

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 14 September 2016 at 7.30pm**

**PRESENT:** Cllr Jan Garfield (Town Mayor)      Cllr T Green  
                  Cllr N Barber (Deputy Mayor)      Cllr G Newman  
                  Cllr C Barham                                      Cllr D Savage  
                  Cllr S Bird    Cllr A Smith  
                  Cllr M Deacon                                        Cllr J Vartan  
                  Cllr S Gallant                                        Cllr S Wiles  
                  Cllr Jon Garfield                                   Cllr K Williams

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs L Monsen (Mayor’s Secretary)

**IN ATTENDANCE:** Ms T Hussain (SCC, Building Community Capacity Officer’)  
                  4 members of the Public, 1 member of the Press.

**PUBLIC QUESTIONS**

There were none.

**PRAYERS**

The meeting was preceded with prayers by Rev. Carolyn Allen, St. Mary’s Church, Walton, Felixstowe.

**195. APOLOGIES**

Apologies for absence were received from **Cllr P Coleman** and **Cllr S Bloomfield**.

**196. DECLARATIONS OF INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr M Deacon Cllr T Green Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr N Barber Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

**197. REQUESTS FOR DISPENSATION**

There were none.

## 198. QUESTIONS TO THE MAYOR

There were none.

## 199. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 13 July 2016 be signed by the Mayor as a true record and adopted by the Council.

## 200. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements:

Orwell District Scouts AGM	14 July 2016
Causton Junior School Summer Fayre	15 July 2016
Ipswich Mayor at Home	15 July 2016
Mill Lane Nursing Home Fete	16 July 2016
Felixstowe Flower Show Prizegiving	17 July 2016
<i>Deputy Mayor – Laying up of the British Legion 'I' Group Standard</i>	17 July 2016
Wesel Fire Cadets Breakfast	21 July 2016
Felixstowe Carnival	23-24 July 2016
Felixstowe Travel Watch Seaside Special 01	27 July 2016
Launch of Harbourmaster Defibrillator	29 July 2016
Places for People Leisure Open Day	30 July 2016
Unveiling of Plaque in memory of Peter Bennett	1 August 2016
Celebration of Bombay Nite's entry into Tiffin Cup	1 August 2016
Felixstowe Travel Watch Seaside Special 02	3 August 2016
Mayor's Charity Dinner Dance	5 August 2016
Maynell & Foxgrove Residential Home Annual Fete	6 August 2016
Raising of the Green Flag (Seafront Gardens)	10 August 2016
Open Day at East of England Funeral Directors	10 August 2016
White Gables Macmillan Summer Nights	12 August 2016
Imagine Dance Show	13 August 2016
Samaritans of Ipswich & East Suffolk AGM	17 August 2016
<i>Deputy Mayor – Felixstowe Photographic Exhibition</i>	17 August 2016

Ipswich Mosque Open Day	21 August 2016
Raising the Town Council Flag	24 August 2016
Mill Lane Nursing Home 40 <sup>th</sup> Anniversary BBQ	24 August 2016
Boat Pull along the Prom	25 August 2016
100 <sup>th</sup> Birthday Celebrations of Elizabeth Downes	3 September 2016
Craft Fair in aid of Guide Dogs	4 September 2016
Art on the Prom	4 September 2016
6 <sup>th</sup> 1 Big Multicultural Festival	4 September 2016
Felixstowe Landguard Charter Night	5 September 2016
Civic Visit to Salzwedel	8 September – 12 September 2016
<i>Deputy Mayor</i> - RBL Commemoration of the Battle of the Somme at the Triangle	10 September 2016
<i>Deputy Mayor</i> - Celebration of 90 years of Christian witness	10 September 2016
<i>Deputy Mayor</i> – Waveney & Beccles Joint Civic Service	11 September 2016
<i>Deputy Mayor</i> – Service of Thanksgiving, Felixstowe Christian Aid	11 September 2016
Charity Quiz Night for Level2	13 September 2016
95 <sup>th</sup> Birthday Celebrations of Helen Radford	14 September 2016

The Mayor thanked her Deputy Mayor for attending Mayoral engagements whilst she was on the Civic visit to Salzwedel. The Mayor reported that whilst the visit had been very enjoyable, Salzwedel was facing some economic challenges and a recent change of leadership. Unfortunately, there had been no civic party to meet with the Mayor during her trip.

