



FELIXSTOWE
TOWN COUNCIL

Annual Report 2016 - 2017



Felixstowe Town Council

Town Hall

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Message from the Mayor of Felixstowe, Chairman of the Council



Welcome to the annual report of Felixstowe Town Council for the Civic Year 2016/17. The report will show how the Council works and where your money goes. My part of the report will tell you of some of the occurrences in Felixstowe during this Civic Year and also what I have been up to as Mayor.

The Town Council is in its second year of a four year term, and the present 16 members will continue for another two years until the election in May 2019. I was very privileged to be elected Mayor by my fellow councillors on 14th May 2016. This was my second attempt at the role, as I was Mayor in 2013/14, and also Mayoress to my husband Jon in 2010/11. I have been ably supported by the Deputy Mayor, Cllr Nick Barber. I have been really busy this year with over 220 engagements, all of which have been varied, and all enjoyable. I have kept a diary of all my engagements, and it runs to 3 volumes, and it really brings back memories as I read through them. Also useful if I wanted to decide what hat to wear so that people didn't think I only possessed one.

As I said before, it is a great privilege to serve as Mayor in our wonderful town and every event is special. So, this year, I have attended everything that I have been asked to do - if physically possible. These duties are really divided into Official Civic Occasions, here and outside the town, local events and the events held to make money for my charities.

The Official Civic Events are the Civic Service – held at the Parish Church of St John's this year – the Mayor's Reception which was at Felixstowe Academy and the Civic Carol Service, which took place at my own church of St Mary's, Walton, and where Jon and I nipped out to sing the Anthem, as we are in the Choir, all wonderful occasions. Each venue did us proud in its own way. A superb service and tea at St Johns, fantastic layout and buffet at the Academy, and a lovely warm atmosphere at St Mary's with refreshments in the Church Hall. Thank you to everyone involved.

Also included among the Official Events are the Remembrance commemorations. The Remembrance Day Service on 13th November was held at St John's, followed by formal laying of wreaths at the War Memorial – all made more poignant as we have been commemorating a number of World War I battles this year – the centenary of the Battle of the Somme in 2016 and Passchendaele this year. We always hold a short service at the War Memorial on Armistice Day itself, and this usually falls after Remembrance Weekend. This year, however, it was on the Friday before the Remembrance Sunday wreaths had been laid. As the War Memorial would have looked very bare without any wreaths, we invited representatives from all the schools to join me and to lay their own wreaths. This was a wonderful occasion as most of the schools responded. We hope they will carry on being involved.

The next section is representing Felixstowe at occasions outside the Town. I have attended many Civic Services, Receptions and charity events around East and Mid

Suffolk and have met Mayors and Chairmen all over the area. Collectively we are known as the "Chain Gang". Other Civic Visits further afield are those to our twin towns of Wesel and Salzwedel, both of which are very different, but equally enjoyable. We went to Wesel in October for the 775th anniversary of the Town, and were accompanied by the last year's Mayor, Cllr Doreen Savage and her Escort Peggy Osborne. We enjoyed beautiful weather and a really busy but enjoyable time with a massive procession including horses and falcons on one evening. We had a reciprocal visit by the Bürgermeisterin of Wesel, Ulrika Westkamp, accompanied by her colleagues Hannah Eckhardt and Heidrun Strauch, to my Mayor's Ball last month. We visited Salzwedel with the Salzwedel Association in September, but due to a change of Burgermeisterien in that town it was rather low key. Nevertheless we had a wonderful time as all the people are so gracious.

The major event in the town this year must be the demolition of the old pierhead and the construction of the frame of the new one. It has become a real talking point to see how fast it is growing; the best news is that it is on schedule to finish in August. The rest of the Pier, however unfortunately won't be involved. As I write this there appears to be no movement on the Wetherspoons front, though I am told that some activity on the site has been seen. We also saw the completion of the works by SCDC to transform the eyesore site of the old yacht pond to the new Beachside Events Area which, I am sure you will agree, is a great improvement.

Now I come to the many and varied local events that Jon and I have attended this year. It is almost impossible to mention all of these engagements in this report as it would go on all night. One of the major events which takes place each year and brings great joy to every Mayor is the Felixstowe Carnival, of which I am Treasurer. Unfortunately, last year we had to cancel the air display due to insurance problems after the Shoreham air crash, but had wonderful weather and good crowds. We were fortunate that we had the presence of two magnificent Carnival Courts from Wesel and a neighbouring town. Another is the wonderful Art on the Prom, where the weather wasn't quite as fine all day; however the event attracted its usual thousands of visitors and was a great success. We also attended the Historic Vehicle Rally and the Rotary Fun Run in May – both events are very popular and attract many visitors to our lovely town. At Christmas, thanks once again to the Lions, Jon and I attended Light-up Day, where I had the privilege of switching on the Christmas Lights. It was amazing to look out from the stage across a sea of faces all looking up at me! We cannot thank the Lions enough for all the work that they do around the Christmas Lights. Also, again this year, we had the skating rink on Great Eastern Square which we hope may become an annual fixture. Thanks must go to the East of England Co-op and other sponsors, including the Town Council and County Councillors for their support.

Another annual event is the Felixstowe in Flower awards evening, This is the culmination of 6 months hard work for Sue Faversham and her team of judges etc., not forgetting the Girl Guides who stuff envelopes with application forms and deliver to Hamilton Road businesses. Then we have the Civic Awards evening, when people in Felixstowe are honoured for their contributions to the Town, and the life of people who live here. Always very uplifting and difficult to select.

