

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 4 February 2015 at 7.30pm**

**PRESENT:** Cllr G Newman (Town Mayor)      Cllr D Savage (Deputy Mayor)  
                 Cllr N Barber                                      Cllr J Sennington  
                 Cllr S Bird    Cllr M Sharman  
                 Cllr M Deacon                                        Cllr C Slemmings  
                 Cllr Jan Garfield                                    Cllr A Smith  
                 Cllr Jon Garfield                                    Cllr M Walker  
                 Cllr M Morris                                         Cllr K Williams

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

**IN ATTENDANCE:** 10 members of the Public.

*Prior to opening the meeting the Mayor advised that in order to meet the requirement of the Openness of Local Government Bodies Regulations 2014, Standing Order 3(l) would be suspended.*

**PUBLIC QUESTIONS**

A member of the public asked whether there had been any further update from Suffolk County Council (SCC) regarding the land they had determined to put up for sale at Treetops/Candle Road. The Clerk advised that as no new information had been received he would request an update from SCC and report back once known. The member of the public commented that at the previous meeting a Councillor had suggested there may be a restriction on the land preventing its sale. Cllr A Smith clarified that, although the land had been originally acquired (c.1972) for highways purposes, he was not aware of any specific restriction preventing its sale.

In response to a question regarding difficulties experienced when trying to contact Genesis Housing Association to discuss concerns about security and management of one of their properties, Cllr M Deacon offered to follow this up subsequent to the meeting.

**PRAYERS**

The meeting was preceded with prayers by Rev. David White, St Johns Church, Felixstowe.

**471. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Stokell and Cllr C Webb.

**472. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

Councillors S Bird, M Deacon, Jan Garfield, M Morris, D Savage, M Sharman, J Sennington, C Slemmings, A Smith and K Williams each declared a Local Non-Pecuniary Interest in all items on the agenda as Members of Suffolk Coastal District Council.

Councillors N Barber and G Newman each declared a Local Non-Pecuniary Interest in all items on the agenda as Members of Suffolk County Council.

#### **473. QUESTIONS TO THE MAYOR**

There were none.

#### **474. MINUTES OF THE PREVIOUS MEETING**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 3 December 2014 be signed by the Mayor as a true record and adopted by the Council.**

#### **475. MAYOR'S COMMUNICATIONS**

The Mayor referred to a list of engagements: 04.12.14 – Citizen's Advice Bureau Christmas Meal, 05.12.14 – Deputy Mayor, Woolly Hat Day at Felixstowe Seafarers Centre, 05.12.14 – Mayors Charity Christmas Concert, 06.12.14 – Victorian Christmas Market, St John The Baptist Church, 06.12.14 – St Niklaus Fest, Wesel Association, 07.12.14 – A Service of Commissioning of the Church of Christ Church and the Licensing of Rev Mark Kichenside, 08.12.14 – Orwell District Scouts Christmas Carol Service, 09.12.14 – Deputy Mayor – Fairfield Infant Nursery School Christmas Concert, 10.12.14 – Christmas Visit to Bellstone Nursing Home, 10.12.14 - Christmas Visit to Foxgrove & Maynell Nursing Home, 11.12.14 – Suffolk County Council Carol Service, 15.12.14 – Christmas Visit to Brierfield Nursing Home, 16.12.14 - Christmas Visit to Mill Lane Nursing Home, 16.12.14 – Felixstowe Friendly Visiting Service, 16.12.14 - Christmas Visit to Highcliffe House Nursing Home, 17.12.14 – Christmas Visit to St Marys Nursing Home, 17.12.14 – Christmas Visit to Yetton Ward Nursing Home, Christmas Visit to Conniston Nursing Home, 18.12.14 – Deputy Mayor, Felixstowe Academy Christmas Concert, 19.12.14 - Deputy Mayor, FOPWA Christmas Tea Party, 19.12.14 – Mayor's Christmas Carol Service, 21.12.14 – A Festival of Carols & Readings, Hadleigh, 22.12.14 – Christmas Visit to The Firs, 22.12.14 - Christmas Visit to White Gables, 23.12.14 – Christmas Visit to Cotman House, 25.12.14 – Christmas Day Dip, 25.12.14 – Christmas Visit to Felixstowe Community Hospital, 25.12.14 – Salvation Army Luncheon, 10.01.15 – Wesel Association AGM, 15.01.15 – Felixstowe & Haven Port Seafarers Service AGM, 25.01.15 – Burns Supper for Mayor of Ipswich, 25.01.15 - Deputy Mayor, Churches Together in Felixstowe Annual Unity Service, 28.01.15 - Deputy Mayor, FOPWA AGM, 30.01.15 – Deputy Mayor, Laying of Flowers to Commemorate the loss of lives in 1953 Floods.

The Mayor expressed his thanks to the Deputy Mayor for those events she had attended in his absence.