Council heard that the Wesel Fire Cadets Breakfast at the Town Hall had been a wonderful event and all the Cadets spoke perfect English. The Mayor reported that her Charity Dinner Dance had been a great success with a lot of money raised for the charities. The young people of the Imagine Dance Show had put on a fantastic show of the Lion King which was delightful to watch. The Boat Pull along the Prom to raise funds for a little girl who was terminally ill, had proved to be an excellent community effort and the funds raised allowed the family to visit Peppa Pig World as well as providing a tablet to watch her favourite character. The Mayor had also visited a lady celebrating her hundredth birthday who was still very active and driving.

The Mayor advised that Felixstowe Carnival had been a great success and it was a great pleasure to open the Carnival and present prizes to the winning floats. The Mayor recorded thanks to Mr & Mrs Wyatt for organising Art on the Prom which had been as brilliant as usual, with magnificent weather. The Felixstowe Landguard Charter Night was a very enjoyable evening with a very entertaining speaker.

**It was RESOLVED that the Mayor's engagements since 14 July 2016, and the above communications, be noted.**

## **201. 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 13 July 2016
- b) Planning & Environment Committee 27 July 2016 (9.15am)
- c) Planning & Environment Committee 27 July 2016 (2pm)
- d) Finance & General Purposes Committee 27 July 2016
- e) Planning & Environment Committee 10 August 2016
- f) Planning & Environment Committee 24 August 2016
- g) Personnel Committee 6 September 2016
- h) Planning & Environment Committee 7 September 2016

## **202. REPORTS FROM MEMBERS ON OUTSIDE BODIES**

There were none.

## **203. FELIXSTOWE FORWARD REPORT**

In the absence of the Felixstowe Forward Change Director, the Town Clerk introduced the update report.

Council noted that an application for the Great British High Street awards had been submitted and had been endorsed by the local MP, Therese Coffey. Council would be advised in due course as to whether the application had been successful.

The noticeboard condition survey had indicated that the noticeboards were mostly beyond economical repair and Felixstowe Forward were looking in to the replacement costs.

There had been four expressions of interest for directorships for the new Visit Felixstowe Community Interest Company (CIC) pending endorsement of the Felixstowe Forward Sponsor Group, these were:

John Royal, a local entrepreneur who was also involved with Economic Development with a council in Essex; Stephen Wyatt, organiser of Art on the Prom; Nick Barber, a local business man and Town and County Councillor; and Sally Gallant, Chairman of the Felixstowe Carnival Association.

These individuals would be supported by two non-executive directors in Helen Greengrass (representing SCDC) and the Town Clerk (representing the Town Council). The Business Case for the CIC would be presented to the Felixstowe Forward Sponsor Group in December.

Cllr Barber reported that an event for independent shop owners had been hosted by the new Adams shop. It was a very energetic meeting and it was decided that the Christmas late night shopping would be held on each Friday in December. The next meeting would be hosted by Hills the Jewellers.

The Mayor then invited Taz Hussain (SCC, Building Community Capacity Officer) to introduce herself to Council and explain her role.

Ms Hussain thanked the Council for the opportunity to speak to the Council. She explained that she had been recently recruited to the role which covered Felixstowe and surrounding areas. In the past the role had been primarily to focus on supporting children and young people but had been widened following a restructure to also include adults and the wider community. The new role was described as supporting people to identify and work towards their ambitions, source funding streams, networking and safeguarding.

In response to a question from a Member on the process by which people could be referred to the service and whether the service was for individuals or groups, Ms Hussain advised that this would be via various means such as directly from councillors, agencies. It was clarified that both individuals and groups could qualify depending on the issues identified and it would mainly support new groups rather than ones which had been up and running for some time.

The Mayor thanked Ms Hussain for attending.

**It was RESOLVED that:**

- i. the Felixstowe Forward update report be noted as received;**
- ii. It be recommended to Felixstowe Forward that an annual benchmarking exercise be undertaken as a means of monitoring the Town Centre; and,**
- iii. the Draft Felixstowe Events Policy be circulated for feedback.**

#### **204. BUSINESS PLAN AND ACTION PLAN**

Council received the finalised Business Plan 2016-2020 and corresponding action plan, as recommended for adoption by the Finance & General Purposes Committee at its meeting of 27 July 2016 (*Minute #148 of 2016/17 refers*).

Members recorded a vote of thanks to the Town Clerk, the Finance Administration Officer and the rest of the Town Hall staff for all their work on the documents.

**It was RESOLVED that the finalised Business Plan 2016-2020 and corresponding Action Plan be approved and adopted as presented.**

## **205. OUTSIDE BODIES REPORTING TO COUNCIL**

It was noted that Council's Finance & General Purposes Committee had recommended that Members should be supported to provide at least one report per four-year term on outside bodies to which they may be appointed on behalf of Council (*Minute #147 of 2016/17 refers*).