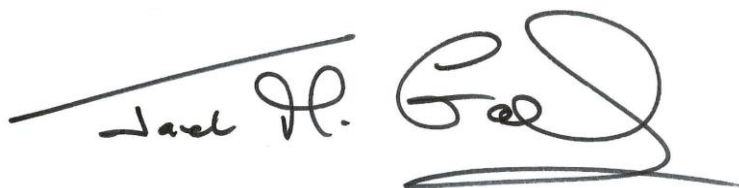
There are so many other wonderful occasions such as dinners, lunches, AGM's, concerts, openings, birthday celebrations (one of a lady who was 112), plays (both adults and school etc.) put on by the organisations and clubs in the town, that it would be unfair to pick any one out. Just to say thank you to all that you do to make Felixstowe great. This includes all the staff in our Care and Nursing Homes who welcomed us on the Christmas Visits, and who look after our vulnerable elderly residents so well.

The third part of the Mayor's role is to raise money for charity. Mine, this year, have been Level Two Youth Project and the local branch of the Guide Dogs for the Blind. These two charities have really worked hard this year to raise money, and the total was £13,600 as I announced at the Civic Awards Evening on 3rd May. Wendy O'Connor and her team from Level Two alongside Penny Parker, Mike and Jackie Warren from Guide Dogs arranged a charity event for every month from last August, Dance at the Brook Hotel, Last Night of the Proms at the International College, Soul Night in Trimley, Quiz, 1940's Afternoon Tea, Christmas Concert, Curry Night, Craft Fayre and, of course, the Mayor's Ball, which was held at the newly sold Orwell Hotel. So my thanks must go to this redoubtable team, together with my secretary, Lorna Monsen, and not forgetting the four dogs, Umber, Frankie, Dotty and Astra (who I'm afraid is no longer with us). The money that we have raised will be divided equally between the two charities.

Finally, I come to my thanks. First of all to my secretary, Lorna Monsen, who has been a tower of strength throughout the year, and also the rest of the team at the Town Hall. Then to Ash Tadjrishi our wonderful Town Clerk who has kept me on the straight and narrow at meetings when I might have wandered off at a tangent!!, To my Deputy Mayor, Nick Barber, who has ably filled in at events when I couldn't attend, and lastly to my wonderful husband, Jon, without whose quiet resolute support I would have faltered at times, thank you darling. Also to my fellow Councillors, who have supported me during the year - I hope that you will offer the same support to my successor. Good Luck Nick, I know that you will take over the role with the verve and enthusiasm that you brought to the Carnival Committee as Chairman. However, just pace yourself.

We live in uncertain political times with Article 50 having been triggered for Brexit, the County Council elections in May and the merger between Suffolk Coastal and Waveney District Councils to form East Suffolk District Council. Nobody quite knows how we are going to be affected, but if we continue act together as Felixstowe Town Council, we shall be fine.

It has been a privilege to lead the Town Council as your Mayor, and I now retire to the "back benches" knowing that this seat will be in good hands.

The image shows two handwritten signatures. The first signature on the left is written in black ink and reads "Jan H.". The second signature on the right is a more stylized, cursive signature in black ink, which appears to be "Garfield".

*Cllr Jan Garfield
Mayor of Felixstowe 2016/17*

Finance & General Purposes Committee

Chairman: Cllr Graham Newman

Council's Finance & General Purposes Committee is responsible for monitoring the Council's finances and reviewing matters relating to policy and governance. In addition to these fundamental responsibilities, in 2016/17 the Committee has considered a number of other matters:

Audit and Accounts

Accounts for the year ending 31st March 2016 were reviewed by Committee and the annual return was submitted to the Council's external auditor. The Auditor confirmed that Council had met its obligations in accordance with proper practices and this was reported to Council on 14th September 2016. Copies of the audit report and Annual Return for 2015/16 were published and are available to view online at:

www.felixstowe.gov.uk

The 2016/17 Audit will be undertaken by BDO in July 2017, and the audited accounts for 2016/17 will be available from September 2017.

Each quarter the Finance and General Purposes Committee considers an Internal Audit report and agrees any recommended actions. In 2016/17, the Internal Auditor found Council's procedures to be all in order and made some helpful recommendations. In the first quarter internal audit the Internal Auditor commended the Town Council for the way it is governed and managed, and suggested a reduction in the frequency of Council's internal audits; from quarterly to bi-annual.

Budget and Precept

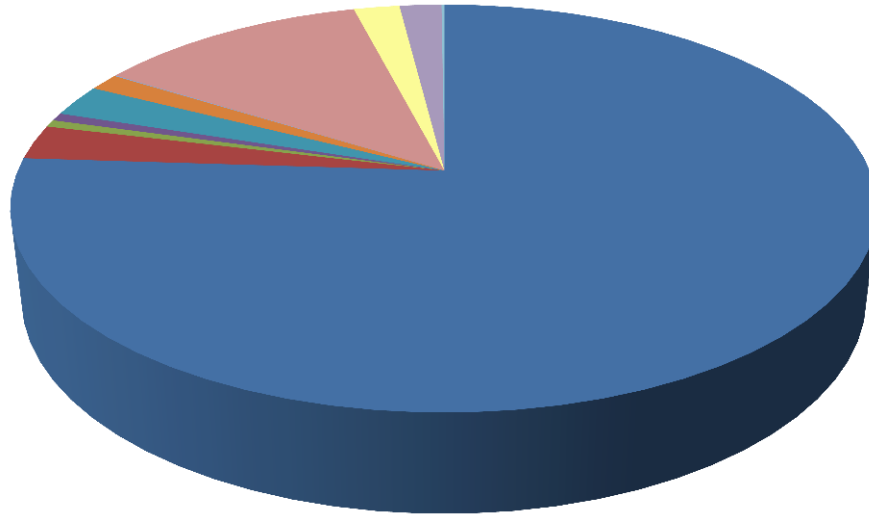
Committee regularly reviewed detailed income and expenditure reports to monitor Council's budget. The outturn on income for 2016/17 was better than expected (105.6%) and expenditure was close to budget (100.8%).

