel Committee, Council adopted a Real Living Wage Policy in 2019 and is committed to pay all its staff in accordance with the independently calculated Real Living Wage as a minimum. www.livingwage.org.uk.

At its meeting of 17th March 2021, Personnel Committee considered a report on staffing matters and reviewed draft job descriptions and person specifications for two apprenticeship posts, which had been approved by Council within the salaries structure and budget from April 2021/22. It was agreed that the educational apprenticeship schemes to support the posts – a Level 2 Horticulture and Landscape Operative and a Level 3 Business Administration - should be delivered under the direction of Suffolk College. The recruitment process is currently underway for a Communications Apprentice and a Ground Maintenance Apprentice to commence as soon as possible. A position for an appropriately qualified gardener/groundskeeper for a fixed term 12 month contract is also currently being recruited.

YOUTH FORUM

Felixstowe Town Council’s Youth Forum is a multi-representative group of young people nominated by school councils and youth projects in Felixstowe. Normally the Forum meets regularly with local Councillors and other local stakeholders at the Town Hall and meetings are chaired by the young people themselves on rotation basis. Debate is encouraged to enable a young person’s perspective to be placed on issues which they themselves bring up and which are fed back to the local schools. During 2020/21 it has not been possible to meet in this way, but the Town Council is looking forward to getting back to normal and is seeking feedback from Schools to the best way to return meetings with a new vigor. The environment continues to be a hot topic this year and Council is looking forward to hearing what members have been working on during 2020/21.

FELIXSTOWE TOWN COUNCIL STAFF STRUCTURE



COUNCIL & COMMITTEE MEETINGS 2021/22

	9.15am	7.30pm
Wed, May 05, 2021		Annual Council (Mayor Making) (7pm)
Wed, June 23, 2021	Planning & Environment	Full Council
Wed, July 07, 2021	Planning & Environment	Assets & Services
Wed, July 14, 2021		Finance & Governance
Wed, July 21, 2021	Planning & Environment	
Wed, August 04, 2021	Planning & Environment	
Wed, August 18, 2021	Planning & Environment	
Wed, September 08, 2021	Planning & Environment	Full Council
Wed, September 15, 2021		Civic & Community
Wed, September 22, 2021	Planning & Environment	Assets & Services
Wed, October 06, 2021	Planning & Environment	Personnel (6pm)
Wed, October 20, 2021	Planning & Environment	Civic & Community
Wed, October 27, 2021		Finance & Governance
Wed, November 03, 2021	Planning & Environment	
Wed, November 10, 2021		Full Council
Wed, November 17, 2021	Planning & Environment	
Wed, November 24, 2021		Assets & Services
Wed, December 01, 2021	Planning & Environment	
Wed, December 08, 2021		Finance & Governance
Wed, December 15, 2021	Planning & Environment	Civic & Community
Wed, January 12, 2022	Planning & Environment	Full Council
Wed, January 19, 2022		Finance & Governance
Wed, January 26, 2022	Planning & Environment	
Wed, February 09, 2022	Planning & Environment	
Wed, February 16, 2022		Civic & Community
Wed, February 23, 2022	Planning & Environment	Assets & Services
Wed, March 09, 2022	Planning & Environment	Full Council
Wed, March 23, 2022	Planning & Environment	Finance & Governance
Wed, April 06, 2022	Planning & Environment	Personnel (6pm)
Wed, April 13, 2022		Civic & Community
Wed, April 20, 2022	Planning & Environment	
Wed, April 27, 2022		Assets & Services
Wed, May 04, 2022	Planning & Environment	
Wed, May 11, 2022		Annual Town Meeting/Civic Awards (7pm)

For more information and resources, please visit our website at www.felixstowe.gov.uk which provides details of all of our services and facilities, information about Town Councillors, Council committees, meetings, agendas, minutes, policies, contact information and Council news.

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