

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ANNUAL** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at **FELIXSTOWE TOWN HALL** on **Wednesday 15 May 2024** at **7pm**.

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to meeting during the public session.

There is a limit to the number of public attending in-person, which may be further affected by coronavirus guidance. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making. Members are also reminded to consider the Council's commitment to climate action.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.



Ash Tadjrishi
Town Clerk
10 May 2024

Moment of Reflection: Rev. Philip Young, St. John's Church, Felixstowe

A G E N D A

- 1. Election of Mayor**
To elect the Mayor of Felixstowe for the Municipal Year 2024-25. The new Mayor will make the Statutory Declaration of Acceptance of Office and address the Council.
- 2. Election of Deputy Mayor**
To elect the Deputy Town Mayor for the Municipal Year 2024-25.
- 3. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.
- 4. Apologies for Absence**
To receive any apologies for absence.
- 5. Declarations of Interest**
To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 6. Confirmation of Council Minutes**
To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 6 March 2024 as a true record. **(Pages 5-10)**
- 7. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following meetings:
 - a) Planning & Environment Committee 6 March 2024 **(Pages 11-15)**
 - b) Planning & Environment Committee 20 March 2024 **(Pages 16-18)**
 - c) Finance & Governance Committee 20 March 2024 **(Pages 19-21)**
 - d) Planning & Environment Committee 3 April 2024 **(Pages 22-26)**
 - e) Personnel Committee 3 April 2024 **(Pages 27-28)**
 - f) Civic & Community Committee 10 April 2024 **(Pages 29-34)**
 - g) Planning & Environment Committee 17 April 2024 **(Pages 35-37)**
 - h) Assets & Services Committee 24 April 2024 **(Pages 38-42)**
 - i) Planning & Environment Committee 1 May 2024 **(Pages 43-47)**
- 8. Notice of Casual Vacancy**
To note that a Casual Vacancy has arisen for a Town Councillor for the South Ward. **(Page 48 and Appendix A)**

- 9. Asset Register 2023/24**
To approve the Council's Asset Register for the year ending 31 March 2024 as recommended by the Assets & Services Committee. **(Page 49 & Appendix B)**
- 10. CIL Annual Report 2023/24**
To approve the CIL Annual Report for 2023/24. **(Pages 50 & Appendix C)**
- 11. Scheme of Delegation to the Town Clerk 2024-25**
To review and approve authority delegated to the Town Clerk by Council for 2024/25. **(Pages 51-52)**
- 12. Council Governance and Policy 2024-25**
To adopt the following governance and policy documents for 2024-25:
- a) Terms of Reference **(Page 53 & Appendix D)**
 - b) Standing Orders **(Page 53 & Appendix E)**
 - c) Financial Regulations **(Page 53 & Appendix F)**
 - d) Risk Management Policy & Risk Register **(Page 53 & Appendix G)**
 - e) Complaints Procedure **(Page 54 & Appendix H)**
 - f) Freedom of Information Publication Scheme **(Page 54 & Appendix I)**
 - g) Community Engagement Strategy **(Page 54 & Appendix J)**
- 13. Appointments to Committees**
To appoint Chairmen, Vice-Chairmen and Members to serve on the following standing Committees, plus other Groups for 2024-25:
- Finance & Governance Committee (9 Members)
 - Assets & Services Committee (9 Members)
 - Civic & Community Committee (9 Members)
 - Planning & Environment Committee (9 Members)
 - Personnel Committee (5 Members)
 - Appeals Committee (5 Members)
 - Youth Forum (3 Members) **(Schedule on pages 55-56)**
- 14. Appointments to Outside Bodies**
To appoint Members to represent the Town Council on Outside Bodies for 2024-25. **(Schedule on pages 57-58)**
- 15. Authorisation of Signatories**
To confirm Council's authorised signatories for 2024-25. **(Page 58)**
- 16. Subscriptions**
To review and approve the Council's and staff subscriptions to other bodies. **(Page 59)**
- 17. Business Plan 2024 – 2028**
To review and approve Council's Business Plan for the period of 2024 - 2028. **(Page 60 & Appendices K and L)**

18. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows:

Date	Voucher Nos.	Total Payment
15/03/2024	444 - 454	£20,504.03
28/03/2024	471 - 493	£71,889.36
01/04/2024	1 - 5	£12,102.98
18/04/2024	6 - 19	£7,999.60
30/04/2024	20 - 38	£50,276.84
	TOTAL	£162,772.81

(Schedules attached at Appendix M)

19. Closure

To close proceedings and note the date of the next Ordinary Council Meeting, which is currently scheduled for 7.30pm on Wednesday 19 June 2024.

AGENDA ITEM 6: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 6 March 2024 at 7.30pm**

PRESENT: Cllr S Bennett (Mayor)
Cllr M Deacon (Deputy Mayor) Cllr M James
Cllr D Aitchison Cllr M Morris
Cllr S Bird Cllr B Price
Cllr A Folley Cllr D Rowe
Cllr C Franklin Cllr M Sharman

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

IN ATTENDANCE: 1 member of the public (*in person*)
3 members of the public (*via Zoom*)
Ms S Hopkins, Level Two Youth Project
Ms L Cooper, Level Two Youth Project

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection from Ms Jill Mayes, Charity Worker, Christians Against Poverty and The Compass.

445. PUBLIC QUESTION TIME

None.

446. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**, **Cllr J Candy**, **Cllr S Harkin**, **Cllr C MacGregor** and **Cllr S Wiles**.

447. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Bennett	All	Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett Cllr M Deacon Cllr A Folley	All	Other registerable interest (as Members of East Suffolk Council)
Cllr D Rowe	453	Other registerable interest (as Director of the Level Two Youth Project)

Cllr M Deacon Cllr A Folley	455	Other registrable interest (as Members of the Felixstowe-Wesel Association and Felixstowe-Salzwedel Partnership)
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Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

448. QUESTIONS TO THE MAYOR

None.

449. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 10 January 2024 be signed by the Mayor as a true record and adopted by the Council.

450. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council and spoke about engagements since the previous meeting.

The Mayor highlighted his visit to Grange Primary School, at which he gave a talk on democracy. The DWP's 'quick chat' job fair at the Salvation Army had been a busy event. A memorable meeting with Females in Freight, supporting female workers in the port-related industry. The Mayor enjoyed attending the 100th birthday of a Felixstowe resident.

There had been a dignified and respectful commemoration of the 1953 North Sea Floods, supported by Langer School, which the Mayor was pleased to note had recently received a Good to Excellent Ofsted report.

The Mayor talked about his attendance at the BSC Multicultural charity event in Ipswich, an organisation which was seeking to work in Felixstowe.

The Mayor spoke of the health of the High Street, having officially 'opened' two new premises in the town since the previous meeting. Attending Pushchair Pitstop's new outreach in Kirton, noting that another would be taking place in Old Felixstowe soon. Felixstowe Hospital League of Friends Annual General Meeting, at which the prospect of hosting a new x-ray machine was discussed.

Mayor's charity events had included a successful quiz evening and the highly popular curry night.

The Mayor was moved by the powerful commemoration of the anniversary of the Russian invasion of Ukraine, and the raising of the Ukraine flag.

The Mayor gave details of the forthcoming run of charity events and encouraged Members to attend.

It was RESOLVED that the Mayor's communications be noted.

451. 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 10 January 2024**
- b) Finance & Governance Committee 17 January 2024**
- c) Planning & Environment Committee 24 January 2024**
- d) Planning & Environment Committee 7 February 2024**
- e) Civic & Community Committee 14 February 2024**
- f) Planning & Environment Committee 21 February 2024**
- g) Assets & Services Committee 21 February 2024**

452. REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES

None.

453. LEVEL TWO AT BEACH STREET

The Mayor invited Ms Shez Hopkins and Ms Lucinda Cooper from Level Two Youth Project to address the Council.

Council heard about the range of work being carried out by Level Two and a new project based at Beach Street to engage even more young people.

The proposed multimedia and digital arts centre would offer young people the opportunity to access professional recording equipment.

In response to a question on sustainability and funding, Ms Hopkins advised that some funding for the project had already been secured and a good relationship with the owners of Beach Street had been established.

It was hoped that the project would be launched in the summer and would result in a total of four 40' containers, in keeping with the style of Beach Street and providing much needed community space in that area of Felixstowe.

The Mayor thanked Ms Hopkins and Ms Cooper for their engaging presentation.

It was RESOLVED that the presentation from Level Two at Beach Street be noted.

454. QUARTERLY 'PUBLIC REALM' DROP IN MEETINGS

Council noted the report on a new arrangement from East Suffolk Council to engage with the Town Council its delivery of public realm management.

In response to a question on the success criteria from the pilot programme, the Clerk confirmed that there would be a report on a pilot scheme at the first meeting, on 20th March.

Members were pleased to note the arrangements for the quarterly drop-in sessions.

It was RESOLVED that the arrangements for the FTC/ESC Quarterly Drop In Meetings for Public Realm Maintenance be noted.

455. TOWN TWINNING

Council received the report on twinning.

It was RESOLVED that the Twinning report be noted.