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

	2015/16 Actual	2016/17 Actual	2017/18 Budget (Est.)
Balance at 1 April	£867,611	£930,888	£912,112
(of which Earmarked Reserves)	(£726,387)	(£718,864)	(£653,337)
Total Income	£700,192	£706,876	£673,316
Total Expenditure	£636,915	£725,651	£645,559
Closing Balance at 31 March	£930,888	£912,112	£939,869
(of which Earmarked Reserves)	(£676,245)	(£625,580)	(£718,864)

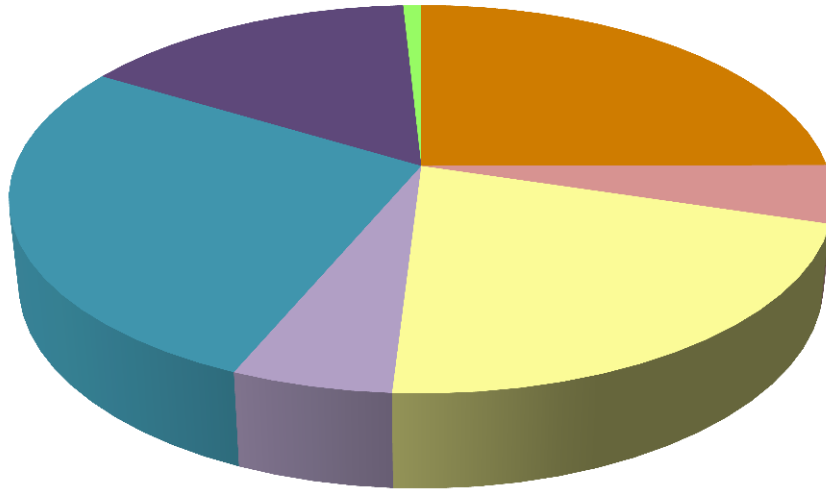
Careful management of its budget and reserves has enabled the Town Council to once again freeze its portion of the council tax for the forthcoming financial year 2017/18, maintaining the rate at the equivalent of just under £1.30 per week (£67.35 per year) per band D property. The Town Council element equates to around 4% of the total council tax paid by Felixstowe ratepayers. The remaining 96% is divided between Suffolk County Council, Suffolk Coastal District Council and Suffolk Constabulary.

Sources of Income 2016/17



- Precept, £537,347 (76%)
- Transition Grant, £19,364 (3%)
- Agency Income, £3,992 (<1%)
- Bank Interest Received, £4,433 (<1%)
- Town Hall hirings, weddings, leases, £17,919 (3%)
- Walton Community Hall hirings, £9,654 (1%)
- Broadway House licence, £468 (<1%)
- Cemetery, £85,162 (12%)
- Allotments, £14,407 (2%)
- Donations & sponsorship, £13,218 (2%)
- Community Infrastructure Levy, £911 (<1%)

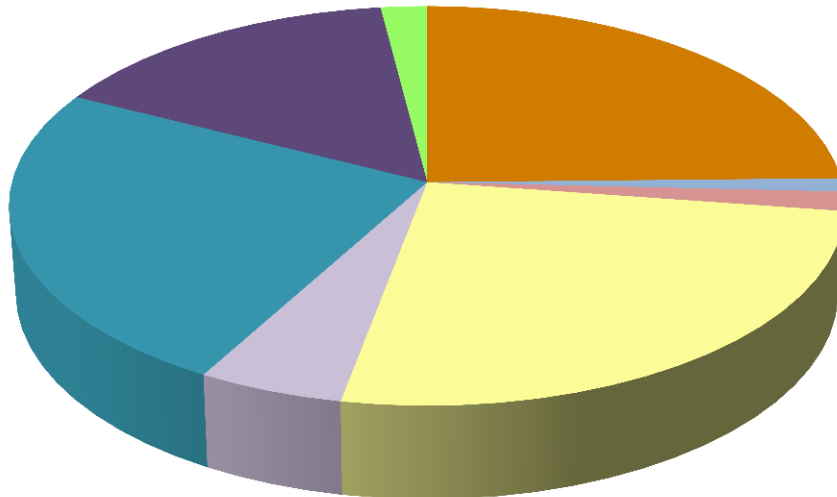
Net Expenditure 2016/17 (Actual)



- Town Hall, £52,712 (25%)
- Broadway House, £10,147 (5%)
- Cemetery, £44,897 (21%)
- Allotments, £11,405 (5%)
- Civic & Community, £57,773 (27%)
- Grants, £32,800 (16%)
- Felixstowe in Flower, £1,768 (<1%)

(In 2016/17 Walton Community Hall received a net income of £504)

Net Budget 2017/18 (Estimate)



- Town Hall, £66,779 (25%)
- Walton Community Hall, £2,907 (1%)
- Broadway House, £4,199 (2%)
- Cemetery, £69,360 (26%)
- Allotments, £13,695 (5%)
- Civic & Community inc Christmas Lights, £66,302 (24%)
- Grants, £41,850 (15%)
- Felixstowe in Flower, £5,440 (2%)

Local Councils Award Scheme

The Local Councils Award Scheme was launched on 6 January 2015. This superseded the Quality Parish and Town Council Scheme, to which Felixstowe Town Council was previously accredited. The new scheme was set up to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to meet their full potential. As an accredited Quality Council, Felixstowe Town Council is working towards the Gold Award and could become the first council in Suffolk to achieving this highest standard. The award will recognise how this Council is at the forefront of best practice, with the highest standards of governance, community leadership and council development.

Council Business Plan 2016-2020

Following a period of public consultation, Felixstowe Town Council adopted its first ever Business Plan, spanning the four year period from 2016 to 2020. Each committee was given a number of objectives, in line with local priorities, which they will regularly review throughout the Plan period.

Introduction of Banking Charges

In August 2016 the Council's bank introduced bank charges. A banking review was carried out by committee at this time. To reduce the impact of banking charges, it was agreed that the Town Council should encourage the use of BACS and online transactions wherever possible, as there are lower fees for processing such payments. As a result, Council is now making the majority of payments by online banking. Committee will assess its banking arrangements again during 2017/18 to ensure best value is being achieved.