#### **476. MINUTES OF COMMITTEE AND SUB-COMMITTEE MEETINGS**

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

- a) Plans Committee: 26 November; 10, 17 December 2014; 14 January 2015
- b) Finance Sub-Committee: 26 November 2014
- c) Finance & General Purposes Committee: 21 January 2015

#### **477. OUTSIDE BODIES**

No reports received.

#### **478. ANNUAL GRANTS 2015/16**

Council noted the Annual Grants for 2015/16 as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #452 of 2014/15 refers) were as follows:

<b>Organisation</b>	<b>Amount (£)</b>
Felixstowe Council for Sport and Recreation	200
Citizen's Advice Bureau	1,500
Felixstowe Volunteer Coast Patrol Rescue Service	1,500
Felixstowe Carnival	500
Landguard Fort	1,000
Landguard Partnership	1,000
Felixstowe Ferry Boatyard	200
Art on the Prom	500
Wesel Twinning Association	200
Salzwedel Twinning Association	200

It was further noted that a total of £6,800 had been included in the budget proposals for 2015/16 which would support the funding above.

It was **RESOLVED** that the Annual Grants for 2015/16 be approved as per the recommendation of Minute #452 of the Finance & General Purposes Committee meeting of 21 January 2015.

#### **479. MAYORAL ALLOWANCE 2015/16**

Council noted that Finance & General Purposes Committee had recommended that there be no increase to the Mayor's allowance for 2015/16. Furthermore, no basic allowance for Members was proposed. In response to questions from Members, the Clerk advised that, as it was provided to defray costs associated with the officer of Mayor and does not exceed £8,500, HMRC treat the Mayoral allowance as not chargeable for tax. Conversely, if Council were to bring in a

basic Members' allowance, this would be chargeable for tax and NI in the same way as any other earnings. Though the Mayoral allowance is a limited sum and not claimed for in the same way as expenses, the Clerk advised that the Mayor is recommended to keep a record of the uses to which the allowances are put.

**It was RESOLVED that, in accordance with Minute #453 of the 21 January 2015 Finance & General Purposes Committee:**

- i. The Mayor's Allowance for 2015/16 be set at £7,000 for the purposes of defraying the costs associated with the office of Town Mayor; and,**
- ii. The Town Mayor be advised that the allowance should be used to also defray any legitimate costs incurred by the Deputy Mayor when officially deputising for the Mayor in his/her absence.**

#### **480. BUDGET & PRECEPT 2015/16**

Council noted the 2015/16 Budget and Precept as proposed and recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #454 of 2014/15 refers).

Council gave a vote of thanks to the Committee and the Council's staff for their work in producing a budget which provided for all of Council's activities, including an increase to £15,000 for community grants, at no increased cost to the local taxpayer.

**It was RESOLVED that:**

- i. The Felixstowe Town Council Budget for 2015/16 be adopted as set out in the report;**
- ii. The 2015/16 Precept demand to Suffolk Coastal District Council of £522,361 be approved (representing a 0% increase cost to Band D Council Tax payer) on the following basis:**

<b>Band D rate</b>		<b>£67.35</b>
<b>Multiplied by tax base</b>	<b>x</b>	<b>7,755.92</b>
<b>Precept of:</b>		<b>£522,361</b>
<b>Transition grant of:</b>		<b>£34,160</b>
<b>Thus making the final total:</b>		<b>£556,521</b>

- iii. The Clerk be instructed to submit all the necessary information to Suffolk Coastal District Council.**

#### **481. EARMARKED RESERVES TRANSFERS**

It was **RESOLVED** that the following transfers to the Council's Earmarked Reserves be approved within the current financial year:

##### **900 Earmarked Reserves**

<b>Code</b>	<b>Description</b>	<b>Balance 28/01/15</b>	<b>Transfer Requested</b>	<b>Transfer from</b>
				Election Expenses
9010	Election Expenses	7,500	3,500	102/4500
9015	Enhancement & Promotional	7,865	0	
9020	Felixstowe in Flower	8,428	0	
9025	Repairs & Renewals	9,761	1,000	General Fund
9030	IT Replacement Fund	3,117	0	
9035	Recycling Credits	5,106	0	
9040	Cemetery Extension	105,000	5,000	General Fund
9045	Website Redesign	0	0	
9050	Broadway House	52,500	2,500	General Fund
9055	Walton Community Hall	52,500	2,500	General Fund
9060	Town Hall Capital Refurb	7,821	0	
9065	Town Hall Maintenance	85,000	5,000	General Fund
9070	Play Equipment	27,000	0	
9075	Community Fund	120,670	30,966	Community Fund 103/4680
9080	Council Tax Local Rsrve	74,904	0	
9085	CCTV	41,000	1,000	General Fund
9090	Staffing Reserve	25,250	250	General Fund

#### **482. MEETING SCHEDULE 2015/16**

Council noted the Meeting Schedule for 2015/16 as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #455 of 2014/15 refers).

