

MINUTES of the **ANNUAL COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 10 May 2017 at 7.30pm

PRESENT: Cllr Jan Garfield (Retiring Town Mayor) Cllr Jon Garfield
Cllr N Barber (Deputy Mayor) Cllr T Green
Cllr C Barham Cllr M Jepson
Cllr S Bird Cllr G Newman
Cllr S Bloomfield Cllr D Savage
Cllr P Coleman Cllr A Smith
Cllr M Deacon Cllr S Wiles
Cllr S Gallant Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs L Monsen (Mayor's Secretary)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Cemetery & Allotments Officer)
Mrs S Morrison (Administrative Assistant)
Mrs C Page (Planning Administration Officer)

IN ATTENDANCE: 32 members of the Public.

PRAYERS

The meeting was preceded with prayers by Rev. Andrew Dotchin, St Johns Church, Felixstowe.

1. ELECTION OF TOWN MAYOR

Town Mayor, Cllr Jan Garfield, in the chair.

It was proposed by Cllr A Smith, seconded by Cllr M Deacon, that Cllr Nick Barber be elected as Town Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Nick Barber be elected Town Mayor for the ensuing Municipal Year 2017-18.

Cllr Barber was invested with the Mayor's Chain of Office and duly read out and signed the Declaration of Acceptance of Office.

Town Mayor, Cllr Nick Barber, in the chair.

Councillor Barber thanked Cllrs A Smith and M Deacon for nominating him to the office of Mayor for 2017/18 and paid tribute to the outgoing Mayor, Cllr Jan Garfield, for her year in office and fundraising efforts in support of her charities.

In his incoming announcement, the Mayor named his charities for the Municipal Year 2017-18 as being Felixstowe & Walton Football Club, FACTS and the Level Two Youth Project.

The Mayor appointed Mrs Judy Barber as his Mayoress.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr Jon Garfield, seconded by Cllr T Green, that Cllr Graham Newman be elected as Deputy Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Graham Newman be elected Deputy Mayor for the ensuing Municipal Year 2017-18.

Addressing the Council, the Deputy Mayor thanked Cllrs Jon Garfield and T Green for nominating him to the office and stated that he would do his best to support the Mayor during his term in office.

The Deputy Mayor appointed Mrs Janet Newman as his Deputy Mayoress.

3. APOLOGIES

There were none.

4. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Bloomfield Cllr P Coleman Cllr M Deacon Cllr S Gallant Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

5. REQUESTS FOR DISPENSATION

There were none.

6. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 8 March 2017 be signed by the Mayor as a true record and adopted by the Council.

7. 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) Highways Advisory Committee 7 March 2017
- b) Planning & Environment Committee 8 March 2017
- c) Planning & Environment Committee 22 March 2017
- d) Finance & General Purposes Committee 22 March 2017
- e) Planning & Environment Committee 5 April 2017
- f) Assets & Service Committee 5 April 2017
- g) Personnel Committee 12 April 2017
- h) Planning & Environment Committee 19 April 2017
- i) Civic & Community Committee 19 April 2017
- j) Planning & Environment Committee 3 May 2017

8. **ANNUAL REPORT 2016/17**

The Mayor directed Council to its Annual Report for 2016/17 which had been tabled at the meeting.

It was RESOLVED that the Annual Report for Felixstowe Town Council for the year 2016/17 be approved and adopted as received.

9. **DELEGATION ARRANGEMENTS**

It was RESOLVED that the powers delegated to the Town Clerk for 2017/18 be approved as presented in the report and appended to the Minute Book 2017-18.

10. **ANNUAL MEETING ARRANGEMENTS**

Council considered the recommendation of the Civic & Communities Committee to amend the basis by which the Annual Town and Annual Council meetings were scheduled.