Cycling on the Prom

Following careful consideration of the byelaw prohibiting cycling on the prom and the Town Council subsequently made a formal request to Suffolk Coastal District Council to remove the notices and consider permitting and promoting safe and considerate cycling on the prom on a permanent basis. SCDC agreed, subject to the findings of a 12 month trial period which began on 18th October 2016. All feedback received is being collated by Felixstowe Forward for evaluation at the end of the trial period.

Beach Hut Review Consultation

In response to concerns raised by Councillors, Suffolk Coastal District Council held a consultation on its proposals to introduce longer leases and increase charges for Beach Huts. Committee considered the proposals in detail and invited the Felixstowe Beach Huts and Chalets Association (FBHCA) to address Committee in order to understand the views of some 500 FBHCA members. With 906 of the 918 huts in the District being located in Felixstowe, the Town Council asked SCDC to consider transferring the provision beach huts to Felixstowe Town Council, to run for the benefit of the town. Notwithstanding the outcome of that request, in its response to the consultation the Town Council referred to a number of concerns which had been raised as to the sustainability of the scheme. In light of the responses received, SCDC are reviewing its proposals.

Community Emergency Plan

A small Working Group to develop a Community Emergency Plan (CEP) for Felixstowe was formed in 2016. A CEP helps the community prepare for emergency

situations in order to reduce the local impact. The CEP provides a structured approach to supporting the community in the event of an emergency as well as identifying local resources which may be able to be called on by appropriate agencies in such situations.

Policies

Throughout 2016/17 Committee conducted regular policy reviews to ensure Council's continued good governance.

Assets & Services Committee

Chairman: Cllr Nick Barber

Council's Asset & Services Committee oversees and monitors the management of Council's land and property assets. Over the course of the year Committee has been involved in several key projects:

Health & Safety

To ensure continued good practice, Council commissioned a Health & Safety survey, which reported the Town Council's operations as good across all areas. One recommendation in the report was for a full stock and condition survey of trees on Council-owned land and this was undertaken in October 2016. The tree survey provided a management plan for the maintenance of trees and any consequential work required was carried out.

Cemetery

Committee delivered a project to create a new Memorial Garden at Felixstowe Cemetery. The Mayor of Felixstowe and fellow Town Councillors were proud to officially open the new garden on 12th April 2017.



The Garden offers many different types of memorials such as roses, plaques on granite edging stones or benches and a bespoke metal tree with leaves for memorial inscription as the centre-piece. Council staff worked alongside professional contractors to develop the area and, in doing so, learned many new skills. The experience of working on this project has also contributed towards two of our staff members' progress with an Advanced Apprenticeship in Horticulture.

Earlier in the year new urn plots were made available at Block M which now provides further capacity for the interment of ashes.

Work to repair potholes at Langley Avenue and the Cemetery grounds was undertaken.

Consideration is being given towards digitising burial records (which date as far back as 1915) and using a software package to manage the administration of cemetery services.

Allotments

The Town Council manages five allotment sites in Felixstowe:

Cowpasture, Candlet Road, IP11 9AZ	292 plots
Ferry Road, IP11 9TP	95 plots
Railway Hill, Coronation Drive, IP11 2NU	42 plots
Cemetery Field, Langley Avenue, IP11 2ND	43 plots
Taunton Road, IP11 9AX	18 plots

To cater for future burial needs, the allotment holders on the Cemetery Field site have been notified that the land will be required a cemetery extension in approximately 3-4 years' time. Tenants have indicated a preferred alternative site and will be supported to relocate their allotment when the time comes. No new allotment plots at the Cemetery Field site are available to let.

The total number of plots is gradually increasing as traditional double-sized (old '10 rod') plots are divided into single plots as they become available. This helps meet the demand of tenants requiring a smaller plot and if a larger plot is required a tenant can rent more than one plot. The Council subsidises allotment plots for Senior Citizens and the long-term unemployed by offering a 40% discount.

Regular reports on need, viability and popularity of Council's existing allotment sites are regularly brought to committee.

A positive partnership between Council and the Felixstowe Society of Allotment Leisure Gardeners (FSALG) has this year resulted in further improvements to the roadways at Cowpasture and Ferry Road and a number of successful open days were held at the allotments.

Pro-active work by Council staff to clear and rotavate vacant plots has been complemented by the use of weed suppressant geotextile material in order to minimise the need for repeated maintenance.

From time to time unknown materials are uncovered while clearing allotment sites and staff are aware of their responsibility to protect themselves and others from potential harm. To help identify hazardous material, Council's grounds staff attended an asbestos awareness course.

Felixstowe Town Hall

The Council is proud to be the custodian of this historic local asset and ensures that a provision is set aside so that it can continue to invest in the preservation of the Town Hall. In the previous year it was discovered that front wall, which is of cavity construction, had suffered over time from erosion to the internal mortar. Professional advice recommended that Council should take some action in the early part of 2016/17 to protect the building. The work, which involved shoring up the brick piers between the first floor windows, rebuilding a small brick panel in the attic and replacing cracked glazing, was carried out in July 2016.

In June, the Town Hall opened its doors to welcome residents and visitors to enjoy tea and cake as part of official celebrations for the Queen's 90th Birthday. Cakes were donated by Councillors and staff and over 200 people attended.



A flagpole was installed in the Town Hall Gardens as close as possible to the Town Hall. Council approved a policy for the flying of the Union Flag on recognised civic occasions as laid out by the Department of Culture, Media and Sport each year. This is published on the noticeboard outside the Town Hall along with a calendar of dates. The small garden area underneath the flag was landscaped by a member of staff.



Hall Hire and Weddings

Fees and charges for the hire of rooms and the community hall were reviewed and considered following a cost comparison with other local and similarly sized community halls and wedding venues. A staffing restructure led to extra Caretaking hours in the team, so the Council's venues can be cleaned and monitored more regularly.

Weddings at the Town Hall continue to be popular, with an increase in bookings year on year. Committee oversees the promotion of its venues and general hire bookings for the Town Hall have also increased as more organisations discover the facilities on offer for their training and presentation needs.