456. COMMUNITY INFRASTRUCTURE LEVY WORKING GROUP UPDATE

Council received an update on CIL and Members were keen to support the Play Area Improvements, noting that this will be further considered by the Finance and Governance Committee before coming back to Council in June

Members were supportive, in principle, of an x-ray machine at Felixstowe Hospital but would seek a commitment from the NHS trust as to the commitment for staffing and hosting the machine locally. Ownership of the equipment will be key as assurance would be required that the equipment wouldn't be moved elsewhere away from Felixstowe.

The CCTV project is progressing, and currently discussions are taking place with East Suffolk Council regarding the placement of their cameras and the chosen supplier with regards to ongoing maintenance costs.

Real Time Bus indicators were discussed, and it was agreed that the High Street Improvement Grant scheme may be better placed to fund these. This will be investigated and reported back to the CIL Working Group.

The Town Clerk gave an update on a meeting held with Lowestoft to discover how they went about their Neighbourhood Plan. The timescale for completing a Neighbourhood plan can be 2 – 3 years as a minimum. An outside consultant would be required to help with the process. The main question Council should explore is 'What does Council want to achieve by doing a Neighbourhood Plan?' This will be investigated further and reported back to Council.

It was RESOLVED that the CIL report be noted.

457. EARMARKED RESERVES EXPENDITURE

Council noted the report on Council's Committees approved Earmarked Reserve spending.

It was RESOLVED that the Earmarked Reserve expenditure report be noted.

458. YEAR END BALANCES AND EARMARKED RESERVE TRANSFERS

Council received the report on Year End balances and Earmarked Reserve transfers.

It was RESOLVED that the report on the projected outturn for the year 2023/24 and the Earmarked Reserve transfers be noted.

459. OCCASIONAL GRANTS POLICY 2024/25

Council considered its Occasional Grants Policy for 2024/25 as recommended by the 14 February 2024 Civic & Community Committee (*Minute #411 of 2023/24 refers*).

RESOLVED that the Occasional Grants Policy for 2024/25 be approved and adopted as presented in the report.

460. PRESS & MEDIA POLICY 2024/25

Council considered its Press & Media Policy for 2024/25 as recommended by the 14 February 2024 Civic & Community Committee (*Minute #412 of 2023/24 refers*).

RESOLVED that the Press & Media Policy for 2024/25 be approved and adopted as presented in the report.

461. INSURANCE ARRANGEMENTS 2024/25

Council considered its insurance arrangements for 2024/25 as per the recommendation of the Finance & Governance Committee (*Minute #381 of 2023/24 refers*).

It was RESOLVED that the Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2024/25.

462. INVESTMENT POLICY & STRATEGY 2024/25

Council considered its Annual Investment Policy & Strategy for 2024/25 as updated to reflect current investments as recommended by the Finance & Governance Committee (*Minute #380 of 2023/24*).

RESOLVED that the Investment Policy & Strategy for 2024/25 be approved and adopted as presented in the report.

463. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
15/01/2024	375 - 398	£20,156.04
31/01/2024	399 - 415	£50,087.21
15/02/2024	416 - 429	£10,688.70
29/02/2024	430 - 443	£54,577.50
	TOTAL	£135,509.45

464. CLOSURE

The meeting was closed at 9.15pm. It was noted that the next meeting is the Annual Council Meeting scheduled for Wednesday 15 May 2024 at 7.00pm.

440. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following recommendations to East Suffolk Council:

A	<p>DC/24/0400/VOC Variation of Condition No. 2 of DC/22/0361/VOC (Variation of Condition No.2 of DC/19/5049/FUL - Redevelopment of site to provide new clubhouse and new public facilities to include cafe, putting green, toilets and viewing platform, improved access, parking, 5 detached dwellings and associated landscaping, relocation of existing watch tower - existing clubhouse and pro-shop buildings to be demolished - Since planning consent was granted a full design team has been instructed and during the progression of the detailed design (including structural design), some design changes have been implemented to improve the buildability of the proposed dwellings and the clubhouse, include the aligning of structural elements. The clubhouse has now been amended to single storey, with a minimal increase in footprint and a reduction in floor level, whilst the essence of the design has been retained. Other minor fenestration/glazing revisions have also been proposed. - existing clubhouse and pro-shop buildings to be demolished - Since planning consent was granted a full design team has been instructed and during the progression of the detailed design (including structural design), some design changes have been implemented to improve the buildability of the proposed dwellings and the clubhouse, include the aligning of structural elements. The clubhouse has now been amended to single storey, with a minimal increase in footprint and a reduction in floor level, whilst the essence of the design has been retained. Other minor fenestration/glazing revisions have also been proposed.</p> <p>Felixstowe Ferry Golf Club Ferry</p>
	<p>Committee recommended REFUSAL. We do not object to any of the proposed minor changes to the clubhouse and the five dwellings. However, we remain concerned in relation to the proposed relocation of the electricity substation.</p> <p>We see no reason why this cannot be located in a more recessive position within the application site, as the current substation is. The proposed location will be in the most prominent position and therefore visually intrusive. Additionally, the utilitarian design, with no screening fence or landscaping, will be out of keeping with the street scene. We therefore feel that this proposal will be contrary to SCLP 11.1 (b) and (d). We have further concerns that the proposed location, immediately adjacent to the car park access, will compromise visibility and therefore safety for road users.</p> <p>Should the substation remain in its current location, we would have no objections to this application.</p>

B	DC/24/0566/FUL Removal of ATM 104 Hamilton Road
Committee recommended APPROVAL.	

At this point, 10.18am, Cllr Folley left the meeting.

C	DC/24/0506/OUT Outline Application (Some Matters Reserved) - Proposed dwelling with the retention of garage building (matters of Access, Appearance, Layout and Scale included for consideration). Waterhead House Peewit Hill
Committee recommended APPROVAL.	

Cllr Folley returned, 10.25am.

D	DC/24/0527/VOC Variation of Condition(s) 2 of Planning Permission DC/23/0642/FUL - Addition of first floor to existing bungalow, two-storey front extension and single storey rear extension. Existing garage to be removed and replaced with a new garage. 32 Roman Way
Committee recommended APPROVAL.	

E	DC/24/0508/FUL Rear single-storey extension. Coel Na Mara 69 Cliff Road
Committee recommended APPROVAL.	

F	DC/24/0499/FUL Proposed single storey extension to rear of two storey detached dwelling 44 Garrison Lane
Committee recommended APPROVAL.	

G	DC/23/4912/FUL Raising the roof on the existing rear extension to match that of the rest of the building. External works to replace plastic UPVC cladding and improve buildings thermal performance. 1A Bent Hill
Committee recommended APPROVAL.	

H	DC/24/0509/FUL Single Storey rear extension 4 Links Avenue
Committee recommended APPROVAL.	
I	DC/24/0439/FUL To erect extension to kitchen for dining room 30 Kendal Green
Committee recommended APPROVAL.	
J	DC/24/0557/FUL Removal of potentially unsafe wooden and tiled structure fitted onto peak of garage roof and make good roof to form a tiled peak at a lower height than existing structure utilising tiles to match existing (subject to availability). Pre-application planning advice DC/23/4584/PREAPP refers. Maytree House 60 Maybush Lane
Committee recommended REFUSAL. We believe that the particular design of the current roof significantly adds to the character of the Conservation Area. Further, we understand that this garage roof was specifically designed to match the Italianate design of the host property. We therefore feel that the removal of this architectural feature will detract from the appearance of the street scene and the character of the Conservation Area. We therefore feel that this application is contrary to Section 72 of the Conservation and Listed Building Act 1990 and SCLP 11.5 para. a), b) and e).	
K	DC/23/4839/FUL Erection of porch and rear extension 53 Westmorland Road
Committee recommended APPROVAL.	

441. ESC CONSULTATION – REVIEW OF STREET TRADING POLICY

The Town Clerk reported on comments received from BID and the Chamber of Trade. The Committee agreed that no streets should be prohibited from the potential of street trading. **RESOLVED** the Clerk would respond with no streets to be included in this category at this time.

442. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

443. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. Confirmation from East Suffolk Council that the Article 4(1) Direction removing the permitted development right of demolition from Landguard Lodge, Manor Terrace, Felixstowe, was made permanent and that the building cannot be demolished unless a planning application is made and permission granted.
- ii. Deben Fields Development Drop-in at the Town Hall on 18 March, showing a 'Section 73 application' which includes changes design amendment to improve energy efficiency, while maintaining an economic build. A formal planning application will be looked at by the Committee when published.
- iii. ESC had requested a further two names for Two Walks with Phase 2 of Trelawny Place. The names to be put forward for Trelawny Place were Lime Walk and Blossom Walk.

444. CLOSURE

The meeting was closed at 12.01pm It was noted that the next meeting was scheduled to take place on Wednesday 20 March 2024 at 9.30am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 20 March 2024 at 9.30am**

PRESENT: Cllr S Bird (Chairman)
Cllr M Morris (Vice-Chairman) Cllr C Franklin
Cllr N Barber Cllr A Folley
Cllr S Bennett (*from item 469*) Cllr B Price
Cllr J Candy Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 1 member of the public (*via Zoom*)

465. PUBLIC QUESTION TIME

None.

466. APOLOGIES FOR ABSENCE

None.

Apologies for lateness were received from **Cllr S Bennett**.

467. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members of Suffolk County Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

468. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 6 March 2024 be confirmed as a true record.

469. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following recommendations to East Suffolk Council:

A	DC/24/0697/FUL Demolition of existing timber framed lean-to conservatory and replacement with new flat roof orangery with lantern light. Footprint remains the same. Also replacement of all timber framed double glazed windows (Casement and Sash) with UPVC like for like windows front and rear and installation of new window to en-suite on side elevation. 10 Red Hall Court
Committee recommended APPROVAL.	
B	DC/24/0698/FUL Single storey rear and side extension 3 Looe Road
Committee recommended APPROVAL.	
C	DC/24/0690/FUL Single storey rear and side extension 29 Lynwood Avenue
Committee recommended APPROVAL.	
D	DC/24/0676/FUL Remove windows to rear elevation, enlarge opening to install new doors to garden. 4 College Green
Committee recommended APPROVAL.	
E	DC/24/0744/FUL Garage extension. 10 St Georges Road
Committee recommended APPROVAL.	
F	DC/23/4776/FUL Change of use from car wash to car sales and to keep in place existing canopy and to use a 12ft x 10ft shed as office. Land At Platters Road

Committee recommended **APPROVAL**. We feel that this does comply with SCLP 4.4, however we do note that the change of use has already been implemented and therefore the application should have been described as retrospective.

G	DC/24/0847/TCA Proposal: 1no. Sycamore (located At Back Of Car-Park) - Reduce by 4.3 metres in height and 2.4 metres in radial spread. Felixstowe Community Hospital Constable Road
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Committee had **NO OBJECTION** to the work proposed, subject to East Suffolk Council's Arboricultural Officer being satisfied as to the significant extent of the size reduction of this tree.

470. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

471. CORRESPONDENCE

None.

472. CLOSURE

The meeting was closed at 10.15am It was noted that the next meeting was scheduled to take place on Wednesday 3 April 2024 at 9.30am.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 20 March 2024 at 7.30pm**

PRESENT: Cllr M Deacon (Chairman) Cllr S Bird
Cllr D Rowe (Vice-Chairman) Cllr M James
Cllr D Aitchison Cllr M Sharman
Cllr S Bennett Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Finance Administration Assistant)

IN ATTENDANCE: One member of the public (*via Zoom*)

473. PUBLIC QUESTION TIME

There was none.

474. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Wiles & Cllr C MacGregor**.

475. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Wiles Cllr S Bennett	All	Other registerable interests (as Members of Suffolk County Council)
Cllr S Bennett Cllr M Deacon	All	Other registerable interests (as Members of East Suffolk Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

476. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 17 January 2024 be signed by the Chairman as a true record.

477. BUDGET MONITORING TO 29 FEBRUARY 2024

Committee received the budget monitoring report to 29 February 2024. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

It was RESOLVED that the budget monitoring report to 29 February 2024 be noted.

478. DRAFT BUSINESS PLAN 2024-28

Committee considered the draft business plan for 2024-28. A wide range of helpful, constructive criticism was received by councillors, noting potential shortcomings with colour-based formatting and better accessibility for those with visual impairments. Grammatical and wording errors were also noted, with a focus on brevity and readability. The Business Plan 2024-28 will go out to public consultation, and feedback from the public survey will be shared with the Business Plan Steering Group. The results will be reported to Annual Council.

It was RESOLVED that the Business Plan Report and Draft Business Plan 2024-2028 be noted

479. COMMUNITY INFRASTRUCTURE LEVY

Committee noted the report on Walton Recreation Ground & Seaton Recreation Ground, and the CIL working group's recommendation to fund £100,000 towards play equipment at Walton Recreation Ground & Seaton Park. Committee was very supportive of the proposed play area improvements.

It was RESOLVED that it be recommended to Council that £100,000 CIL funding is provided toward the refurbishment of Walton Recreation Ground & Seaton Park Play Areas.

480. TERMS OF REFERENCE 2024/25

Committee considered Terms of Reference for the forthcoming Municipal Year 2024/25.

The Public Spaces Earmarked Reserve was added to the Delegated Authority under the Assets & Services Committee, to enable the Assets & Services Committee to approve expenditure from the Public Spaces Earmarked Reserve, up to a limit of £20,000 in each financial year, in accordance with Council's Financial Regulations, without requiring further approval from Council.

It was RESOLVED that the Terms of Reference for 2024/25 be recommended to Annual Council for adoption as presented.

481. STANDING ORDERS 2024/25

Committee reviewed the Council's Standing Orders for 2024/25.

It was agreed to change all references to he/she to either they or an applicable title such as current Mayor.

It was RESOLVED that Standing Orders for 2024/25 be recommended to Annual Council meeting for adoption.

482. FINANCIAL REGULATIONS 2024/25

Committee reviewed the Council's Financial Regulations for 2024/25. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

It was **RESOLVED** that:

- i. the Financial Regulations for 2024/25 be recommended to the Annual Council meeting for adoption as presented; and,**
- ii. the continued use of BACS also be recommended to Council.**

483. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Committee considered Council's Risk Management Policy and Financial Risk Register for 2024/25.

It was RESOLVED that the Risk Management Policy and Financial Risk Register be recommended to the Annual Council meeting for adoption as presented.

484. COMPLAINTS PROCEDURE 2024/25

Committee reviewed the Council's Complaints Procedure for 2024/25. Two minor changes were agreed, changing 'we ' to 'it' in the first paragraph and changing the word 'such' representative to 'a' in item 8.

It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for adoption in 2024/25.

485. PUBLICATION SCHEME 2024/25

Committee reviewed the Publication Scheme based on the Information Commissioner's Office (ICO) model publication scheme, and the schedule of information available from Felixstowe Town Council.

RESOLVED that the ICO model publication scheme be recommended to Annual Council for re-adoption without change for 2024/25.

486. CLOSURE

The meeting was closed at 8.25pm. The next meeting was noted as being scheduled for Wednesday 5 June 2024 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 3 April 2024 at 9.30am**

PRESENT: Cllr S Bird (Chairman)
 Cllr M Morris (Vice-Chairman) Cllr C Franklin
 Cllr N Barber (*to item #492*) Cllr A Folley
 Cllr S Bennett (*from item #491*) Cllr B Price
 Cllr J Candy Cllr S Wiles (*to item #491f*)

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 1 member of the public (in person)
 1 member of the public (via Zoom)

487. PUBLIC QUESTION TIME

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

488. APOLOGIES FOR ABSENCE

None.

Apologies for lateness were received from **Cllr S Bennett**.

Cllr S Wiles gave apologies in advance of having to leave the meeting at 11.30am.

Cllr N Barber gave apologies in advance of having to leave the meeting at 11.50am.

489. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members of Suffolk County Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

490. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 20 March 2024 be confirmed as a true record.

491. PLANNING APPLICATIONS

At the direction of the Chairman, item B was brought forward and considered first.

Committee heard from a member of the public, being a neighbour to item B below, concerned with the limited number of on-site parking spaces and a lack of proximate on-street parking, together with the consequential impact of increased vehicular movements due to the intensification of the use of the site.

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following recommendations to East Suffolk Council:

B	DC/24/0823/FUL Redevelopment for 58 retirement living apartments including communal facilities, access, car parking and landscaping 39 Mill Lane
<p>Committee recommended REFUSAL. We are not against the principle of this type of development on this site. Indeed, we recognise the need for this sort of accommodation for older people to downsize or move to. However, we have serious concerns as to the parking provision. We recognise that, under the SCC parking guidance 2023, p.49 this form of accommodation should provide one car space per residential unit and two visitor spaces per 8 units. Whilst some departure from policy may be acceptable, in this case the provision of only 21 car parking spaces is woefully inadequate. We believe that there should be considerably more spaces provided.</p>	

A	DC/24/0773/VOC Variation of Condition Nos. 4 (materials) and 9a (approved plans for residential development) of DC/23/0539/VOC (Variation of Condition No. 11 of DC/21/0541/FUL [Hybrid Application - Full Application for the construction of 45 apartments and maisonettes and 16 houses in buildings ranging in height from 2 to 3 storeys, conversion of retained assembly hall to provide 250m2 community space, 16 residential car parking spaces, 1 car park space for community hall, 137 cycle parking spaces, highways and public realm works, hard and soft landscaping, access and associated works and Outline application (with all matters reserved except for access, use and scale) for redevelopment and extension of retained sports hall to provide indoor
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	<p>bowls facility and cricket pitch with pavillion, 32 car parking spaces, 24 cycle spaces, landscaping and associated works. All matters reserved except for access, use and building heights] - alter the number of affordable homes.) Changes to materials for residential units and amendments to approved plans including changes to elevations and revisions to site layout and parking.</p> <p>Former Deben High School Garrison Lane</p>
<p>Committee recommended APPROVAL.</p>	

C	<p>DC/24/0720/FUL Regularisation of unauthorised works including: Retention of revised layout across complete site Retention of Marquee cover over units 19 & 20 Retention of "square" container unit 20A Retention of Axe throwing area unit 7 Retention of Pagoda outbuilding (canopy) between units 17 & 19 Change of hot food to Radio Station outside Beach Street and in the Amusement Park building Retention of Advertising along railings on Micklegate Road Retention of changes of layout for unit 20 Retention of new location of WC block and cycle store Retention of amended and additional colours Change of use of unit 12 to retail Change of use of unit 1 to machine gaming centre Change of use of units 8, 9, 11, 13, 14, 15,18,19, 23, 24, to hot food prep and takeaway/eat in, hot and cold Change of use of unit 16,17 to yoga and retail Change of use of unit 2 to barbers Retention of extraction equipment to units 18, 23, 24 All matters as described in Design & Access statement.</p> <p>Beach Street Felixstowe Micklegate Road</p>
<p>Committee recommended APPROVAL.</p>	

At this point in the meeting, 11am, Committee adjourned. The meeting resumed at 11.10am.