It was agreed that the recommendation should be approved and a schedule of meeting dates be circulated by the Town Clerk in order that Members may select which meeting they would report to during their four year term

**RESOLVED that the principle of Members appointed to Outside Bodies reporting to Council at least once per four-year term be endorsed.**

## **206. CYCLING ON THE PROM**

The update report on Cycling on the Prom was noted as received.

Members stressed the need for Suffolk Coastal District Council to raise awareness of the initiative and promote the start of the 12 month trial as there had been some concerns that the trial had already started. The Clerk advised that the 12 month trial would not begin until SCDC and SCC had considered appropriate signage. It was noted that the Highways Advisory Committee would be considering the matter of cycling on the prom at its meeting the following week and Members concerns would be raised there.

Members asked that SCDC be requested to keep the Town Council informed of progress with the trial, it was understood that comments received would be reviewed at 6 and 12 months in. Members advised that the Town Council should be given the opportunity to be consulted on the findings of the trial prior to any formal report and decision made by SCDC. The Clerk was asked to write to SCDC on this basis.

**It was RESOLVED that the update report on Cycling on the Prom be noted and the Clerk instructed to write to SCDC to outline Council's requests above.**

## **207. ACCOUNTS AND AUDIT 2015/16**

Council noted that the External Audit for the Financial Year 2015/16 had been completed with no formal matters raised.

Members recorded a vote of thanks to the Town Clerk and staff for their work in achieving a clear and unqualified audit for the Council.

**It was RESOLVED that:**

- i. the Annual Return including Audit Certificate, be approved and accepted as presented; and,**

- ii. **it be noted that, in accordance with the Audit Commission Act 1998 Accounts and Audit (England) Regulations 2011, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 15-31 August 2016.**

## **208. PENSIONS AUTO-ENROLMENT**

Council considered its obligations in respect of Pensions Auto-Enrolment and noted that the Personnel Committee had considered options at its meetings of 13 April and 6 September 2016.

It was further noted that, provided that minimum contributions were met (8% total by April 2019), Council would be able to offer a cost-effective pension scheme for its employees with a comparatively low-cost contribution of 2% from the employee and 6% from the Council. Personnel Committee had considered that this would provide a meaningful pension for any employees enrolled in to a scheme on this basis and had recommended the National Employment Savings Trust (NEST) scheme.

**In accordance with the recommendation of the Personnel Committee, Council RESOLVED to:**

- i. **introduce the NEST pension scheme for the purposes of auto-enrolment;**
- ii. **set its employer contributions at 6% of gross earnings, with employee contributions at 2% from the outset; and,**
- iii. **offer the NEST pension scheme on the same basis to any eligible new employees on joining the Town Council.**

## **209. DEMENTIA ALLIANCE ACTION PLAN**

Council considered supporting the aspiration of the Felixstowe Dementia Action Alliance to make Felixstowe a Dementia Friendly Town by adopting the National Dementia Declaration Action Plan.

**It was RESOLVED that the National Dementia Declaration Action Plan for Felixstowe Town Council be adopted and Council to become an active partner on the Dementia Action Alliance website. The Clerk was requested to investigate the possibility of a Dementia Awareness session for staff and Councillors.**

## **210. TREE SURVEY**

Council considered the recommendation of the Assets & Services Committee that funding for an arboricultural survey of trees on Council-owned land be approved (*Minute #537 of 2015/16 refers*).

Three quotes for tree survey works were considered and it was noted that the cheapest of these was for a summary report of trees which required urgent action. As no previous survey had been undertaken, Members discussed the merits of a full stock and condition report with corresponding management plan as offered by the other two quotes. It was proposed that this be the approach taken this time and the contractor which had quoted the lowest from the two offering this service be appointed to undertake this work.

A Member advised that it would be good if this work could be completed prior to 'National Tree Week' which was due to take place at the end of November.

**It was RESOLVED that, Suffolk Treescap be appointed to undertake a full stock and condition survey of trees on Council-owned land at a cost of £3,237.50+VAT; with funding for the project approved via the Community Fund Earmarked Reserve.**

**211. 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>
19/07/2016	152 – 174	£16,943.82
29/07/2016	175 –194	£37,018.00
10/08/2016	195 – 210	£27,175.35
23/08/2016	211 –225	£35,247.81
07/09/2016	226 – 237	£3,022.78
	<b>TOTAL</b>	<b>£ 119,407.76</b>

**212. CLOSURE**

The meeting was closed at 8.37pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 9 November 2016.

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

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