Lease and Licences

The Town Council licences accommodation at the Town Hall to the Suffolk County Council Registrar team, Felixstowe Forward and Suffolk Coastal District Council's Beach Huts and Chalet Administrator. Felixstowe Town Council offers the space at a nominal rate to help ensure that these services can be provided locally.

Walton Community Hall

Alongside general maintenance, Committee replaced the blinds in the hall which is now a brighter significantly improved space. A fully-programmable timer is being installed which will help ensure that the hall is at a comfortable temperature for hirers all-year-round. A session rate for longer event was introduced, offering value for money for hirers looking to book the hall for several hours at a time.

Broadway House

Through its relationship with the Town Council, Felixstowe Old People's Welfare Association (FOPWA) provides a highly popular drop-in service with a warm welcome for all at Broadway House. FOPWA and the Town Council reviewed its arrangements to ensure that the use of this facility could continue in to the future in a way that works well for both parties.

Peewit Hill

In line with the recommendations of the Tree Survey, work was undertaken to some of the trees at Peewit Hill. Local interest was expressed in turning the area of this land owned by the Town Council in to a community urban nature reserve and Committee will consider how best to support this aspiration in due course.

Insurance Valuation

Felixstowe Town Council commissioned a revaluation of its buildings during the year, which has enabled Council to confirm that all its buildings are appropriately insured.

Civic & Community Committee

Chairman: Cllr Doreen Savage

Council's Civic & Community Committee meets to consider civic functions, community engagement, partnership working and grants.

Council Communications – Going Digital

Committee considers how the Council can best communicate with its residents and increasingly uses a variety of digital communication methods to support this.

Subsequent to the Town Council being awarded the Suffolk Association of Local Councils' 'Website of the Year' last year, a competition was launched to find a new background image for the website. Council agreed to put the £100 which it had received for the award as a prize for the winning entrant. The standard was very high, with over 40 photos entered. The winning entry was a stunning photograph of a view across the beach with the cranes of the port silhouetted against the setting sun. Amateur photographer Paul Causon, who has lived in the area for over 30 years, was inspired to take his prize-winning shot by the dramatic sky. Improvements continue to be made to the Town Council website, and plans are underway to introduce listings for local clubs, groups and organisations which will include a diary and links to outside websites.

Council regularly tweets from its [@FelixstoweTC](#) Twitter account, and posts updates on its Facebook page www.facebook.com/FelixstoweTownCouncil to provide up to the minute information about the Town Council, its partners and links to Council meetings and agendas.

Council Communications – Remaining Accessible

Council's increased use of digital formats has not diminished our use of more traditional media. Our bi-monthly newsletter continues to be delivered to all households in Felixstowe, is printed in full colour and details future events and town council initiatives. Details of all Town Council Meetings and forthcoming events are also displayed on the noticeboard outside the Town Hall. When possible we also endeavour to promote charitable events on the noticeboards inside the Town Hall. The Council also engages closely with local newspapers, providing news releases and copies of all agendas in advance of meetings. The press regularly attend Council meetings. Members of the public are welcome at all Council and Committee meetings and a public session is ordinarily held at the start of each.

Grants 2016/17

Felixstowe Town Council is committed to supporting and strengthening the many networks and community groups that help to make a positive difference to Felixstowe as a place to live, work and visit. Through its Annual and Occasional Grants scheme, the Town Council was able to support an increased number of local organisations and projects during 2016/17, awarding a total of £15,000.

Careful consideration of its portion of the budget allowed Committee to recommend an increase to the occasional grants fund to £25,000 for the year 2017/18. There

are two rounds for applications and details can be found on the website www.felixstowe.gov.uk/council-services/grants. The deadlines for application submissions are 31 May and 30 November 2017. Committee is looking forward to receiving applications from community organisations which are able demonstrate a clear need for financial support and which contribute towards the vision and aims for Felixstowe. All projects and activities supported benefit residents of Felixstowe.



St Andrew's Pre-School group using play equipment purchased via a Town Council Grant.



The Mayor, Cllr Jan Garfield, presents a grant cheque to Felixstowe Secondary Schools' Archive

In 2016/17 Council awarded a total of £32,800 to the following local schemes via its Occasional and Annual Grants and through its community partnerships:

Organisation	Grant awarded
1 st Walton Rainbows	£200
ABLE Felixstowe	£1,350
Access Community Trust	£100
Art on the Prom	£500
Citizen's Advice Bureau	£1,500
Eastern Edge Theatre Company	£200
FACTS Felixstowe Area Community Transport Ltd	£1,000
Felixstowe & District Horticultural Society	£150
Felixstowe & Walton United Football Club	£1,000
Felixstowe Book Festival	£500
Felixstowe Carnival	£500
Felixstowe Council for Sport and Recreation	£200
Felixstowe Creative Arts Trust (F-CAT)	£3,000
Felixstowe Ferry Boatyard	£200
Felixstowe Ferry Sailing Club	£1,000
Felixstowe Friendly Visiting Service	£500
Felixstowe Harwich Ferry	£1,000
Felixstowe Sea Angling Club	£750
Felixstowe Secondary Schools' Archive	£1,500
Felixstowe Volunteer Coast Patrol Rescue	£1,500
Home-start Suffolk: East Ipswich & Coastal	£500
Landguard Fort	£1,000
Landguard Partnership	£1,000
Level Two Youth Project	£10,000
Revitalise Respite Holidays	£500
Rotary Club of Felixstowe Landguard	£600
Salzwedel Twinning Association	£200
St Andrews Pre-School Group	£1,800
Suffolk Accident Rescue Service	£350
Wesel Twinning Association	£200
Total	£32,800

Street Furniture

Three new bins were provided and one re-positioned to locations around Felixstowe this year. A review of all the dog litter and waste bin locations will be carried out during 2017/18.