D	<p>DC/24/0997/FUL Single storey side and rear extension with dropped kerb and new driveway 18 Fairfield Avenue</p>
<p>Committee recommended APPROVAL.</p>	

E	<p>DC/24/0821/FUL Demolish rear kitchen extension lean-to and erect two storey rear extension. 18 Chepstow Road</p>
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Committee recommended REFUSAL. We feel that this 3.7m deep two-storey rear extension is unacceptable. We believe that this will cause unacceptable loss of light amenity to rear windows of No.16 to the north and is therefore contrary to SCLP 11.2 paras. c) and e). We also feel that, as this will become a four-bedroom property under this proposal, SCC parking guidance requires that this would need three off-street parking spaces, whereas it currently has none.

At this point, 11.36am, Cllr Wiles left the meeting.

F	DC/24/0110/FUL Full planning application (previous application C12/1810/ expired) for continued siting and use. No change to the use or additions to existing buildings previously agreed. Application site area houses two portakabins used for office and storage facilities for community transport services operated by Felixstowe Area Community Transport Scheme (FACTS), registered charity number 1098025. Portakabin Rear Of Car Park Ordnance House 1 Garrison Lane
Committee recommended APPROVAL.	

G	DC/24/0950/FUL Retrospective Application - Proposed single storey front extension for new porch and storage/garage 111 Mill Lane
Committee recommended APPROVAL.	

H	DC/24/0833/FUL Change the old wooden windows to double glazed PVC windows. Flat 4 91 Ranelagh Road
Committee recommended APPROVAL.	

I	DC/24/1005/TPO T2 of TPO No. 174 / 2004 1no. Sweet chestnut (T1 on Plan and T2 on Order) - Crown reduce by up to 1 metre to previous pruning points 1 Cliff Court
Committee had NO OBJECTION to the work proposed, subject to East Suffolk Council's Arboricultural Officer being satisfied as to the significant extent of the size reduction of this tree.	

At this point, 11.50am, Cllr Barber left the meeting.

492. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

493. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. Confirmation from East Suffolk Council that application DC/23/4805/FUL for the seasonal erection of the observation wheel was approved with conditions with regards to the hours of operation to operate during the following times:
Monday-Thursday: 10.00-21.00
Friday-Sunday (including Bank Holidays): 10.00-22.00.
- ii. Copy of Pre-Application Advice submitted in respect of DC/24/0557/FUL- Maytree House 60 Maybush Lane.
Committee noted the pre-application advice and made no further comment.

494. CLOSURE

The meeting was closed at 12.01pm It was noted that the next meeting was scheduled to take place on Wednesday 17 April 2024 at 9.30am.

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Wednesday 3 April 2024 at 6pm**

PRESENT: Cllr S Bennett (Chairman)
Cllr M Deacon (Vice-Chairman) Cllr D Rowe
Cllr S Harkin Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)

495. PUBLIC QUESTION TIME

None.

496. APOLOGIES FOR ABSENCE

None.

497. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr M Deacon	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett	All	Other registerable interests (as a Member of Suffolk County Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

498. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 17 October 2023 be confirmed as a true record.

499. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

500. STAFFING ARRANGMENTS

The Clerk updated Committee on staffing arrangements.

It was agreed that a staff member's request to reduce their hours from 30 to 25 per week should be approved and to take effect from 1 June 2024.

It was noted that the Clerk had reassessed all staff for pension auto-enrolment and that the Council was currently compliant with all staff members meeting the threshold and eligibility criteria for auto-enrolment having been enrolled in a qualifying pension scheme. (*Note: the redeclaration to the Pensions Regulator was originally made on 1 November 2022*).

The long-term health situation of a staff member was noted. Committee agreed that the Clerk should consult with the staff member on how they may be supported in any possible return to work and report back to the Committee in due course.

RESOLVED that:

- i. a staff member's request to reduce their hours from 30 to 25 per week should be approved and to take effect from 1 June 2024;**
- ii. it be noted that the Clerk had reassessed all staff for pension auto-enrolment and that the Council was currently compliant with all staff members meeting the threshold and eligibility criteria for auto-enrolment having been enrolled in a qualifying pension scheme; and,**
- iii. in respect of a staff member with a long-term health condition, the Clerk would consult with the staff member on how they may be supported in any possible return to work and report back to the Committee in due course.**

501. TOWN CLERK'S APPRAISAL: SIX MONTH REVIEW

The six-month review of the Town Clerk's Appraisal was carried out and progress against agreed objectives were discussed and noted.

It was RESOLVED that the six-month review of the Town Clerk's Appraisal be noted as carried out.

502. CLOSURE

The meeting was closed at 19.33pm. It was noted that the next meeting was scheduled to take place on Wednesday 2 October 2024 at 6pm.

**MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 10 April 2024 at 7.30pm**

PRESENT: Cllr M Sharman (Chairman) Cllr S Harkin
Cllr C Franklin (Vice Chairman) Cllr M Morris
Cllr A Folley Cllr B Price

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Civic Events Officer)
Miss H Miles (Communications Officer) via Zoom

IN ATTENDANCE: 1 Member of the Public (*via Zoom*)

503. PUBLIC QUESTION TIME

None.

504. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison**, **Cllr N Barber** and **Cllr J Candy**.

505. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)

The following Other Registerable Interests, to which matters on the agenda were directly related, but no further decisions on the agenda were to be made, were also noted:

Member(s)	Minute No.	Nature of Interest
Cllr A Folley	508	Other registerable interests (as a previously employed to provide event services to the Felixstowe BID)

Cllr M Sharman	512	Other registerable interest (as Chairman of Felixstowe and District Council for Sport and Recreation)
Cllr M Sharman	512	Other registerable interest (as a subscriber of FACTS)
Cllr A Folley Cllr M Morris Cllr M Sharman	512	Other registerable interests (as members of the Wesel Association)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

506. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 14 February 2024 be confirmed as a true record.

507. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 31 March 2024.

The Deputy Town Clerk explained this was not the final year end figures as adjustments were still to be made, but it is very close to where the year 2023/24 will finish at.

The debt for the Orwell Hotel was considered by members and committee agreed that an application should be made to the small claims court for the recovery of this debt. The Deputy Town Clerk explained that Council had previously recovered a debt via this route a few years ago, there is a small cost involved in the application which gets paid back if successful.

It was RESOLVED that :

- i. the Budget Report to 31 March 2024 be received and noted as presented; and,**
- ii. an application to the small Claims Court should be made against the Orwell Hotel for the debts amounting to £1,256.67.**

508. LOVE GREEN FELIXSTOWE LAUNCH

Committee considered the report on the Love Green Felixstowe launch. Members were pleased that the initiative, which came from Council's Climate Emergency Working Group and the Felixstowe Climate Action Group, was coming to fruition with the launch and a larger event 30 August – 2 September 2024. Love Green

Felixstowe was also part of Council's draft Business Plan, so Members were pleased to support it.

Committee agreed to help fund the Love Green Felixstowe launch on 20 April with a contribution of £1,500, conditional that any profits made from the sale of the T-shirts should be put towards the Love Green Felixstowe weekend and that Council's support is acknowledged in all publicity and at the event with Felixstowe Town Council banners. Members approved funding via the Community Support Earmarked Reserve.

Members discussed whether accounts should be sought, but it was clarified that this is not a grant but a contribution to an event that Felixstowe Town Council is involved in. A Member asked if Committee could review its Annual Grants, and other payments and create an overall grants policy. This would be in addition to the Occasional Grants Policy. The Deputy Town Clerk confirmed that this could be discussed at a future meeting, before reviewing Annual grants and payments for the following year, which takes place at the September Civic & Community Committee meeting.

It was RESOLVED that:

- i. £1,500 be made as a contribution to the Love Green Felixstowe Launch; using the remaining funds in the grant budgets for the year 2023/24 and the balance of £840 from the Community Support Earmarked Reserve; and,**
- ii. a report be brought back to committee to re-consider the application criteria for all grants including any annual payments to organisations; and,**
- iii. an invitation be sent for the Love Green Felixstowe Launch to all members of the wider Climate Action Group.**

509. ANNUAL TOWN MEETING AND CIVIC AWARDS 2024

Committee discussed the report on the Town Meeting and Civic Awards 2024 due to take place on Wednesday 8th May.

RESOLVED that the report on the Annual Town Meeting and Civic Awards be noted.

510. FELIXSTOWE IN FLOWER 2024

Members received the Felixstowe in Flower report from the Civic Events Officer, who spoke regarding using Felixstowe Ferry Golf Club as a hosting venue for the Award ceremony. Initial investigations revealed that the venue could accommodate 80 seated around tables or 100 seated in rows. Once numbers have been calculated then a decision will be made as to whether the venue will be suitable.

RESOLVED that the report on Felixstowe in Flower 2024 be noted.

