



9 am to 4 pm Mondays to Fridays

## TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ANNUAL** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 16 May 2018** at **7pm** for the transaction of the following business preceded by:

**Moment of Reflection:** Rev. Elizabeth Corker, 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 2018-19. 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 2018-19.

### 3. Apologies

To receive apologies for absence.

### 4. Declarations of Interest

Members and Officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

### 5. Requests for Dispensation

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

### 6. Confirmation of Council Minutes

To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 14 March 2018 as a true record. **(Pages 4-11)**

### 7. Minutes of Committee Meetings

To receive and adopt the Minutes of the following meetings:

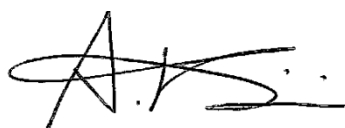
- a) Planning & Environment Committee 21 March 2018 **(Pages 12-16)**
- b) Personnel Committee 28 March 2018 **(Pages 17-18)**
- c) Finance & General Purposes Committee 28 March 2018 **(Pages 19-21)**
- d) Assets & Service Committee 4 April 2018 **(Pages 22-26)**

- e) Planning & Environment Committee 15 April 2018 **(Pages 27-29)**
  - f) Civic & Community Committee 18 April 2018 **(Pages 30-33)**
  - g) Planning & Environment Committee 25 April 2018 **(Pages 34-37)**
  - h) Planning & Environment Committee 9 May 2018 **(Pages 38-40)**
- 8. Annual Report 2017/18**  
To receive and adopt the Council's Annual Report for 2017/18. **(to follow)**
- 9. Review of Asset Register**  
To review and approve the Council's Asset Register for the year ending 31 March 2018. **(Page 41 & Appendix A)**
- 10. Internal Audit Report to 31 March 2018**  
To receive the final report of the Internal Auditor for 2017/18 and consider any actions in respect of any matters raised. **(Page 42 & Appendix B)**
- 11. Annual Return**  
To approve the Accounts, Annual Governance Statement and Annual Return for 2017-18, along with any supporting documents, and to authorise the Town Mayor to sign the return on behalf of the Town Council. **(Pages 43-48 & Appendix C)**
- 12. Delegation Arrangements 2018/19**  
To review and approve authority delegated to the Town Clerk by Council for 2018/19. **(Page 49)**
- 13. Council Governance and Policy 2018/19**  
To adopt the following governance and policy documents for 2018/19 as recommended:
- a) Terms of Reference **(Page 50 & Appendix D)**
  - b) Standing Orders **(Page 50 & Appendix E)**
  - c) Financial Regulations **(Page 50 & Appendix F)**
  - d) Meeting Schedule **(Page 50 & Appendix G)**
  - e) Risk Management Policy & Risk Register **(Page 50 & Appendix H)**
  - f) Community Engagement Strategy **(Page 51 & Appendix I)**
  - g) Complaints Procedure **(Page 51 & Appendix J)**
  - h) Freedom of Information Publication Scheme **(Page 51 & Appendix K)**
- 14. Appointments to Committees**  
To appoint Chairmen, Vice-Chairmen and Members to serve on the following committees for 2018/19:
- Finance & General Purposes Committee (10 Members)
  - Assets & Services Committee (10 Members)
  - Civic & Community Committee (10 Members)
  - Planning & Environment Committee (10 Members)
  - Personnel Committee (5 Members)
  - Appeals Committee (5 Members)
  - Highways Advisory Committee (3 Members)
  - Youth Forum (3 Members)
- (Schedule on pages 52-53)**

- 15. Appointments to Outside Bodies**  
To appoint Members to represent the Town Council on Outside Bodies for 2018/19. **(Schedule on page 54-55)**
- 16. Authorisation of Signatories**  
To confirm Council's authorised signatories for 2018/19. **(Page 56)**
- 17. General Data Protection Regulations**  
To consider a report on actions being proposed to ensure Council's compliance with forthcoming General Data Protection Regulations (GDPR) **(Pages 57-58)**
- 18. Accounts for Payment**  
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix L)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
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
	<b>TOTAL</b>	<b>£133,383.67</b>

- 19. Closure**  
To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 13 June 2018.