Civic Awards 2016

The Town Council was proud to recognise contributions to the community made by individuals, young people and local organisations at its annual Civic Awards evening, this year held at the Town Hall on Wednesday 3 May 2017.

Seven local people were presented with the Mayor's Award for their contribution to the community in 2016/17, they were:

- **Francis & Mary Cotterell**, Chairman & Secretary of the Felixstowe Wesel Association since 1974.
- **Chris Daynes**, fundraiser for Felixstowe & Walton Football Club which has enabled them to this year have a new Sports Pavilion built.
- **Mark Maidment** for his work with the East Suffolk Association for the Blind and running the Felixstowe Blind Shooting Club.
- **Penny Parker** for her outstanding contribution to the Guide Dogs for the Blind as well as her contribution to young people in Felixstowe.
- **David Tolliday**, Felixstowe Lawn Tennis Club Trustee for over 25 years as well as volunteering within several local organisations.
- **Don Wallace** for being an active volunteer since 2000 for the Citizens Advice Bureau.
- **Stephen & Mary Wyatt** for organising the annual Felixstowe 'Art on the Prom' event which brings thousands of visitors to the town.

Three local people were presented with a Community Service Award:

- **Teresa Doran** for organising the Together Club for the elderly in Felixstowe for over 20 years.
- **Elaine Wright** for volunteering for the Old Felixstowe Community Association and for being instrumental in acquiring a defibrillator at the centre along with first aid training sessions for hirers.
- **John White** for his contribution as Harbour Master at Felixstowe Ferry as well as maintaining an information service to visitors to the town. The Community Service Award:

The Felixstowe Community Organisation Award 2017 was presented to:

- **The Basic Life Charity** for their pop up shops in the town which distribute surplus foods to local people.

The winner of the HMS Ganges Youth Trophy 2017 was presented to:

- **Aimee Powell** for all her hard work with the Air Cadets, Guides & Brownies encouraging younger members; as well as her working weekends in a local residential home.

Certificates of Merit were also presented to Ellie Agnew, Henry Leveridge, Rebecca McCafferty and Luke Smout.

At the event the Mayor of Felixstowe announced that she had raised a total of £13,600 during her Mayoral year for her two charities, presenting a cheque for £6,800 to Level Two Youth Project and the Felixstowe Branch of the Guide Dogs for the Blind.

Details of how to nominate a Felixstowe resident to receive an award for outstanding community service to the town are detailed on the Town Council website:

www.felixstowe.gov.uk/council-services/civic-awards

Fairtrade Forum

Felixstowe is a Fairtrade town and the Town Council supports the local Fairtrade Forum. In February 2017 the Mayor attended the launch of Fairtrade fortnight and a Felixstowe Fairtrade Youth event.

Felixstowe in Flower

The annual event began back in the summer of 1985 and was designed by the Town Council to involve the whole community in making Felixstowe a more beautiful place. A variety of free to enter competitions are open to residents and businesses in the town. Competitions include private gardens, allotments, floral containers, commercial premises, residential homes, public houses, hotels and guest houses.

Judging took place during the summer and prizes were awarded to the best entries in all the competition categories at the Felixstowe in Flower Awards ceremony in September at Felixstowe Academy.

To provide and maintain all the flowers, tubs and baskets for the event costs just under £10,000 and any donations or sponsorship goes towards mitigating these costs. A total of £6,718 was received in 2016/17 towards the event.

This year 11 self-watering planters were purchased and erected in the shared space scheme in Hamilton Road. These were sponsored by SCDC via the Seafront Gardens project. The planters purchased required less watering and were very successful. This year the remaining baskets have been replaced by the self-watering planters watering will be carried out purely in house by Council's ground staff. In previous years the watering has been carried out by Suffolk Coastal Norse, at a cost of around £3,000.

A very welcome donation of £2,000 was received this year from the East of England Co-op, who also provided Sunflower seeds for all the school children to participate in the Tallest Sunflower competition and growbags for the schools competition. Other local organisations, including the Port of Felixstowe continue to support the event.

This year a working party was formed to help further promote Felixstowe in Flower. The Mayor will be visiting local schools early in 2017/18 to publicise the event and encourage schools to participate. A launch event has been organised for Saturday 17 June, 10am – 12pm at the Triangle when there will be an opportunity to judge Councillors floral entries and it is hoped this will encourage more residents to enter the free competitions. A social media campaign has been set up by the working party and Felixstowe in Flower now has its own Facebook page.

CCTV

The Town Council manages the maintenance contract for the town's CCTV cameras. Hardware replacements this year have improved the stability and responsiveness of the system. The system is monitored by a team of volunteers, coordinated by the Police, with images from all 15 cameras being able to be viewed at the same time. The Police and CCTV contractor provide quarterly updates and meet regularly with Council Members and officers to oversee the provision. It is planned to relocate the monitoring system from the old Police Station to the new combined Police and Fire Station in May 2017. This year an Infra-red camera has been installed with additional signage in the Seafront Garden shelters to address some unfortunate incidences of vandalism.

Christmas Ice Rink

Committee oversaw the provision of a synthetic ice rink and other attractions at Great Eastern Square in the lead up to Christmas 2016 for the second year running. Funding for the rink was approved via Council's Community Fund Earmarked Reserve and sponsorship was received from the East of England Cooperative and donations from two Suffolk County Councillor's via their Locality Grant budgets. The event was well-received and the Town Council has already approved similar provisions for December 2017.



Armed Forces Weekend – 24th and 25th June 2017

During the year, Council has been involved in the planning of a celebratory event for Felixstowe to show appreciation of the work of the Armed Forces.

2017 marks the 350th anniversary of the Dutch attack on Landguard Fort in Felixstowe 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 was been chosen as the venue for Suffolk Armed Forces weekend.