It was RESOLVED that the recommendations be approved and that:

- i. **the Annual Town Meeting should be held on the second Wednesday in May at 7pm each year;**
- ii. **the Civic Awards should be presented during the Annual Town Meeting;**
- iii. **the Civic & Community Committee will review arrangements and proposed costs for consideration by Council as part of its 2018-19 budget review process; and,**
- iv. **the Annual Council Meeting be held on the third Wednesday in May at 7pm each year.**

11. COUNCIL GOVERNANCE 2017/18

It was RESOLVED that the following governance documents be approved and adopted by Council, inclusive of all recommendations as presented in the report and appended to the Minute Book 2017-18:

- a) Terms of Reference 2017-18**
- b) Standing Orders 2017-18**
- c) Financial Regulations 2017-18**
- d) Meeting Schedule 2017-18**

12. APPOINTMENTS TO COMMITTEES

The Mayor referred Council to the schedule of proposed appointments to Council's Committees.

It was noted that the Town Mayor was an ex-officio Member of all Committees with full voting rights unless otherwise formally appointed as a Councillor.

Following a vote confirming that the above proposals were to be approved, it was RESOLVED that membership of Committees, Chairmen and Vice-Chairmen be as follows for the ensuing Municipal Year 2017-18:

FINANCE & GENERAL PURPOSES COMMITTEE (10)

1. Cllr Graham Newman (Chairman)
2. Cllr Stuart Bird (Vice-Chairman)
3. Cllr Jan Garfield (*ex-officio as Chairman of Assets & Services Cttee*)
4. Cllr Doreen Savage (*ex-officio as Chairman of Civic & Community Cttee*)
5. Cllr Nick Barber
6. Cllr Mike Deacon
7. Cllr Steve Gallant
8. Cllr Andy Smith
9. Cllr Steve Wiles
10. Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (10)

1. Cllr Doreen Savage (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Christina Barham
4. Cllr Steve Bloomfield
5. Cllr Peter Coleman
6. Cllr Jon Garfield
7. Cllr Tracey Green
8. Cllr Mark Jepson
9. Cllr Steve Wiles
10. Cllr Kimberley Williams

ASSETS & SERVICES COMMITTEE (10)

1. Cllr Jan Garfield (Chairman)
2. Cllr Tracey Green (Vice-Chairman)
3. Cllr Stuart Bird
4. Cllr Peter Coleman
5. Cllr Mike Deacon
6. Cllr Jon Garfield
7. Cllr Nick Barber
8. Cllr Graham Newman
9. Cllr Doreen Savage
10. Cllr Andy Smith

PLANNING & ENVIRONMENT COMMITTEE (10)

1. Cllr Andy Smith (Chairman)
2. Cllr Stuart Bird (Vice-Chairman)
3. Cllr Nick Barber
4. Cllr Steve Gallant
5. Cllr Jan Garfield
6. Cllr Jon Garfield
7. Cllr Graham Newman
8. Cllr Doreen Savage
9. Cllr Steve Wiles
10. Cllr Kimberley Williams

PERSONNEL COMMITTEE (5)

1. Cllr Nick Barber (Chairman) (*ex-officio as Town Mayor for 2017/18*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Cllr Graham Newman (*ex-officio as Deputy Mayor for 2017/18*)
4. Cllr Jan Garfield (*ex-officio as Town Mayor for 2016/17*)
5. Cllr Tracey Green

APPEALS COMMITTEE (5)

1. Cllr Andy Smith (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Mike Deacon
4. Cllr Jon Garfield
5. Cllr Doreen Savage

HIGHWAYS ADVISORY COMMITTEE (3 FTC + 3 SCC)

1. Cllr Steve Gallant
2. Cllr Jon Garfield
3. Cllr Andy Smith
4. *As appointed by Suffolk County Council*
5. *As appointed by Suffolk County Council*
6. *As appointed by Suffolk County Council*

YOUTH FORUM (3 FTC)

1. Cllr Doreen Savage
2. Cllr Mark Jepson
3. Cllr Christina Barham

13. APPOINTMENTS TO OUTSIDE BODIES

The Mayor referred Council to the schedule of proposed appointments to Outside Bodies.