**Ash Tadjrishi**  
**Town Clerk**  
**11 May 2018**

---

***Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend***

## **AGENDA ITEM 7: CONFIRMATION OF COUNCIL MINUTES**

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 14 March 2018 at 7.30pm**

**PRESENT:** Cllr N Barber (Town Mayor)                      Cllr T Green  
                    Cllr G Newman (Deputy Mayor)                      Cllr M Jepson  
                    Cllr C Barham    Cllr D Savage  
                    Cllr S Bird    Cllr S Wiles  
                    Cllr S Gallant (542 onwards)

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

**IN ATTENDANCE:** 6 Members of the public  
                                Ms Helen Greengrass, Felixstowe Forward Change Director

### **MOMENT OF REFLECTION**

The meeting was preceded with a moment of reflection from Rev Caroline Allen, St Mary's Church, Walton.

### **533. PUBLIC QUESTION TIME**

A member of the public referred to the recent Ofsted report for Felixstowe Academy and the subsequent petition by the local Member of Parliament, Dr Therese Coffey. Although it was understood that the Town Council were not able to formally do anything about this it was a big issue for the town. A member read out a statement from Dr Coffey stating that she was waiting for a report from the National School Committee and when this was available Dr Coffey would see the Secretary of Education to see what could be done.

A member of the public advised that they had been at a meeting with the Head of Felixstowe Academy and encouraged the Town Council to invite the Head to speak to them privately to discuss the Ofsted report. Members agreed that an invitation would be sent to the Head to speak to the Town Council privately.

A member of the public stated that they had been informed that their letter of objection for planning application number DC/18/0167/FUL had been dismissed at the Town Council's Planning & Environment Committee. The Clerk was asked to investigate this and would respond to the member of public as soon as possible.

### **534. APOLOGIES**

Apologies for absence were received from the **Cllr P Coleman, Cllr M Deacon, Cllr Jan Garfield, Cllr Jon Garfield, Cllr Andy Smith** and **Cllr Kimberley Williams**.

### **535. DECLARATIONS OF INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr T Green Cllr D Savage	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)
Cllr C Barham	549	Disclosable Pecuniary Interest (as family business quoted to supply and fit carpet)

**Having declared that her interest in item 549 was Pecuniary, Cllr Barham advised that she would leave the Chamber prior to, and for the duration of, that item.**

### **536. REQUESTS FOR DISPENSATION**

There were none.

### **537. QUESTIONS TO THE MAYOR**

There were none.

### **538. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 10 January 2018 be signed by the Mayor as a true record and adopted by the Council.**

### **539. MAYOR'S ANNOUNCEMENTS**

The Mayor referred Council to the following list of engagements undertaken by the Deputy Mayor and himself over the previous period:

<i>Deputy Mayor – Welcome Event for new Capts William &amp; Stephanie Thompson</i>	13 January 2018
<i>Deputy Mayor – Wesel Association AGM</i>	13 January 2018
Opening Memory Lane Support Group	19 January 2018
Felixstowe Men's Shed	20 January 2018
Funeral of Mrs Christine Goodman	24 January 2018
Mayor's Charity Quiz Night	25 January 2018
Church Service to commemorate the 65 <sup>th</sup> Anniversary of the	27 January 2018

loss of lives in the North Sea Floods	
<i>Deputy Mayor – Launch of the Felixstowe Christian Action Against Poverty and Debt</i>	28 January 2018
Opening of the Felixstowe Wine Boutique	30 January 2018
<i>Deputy Mayor – SCC Chairman’s Charity Concert</i>	30 January 2018
Radio Suffolk , Talk with Mark Murphy	31 January 2018
Moment of Reflection – 65 <sup>th</sup> Anniversary of the North Sea Floods	31 January 2018
Merrifields Care Home Dignity Day Celebrations	1 February 2018
1 <sup>st</sup> Walton Rainbows Grant Cheque Presentation	1 February 2018
Mayor’s Charity Curry Night	5 February 2018
Felixstowe Radio Live Chat	7 February 2018
Belated Christmas Visit to The Firs Care Home	14 February 2018
Opening of the new Lidi Foodstore	22 February 2018
<i>Deputy Mayor – Launch of Fairtrade Fortnight</i>	26 February 2018
Felixstowe in Flower Mailing Shoot with Girl Guides	6 March 2018
<i>Deputy Mayor – 356 (Felixstowe) Squadron Annual Dinner</i>	10 March 2018
Raising of the Commonwealth Flag	12 March 2018
Felixstowe & District Council Sports Awards	12 March 2018
Mayor’s Charity Psychic Night	13 March 2018