The event is taking place on Saturday 24th and Sunday 25th June 2017 and will feature a unique package of entertainment including music from choirs and military bands to an evening of pop and rock, military displays, food stalls, children's activities and fireworks, and some thrilling battle re-enactments between the Dutch and English with cannon, muskets and swords. The Town Council has sponsored the event, which is being organised in partnership by organisations including Suffolk Coastal District Council, Suffolk County Council, the Suffolk Armed Forces Covenant Group, the Landguard Fort Trust, Royal Marines Association and the Royal British Legion.

Mayor's Civic Service

To assist with diary planning, Committee agreed to regularise the scheduling of Mayor's Civic Service to be held annually on the third Sunday in June each year.

Remembrance

With Armistice Day falling on Friday 11 November 2016, Council was able to invite primary school children to attend and lay wreaths at the War Memorial with the Mayor of Felixstowe. This proved to be a positive addition to the Council's commemorative activities and all schools in Felixstowe will be invited to participate on an annual basis.

With remembrance activities continuing to be highly attended, St John's Church worked particularly well as the venue for the Remembrance service this year. The capacity of this church is such that Committee has invited St Johns to act as the host venue for the Remembrance Service on an annual basis, with local clergy taking in turns to conduct the service.

Annual Meeting

The Annual Town Meeting is meeting for local electors to raise topic or ask questions, with many town and parish councils making this a community event by providing refreshments, inviting presentations from community groups and providing an informal atmosphere. Traditionally for Felixstowe the meeting has been held half an hour before the Council's own Annual Meeting. Committee considered making a change to the scheduling of these meetings and has recommended to Council that the Civic Awards evening becomes part of the Annual Meeting – and holding this on second Wednesday in May - with the Annual Council Meeting held a week after on the third Wednesday in May. If approved, the revised arrangements would take effect from 2018 and it is hoped that this will provide greater opportunity for public engagement.

Planning & Environment Committee

Chairman: Cllr Andy Smith

The Town Council is a statutory consultee of the planning authority and the Planning & Environment Committee meets fortnightly to consider all planning applications affecting Felixstowe, making recommendations to Suffolk Coastal District Council. The Planning & Environment Committee also has the responsibility to respond to consultations on matters relating to planning or the local environment.

Planning Applications

During 2016/17 the Planning & Environment Committee considered a total of 230 local planning applications. It was noted that 92% of the decisions made by the planning authority over this time (211 of 230 reported applications); Suffolk Coastal District Council has supported the recommendation of the Town Council's Planning & Environment Committee.

On 26th January 2017 both the Site Allocations and Area Specific Policies Development Plan Document and the Felixstowe Peninsula Area Action plan were formally adopted as part of the Suffolk Coastal Local Plan. Council was pleased to have had significant input in to both of these documents as they will now be used to support the determination of planning applications and any subsequent appeals.

Committee has also monitored Suffolk Coastal District Council's proposals for further delegation of the determination of planning applications to its officers. SCDC's own Planning Committee reviewed and recommended an amendment to its Scheme of Delegation which, if approved, clarifies that the determination of a planning application which had been requested for referral to SCDC Committee was dependant on the view of its Chairman and Vice-Chairman. A proposal, for planning officers to liaise with town and parish councils to establish whether minor amendments or conditions to applications could satisfy possible objections, was welcomed by the Town Council's Committee; as was the undertaking by SCDC that parish and town councils are to be directly advised of the outcome of their referral requests in future.

During the last year Council has been consulted on a number of major planning applications. Council has used larger venues to consider these applications and this has enabled significant numbers of members of the public to attend and be able to express their opinions.

Community Infrastructure Levy (CIL)

Council has created an earmarked reserve and receive CIL payments from SCDC totalling £911 in 2016/17. Council will be considering how to put these funds towards projects which will enhance infrastructure within the town.

Other Committees

Highways Advisory Committee

The Highways Advisory Committee meets to consider highways matters in the Felixstowe area. The Committee is a partnership of members of the Town Council, Suffolk County Council and Suffolk County Highways.

Personnel Committee

Personnel Committee considers matters relating to the recruitment and management of the Council's employees, oversees the management of Health & Safety and the Council's corporate responsibilities as an employer such as reviewing and approving personnel-related policies and procedures.

Following operational changes at the Town Hall, Council's Estates Officer, Rosemary Jones left Felixstowe Town Council in December 2016.

Rosemary joined Felixstowe Town Council in April 1998 as the Council's Technical Advisor, providing support to the Town Council's Planning & Environment Committee, leading a number of significant local projects in the intervening years; including the conservation and refurbishment of Felixstowe Town Hall which was completed in 2008. The Town Council would like to take this opportunity to thank Mrs Jones for her loyal contribution to the town during her 18 years' service, and wish her the very best for the future.

Committee reviewed its Town Hall operations and, following a reorganisation of posts, recently appointed a new Deputy Town Clerk, Planning Administration Officer and full-time Caretaker.

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. 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. Following much consideration by Youth Forum members it was agreed to put its £2,000 budget for 2016/17 to be put towards an Outdoor Cinema event being organised by SCDC in the summer holidays.

Dementia Friendly Felixstowe

In September 2016 the Town Council approved an action plan to support the aim of the Dementia Alliance for Felixstowe to be designated a 'Dementia Friendly' town. Members attended a Dementia Awareness session and the Town Hall was proud to be recognised as a Dementia Friendly venue.