511. CCTV UPDATE

Committee received an update from the Deputy Town Clerk regarding a meeting that was due to take place with Synectics the chosen maintenance contractor and provider of the CCTV with East Suffolk Council. This meeting, due to take place in the next couple of weeks, will help to provide cost details of the maintenance contract required for the CCTV cameras alongside monitoring costs via the 24/7 monitoring centre ran by East Suffolk Services in Lowestoft.

Members discussed the fact that East Suffolk Council have given notice to cease the maintenance contract on their 6 cameras located in the Seafront Gardens. Committee agreed that it was important that visitors and residents feel safe and that Felixstowe Town Council should continue their part of the maintenance agreement which is renewed on a quarterly basis requiring one month's notice.

RESOLVED that the CCTV update report be noted and updates will be forwarded to committee as soon as they are available.

512. ANNUAL GRANTS AND OTHER PAYMENTS

Committee noted a report from the Lion Club of Felixstowe, and that the following had been allocated funds from the budget agreed at the ordinary council meeting of 10 January 2024 (*Minute #173 & #223 ii 2023/24 refers*).

It was RESOLVED that payment of the following Annual Grants and other payments for the year 2024/25 be approved:

i. £8,000 towards the provision of the 2024 Christmas lights to the Lions Club of Felixstowe

ii. Annual Grants

Art on the Prom	£3,000
Citizen's Advice	£3,000
FACTS	£2,500
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£3,500
Felixstowe Council for Sport and Recreation	£300
Felixstowe Coast Patrol	£2,000
Landguard Fort	£1,000
Royal British Legion	£250
Salzwedel Twinning Association	£200
WAMFest	£2,000
Wesel Twinning Assoc.	£200

Total **£19,950**

iii. **As Partnership Projects:**

Level Two	£10,000
Harwich Harbour Ferry Services Partnership	£1,000
<hr/>	
Total	£11,000

513. THE COMMEMORATION OF THE REIGN OF QUEEN ELIZABETH II AND CORONATION OF KING CHARLES III

Committee considered the report on the proposal of using two of the recently planted trees as a way of commemorating the reign of Queen Elizabeth II and of the coronation of King Charles III. There are two trees recently planted in Gosford Way Park which were ideally situated and would just need two plaques engraved.

It was RESOLVED that:

- i. two plaques are purchased, to be erected by the two new trees in Gosford Way Park to commemorate the reign of Queen Elizabeth II and the Coronation of King Charles III; and,**
- ii. the Mayor be invited to officiate at a small ceremony erecting the plaques, an article be written for the Council magazine and details posted on social media.**

514. SIGNAGE TO COMMUNITY ASSETS

Committee discussed signage to some of the main Town Council assets such as Allenby Park and the Flood Memorial. Although signage can be useful, it was agreed that the majority of people will look online for the location of facilities such as parks and also for the Flood Memorial. Parks and the Flood Memorial are regular features of the Quarterly magazine.

For visitors it would be useful to have Allenby Park listed on the Visit Felixstowe website as well as Seaton Road Park and Walton Rec as they are due for refurbishment this year.

It was RESOLVED that:

- i. signage would not be sought at this time;**
- ii. Visit Felixstowe be asked to include a page on their website which encapsulates all parks; and,**
- iii. Articles continue to be published regarding Town Council owned community assets.**

514. COMMUNITY ENGAGEMENT STRATEGY 2024-25

Committee reviewed the Council's Community Engagement Strategy as presented for the year 2024-25.

A Member suggested that there is reference made to the Business Plan as a further method of engagement with the community.

A Member also suggested several minor typographical changes to the document. These changes would be made and sent by email to all Members of the Committee for review with 'tracked changes'.

RESOLVED that the Community Engagement Strategy be recommended to Council for adoption for 2024-25, subject to the minor changes being incorporated.

515. CLOSURE

The meeting was closed at 8.31pm. It was noted that the next meeting was scheduled to take place on Wednesday 12 June 2024 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 17 April 2024 at 9.30am**

PRESENT: Cllr S Bird (Chairman)
 Cllr M Morris (Vice-Chairman) Cllr J Candy
 Cllr N Barber Cllr C Franklin
 Cllr S Bennett Cllr A Folley

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 2 members of the public (via Zoom)

516. PUBLIC QUESTION TIME

None.

517. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Wiles** and **Cllr B Price**.

518. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as Members of Suffolk County Council)

Cllr N Barber declared a Non-Registerable Interest in item 528(B) as they had been working closely with the owner of the subject site. Having declared this Non-Registerable Interest, Cllr Barber advised that they would leave the meeting prior to any debate and decision on the item.

Cllr A Folley declared a Non-Registerable Interest in item 528(F) as the applicant was a close friend. Having declared this Non-Registerable Interest, Cllr Folley advised that they would leave the meeting prior to any debate and decision on the item.

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

519. **CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 3 April 2024 be confirmed as a true record.

520. **PLANNING APPLICATIONS**

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following recommendations to East Suffolk Council:

A	DC/24/1068/VOC Variation of Condition No. 2 of DC/22/1292/FUL - Demolition of existing building; Replacement building to be used for commercial use at ground floor and two residential units above. - Replace two steps in courtyard with a ramp and to level the first floor flats access above the single storey extension without the steps in the walkway/roof. 2 Hamilton Road
Committee recommended APPROVAL.	

At this point, 9.45am, Cllr Barber left the meeting.

B	DC/24/1055/FUL Siting of cycle store and amenity area to serve development implemented in accordance with DC/23/1986/FUL, Land At Rear Of 50-52 High Road West
Committee recommended APPROVAL.	

Cllr Barber returned, 9.53am.

C	DC/24/1129/FUL To erect cart lodge with store over and extend driveway towards cart lodge. 30 High Road East
Committee recommended REFUSAL. We have strong objections to this proposed cart lodge and store. Firstly, we feel that its height and massing is excessive and it would be injurious to the wider street scene and therefore would be contrary to SCLP 11.1 para. (c) i, iii, and iv. We further believe that the external staircase at first floor level will cause unacceptable loss of amenity and privacy at No.32 and therefore would be contrary to SCLP 11.2 para. (a) and (b).	

D	DC/24/1176/FUL Demolish existing front boundary wall. Erect new boundary wall with metal work between piers and widen entrance between piers. 30 High Road East
Committee recommended REFUSAL. We recognise that this property, with its current low boundary wall, has an open appearance which complements the street scene. We believe that the proposed replacement wall will be excessive in height and therefore injurious to the street scene and contrary to SCLP 11.1 para (a), (b) and (c) i.	

E	DC/24/0912/ROC Removal of Condition No. 1 of C/91/0613 - Continuation of use of property as five flats (variation to condition which restricts occupancy) Constable Court 13 Constable Road
Committee recommended APPROVAL.	

At this point, 10.29am, Cllr Folley left the meeting.

F	DC/24/0885/FUL Retrospective Application - Change of Use of additional dining room to beauticians incorporating 3 treatment rooms and a reception area. Dolphin Hotel 41 Beach Station Road
Committee recommended APPROVAL.	

Cllr Folley returned, 10.34am.

G	DC/24/1065/FUL Rear/side extension with glazed link roof 7 Quilter Road
Committee recommended APPROVAL.	

H	DC/24/1087/TCA 1no. Unknown species (marked on plan) - Fell 10 Orwell Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

521. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

522. CORRESPONDENCE

Committee NOTED the following correspondence:

i) Summary of parking options proposals for Felixstowe from East Suffolk Council.

The Clerk advised that ESC, subject to feedback from the Town Council, it would seek to undertake a consultation process on some or all of these proposals. It was agreed that the Clerk would circulate the information to all Councillors and arrange for a briefing on the various options.

523. CLOSURE

The meeting was closed at 10.56am It was noted that the next meeting was scheduled to take place on Wednesday 1 May 2024 at 9.30am.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 24 April 2024** at **7.30pm**

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman) Cllr S Harkin
Cllr D Aitchison Cllr B Price
Cllr N Barber Cllr M Morris
Cllr J Candy Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Assets & Services Officer)
Mr T Minns (Grounds & Maintenance Manager)

IN ATTENDANCE: None

524. PUBLIC QUESTIONS

None.

525. APOLOGIES FOR ABSENCE

None.

526. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr J Candy	All	Other registerable interest (as a Member of East Suffolk Council)
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

527. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 21 February 2024** be signed by the **Chairman** as a true record.

528. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2024.

In response to a question on the proportioning of staff salaries, the Deputy Town Clerk confirmed that caretaking costs were split between Walton Community Hall, the Town Hall and Broadway House. Additionally, it was noted that the salaries of the Cemetery staff currently derive from the Cemetery and Allotment budgets. However, in the upcoming year's budget, a portion of grounds team salaries will be recharged to the Parks and Recreation budget.

RESOLVED that the Budget Report to 14 February 2024 be received and noted.

529. ASSETS REGISTER 2023/24

Committee reviewed the Asset Register and noted the additions of assets that had been made during the year 2023/24.

Based on the Asset Register, the total of fixed assets for the Annual Governance and Accountability Return would be £330,339.10, which was a £6,270.16 net increase in fixed assets value between 31st March 2023 and 31st March 2024.

It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.

530. COUNCILLOR'S USE OF COUNCIL FACILITIES

The Town Clerk presented the report on the Councillor's use of Council Facilities.