The Mayor thanked the Deputy Mayor, Cllr Graham Newman for helping out with his Engagements in the New Year. He was especially proud that his three charity events were well attended and had raised a lot of money for his three worthwhile local charities. The two events to mark the 65<sup>th</sup> Anniversary of the North Sea Floods had been very moving and he thanked St Johns Church and Langer Primary Academy for making this very special.

He congratulated the Felixstowe Museum for winning the ‘Best Small Visitor Attraction’ at the EADT EDP Norfolk and Suffolk Tourism Awards 2018 and the Felixstowe Golf Club for winning the ‘Championship Venue of the Year’ at England Golf Awards 2018.

**It was RESOLVED that the Mayor’s engagements since 13 January 2018, and the above communications, be noted.**

#### **540. 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 2018**
- b) Planning & Environment Committee 24 January 2018**

- c) Finance & General Purposes Committee 24 January 2018
- d) Planning & Environment Committee 7 February 2018
- e) Assets & Service Committee 7 February 2018
- f) Planning & Environment Committee 21 February 2018
- g) Civic & Community Committee 21 February 2018
- h) Highways Advisory Committee 6 March 2018
- i) Planning & Environment Committee 7 March 2018

#### **541. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

Council received the report of Cllr Tracey Green, Town Council representative to Suffolk Libraries IPS.

Referring to her report Cllr Green told Members that all 44 Suffolk Libraries had remained open and that Suffolk Libraries were looked at as a paradigm for other Counties. A new community group Friends of Felixstowe Library has been set up which will give Felixstowe Library more governance and support. Suffolk Libraries have developed a comprehensive strategy and business plan called 2020 Strategy – Our Vision for our future and Cllr Green distributed this to Members.

Members thanked Cllr Green for her report and noted that the date of the Launch of the Friends of Felixstowe Library Event was Saturday 7<sup>th</sup> April.

**RESOLVED that the outside body report from Cllr Tracey Green and the date of the Launch of the Friends of Felixstowe Library Event be noted.**

#### **542. FELIXSTOWE FORWARD REPORT**

Council received the reports of the Felixstowe Forward Change Director, Helen Greengrass.

Good progress was being achieved with the Business Improvement District (BID) working group meetings which have already met twice. There were many challenging questions around the BID, but it is proving very worthwhile. Part of the BID was to look at a draft action plan and financial viability and this is hoped to be completed soon. Felixstowe Forward will be holding their annual Engagement Event Workshop on 6<sup>th</sup> July and invitations will be going out shortly.

The new VisitFelixstowe website is now up and running which is a lot user friendly and has a fresh look. Ms Greengrass encourages everyone to have a look at [www.visitfelixstowe.org.uk](http://www.visitfelixstowe.org.uk). To raise awareness on dementia it is hoped to 'paint the town blue' and Ms Greengrass is currently looking at a programme for this for the Dementia Action Week in May. Felixstowe Forward will be holding a short consultation on dogs on Felixstowe beaches and will be asking for feedback from members of the public.

Ms Greengrass advised that the new welcome sign to Felixstowe train station will soon be erected and the Level2 Youth Project have been commissioned to create new artwork at the entrance.

A new Landguard Fort Manager is soon to be in post.

Felixstowe Chamber of Commerce has recently secured funding to enable a small study to be conducted on setting up micro businesses in Felixstowe. Their AGM is on 21 March 2018 and all Councillors are welcome to attend. There will be presentations from Tim Snook (SCDC), Charles Manning (Manning's Amusements & the Copas Bar), David Spencer (Felixstowe Ferry Golf Club) and Helen Greengrass (Felixstowe Forward).

**Cllr S Gallant arrived at the meeting.**

**It was RESOLVED that the Felixstowe Forward progress reports be noted as received and the date of Felixstowe Forward Engagement Event and Felixstowe Chamber of Commerce AGM also be noted.**

#### **543. SCDC/FTC WORKING GROUP**

Council received the notes of the 5<sup>th</sup> February 2018 SCDC/FTC Working Group meeting.