2016/17 Felixstowe Town Councillors

(Note: County Council Members were updated following 4 May 2017 Elections)

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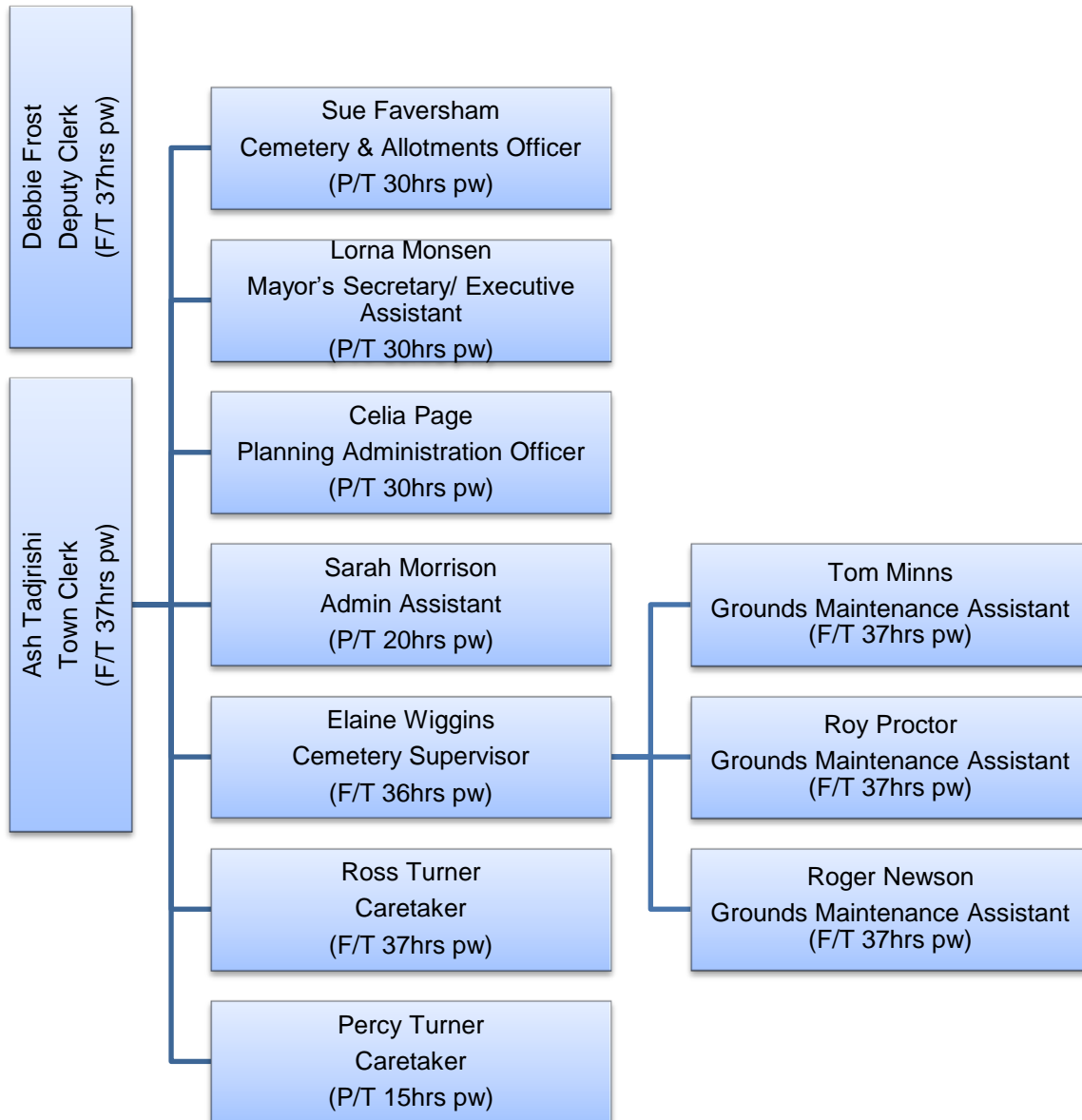
Graham Newman**

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*Denotes: Suffolk Coastal District Council Member as well as Town Councillor

**Denotes: Suffolk County Council Member as well as Town Councillor

Felixstowe Town Council Staff Structure



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.

Alternatively, please contact us:
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Council & Committee Meetings 2017/18 (provisional)

	9.15am	7.30pm (unless otherwise stated)
Wed, May 10, 2017		Annual Council 7.30pm
Wed, May 17, 2017	Planning & Environment	
Wed, May 24, 2017		Finance & General Purposes
Wed, May 31, 2017	Planning & Environment	Assets & Services
Wed, June 14, 2017	Planning & Environment	Full Council
Wed, June 21, 2017		Civic & Community
Wed, June 28, 2017	Planning & Environment	
Wed, July 12, 2017	Planning & Environment	Full Council
Wed, July 26, 2017	Planning & Environment	Finance & General Purposes
Wed, August 09, 2017	Planning & Environment	
Wed, August 23, 2017	Planning & Environment	
Wed, September 06, 2017	Planning & Environment	Assets & Services
Wed, September 13, 2017		Full Council
Tue, September 19, 2017		Highways Advisory (2pm)
Wed, September 20, 2017	Planning & Environment	Civic & Community
Wed, September 27, 2017		Finance & General Purposes
Wed, October 04, 2017	Planning & Environment	
Wed, October 11, 2017		Personnel (6pm)
Wed, October 18, 2017	Planning & Environment	Civic & Community
Wed, November 01, 2017	Planning & Environment	Assets & Services
Wed, November 08, 2017		Full Council
Wed, November 15, 2017	Planning & Environment	
Wed, November 22, 2017		Finance & General Purposes
Wed, November 29, 2017	Planning & Environment	
Wed, December 13, 2017	Planning & Environment	Civic & Community
Wed, January 10, 2018	Planning & Environment	Full Council
Wed, January 24, 2018	Planning & Environment	Finance & General Purposes
Wed, January 31, 2018		Assets & Services
Wed, February 07, 2018	Planning & Environment	
Wed, February 14, 2018		Civic & Community
Wed, February 21, 2018	Planning & Environment	
Tue, March 06, 2018		Highways Advisory (2pm)
Wed, March 07, 2018	Planning & Environment	
Wed, March 14, 2018		Full Council
Wed, March 21, 2018	Planning & Environment	Finance & General Purposes
Wed, April 04, 2018	Planning & Environment	Assets & Services
Wed, April 11, 2018		Personnel (6pm)
Wed, April 18, 2018	Planning & Environment	Civic & Community
Wed, May 02, 2018	Planning & Environment	
Wed, May 09, 2018		Annual Town Meeting 7pm