

MINUTES of the **ANNUAL COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 16 May 2018 at 7pm

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

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

IN ATTENDANCE: Ms Helen Greengrass, Felixstowe Forward Change Director
23 members of the Public.

PRAYERS

The meeting was preceded with prayers by Rev. Elizabeth Corker, St Johns Church, Felixstowe.

1. ELECTION OF MAYOR

Mayor, Cllr Nick Barber, in the chair.

It was proposed by Cllr Jon Garfield, seconded by Cllr Jan Garfield, that Cllr Graham Newman be elected as Mayor of Felixstowe for the ensuing Municipal Year.

RESOLVED that Cllr Graham Newman be elected Mayor of Felixstowe for the Municipal Year 2018-19.

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

Mayor, Cllr Graham Newman, in the chair.

Councillor Newman thanked Cllrs Jon Garfield and Jan Garfield for nominating him to the office of Mayor for 2018/19 and paid tribute to the outgoing Mayor, Cllr Nick Barber, for his year in office and fundraising efforts in support of his charities.

In his incoming announcement, the Mayor named his charities for the Municipal Year 2018-19 as being The Laydens Community Café and The Basic Life Charity.

The Mayor appointed Mrs Janet Newman as Mayoress.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr D Savage, seconded by Cllr P Coleman, that Cllr Tracey Green be elected as Deputy Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Tracey Green be elected Deputy Mayor for the ensuing Municipal Year 2018-19.

Addressing the Council, the Deputy Mayor thanked Cllrs D Savage and P Coleman for nominating her to the office and referred to the sense of pride in being elected as Deputy Mayor of the town she grew up in, pledging to support the Mayor during his term in office.

3. APOLOGIES

Apologies for absences were received from **Cllr C Barham**.

4. DECLARATIONS OF INTERESTS

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

5. REQUESTS FOR DISPENSATION

There were none.

6. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 14 March 2018 be signed by the Mayor as a true record and adopted by the Council.

7. MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) **Planning & Environment Committee 21 March 2018**
- b) **Personnel Committee 28 March 2018**
- c) **Finance & General Purposes Committee 28 March 2018**
- d) **Assets & Service Committee 4 April 2018**
- e) **Planning & Environment Committee 15 April 2018**
- f) **Civic & Community Committee 18 April 2018**
- g) **Planning & Environment Committee 25 April 2018**
- h) **Planning & Environment Committee 9 May 2018**

8. ANNUAL REPORT 2017/18

The Mayor directed Council to its Annual Report for 2017/18 which had been circulated prior to the meeting.

It was RESOLVED that the Annual Report for Felixstowe Town Council for the year 2017/18 be approved and adopted as received.

9. REVIEW OF ASSET REGISTER

Council reviewed the Asset Register for the year ending 31 March 2018.

It was RESOLVED that the Council's Asset Register to 31 March 2018 be adopted as presented.

10. INTERNAL AUDIT REPORT TO 31 MARCH 2018

Council consider the final Internal Audit Report for the year 1 April 2017 – 31 March 2018.

RESOLVED that:

- i. **the Internal Audit Report for the year 1 April 2017 – 31 March 2018 be received and noted; and,**
- ii. **proposed actions for the two recommendations in the report be approved.**

11. ANNUAL RETURN

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2017/18 as presented. The Clerk advised that the Notice of Audit would be displayed on the Town Hall noticeboards from 4th June 2018.

It was RESOLVED that:

- i. **approve the Annual Return for the financial year ended 31 March 2018 (Section 1 – Annual Governance Statement) and authorise the Mayor and Town Clerk to sign the declaration on behalf of Felixstowe Town Council;**

- ii. **approve the Annual Return for the financial year ended 31 March 2018 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council’s Responsible Finance Officer, and authorise the Mayor to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. **note that there were no actions arising from the final Internal Audit Report for the Financial Year 2017-18 and, therefore, no action plan is required to be submitted with the Annual Return 2017/18 to the External Auditor.**

12. DELEGATION ARRANGEMENTS

It was RESOLVED that the powers delegated to the Town Clerk for 2018/19 be approved as presented in the report.

13. COUNCIL GOVERNANCE AND POLICY 2018/19

It was RESOLVED that the following governance documents be approved and adopted by Council, inclusive of all recommendations as presented in the report and appended to the Minute Book 2018-19:

- a) Terms of Reference
- b) Standing Orders
- c) Financial Regulations
- d) Meeting Schedule
- e) Risk Management Policy & Risk Register
- f) Community Engagement Strategy
- g) Complaints Procedure
- h) Freedom of Information Publication Scheme

14. APPOINTMENTS TO COMMITTEES

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

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

Following a vote confirming that the above proposals were to be approved, it was RESOLVED that membership of Committees, Chairmen and Vice-Chairmen be as follows for the ensuing Municipal Year 2018-19:

FINANCE & GENERAL PURPOSES COMMITTEE (10)

- 1. Cllr Stuart Bird (Chairman)
- 2. Cllr Steve Gallant (Vice-Chairman)
- 3. Cllr Jan Garfield (ex-officio as Chairman of Assets & Services Committee)
- 4. Cllr Doreen Savage (ex-officio as Chairman of Civic & Community Committee)

5. Cllr Nick Barber
6. Cllr Mike Deacon
7. Cllr Graham Newman
8. Cllr Andy Smith
9. Cllr Steve Wiles
10. Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (10)