A Member asked if it was possible to confirm that the SCDC website automatically confirms receipt of emails received from members of the public with details of what the email receipt is responding to, rather than just a generic email.

Following a Member's query concerning whether their Enabling Budget could be used on the same event as previous years, it was advised that for new bids to be eligible from a recurring event there must be additional activities from the previous year or shown that there is added value to the event from the previous years.

**RESOLVED that the notes from the 5<sup>th</sup> February 2018 SCDC/FTC Working Group be noted as received.**

#### **544. INVESTMENT POLICY & STRATEGY 2018/19**

Council considered its Annual Investment Policy & Strategy for 2018/19 as recommended by the 24 February 2018 Finance & General Purposes Committee which had been updated to reflect current investments (*Minute #460 of 2017/18 refers*).

**RESOLVED that the Investment Policy & Strategy for 2018/19 be approved and adopted as presented in the report.**



#### **545. INSURANCE ARRANGEMENTS**

Council considered its insurance arrangements for 2018/19 as per the recommendation of the 24 February 2018 Finance & General Purposes Committee (*Minute #461 of 2017/18 refers*).

**RESOLVED that the arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2018/19.**

#### **546. OCCASIONAL GRANTS POLICY 2018/19**

Council considered the Occasional Grants Policy as recommended by the 21 February 2018 Civic & Community Committee (*Minute #505 of 2017/18 refers*).

**RESOLVED that the Occasional Grants Policy for 2018/19 be approved and adopted as presented in the report.**

#### **547. PRESS & MEDIA POLICY 2018/2019**

Council considered the Press & Media Policy as recommended by the 21 February 2018 Civic & Community Committee (*Minute #506 of 2017/18 refers*).

**RESOLVED that the Press & Media Policy for 2018/19 be approved and adopted as presented in the report.**

#### **548. CEMETERY ADMINISTRATION SOFTWARE**

Council considered the recommendation of the Assets & Services Committee to purchase the Cemetery software and authorise the funding of the initial purchase costs from the Cemetery Project Earmarked Reserve. After further discussion it was agreed to purchase Option 1 in the first instance to enable the historical records to be inputted which could possibly take up to 2 years. Members could then consider adding the Genealogy at a later date once there is sufficient data on the system.

**RESOLVED to purchase the ClearSkies Option 1 from the Cemetery Projects Earmarked Reserve at a cost of £3000.**

**At this point in the meeting, Cllr C Barham left the chamber.**

#### **549. TOWN HALL & BROADWAY HOUSE CARPETS & AUTOMATIC DOOR**

Council considered the recommendation of the Assets & Services Committee and agreed to ask FOPWA to decide the choice of colour and quality for Broadway House. The Clerk advised that expenditure for the Council Chamber carpet, for which a further sum was required for the Chairman's room to have a matching carpet installed, could be met in part from the Town Hall Repairs and

Maintenance budget, with the remainder being required from the Town Hall Maintenance Earmarked Reserve.

**RESOLVED that:**

- i. **the carpet in the Council Chamber and Chairman's room at the Town Hall, be replaced, the cost for this to be met in part from the Town Hall Repairs and Maintenance budget, with the remainder being authorised from the Town Hall Maintenance Earmarked Reserve 9065/900;**
- ii. **the carpet at Broadway House be replaced, with the cost of either £2,715+VAT (for Scala Heavy contract) or £3,139.00+VAT (for Hospi-Super) to be taken from the Broadway House Earmarked Reserve 9050/900; and,**
- iii. **the replacement of the single swing operator be authorised in order to repair the internal door at Broadway House, with the cost of £1,699+VAT to be taken from the Broadway House Earmarked Reserve 9050/900**

**Cllr C Barham returned to the chamber.**

**550. CONSULTATION:LEISURE VISION**

Council considered the SCDC Leisure in Felixstowe consultation and it was agreed that the Town Clerk would format a draft response from Members and deliver to Finance & General Purposes Committee on 28 March for discussion.