It was **RESOLVED** that the Meeting Schedule for 2015/16 be approved and adopted as presented.

#### **483. OCCASIONAL GRANTS POLICY**

Council noted the Occasional Grants Policy as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #456 of 2014/15 refers).

It was **RESOLVED** that the Occasional Grants Policy be approved and adopted as presented.

#### **484. SOCIAL MEDIA POLICY**

Council noted the Social Media Policy as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #457 of 2014/15 refers).

**It was RESOLVED that the Social Media Policy be approved and adopted as presented.**

#### **485. LGPS DISCRETIONS POLICY**

Council noted the Discretions Policy for Members of the Local Government Pensions Scheme as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #458 of 2014/15 refers).

**It was RESOLVED that the Discretions Policy be approved and adopted as presented.**

#### **486. RISK MANAGEMENT POLICY**

Council noted the Risk Management Policy as recommended by the Finance & General Purposes Committee at its meeting of 21 January 2015 (Minute #459 of 2014/15 refers).

**It was RESOLVED that the Risk Management Policy be approved and adopted as presented.**

#### **487. CCTV UPDATE REPORT**

Council noted the CCTV report as presented. A Member commented that they were disappointed to learn that the local Chamber of Commerce had withdrawn funding for the provision of CCTV in the town as, given that the most common offence captured was theft from shops, their commercial partners benefitted the most from the scheme.

The possibility of setting up a Task and Finish Group with the remit to review the CCTV provision and report back to Council was suggested. The Clerk advised that the Council's Civic & Community Committee would be able to consider CCTV as part of its Terms of Reference in the new municipal year.

After further debate it was proposed by Cllr M Sharman, seconded by Cllr M Walker, that the Civic & Community Committee be requested to review the provision of CCTV and report back to Council on the matter.

**Following a vote, it was RESOLVED that:**

- i. Council's Civic & Community Committee be requested to review the Council's CCTV provision as part of its programme of business when it is formed in the new municipal year; and,**

- ii. **Sgt Peter Street and the volunteers who monitor the CCTV system be given a vote of thanks for their work in maintaining the service.**

#### **488. LOCAL COUNCIL AWARD SCHEME**

**Council noted the report on the Local Council Award Scheme.**

#### **489. SCDC DRAFT LEISURE STRATEGY CONSULTATION**

Council considered the draft Leisure Strategy as presented in the report. It was noted that, in accordance with Minute 289 of 2014/15, Cllr D Savage, Cllr M Sharman and the Town Clerk had reviewed and responded to the draft open space, sport and pitch assessments which had formed the evidence base for the Suffolk Coastal District Council Leisure Strategy.

It was proposed that the following be submitted to Suffolk Coastal District Council in response to the draft Leisure Strategy:

Felixstowe Town Council was pleased to note the aims of the strategy and fully endorses the aspirations detailed within; particularly in relation to the Felixstowe Sports Hub programme. However, where actions included in the strategy's recommendations require district council support, no indicative costs or potential funding opportunities are provided. Felixstowe Town Council recommends that the final version of the strategy should include further narrative on the financial implications, and corresponding possible funding sources, required to deliver the programme over its planned term.

**It was RESOLVED that the response be submitted accordingly.**

#### **490. TOWN HALL BUILDING REPAIRS UPDATE**

Council noted the update on the Town Hall Building Repairs, the timetable for the tender for works and the need to appoint a Construction Design and Management (CDM) coordinator.

**It was RESOLVED that**

- i. **The contract for CDM services be awarded to J P Chick CDM Services at a cost of £1,200+VAT; and,**
- ii. **Expenditure for the above to be authorised from Council's Earmarked Reserve for Town Hall Maintenance (900/9065).**

#### **491. WWI COMMEMORATIONS**

Members received a verbal report from the Mayor on a request he had received for the Council to support possible First World War commemorations later in the year. It was noted that last year's centenary of the start of the war had seen a significant increase to commemorative and, although there were no plans as

yet, the Council was likely to be invited to support further events in the current year.

The Town Mayor suggested that at this stage, Council could consider providing some administrative support with the organisation of official events in Felixstowe commemorating the First World War.

**It was RESOLVED that local events commemorating the war, and which also involved the Town Council, may be provided some administrative support and Members be encouraged to participate.**

#### **492. 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>
03/12/2014	152 – 160	£10,269.29
10/12/2014	161 – 176	£5,447.12
17/12/2014	177 – 185	£21,895.27
19/12/2014	186 – 192	£21,515.44
14/01/2015	193 – 215	£15,014.64
21/01/2015	216 – 223	£1,943.84
28/01/2015	224 – 232	£29,946.73
	<b>TOTAL</b>	<b>£ 106,032.33</b>

#### **493. CLOSURE**

The meeting was closed at 8.53pm. It was noted that the next Ordinary Meeting was scheduled for 1 April 2015 at 7.30pm.

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

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