Members discussed the circumstances under which councillors could utilise these facilities without charge.

In response to a question on the Felixstowe Relief Charity's current use of a meeting room at the Town Hall during regular opening hours, the Town Clerk clarified that a longstanding agreement for free room usage had been established due to the Town Council's previous significant involvement with the charity. Although the connection between the Felixstowe Relief Charity and the Council had since ceased, it was agreed that the arrangement should remain in effect for the time being, with the possibility of review in the future.

It was noted that there were two other cases whereby an otherwise available meeting space at the Town Hall during office hours was provided without charge. Felixstowe Society regularly uses a room at the Town Hall to inspect planning applications, prior to submitting its comments to the planning authority. Felixstowe BID board meetings were also held at the Town Hall. It was agreed

that these arrangements be permitted to continue and the Committee would review in due course.

The Town Clerk emphasised that free usage of the facilities was available to Town Councillors on official Council duties, such as meetings with constituents or meetings/events initiated by Council or its Committees. It was agreed that, should Councillors wish to meet with constituents on Town Council business at the Town Hall, these should be arranged during the Town Hall's regular hours of operation when staff are available.

It was RESOLVED that the Councillor's use of Council Facilities report be noted and that Town Councillors be permitted to use the Town Hall without charge for official Council duties, such as meetings with constituents or meetings/events initiated by Council or its Committees, subject to such meeting taking place during office hours.

531. TOWN HALL UPDATE REPORT

The Deputy Town Clerk presented the Town Hall update on the damp in the loft. During the discussion, a member sought clarification on the term 'Meaningful water ingress' mentioned in the report. The Deputy Town Clerk explained that it indicates the roof tiles have sufficient coverage, reducing the likelihood of water leakage.

Additionally, the Deputy Town Clerk highlighted instances of dampness in the front section of the building, particularly affecting the walls of the Town Clerk's Office and the offices used by East Suffolk Council. However, it was noted that this dampness is likely to be unrelated to the issue in the loft.

Members discussed the implications of the report and agreed no immediate action was necessary. It was decided to closely monitor the situation going forward.

The Assets & Services Officer provided an update on the planned work for the disabled access area. It was agreed that the finish used for the ramp should be non-slip in nature to also accommodate those walking up it.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. the damp situation in the loft be monitored.**

532. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall.

It was RESOLVED that the Walton Community Hall update report be noted.

533. BROADWAY HOUSE UPDATE

Committee received the update report on Broadway House. During the discussion, Members addressed the proposal to install signage at the property. One member cited the signage outside Felixstowe Cemetery as an example, suggesting similar signage for all Council assets. Concerns were raised about potential confusion if the signage implied the Town Council was located within the building. Additionally, questions arose regarding the responsibility for tenants if the signage stated "owned by Felixstowe Town Council." Members stressed the importance of clearly identifying Council-owned assets. Following a vote, it was agreed to install a sign on the interior of Broadway house indicating its connection to Felixstowe Town Council.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. a sign within the entrance of Broadway House be installed to provide information about Broadway House's history and affiliation with Felixstowe Town Council, with a similar sign installed at Walton Community Hall.**

534. CEMETERY UPDATE REPORT

The Grounds & Maintenance Manager presented the Cemetery Update Report. During the discussion, Members addressed the quotes for the doors. On an enquiry about the accessibility of the toilets in case of an emergency, the Grounds & Maintenance Manager clarified that access could be facilitated with a key. To a question on the locality of the companies quoting, the Grounds & Maintenance Manager explained that all the quoted companies were from the Ipswich area, as there were no suitable contractors in Felixstowe for this particular work. After considering the available quotes, members reached a consensus to proceed with company A.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and,**
- ii. Company A be instructed to install the toilet doors at the Cemetery at the cost of £3,089.17 + VAT to be funded from the Cemetery Earmarked Reserve.**

535. ALLOTMENTS UPDATE REPORT

The Assets & Services Officer presented the Allotments update report.

It was RESOLVED that the Allotment update report be noted.

536. PARKS UPDATE REPORT

The Town Clerk presented the Parks update report. Members discussed OFCA's decision not to pursue the pathway extension and explored the funding options that would be available to them. There was consensus among Members that implementing some form of resolution to improve access from Gosford Way park to the Old Felixstowe Community Association centre would be highly beneficial to the community.

Following a discussion, it was decided that the Chairman and Councillor Morris, representing the Disability Forum, would contact OFCA to arrange a meeting. This meeting would focus on discussing the potential works and available options for enhancing accessibility.

It was RESOLVED that:

- i. The Parks update report be noted; and,**
- ii. The Chairman, Cllr D Rowe, and Cllr Morris, representing the Disability Forum, arrange a meeting with OFCA to discuss the pathway.**

537. CLOSURE

The meeting was closed at 8.28pm. The next meeting was noted as being scheduled for Wednesday 10 July 2024 at 7.30pm.

541. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 17 April 2024 be confirmed as a true record.

542. PLANNING APPLICATIONS

The Chairman said that Committee would look at 542d first as there were two members of public wishing to speak on this item.

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following recommendations to East Suffolk Council:

D	<p>DC/24/1196/FUL Erection of replacement dwelling Marenia The Ferry</p> <p>Committee recommends REFUSAL we have concerns that this dwelling is not a like for like replacement as described in the application We understand that the footprint of the proposed dwelling is larger than the existing dwelling. Furthermore, the proposed side window overlooking the neighbouring property (Knol Cottage) will be in a different position and will cause unacceptable overlooking to the neighbour and is therefore contrary to policy SCLP 11.2 para a. We understand that the new dwelling will use an existing septic tank shared with the neighbour originally this was designed to take foul water from toilets only, but will now be used for all foul water from the proposed dwelling which we are concerned will exceed its capacity. Additionally, it is alleged that the new dwelling maybe used as a holiday let and not a residential dwelling as described.</p>
A	<p>DC/24/1230/VOC Variation of Condition 4 of DC/16/2778/OUT to delay the construction of the new Candlet Road junction and roundabout from 100 dwelling occupations to 150 dwelling occupations. This is in order to avoid road closures during the summer season and instead ensure those works can be during a period of lower traffic. Condition 4 to be amended to state: Prior to the occupation of the 100th dwelling, details of the Candlet Road roundabout junction are to be submitted and approved in writing by the Local Planning Authority in consultation with the Highway Authority. The approved Candlet Road roundabout junction shall be laid out and constructed in its entirety prior to the occupation of the 150th dwelling.</p> <p>Land North Of Walton High Street</p> <p>Committee recommended APPROVAL.</p>

Cllr A Folley left at 10.37.

B	DC/24/1020/OUT Outline Application (All Matters Reserved) - Demolition of Auction House and erection of 7 dwellings Diamond Mills Auction House Orwell Road
Committee recommended APPROVAL.	

Cllr Folley returned at 10.45

C	DC/24/1141/FUL Construction of detached single-storey dwelling and formation of new vehicular access onto Gleneagles Close Land East Of Number 97 Colneis Road
<p>Committee strongly recommends REFUSAL. Whilst we recognize that the proposed dwelling has been designed in such a way that the site could accommodate it, this application fails to recognize the significant amenity value that this open space gives to the immediate residents and the wider community. Specifically, the application does not recognize the character of this housing development as designed with open amenity spaces, we therefore feel that this application is contrary to SCLP 11.1 para b & e and SCLP 5.7 para a & c. Furthermore, the site contains 7 established trees, whilst we recognize that these trees do not have the protection of a TPO or by being located in a conservation area, none the less they are of significant amenity value and support biodiversity. Additionally there is no evidence that any of the trees are diseased or dangerous, therefore, this application is contrary to NPPF para 180 (a) and SCLP 10.1 which covers Biodiversity and Geodiversity.</p>	

Following a ten-minute adjournment, the meeting resumed at 11.12am

E	DC/24/1184/VOC Variation of Condition No. 2 of DC/23/1986/FUL - Demolition of existing garages and erection of 6 flats with associated external works and access. - Installation of air source heat pumps, which require units to be added to the elevations. - Relocation of cycle storage from the ground floor of the building to a detached storage building on the adjacent site. (This is subject to approval of a current planning application DC/24/1055/FUL) Glenfield Court Glenfield Avenue
Committee recommended APPROVAL.	

F	DC/24/1142/FUL Construction of single-storey link-detached dwelling, together with associated alterations to existing dwellings of 4 and 6 The Downs Land East Of 4 - 6 The Downs
Committee recommended APPROVAL.	

Cllr Wiles left the meet at 11.42

G	DC/24/1175/FUL Garage, utility and conservatory extensions 6 Lodge Farm Drive
Committee recommended APPROVAL.	

H	DC/24/1174/ROC Removal of Condition on Planning Permission C7642 (Continuation of use of property as two flats together with renovation works and retention of bathroom extension at first floor level) - Remove condition which states 'The property shall not be used other than as two self contained flats for the beneficiary or beneficiaries of organisations by providing accommodation for the elderly'. 45 Gainsborough Road
Committee recommended APPROVAL.	

I	DC/24/1172/ROC Removal of Condition on Planning Permission C7640 (Continuation of use of property as two flats together with retention of bathroom extensions on both floors) - Remove condition which states 'The property shall not be used other than as two self contained flats for the beneficiary or beneficiaries of organisations by providing accommodation for the elderly'. 9 Felix Road
Committee recommended APPROVAL.	