**RESOLVED that the Town Clerk would format a draft response from Members and deliver to Finance & General Purposes Committee on 28 March for discussion.**

**551. PUBLIC SPACE PROTECTION ORDERS (PSPOs)**

Council considered the recommendation of the Civic & Community Committee.

Members were concerned about open fires and barbeques on the beach but as there was no legislation at the moment it had been rejected by the small Working Group set up by the Civic & Community Committee.

**RESOLVED to make a formal request to SCDC to request an introduction of a Dogs on Lead (Felixstowe) PSPO to require that dogs be kept on leads at Martello Park, within the Seafront Gardens and in Langer Park play area.**

**552. SINGLE-USE PLASTICS**

Council considered the Youth Forums aspiration for Felixstowe to become a single-use plastic free town. Council fully supported this and Members asked

that delegated authority be given to the Finance and General Purposes Committee to develop the policy.

**RESOLVED to delegate authority to the Finance and General Purposes Committee to develop a policy phasing out the use of single-use plastic products.**

**553. ACCOUNTS FOR PAYMENT**

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
09/01/2018	384 – 409	£21,221.70
23/01/2018	410 – 428	£34,051.69
06/02/2018	429 – 440	£3,950.42
21/02/2018	441 – 452	£3,465.58
06/03/2018	453 – 467	£35,836.64
	<b>TOTAL</b>	<b>£98,526.01</b>

**554. CLOSURE**

The meeting was closed at 8.58pm. It was noted that the next meeting was the Annual Town Meeting at Felixstowe Academy at 7pm on Wednesday 9 May 2018.

The Annual Council Meeting will be at Felixstowe Town Hall, 7pm Wednesday 16 May 2018.

---

## **AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS**

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 21 March 2018** at **9.15am**.

**PRESENT:** Cllr S Bird (Vice Chairman) Cllr G Newman  
Cllr N Barber Cllr D Savage (*to item 562k*)  
Cllr Jan Garfield Cllr S Wiles  
Cllr Jon Garfield

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs C A Page (Planning Administration Officer)

**In the absence of the Chairman, Vice-Chairman Cllr Stuart Bird in the chair.**

### **555. PUBLIC QUESTION TIME**

There were none.

### **556. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Gallant, Cllr A Smith** and **Cllr K Williams**.

Apologies in advance of having to leave the meeting early were received from **Cllr D Savage**.

### **557. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr D Savage	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)
Cllr D Savage	562(k)	Disclosable Pecuniary Interest (as a near neighbour to the subject property)

**Having declared a Disclosable Pecuniary Interest in item 562(k), Cllr Savage advised that she would leave the Chamber prior to and during any discussion on this item.**

### **558. REQUEST FOR DISPENSATION**

There were none.

### **559. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 7 March 2018 be signed by the Chairman as a true record.**

## 560. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

<b>a</b>	<b>DC/18/0820/FUL</b>   Replacement Dwelling (Resubmission of DC/17/4138/FUL). <b>29D Quilter Road</b>
<b>Committee recommended APPROVAL and noted that the revised design was more sympathetic to the original dwelling with traditional sash fenestrations in painted timber rather than PVC.</b>	
<b>b</b>	<b>DC/18/0849/FUL</b>   Erection of side and rear extensions and alteration to roof structure to permit conversion. <b>26 Colneis Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>c</b>	<b>DC/18/0885/FUL</b>   Single Storey Rear Extension. 19 Rosemary Avenue
<b>Committee recommended APPROVAL.</b>	
<b>d</b>	<b>DC/18/0760/FUL</b>   Rear and side extensions. <b>2 Looe Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>e</b>	<b>DC/18/0839/FUL</b>   Proposed two storey side and single rear storey extension. <b>26 Looe Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>f</b>	<b>DC/18/0860/FUL</b>   Proposed 2-storey extension to side of property. <b>Linden Lodge, Bacton Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>g</b>	<b>DC/18/0867/FUL</b>   Proposed demolition of rear single storey projection. Erect larger single storey rear extension. <b>53 Gainsborough Road</b>
<b>Committee recommended REFUSAL and noted that this re-submission was identical in all aspects to the previous application submitted in 2014, to which REFUSAL was also recommended. It is believed that this application is contrary to SPG16, DM21 and DM23 and it is felt that the size and mass of the proposed extension will have an overbearing effect on the amenity of the neighbouring properties. Furthermore, Committee considered that the proposal would neither enhance nor preserve the Conservation Area.</b>	

