

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 10 June 2015 at 7.30pm

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

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs D Frost (Finance Administration Officer)

IN ATTENDANCE: Ms H Greengrass (Felixstowe Forward Change Director)
11 Members of the Public, 1 Member of the Press

PUBLIC QUESTIONS

Referring to disturbances to the residents of the flats on Undercliff Road West caused when the fairground comes to town, a member of the public asked whether the fair to move elsewhere. In response, Members advised that whilst it may not be practical to locate the fair elsewhere, the resident should contact his ward Councillor to discuss further. Cllr P Coleman provided his contact details for this purpose.

PRAYERS

The meeting was preceded with prayers by Rev. Mark Kichenside, Christ Church, Felixstowe.

52. APOLOGIES

Apologies for absence were recorded from **Cllr S Bloomfield, Cllr T Green** and **Cllr S Wiles**.

53. DECLARATIONS OF INTERESTS

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

54. REQUESTS FOR DISPENSATION

There were none.

55. QUESTIONS TO THE MAYOR

There were none.

56. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 20 May 2015 be signed by the Mayor as a true record and adopted by the Council.

57. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements since taking office on 20 May 2015:

- 1 June 2015: Maidstone School (Felixstowe in Flower)
Causton School (Felixstowe in Flower)
- 2 June 2015: Fairfield School (Felixstowe in Flower)
Kingsfleet School (Felixstowe in Flower)
- 3 June 2015: St. John's Ambulance Building (Unveiling memorial
plaque at dedication)
- 4 June 2015: Felixstowe Nursery (Felixstowe in Flower)
Cautley House (Topping Out ceremony for the new
homes as part of the Bartlet redevelopment)
Felixstowe Academy (Celebration of 25 years in
Felixstowe of Bombay Nite)

Referring to these engagements, the Mayor spoke of the warm reception she had received at each of the events and

RESOLVED that the Mayor's engagements since 20 May 2015 be noted.

58. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be noted as received and adopted:

- a) **Finance & General Purposes Committee 27 May 2015**

59. REPORTS ON OUTSIDE BODIES

No reports received.

60. RECOMMENDATIONS FROM COMMITTEES

It was RESOLVED that the recommendation of the Finance & General Purposes Committee (Minute 30 of 2015/16) be approved and Council's Risk Management Policy and Risk Register for 2015/16 be adopted as presented in the report.

61. FELIXSTOWE FORWARD REPORT

Council received the report of the Felixstowe Forward Change Director, Ms Helen Greengrass. Council noted that the initiative had been designed on a 'hub and spoke' model whereby an overarching sponsor group would inform a programme of business for more focused 'spokes' working on a thematic basis.

Further to the report submitted with the agenda, Ms Greengrass outlined the approach being taken by Felixstowe Forward for engagement with the wider community at an event on 17 July 2015 at the Marlborough Hotel. Approximately 70 attendees had confirmed to date and the event was described as an opportunity to identify priorities for the town to which the Felixstowe Forward team could work, and by which they would be measured. All Members had been invited to attend and Ms Greengrass would send out further information subsequent to the meeting.

Ms Greengrass highlighted how several areas which had been raised as recurrent issues early in her tenure were starting to seeing positive outcomes. These included the Seafront Gardens, Spa Pavilion, Premier Inn, the Pier redevelopment, Boating Lake and canopy at The Triangle.

Members recommended that the redevelopment of the Boating Lake area should begin before the end of the calendar year, in line with aspirations for the Pier redevelopment, so as to avoid this section of the prom being subject to intensive works on two separate occasions.

Ms Greengrass paid thanks to the Town Council and its staff for the warm welcome she had received since taking up the post in April. It was noted that a report from Felixstowe Forward would be a standing item on Council agendas.

Members recorded a vote of thanks to Helen Greengrass.

RESOLVED that the format of the Felixstowe Forward update report be approved and the report be noted as received.

62. FELIXSTOWE SPORT HUB

The Mayor advised that the SCDC Leisure and Countryside Manager, Ms Keri Ryder, had been scheduled to address Council on this item but had been unable to attend this evening due to a family emergency.

RESOLVED that this item be deferred to the Ordinary Meeting of 8 July 2015.

63. ANNUAL RETURN 2014-15

Council considered the Annual Return for the financial year 2014-15 as presented. The Clerk advised that the Notice of Audit had been displayed on the Town Hall noticeboards from 8 June 2015.

It was RESOLVED that:

- i) the correction from £431,244 to £424,551 to the total borrowings figure in Box 10 for 31 March 2014 of the Annual Return for the financial year ended 31 March 2015 be approved the Mayor be authorised to initial this amendment;**
- ii) the Annual Return for the financial year ended 31 March 2015 (Section 1 – Statement of Accounts) be approved and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- iii) the Annual Return for the financial year ended 31 March 2015 (Section 2 – Annual Governance Statement) be approved and the Mayor and Clerk of the Council be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iv) it be noted that the Finance & General Purposes Committee at its meeting on 27 May 2015 found no actions arising from the final Internal Audit Report for the Financial Year 2014-15 and, therefore, no action plan was required to be submitted with the Annual Return 2014/15 to the External Auditor.**

64. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council reviewed the effectiveness of its internal audit arrangements, in line with the information detailed in the agenda report.

Members commented that Council received a good service from SALC and it was proposed that the arrangement be continued on the same basis.

It was RESOLVED that:

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, Ms Diane Jimpson of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a quarterly and year-end audit on the basis of the schedule provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2014".**

65. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
20/05/2015	52 - 79	£11,986.72
	TOTAL	£11,986.72

66. CLOSURE

The meeting was closed at 8.13pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 8 July 2015 at 7.30pm.

Date: _____

Town Mayor: _____