RESOLVED that the Members be appointed to Outside Bodies for the ensuing Municipal Year 2017-18 as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Jan Garfield 2. Cllr Doreen Savage
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Felixstowe Forward	1. Cllr Doreen Savage 2. Cllr Steve Gallant
Suffolk Libraries Industrial and Provident Society (IPS)	1. Cllr Tracey Green
Felixstowe Nightsafe	1. Cllr Steve Gallant
Felixstowe Old People's Welfare Association	1. Cllr Jan Garfield + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr Graham Newman 2. Cllr Doreen Savage 3. Cllr Mike Deacon
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Jon Garfield 3. Cllr Mark Jepson + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Andy Smith (Substitute Jon Garfield)
Haven Ports Welfare	1. Cllr Mike Deacon
Landguard Partnership	1. Cllr Doreen Savage
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Jan Garfield 2. Town Mayor (<i>ex-officio</i>) 3. Town Clerk (<i>ex-officio</i>)
Safer Neighbourhood Team	1. Cllr Jan Garfield 2. Cllr Doreen Savage 3. Cllr Kimberley Williams 4. Cllr Nick Barber 5. Cllr Steve Gallant
Emergency Schemes	1. Cllr Steve Gallant 2. Cllr Andy Smith
Level Two Youth Project	1. Cllr Mark Jepson 2. Cllr Christina Barham
Freight Quality Partnership	1. Cllr Andy Smith

Fairtrade Forum	1. Cllr Graham Newman
East Suffolk Lines Community Rail Partnership	1. Cllr Graham Newman
Orwell District Scouts	1. Town Mayor (<i>ex-officio</i>)

14. **AUTHORISATION OF SIGNATORIES**

RESOLVED that the Members authorised to act as signatories to the Council's Bank Account be appointed as follows:

BANK SIGNATORIES 2017/18

1. Cllr Nick Barber
2. Cllr Graham Newman
3. Cllr Stuart Bird
4. Cllr Jon Garfield
5. Cllr Steve Gallant
6. Cllr Andy Smith

QUARTERLY BANK RECONCILIATION SIGNATORY

- Cllr Doreen Savage

OPEN CREDIT AGREEMENT

- Town Clerk, Deputy Town Clerk and Cemetery & Allotments Officer are authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

15. **REVIEW OF ASSET REGISTER**

Council reviewed the Asset Register for the year ending 31 March 2017. It was noted that the insurance values on the register had been further updated since the Assets & Services Committee had considered it on 5 April, on the advice of the internal auditor.

It was RESOLVED that the Council's Asset Register to 31 March 2017 be adopted as presented and appended to the Minute Book 2016-17.

16. **REVIEW OF RISK MANAGEMENT POLICY & REGISTER**

It was RESOLVED that, in accordance with the recommendation of the Finance & General Purpose Committee (*Minute #527 of 2016/17*), the Risk Management Policy and Risk Register for 2017/18 be approved and adopted as presented in the report.

17. COMMUNITY ENGAGEMENT STRATEGY 2017/18

Council reviewed its Community Engagement Strategy as recommended by the Civic & Community Committee. It was noted that this had been updated to clarify the arrangements for public speaking at Council and committee meetings.

It was RESOLVED that, in accordance with the recommendation of the Civic & Community Committee (*Minute #583 of 2016/17*), the Community Engagement Strategy for 2017/18 be approved and adopted as presented in the report.

18. COUNCIL COMPLAINTS PROCEDURE

In considering its Complaints Procedure for 2017/18, Council noted that, since the recommendation of the 22 March 2017 Finance & General Purposes Committee, the document had been updated to provide a distinction between complaints against an individual Councillor, the Council, or the Clerk and/or other Officers and expanded to include information about the appeals procedure. This had been undertaken following advice received from the Local Council Award Scheme Panel.

It was RESOLVED that the Community Engagement Strategy for 2017/18 be adopted as presented.

19. FREEDOM OF INFORMATION AND PUBLICATION SCHEME

It was RESOLVED that the recommendation of the Finance & General Purpose Committee (*Minute #529 of 2016/17*) be approved and the Freedom of Information, ICO model publication scheme for 2017-18 be re-adopted as presented.

20. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
15/03/2017	468 – 487	£11,769.37
31/03/2017	488 – 524	£91,636.55
24/04/2017	1 - 32	£45,519.68
28/04/2017	33 – 51	£17,611.56
	TOTAL	£166,537.16

21. CLOSURE

The meeting was closed at 8.24pm. It was noted that the next Ordinary Meeting was scheduled for 14 June 2017 at 7.30pm.

Date: _____

Town Mayor: _____