<b>h</b>	<b>DC/18/0554/FUL</b>   Replace existing floodlights on two sets of three all-weather tennis courts. <b>Felixstowe Lawn Tennis Club, Bath Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>i</b>	<b>DC/18/0733/VOC</b>   To accommodate the proposed shown on drawings 3795-11G, 3795-12 and 3795-14A. The condition to be revised to the development being in accordance with the submitted drawings showing an independent garage and revised location of vehicular access. <b>Friarscroft, Marcus Road</b>
<b>Committee recommended APPROVAL.</b>	

## **561. PLANNING DECISIONS**

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

## **562. CORRESPONDENCE**

The Vice-Chairman advised that a number of applications had been received subsequent to the publication of the agenda which were required to be considered at this meeting as the deadline for consultation response was prior to the next meeting of the Planning & Environment Committee on 11<sup>th</sup> April 2018.

**Committee therefore considered these following planning applications and RESOLVED to submit the following observations to Suffolk Coastal District Council:**

<b>j</b>	<b>DC/18/1030/FUL</b>   Proposed single storey side & rear extension. <b>38 Princes Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>k</b>	<b>DC/18/1067/FUL</b>   To remove flat roof garage, replace with pitched roof. Erect open pitched roof entrance porch. To widen crossover. To replace shingle driveway with block paving. <b>17 Park Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>i</b>	<b>DC/18/0951/FUL</b>   To erect a new timber framed building approx 3m - 4m to be used as part time hair salon & summer house. <b>56 Valley Walk</b>
<b>Committee recommended REFUSAL as it was concerned that in a wholly residential road this application introduces an element of commercial use and would be contrary to DM23. Furthermore, Committee had concerns that the applicant gave no indication as to the proposed hours of opening and intended number of customers and vehicle movements. In addition, the commercial operation would be undertaken in a log cabin which we assume would have no running water or drainage facility.</b>	

<b>m</b>	<b>DC/18/0933/ROC</b>   Removal of condition 2 of Planning Permission DC/13/2506/CAC. <b>Marlborough Hotel, Sea Road</b>
<b>Committee recommended REFUSAL as concern was expressed that the removal of this condition could allow for partial completion of the original application. i.e. the new build development at the rear of the building without the subsequent refurbishment works. Committee understand that the condition would prevent premature demolition and the creation of a cleared site in this Conservation Area.</b>	

**At this point in proceedings, 10.40am, Cllr D Savage left the meeting.**

<b>n</b>	<b>DC/18/1071/FUL</b>   Conversion of existing four storey house to two self-contained, one and three bed flats. Small porch extension and alterations to one small area of roofing. <b>8 High Beach</b>
<b>Whilst Committee generally welcomes provision of quality housing of this nature, in this particular location parking is a significant issue. Therefore, as this application contravenes Suffolk Advisory Parking Standards and policy DM19, Committee recommended</b>	

**REFUSAL. It was noted that parking is also exacerbated by a lack of turning opportunity in this blind cul de sac location.**

o **DC/18/1088/VLA | Discharge of S106 Agreement dated 11.12.1990.  
Part Land North Of Former Putting Green, Bath Road**

**Committee NOTED the request to discharge the S106 agreement.**

**563. CLOSURE**

The meeting was closed at 10.50am. The date of the next meeting was noted as being Wednesday 11 April 2018, 9.15am at Felixstowe Town Hall.

---



**MINUTES of the PERSONNEL COMMITTEE meeting held at Felixstowe Town Hall  
on Wednesday 28 March 2018 at 5.30pm**

**PRESENT:** Cllr N Barber (Chairman) Cllr Jan Garfield  
Cllr K Williams (Vice-Chairman) Cllr G Newman

**OFFICERS:** Mr A Tadjrishi (Town Clerk)

**564. APOLOGIES FOR ABSENCE**

Received from **Cllr T Green.**

**565. DECLARATIONS OF INTEREST**

There were none.

**566. REQUESTS FOR DISPENSATION**

There were none.

