

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 11 September 2019 at 7.30pm**

**PRESENT:** Cllr N Barber (Mayor) Cllr M Morris  
 Cllr M Jepson (Deputy Mayor) Cllr M Richardson  
 Cllr S Bennett Cllr D Savage  
 Cllr S Bird Cllr A Smith  
 Cllr M Deacon Cllr S Wiles  
 Cllr S Gallant Cllr K Williams  
 Cllr T Green

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
 Mrs D Frost (Deputy Town Clerk)

**IN ATTENDANCE:** 6 Members of the public

**MOMENT OF REFLECTION**

The meeting was preceded with a moment of reflection from Mr. Tony Allen, representative from Felixstowe Men's Shed

**185. PUBLIC QUESTION TIME**

A member of the public asked Council for an update on the new Leisure Centre, which they understood may be built off Candlet Road. Cllr A Smith advised that the Leisure Centre was still in the early planning stage and that the District Council's Local Plan was now being considered by the Government's Planning Inspector. It was expected that this process would complete during the autumn. The member of public requested that updates be published to keep people informed of its progress as it is such an important investment in the town.

**186. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr D Aitchison, Cllr S Harkin and Cllr G Newman**

**187. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr T Green Cllr M Jepson Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

## **188. QUESTIONS TO THE MAYOR**

There were none.

## **189. CONFIRMATION OF COUNCIL MINUTES**

In response to a Member's enquiry on the motion passed at the previous meeting regarding Town Centre Car Parks, the Clerk reported that he had discussed the request with East Suffolk Council's new Parking Manager who had indicated that it would not be possible to initiate a free parking trial at this time due to the imminent priorities with CPE. However, the Council's request would be considered by East Suffolk alongside similar requests from other town and parish councils in the region, supported by further work being carried out to evaluate demand and impact of such schemes.

**It was RESOLVED that the Minutes of the Council Meeting held on 10 July 2019 be signed by the Mayor as a true record and adopted by the Council.**

## **190. MAYOR'S ANNOUNCEMENTS**

The Mayor referred to the following list of engagements:

Felixstowe Chamber of Commerce Meet up	9 July 2019
Felixstowe Hospital League of Friends Summer Bazaar	13 July 2019
Majestic Voices Concert	13 July 2019
Felixstowe Coast Patrol opening of new base and launch of new lifeboat.	14 July 2019
CAB AGM	16 July 2019
Mayors Reception	19 July 2019
Mill Lane Nursing Home Summer Fete	20 July 2019
Stowmarket Civic Service	21 July 2019
Felixstowe Academy Summer Concert	22 July 2019
Installation of Rev Marcus Mak, Christ Church	23 July 2019
Men's Shed BBQ	23 July 2019
High Sheriff's Summer Party	25 July 2019
Felixstowe Carnival Proms Night	26 July 2019
Felixstowe Carnival Procession	27 July 2019
Official opening of Goldstar Ground, Felixstowe & Walton Football Club	27 July 2019
Launch of the Suffolk BME Business Awards 2019	29 July 2019
Presentation of Cheque for Mayors Charities and Bon Voyage to Cycle Felixstowe for their cycle trip to Wesel	29 July 2019
Felixstowe Job Centre Health and Wellbeing Fair	30 July 2019
Civic Visit to Wesel	31 <sup>st</sup> July – 5 <sup>th</sup> August

Opening of the new play equipment in Gosford Way	7 August 2019
Inspire Suffolk Graduation Event for their Felixstowe Team Programme	7 August 2019
Proms on Proms	10 August 2019
St Elizabeth Hospice Sunflower Memories	11 August 2019
<i>Deputy Mayor - Harvest House Wedding Launch</i>	17 August 2019
Opening of the new cricket scoreboard at Felixstowe & Corinthians Cricket Club	18 August 2019
One Life Suffolk Fairy Tale Family Walk	21 August 2019
<i>Deputy Mayor - Start of the Deben Macmillan Challenge</i>	24 August 2019
Christ Church's 30 Year Anniversary	31 August 2019
Art on the Prom	1 September 2019
BSC Multicultural Event	1 September 2019
<i>Deputy Mayor – Flying the flag for Merchant Navy Day</i>	3 September 2019
Felixstowe Air Cadets Awards Evening	9 September 2019

The Mayor thanked the Deputy Mayor, Cllr Mark Jepson, for his support in attending engagements.

The Mayor spoke about the valuable work that Felixstowe Volunteer Coast Patrol carry out and the opening of a new base and the launch of new lifeboat. The Mayor attended the High Sheriff's Summer Party, followed by the Carnival weekend where they were lucky with the weather this year.

Both the Mayor and Deputy Mayor attended Wesel for their PPP festival weekend which included some of the 45<sup>th</sup> Anniversary of twinning celebrations. This included a large reception in their Town Hall.

The Mayor attended the opening of the new scoreboard at the Felixstowe & Corinthians Cricket Club, who will be celebrating their 100<sup>th</sup> year anniversary next year.