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

ASSETS & SERVICES COMMITTEE (10)

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

PLANNING & ENVIRONMENT COMMITTEE (10)

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

PERSONNEL COMMITTEE (5)

1. Town Mayor (Chairman) (ex-officio as Town Mayor for 2018/19)
2. Cllr Kimberley Williams (Vice Chairman)
3. Deputy Mayor (ex-officio as Deputy Mayor for 2018/19)
4. Cllr Nick Barber (ex-officio as Town Mayor for 2017/18)
5. Cllr Mark Jepson

APPEALS COMMITTEE (5)

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

HIGHWAYS ADVISORY COMMITTEE (3 FTC + 3 SCC)

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

YOUTH FORUM (3 FTC)

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

COMMUNITY EMERGENCY GROUP

1. Cllr Steve Gallant (Lead Emergency Coordinator)
2. Cllr Mark Jepson (Deputy Emergency Coordinator)
3. Cllr Tracey Green (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)

SCDC/FTC JOINT WORKING GROUP

1. Cllr Nick Barber
2. Cllr Graham Newman
3. Town Clerk

15. APPOINTMENTS TO OUTSIDE BODIES

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

RESOLVED that the Members be appointed to Outside Bodies for the ensuing Municipal Year 2018-19 as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Jan Garfield 2. Cllr Doreen Savage
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Felixstowe Forward	1. Cllr Doreen Savage 2. Cllr Steve Gallant
Friends of Felixstowe Library	1. Cllr Tracey Green
Felixstowe Nightsafe	1. Cllr Steve Gallant

Felixstowe Old People's Welfare Association	1. Cllr Jan Garfield + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr Graham Newman 2. Cllr Doreen Savage 3. Cllr Mike Deacon
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Jon Garfield 3. Cllr Mark Jepson + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Andy Smith (Substitute Jon Garfield)
Haven Ports Welfare	1. Cllr Mike Deacon
Landguard Partnership	1. Cllr Doreen Savage
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Jan Garfield 2. Town Mayor (<i>ex-officio</i>) 3. Town Clerk (<i>ex-officio</i>)
Safer Neighbourhood Team	1. Cllr Jan Garfield 2. Cllr Doreen Savage 3. Cllr Kimberley Williams 4. Cllr Nick Barber 5. Cllr Steve Gallant
Emergency Schemes	1. Cllr Steve Gallant 2. Cllr Andy Smith
Level Two Youth Project	1. Cllr Mark Jepson 2. Cllr Christina Barham
Freight Quality Partnership	1. Cllr Andy Smith
Fairtrade Forum	1. Cllr Graham Newman
East Suffolk Lines Community Rail Partnership	1. Cllr Graham Newman
Orwell District Scouts	1. Town Mayor (<i>ex-officio</i>)

16. **AUTHORISATION OF SIGNATORIES**

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

BANK SIGNATORIES 2018/19:

1. Cllr Graham Newman
2. Cllr Tracey Green
3. Cllr Stuart Bird

4. Cllr Jon Garfield
5. Cllr Steve Gallant
6. Cllr Andy Smith

QUARTERLY BANK RECONCILIATION SIGNATORY: Cllr Doreen Savage

OPEN CREDIT AGREEMENT:

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

17. GENERAL DATA PROTECTION REGULATIONS

Council consider the report in respect of its obligations under the General Data Protection Regulations (GDPR).

It was RESOLVED that

- i. **Council's responsibilities in respect of GDPR be noted;**
- ii. **the recommendations of the Finance & General Purposes Committee and the action to instruct LCPAS to act as the Council's Data Protection Officer (DPO) for 2018/19 be approved;**
- iii. **with reference to the recommendation of the Internal Auditor, it be noted that the Data Audit would be completed by 25th May 2018; and,**
- iv. **authority be delegated to the Clerk to take any necessary actions to ensure Council is able to comply with any other aspect of the regulations ahead of its introduction on 25 May 2018.**

18. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
20/03/2018	468 – 479	£9,474.52
29/03/2018	480 – 503	£57,466.71
17/04/2018	1 – 32	£28,133.84
25/04/2018	33 – 48	£38,308.60
	TOTAL	£133,383.67

At this point in proceedings the Mayor suspended Standing Orders to allow questions from members of the public in attendance.

A member of the public asked whether councillors had been given an opportunity to meet with the head of Felixstowe Academy to learn about any

actions that were being taken in light of the school's most recent Ofsted report. Members advised that 6 councillors had attended a meeting with the head on the 1st May and had been reassured that there were several actions being initiated by school leaders that would address the concerns raised.

In response to a question on how Suffolk Coastal District Council's decision to keep the beach huts on the promenade this year would affect Art on the Prom, Members felt that whilst the situation was not ideal there should be enough room on the prom to allow the event to go ahead with minimal disruption. It was understood that the event organisers were in discussion with SCDC officers to identify and address any issues.

In response to a question about repairs to seafront shelters, the public were advised that SCDC had indicated that there would be work to tidy them up in the short-term, with a project being considered to ensure their long-term sustainability.

Standing Orders were reinstated.

19. CLOSURE

The meeting was closed at 8.07pm. It was noted that the next Ordinary Meeting was scheduled for 13 June 2018 at 7.30pm.

Date: _____

Town Mayor: _____