**567. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 15 November 2017 be signed by the Chairman as a true record.**

**568. TRAINING STRATEGY 2018/19**

Committee reviewed the Council's Training Strategy for 2018/19.

**It was RESOLVED that the Training Strategy be approved as presented with no changes and next reviewed in April 2019.**

**569. 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.**

**570. STAFF HANDBOOK**

Committee considered a draft Staff Handbook which had been revised further to address some suggestions made by Members to include other helpful information.

Members noted that that the Handbook was compliant with the Data Protection Act 1998 but that reference to the forthcoming General Data Protection Regulations (GDPR) would be required when this legislation came in to force in May 2018.

**It was RESOLVED that, subject to further changes being incorporated to reflect the requirements of GDPR, the new Staff Handbook be approved; and, authority be delegated to the Town Clerk and Cllr K Williams to affect the changes and roll out to all staff alongside the new staff contracts.**

#### **571. STAFFING MATTERS**

Committee considered the report relating to the Council's staffing structure following the retirement of the Planning Administration Officer.

In consideration of the forthcoming vacancy, Members discussed the need for a post that was able to support but not be wholly focused on the Council's role as a consultee to local planning applications.

A job description and terms for a Planning Administration Assistant role was considered and it was agreed that this role should be created and an opportunity be given for internal applications to be submitted for the role in the first instance. If an internal applicant was not appointed, it would then be advertised externally.

Subject to there being any further vacancy in the administration office as a result of the above, Members agreed that the Council should provide an opportunity for a Level 3 Business Administration Apprentice to join the team.

**It was RESOLVED that:**

- i. the post of Planning Administration Assistant be created on the basis of the terms and job description supplied, with the opportunity for internal candidates to apply in the first instance;**
- ii. subject to a further vacancy arising as a result of the above, a full-time, 2 year, Level 3 Business Administration Apprentice post be introduced at a starting wage of £7.05 per hour, with scope for further enhancements to be considered by Committee as the role progresses; and,**
- iii. the Clerk be delegated the authority to take the necessary actions in order to achieve the above objectives.**

#### **572. TOWN CLERK'S APPRAISAL**

The Annual Appraisal for the Town Clerk was carried out and several objectives were discussed and agreed.

**It was RESOLVED that the Town Clerk's Appraisal document be finalised by the Mayor to include those objectives discussed and agreed for the following year.**

#### **573. CLOSURE**

The meeting was closed at 6.45pm. The next meeting was noted as scheduled for Wednesday 10 October 2018 at 6pm.

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 28 March 2018 at 7.30pm**

**PRESENT:** Cllr G Newman (Chairman) Cllr D Savage  
Cllr S Bird (Vice-Chairman) Cllr A Smith  
Cllr Jan Garfield Cllr K Williams

**OFFICERS:** Mr A Tadjrishi (Town Clerk)

The Vice-Chairman, Cllr S Bird took the Chair for this meeting as the regular Chairman, Cllr G Newman, had lost his voice.

**574. PUBLIC QUESTIONS**

There were none.

**575. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr N Barber, Cllr M Deacon, Cllr S Gallant and Cllr S Wiles

**576. DECLARATIONS OF INTEREST**

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as a Members of Suffolk County Council)

**577. REQUESTS FOR DISPENSATION**

There were none.

**578. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Finance & General Purposes Committee Meeting held on 23 January 2018 be signed by the Chairman as a true record.

**579. BUDGET MONITORING TO 21 MARCH 2018**

Committee received the budget monitoring report to 21 March 2018. A report of any variance to budget estimates for the period greater than 10% or £500 was considered. Committee also received a report on Balances and Reserves. **RESOLVED** that the budget monitoring report to 21 March 2018 be approved and the Balance and Reserve report noted, with no other action required at this time.

#### **580. SINGLE USE PLASTIC POLICY**

Committee noted that the Council's Youth Forum had expressed an aspiration for Felixstowe to become a single-use plastic free town. The subject had been discussed at the Ordinary Council meeting of 14 March 2018 and authority had been delegated to the Finance and General Purposes Committee to develop a policy phasing out the use of single-use plastic products (*Min. #552 of 2017/18 refers*). Members considered the draft policy presented in the agenda.