The Mayor passed his congratulations to Nichola and Lisa, the new Art on the Prom organisers for a very successful event

The Mayor reported that the Town Hall had received several letters regarding the colourful Felixstowe in Flower hanging baskets around the town and passed thanks to Sue Faversham and the Council's grounds team for their hard work in making this happen.

It was noted that the Autumn Magazine had been printed this week and should arrive on all Felixstowe resident's doormats in the next few days.

**It was RESOLVED that the Mayor's engagements since the previous meeting, and the above communications, be noted.**

## **191. MINUTES OF COMMITTEE MEETINGS**

It was **RESOLVED** that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) **Planning & Environment Committee 17 July 2019**
- b) **Finance & Governance Committee 17 July 2019**
- c) **Planning & Environment Committee 31 July 2019**
- d) **Planning & Environment Committee 14 August 2019**
- e) **Planning & Environment Committee 28 August 2019**

## **192. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

Council received the report of Cllr Margaret Morris, Town Council representative to the Suffolk Association of Local Councils (SALC) Area Forum.

Members thanked Cllr Morris for her informative report.

**RESOLVED** that the outside body report from Cllr Margaret Morris be noted.

## **193. FELIXSTOWE FORWARD REPORT**

Council received the report of the Felixstowe Forward Change Director, Helen Greengrass.

A Member requested that information be provided on the communication strategy for the Felixstowe BID, in order that accurate information around the BID process could be better understood. There appeared to be some uncertainty locally about the role of the Mosaic Partnership. Members were advised that survey questions were only sent out to a sample of businesses initially to ascertain whether there was enough interest in a BID to warrant further support. Given the positive response at that initial stage, Mosaic Partnership, experienced in the development of over 100 bids, had been engaged to lead on the process.

It was **RESOLVED** that:

- i. **The Felixstowe Forward update report be noted as received; and**
- ii. **the Felixstowe Forward Change Director be requested to update Council on the communication strategy around the BID process.**

## **194. PCSO REPORT**

Council received the report of the Felixstowe Partnership Funded PCSO report for July and August 2019 and welcomed the new design of the report. It was

noted that all the PCSO reports had also been made publicly available on the Council's website.

**RESOLVED that the PSCO report for July and August 2019 be noted.**

**195. BROADWAY HOUSE AUTOMATIC DOORS**

Council noted the action taken by the Finance & Governance Committee to fund the urgent repair of the Broadway House automatic doors from the Broadway House Earmarked Reserve, and noted that this would also be reported to Assets & Services Committee. Members noted the cost of the repair was £2,999 and Orwell Housing had agreed to contribute 50% towards this cost.

**It was RESOLVED that the expenditure of £1,499.50 from the Broadway House Earmarked Reserve 9050/900 for the emergency repair to the automatic door be approved.**

**196. BUSINESS PLAN STEERING GROUP**

Council received the update report from the Business Plan Steering Group. The Clerk advised that the public consultation survey was being promoted online as well as being included within the Council's Autumn magazine which was due to be delivered to all Felixstowe households from this week.

**It was RESOLVED that the Business Plan Working Group update be noted.**

**197. CLIMATE EMERGENCY WORKING GROUP**

The Clerk reported that the first Climate Emergency Working Group had met on 6<sup>th</sup> November to scope the work of the group. Members had welcomed Cllr James Mallinder, East Suffolk Council Cabinet Member for the Environment, to the meeting. Cllr Mallinder informed the group of the various exciting projects taking place around the district. The Group were grateful for Cllr Mallinder's attendance and had started developing an Action Plan to guide Council on practical steps it can take now, and over the next 10 years, to reduce its carbon impact, as well as way in which it might support the wider community in this aim.

**It was RESOLVED that the Climate Emergency Working Group update be noted.**

**198. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

Council noted that the External Audit for the Financial Year 2018/19 had been completed on 23 August 2019, with no formal or any other matters being raised.

Members recorded a vote of thanks to the Town Clerk, Deputy Town Clerk and the Customer Services Apprentice for their work to support Council's continuing clear and unqualified audits.

**It was RESOLVED that:**

- i. the Annual Governance and Accountability Return including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 6 September and will be displayed until 23 September 2019.**

**199. NALC MODEL FINANCIAL REGULATIONS 2019**

**It was noted that NALC issued updated Model Financial Regulations in August and that these will be reviewed by Council's Finance & Governance Committee in October, before being brought to Council for adoption in due course.**

**200. ACCOUNTS FOR PAYMENT**

**It was RESOLVED that the schedule and payment of accounts be received and approved as follows:**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
17/07/2019	133 – 149	£9,954.46
31/07/2019	150 – 171	£44,305.70
19/08/2019	172 – 197	£30,564.72
31/08/2018	198 – 208	£36,803.97
	<b>TOTAL</b>	<b>£121,628.85</b>

**201. CLOSURE**

The meeting was closed at 8.16pm. It was noted that the next Ordinary Meeting was scheduled for 13 November 2019 at 7.30pm.

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Date: \_\_\_\_\_

Town Mayor: \_\_\_\_\_