Cllr S Bennett left at 11.52am.

J	DC/24/1132/FUL Replace roof of the main part of the building with a mansard roof. Change second floor internal layout. Replace the two second floor balconies with a single terrace Bligh Manor The Ferry
Committee recommended APPROVAL.	

K	DC/24/1178/P3MA Change of use only from veterinary practice to residential - no works 83 Queens Road
Committee recommended APPROVAL.	

L	DC/24/0698/FUL Single storey rear and side extension 3 Looe Road
Committee recommended APPROVAL.	

543. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

544. CORRESPONDENCE

None

545. CLOSURE

The meeting was closed at 12.05pm It was noted that the next meeting was scheduled to take place on Wednesday 22 May 2024 at 9.30am.

AGENDA ITEM 8: NOTICE OF CASUAL VACANCY

The Town Clerk received a letter of resignation, due to ill-health, from Cllr Cherrie MacGregor on 9 May and duly notified the East Suffolk Council Elections Team.

On 10 May, a Notice of Vacancy was published on the Town Council's Website and on the Town Hall noticeboard. The Notice, which is provided at **Appendix A**, explains that an election can be called by a request made in writing to the district council's Proper Officer by 10 electors from the parish area, within 14 working days of the date of the notice.

If an election is called it must be held within 60 days of the notice. If no request is received to call an election, then the Town Council may then co-opt someone into the vacant seat. This means that the Town Council can choose who they wish to appoint to fill the seat rather than holding an election.

The Notice of Vacancy must run its course before the Town Council can co-opt a new councillor and this gives the electors of the parish a chance to call an election if they wish to.

If an election is called following a Notice of Vacancy being displayed, this is known as a by-election. This just means an election that is held outside of the normal scheduled timetable of elections for that council. The date for the election will be set within the timescales set out above. The election is then advertised by the publication of a Notice of Election which marks the start of the election process.

Council is requested to note the Casual Vacancy which has arisen due to the resignation of Cllr C MacGregor.

AGENDA ITEM 9: ASSET REGISTER REVIEW

The Council maintains an Asset Register which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and this is attached at **Appendix B**. The first part of the document is as produced previously, with an additional print out from Council's Scribe Accounting software package as these can now be input onto the system. The system allows photographs to be assigned alongside the inputting of further information on assets which will prove useful.

Although it is common practice for business to depreciate long-term assets for both tax and accounting purposes, this is not recommended for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is therefore shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

The Council's Asset Register, which was updated to reflect acquisitions and disposals in the year since 1 April 2023 and reviewed by the Assets & Services Committee on 24 April.

Committee noted that, based on the Asset Register, the total of fixed assets for the Annual Governance and Accountability Return would be £330,339.10, which was a £6,270.16 net increase in fixed assets value between 31st March 2023 and 31st March 2024.

The Asset Register to 31 March 2024 is presented for approval and adoption as recommended by the Assets & Services Committee (*Minute #529 of 2023-24 refers*).

Council is requested to approve the Asset Register to 31 March 2024 as recommended by the Assets & Services Committee.

AGENDA ITEM 10: COMMUNITY INFRASTRUCTURE LEVY

An Annual CIL report must be published by the Town Council by 31 December of the following reported year giving details on the total CIL received, how it was spent and unspent funds.

Felixstowe Town Council received two CIL payments in the year 2023/24 (£46,843.92 in April 2023 and £111,179.85 in October 2023) which are reflected in the Town Council's CIL annual report for the year 2023/24 at **Appendix C**.

This report will be published on the Town Council website, a summary reported in the magazine and put on the noticeboard. The CIL annual report will also be sent to East Suffolk Council by the 31st December 2024 deadline.

Committee is requested to consider the report on the Community Infrastructure Levy and approve the CIL Annual Report for 2023/24.

AGENDA ITEM 11: SCHEME OF DELEGATION TO THE TOWN CLERK 2024-25

Council is requested to review and approve the authority delegated to the Town Clerk for 2024-25. These remain the same as the arrangements approved for 2023-24, including the addition of a provision made in 2021-22 for delegating all functions of Council in the event of the suspension of Council meetings as a result of government advice or civil emergency (*Minute #317iv. of 2021-22 refers*).

Delegated Authority to the Town Clerk

Subject to any further delegation by Committees, the Town Clerk will have the following delegated authority:

- i. Approve routine expenditure within budgets without further approval by Committee.
- ii. Within the agreed staffing establishment and budget, to vary working hours of established staff, and to recruit both permanent, casual and contract staff provided that the grade of such staff is NJC Scale Point 23 or below.
- iii. In the event of an emergency incur expenditure to a maximum of £50,000 in consultation with the Town Mayor.
- iv. Make investments in accordance with the Council's agreed policy.
- v. With just cause, ban persons from entering Council premises or land.
- vi. Negotiate commercial filming rights on Council property/land.
- vii. Produce and/or edit any Council publication in consultation with the Mayor or formally appointed Council body.
- viii. Implement, where timescales require, any legislation which may affect the Town Council and to report its implementation to Full Council.
- ix. Take legal action to recover debts on behalf of the Council if considered proportionate and necessary.
- x. Should the holding of Council meetings be suspended as a result of a civil emergency, the implementation of Government advice, restrictions on direct contact in relation to national health, or other emergency, all functions of the Council, other than those matters specifically reserved by law to be determined by a meeting of the Council, to be delegated to the Clerk (as the Council's Proper Officer) in consultation with the Mayor (or the Deputy Mayor should the Mayor not be available), or Chairman of the appropriate relevant Committee (or the or Vice-Chairman if the Chairman should not be available)

until the next Ordinary or Extraordinary Council meeting, at which time the delegation must be reviewed.

- xi. Such decision making (in x. above) to be in pursuance of the provision of ongoing Council services and business and in relation to new Council policy and functions arising from the circumstances that precipitated the suspension of Council meetings. Decisions made under such delegations to be noted at the next meeting of the Council.

Council is requested to review and approve its arrangements for delegated authority to the Town Clerk for 2024/25.

AGENDA ITEM 12: COUNCIL GOVERNANCE 2024/25

Council is requested to review the following documents and adopt them for the Municipal Year 2024-25. The documents underpin the general good governance of the Council in all circumstances.

a) **Terms of Reference 2024-25**

Council's Terms of Reference are presented for approval, as recommended by the Finance & Governance Committee (*Minute #480 of 2023/24 refers*) at **Appendix D**.

b) **Standing Orders 2024-25**

Standing Orders are presented to Council for approval as recommended by the Finance & Governance Committee (*Minute #481 of 2023/24 refers*) without material change for 2024-25 at **Appendix E**.

c) **Financial Regulations 2024-25**

Financial Regulations are presented to Council for adoption at **Appendix F** as recommended by the Finance & Governance Committee (*Minute #482i of 2023/24 refers*).

Note: Since the 20 March Finance & Governance Committee, NALC have pre-released revised model Financial Regulations to County Associations, which they will be officially publishing for use by councils this week on the NALC website.

The new version will be reviewed by the Finance & Governance Committee at its next meeting 19 June. In the meantime, Council is asked to adopt the Financial Regulations presented at **Appendix F** as recommended by the 20 March Finance & Governance Committee.

In line with item 6.8 the approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

Council's Finance & Governance Committee also recommended the continued use of BACS (*Minute #482ii of 2023/24 refers*).

d) **Risk Management Policy & Risk Register 2024-25**

Council is required to review its Risk Management Policy and Financial Risk Register on an annual basis. The Risk Management Policy and Financial Risk Register is at **Appendix G** for review, updated to show the insurance cover which took effect from 1 April 2024. Council's Finance and Government Committee recommended adoption as presented (*Minute #483 of 2023/24 refers*).

Councils are also required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. Council is required to sign the annual governance statement (on the annual return

submitted to the external auditor) to evidence that this review has been undertaken. The Clerk will bring a report on the effectiveness of internal audit to Council in June.

e) Complaints Procedure 2024-25

Council reviews its Complaints Procedure annually. The procedure provided at **Appendix H** adopted by Council is presented for review and adoption without material change for 2024/25. Council's Finance and Government Committee recommend adoption as presented (*Minute #484 of 2023/24 refers*).

f) Publication Scheme 2024-25

Under the Freedom of Information Act 2000, it is the duty of every public authority to adopt and maintain a Publication Scheme. Local authorities must produce and publish the method by which specific information will be available so that it can be easily identified by members of the public.

The Information Commissioner's Office (ICO) provides a model publication scheme (version 1.2, 2015 is the current version), which the Council re-adopted in 2019 alongside an updated schedule of information available from Felixstowe Town Council within the scheme. The model scheme and a schedule of information available is provided at **Appendix I** without amendment. Council's Finance and Government Committee recommended adoption as presented (*Minute #485 of 2023/24 refers*).

g) Community Engagement Strategy 2024-25

Council's Community Engagement Strategy Scheme is presented at **Appendix J** for re-adoption with no material changes proposed at this time. Council's Civic and Community Committee recommended adoption as presented (*Minute #514 of 2023/24 refers*).

Council is therefore requested to adopt the following Governance Documents:

- i. Terms of Reference for 2024-25 as presented at Appendix D;**
- ii. Standing Orders for 2024-25 as presented at Appendix E;**
- iii. Financial Regulations for 2024-25 as presented at Appendix F and confirm the continued use of BACS payments;**
- iv. Risk Management Policy & Risk Register for 2024-25 as presented at Appendix G;**
- v. Complaints Procedure for 2024-25 as presented at Appendix H;**
- vi. Freedom of Information Publication Scheme for 2024-25 as presented at Appendix I;**
- vii. Community Engagement Strategy for 2024-25 as presented at Appendix J.**

AGENDA ITEM 13: APPOINTMENTS TO COMMITTEES

In accordance with its Terms of Reference, Council is requested to review the following schedule and confirm the appointment of Chairmen, Vice-Chairmen and Members to its Committees and Working Groups for the Municipal Year 2024/25. Council is also requested to note that the Mayor of Felixstowe, unless already formally appointed as a Councillor, will be an additional Member, *ex-officio*, of the Finance & Governance, Planning & Environment, Assets & Services and Civic & Community committees, with full voting rights.

FINANCE & GOVERNANCE COMMITTEE (9)

1. Cllr Mike Deacon (Chairman)
2. Cllr David Rowe (Vice-Chairman) **(ex-officio as Chairman of A&S)*
3. Cllr Darren Aitchison
4. Cllr Seamus Bennett
5. Cllr Stuart Bird
6. Cllr Marc James
7. Cllr C MacGregor
8. Vacancy
9. Cllr Michael Sharman *** (ex-officio as Chairman of C&C)*
10. Cllr Steve Wiles

CIVIC & COMMUNITY COMMITTEE (9)

1. Cllr Michael Sharman^{**} (Chairman) *(and ex-officio Member of F&G above)*
2. Cllr Corrine Franklin (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Nick Barber
5. Cllr Jan Candy
6. Cllr Amanda Folley
7. Cllr Sharon Harkin
8. Cllr Margaret Morris
9. Cllr Bernard Price

ASSETS & SERVICES COMMITTEE (9)

1. Cllr David Rowe * (Chairman) *(and ex-officio Member of F&G above)*
2. Cllr Marc James (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Nick Barber
5. Cllr Jan Candy
6. Cllr Sharon Harkin
7. Cllr Margaret Morris
8. Cllr Bernard Price
9. Cllr Michael Sharman

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Stuart Bird (Chairman)
2. Cllr Margaret Morris (Vice-Chairman)
3. Cllr Nick Barber
4. Cllr Seamus Bennett
5. Cllr Jan Candy
6. Cllr Amanda Folley
7. Cllr Corrine Franklin
8. Cllr Bernard Price
9. Cllr Steve Wiles

PERSONNEL COMMITTEE (5)

1. Mayor of Felixstowe (Chairman) (*ex-officio as Mayor of Felixstowe for 2024/25*)
2. Deputy Mayor (*ex-officio as Deputy Mayor for 2024/25*)
3. Cllr Seamus Bennett (*ex-officio as Mayor of Felixstowe for 2023/24*)
4. Cllr David Rowe
5. Cllr Michael Sharman

APPEALS COMMITTEE (5 Members who are not on the Personnel Committee)

1. Cllr Margaret Morris (Chairman)
2. Cllr Amanda Folley (Vice-Chairman)
3. Cllr Marc James
4. Cllr Nick Barber
5. Cllr Bernard Price

YOUTH FORUM (3 FTC)

1. Cllr Margaret Morris
2. Cllr Bernard Price
3. Cllr Darren Aitchison

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

1. Cllr Amanda Folley (Lead Emergency Coordinator)
2. Cllr Nick Barber (Deputy Emergency Coordinator)
3. Cllr Darren Aitchison (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

CCTV WORKING GROUP

1. Cllr Marc James (Chairman)
2. Cllr Nick Barber
3. Cllr Sharon Harkin
4. Cllr Darren Aitchison

CLIMATE EMERGENCY WORKING GROUP

1. Cllr Margaret Morris (Chairman)
2. Cllr Mike Deacon
3. Cllr Jan Candy
4. Cllr Seamus Bennett
5. Cllr Nick Barber
6. Cllr Sharon Harkin
7. Cllr Darren Aitchison

COMMUNITY INFRASTRUCTURE LEVY (CIL) WORKING GROUP

1. Cllr Mike Deacon (Chairman)
2. Cllr Darren Aitchison
3. Cllr Nick Barber
4. Cllr Seamus Bennett
5. Cllr Margaret Morris
6. Cllr David Rowe
7. Cllr Michael Sharman

Council is therefore requested to consider and decide its Committee appointments for 2024/25.

AGENDA ITEM 14: APPOINTMENTS TO OUTSIDE BODIES

Council is requested to confirm the appointment of representatives to Outside Bodies and Partnerships on the basis of the following schedule:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Memory Lane Steering Group	1. Cllr Sharon Harkin 2. Cllr Bernard Price
Felixstowe Ferry Fairways Committee	1. Cllr Amanda Folley
Friends of Felixstowe Library	1. Cllr Jan Candy
Felixstowe Nightsafe	1. Cllr Marc James
Felixstowe Old People's Welfare Association	1. Cllr Margaret Morris + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr David Rowe 2. Cllr Margaret Morris
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 Amanda Folley + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Seamus Bennett
Haven Ports Welfare	1. Cllr Darren Aitchison
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Jan Candy 2. Cllr David Rowe 3. Mayor of Felixstowe (<i>ex-officio</i>) 4. Town Clerk (<i>ex-officio</i>)
Felixstowe Area ASB Meeting	1. Cllr Michael Sharman 2. Cllr Marc James 3. Cllr Stuart Bird
Level Two Youth Project	1. Cllr Corrine Franklin 2. Cllr Margaret Morris 3. Cllr Bernard Price
Freight Quality Partnership	1. Cllr Seamus Bennett
Fairtrade Forum	1. Cllr Margaret Morris 2. Cllr Bernard Price
East Suffolk Lines Community Rail Partnership	1. Cllr Nick Barber
Orwell District Scouts	1. Mayor of Felixstowe (<i>ex-officio</i>)
Felixstowe Peninsula Community Partnership	1. Cllr Corrine Franklin 2. Cllr Michael Sharman 3. Town Clerk
Felixstowe Chamber of Trade	1. Cllr Amanda Folley 2. Cllr Bernard Price
Ukraine2Felixstowe	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett

CHARITY TRUSTEES

Council is requested to confirm the Trustees to the Mayor of Felixstowe Charity Fund (1184138) on the basis below:

- 1. Mayor of Felixstowe 2024/25**
- 2. Deputy Mayor of Felixstowe 2024/25**
- 3. Cllr Seamus Bennett (Mayor of Felixstowe 2023/24)**

Authorised signatories to be any of the above (*plus the Civic Events Officer*).

Council is requested to consider and decide its Representatives to Outside Bodies and Partnerships for 2024/25.

AGENDA ITEM 15: AUTHORISED SIGNATORIES

BANK SIGNATORIES 2024/25

- Cllr Seamus Bennett
- Cllr Mike Deacon
- Cllr Stuart Bird
- Cllr Sharon Harkin
- Cllr Margaret Morris
- Cllr Corrine Franklin

QUARTERLY BANK RECONCILIATION SIGNATORY (NOT A SIGNATORY ABOVE)

- Cllr David Rowe (not a signatory above)

OPEN CREDIT AGREEMENT

Town Clerk, Deputy Clerk and Civic Events 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.

Council is requested to consider and decide its Authorised Signatories for 2024/25

AGENDA ITEM 16: REVIEW OF SUBSCRIPTIONS

The Town Council has included within its budget for 2024/25, provision to pay subscription costs to the following organisations:

Organisation	2024/25 fee	Notes
Suffolk Association of Local Councils (SALC)	£2,521.57	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£100	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.

And on behalf of its staff Council pays subscription fees to:

Organisation	2024/25 fee	Notes
Society of Local Council Clerks (SLCC)	£475	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£298	Professional membership of the Deputy Town Clerk

Council is requested to review and confirm its subscriptions for 2024/25.

AGENDA ITEM 17: BUSINESS PLAN 2024 – 2028

Following the Member and staff workshops, the Business Plan Steering Group was convened to review progress with the Council's Business Plan for 2024-28. A draft Business Plan was circulated to all Councillors for feedback ahead of the 20 March Finance & Governance meeting and Members were invited to consider the draft Plan before it was published for public consultation on 22 March.

The 2024 – 2028 Business Plan consultation ran from 22 March to 26 April 2024, with promotion via the Town Council's magazine, website, and social media platforms. Over 100 community groups and stakeholders were directly invited to participate, resulting in 23 responses.

The Business Plan Steering Group reconvened on 3 May to review the responses and consider implementing any changes to the Business Plan. Detailed meeting notes are available at **Appendix K**, and the finalised Business Plan, incorporating the minor amendments agreed, can be found in **Appendix L**.

Once approved, the Town Council will publish a news post on its website, share updates via social media, and include information in the upcoming magazine issue. This communication will highlight the Business Plan, express gratitude to respondents, and outline the modifications made based on the survey feedback.

Council is requested to note the update report from the Business Plan Steering Group and approve its Business Plan for the period 2024-28.