**It was RESOLVED that the Single Use Plastics Policy be adopted as presented, subject to a minor amendment to include reference to promoting reusable products as well as biodegradable and other alternatives.**

#### **581. CONSULTATION: LEISURE VISION**

It was noted that Council had delegated authority to the Finance & General Purposes Committee to submit a response to the SCDC Leisure Vision Consultation on its behalf (*Min #550 of 2017/18 refers*)

**Following a discussion it was RESOLVED that authority be delegated to the Town Clerk and the Chairman of the Finance & General Purposes Committee to submit a response to the SCDC Leisure Vision Consultation reflecting the generality of Committee's comments in respect of future leisure provision in Felixstowe.**

#### **582. GDPR UPDATE REPORT**

Committee considered the General Data Protection Regulations report, and options for appointing a Data Protection Officer (DPO).

It was noted that the Local Council Public Advisory Service (LCPAS) offered a DPO service and had been recommended by other local authorities in the Suffolk Coastal district. The service would include a pack of documents including policies, consents and privacy notices, a check list for personal information audits, risk assessments and the steps to take for compliance by 25 May 2018.

Committee noted that the cost of the LCPAS DPO service, which also include a compliance visit and unlimited ongoing support was £500 for the year.

**It was RESOLVED that the GDPR Report be noted and, to ensure Council compliance with the regulations before the deadline of 25 May, it was agreed to instruct LCPAS to act as the Council's Data Protection Officer (DPO) for 2018/19 and Council to be advised of the action taken at the next Council meeting.**

**583. TERMS OF REFERENCE 2018/19**

Committee reviewed the Terms of Reference for Council and its Committee for 2018/19.

**It was RESOLVED that, the Terms of Reference for 2018/19 be recommended to the Annual Council meeting for adoption as presented.**

**584. STANDING ORDERS 2018/19**

Committee considered Standing Orders for 2018/19

**It was RESOLVED that Standing Orders for 2018/19 be recommended to Annual Council meeting for adoption as presented.**

**585. FINANCIAL REGULATIONS 2018/19**

Committee reviewed its Financial Regulations for 2018/19. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

**It was RESOLVED that the Financial Regulations for 2018/19 be recommended to the Annual Council meeting for adoption as presented and the continued use of BACS also be recommended to Council.**

**586. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER**

Committee considered Council's Risk Management Policy and Financial Risk Register for 2018/19.

**It was RESOLVED that the Risk Management Policy be recommended to the Annual Council meeting for adoption.**

**587. COMPLAINTS PROCEDURE**

Committee reviewed the Council's Complaints Procedure for 2018/19.

**It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for re-adoption in 2018/19 with no changes.**

**588. PUBLICATION SCHEME**

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 and maintained up to date should any revisions be made by the ICO in respect of GDPR.**

**589. CLOSURE**

The meeting was closed at 8.40pm. The next meeting was noted as being scheduled for Wednesday 23 May 2018 at 7.30pm.

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 4 April 2018** at **7.30pm**

**PRESENT:** Cllr Jan Garfield (Chairman) Cllr Jon Garfield  
 Cllr T Green (Vice-Chairman) Cllr G Newman  
 Cllr S Bird Cllr D Savage  
 Cllr P Coleman Cllr A Smith  
 Cllr M Deacon

**OFFICER:** Mrs D Frost (Deputy Town Clerk)

**590. PUBLIC QUESTIONS**

There were none.

**591. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber**.

**592. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr S Bird	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr Jan Garfield	596	Local Non-Pecuniary (as Member of Felixstowe Salzwedel Partnership Association)
	598	Local Non-Pecuniary (as Chairman of Felixstowe Society)
Cllr M Deacon	596	Local Non-Pecuniary (as Chairman of Felixstowe Salzwedel Partnership Association)
Cllr D Savage	596	Local Non-Pecuniary (as Member of Felixstowe Salzwedel Partnership Association)

**593. REQUESTS FOR DISPENSATION**

There were none.

**594. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 7 February 2018 be signed by the Chairman as a true record.**

#### **595. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 28 March 2018.

**RESOLVED that the Budget Report to 28 March 2018 be received and noted as presented with no other action required at this time.**

#### **596. TOWN HALL UPDATE REPORT**

The sample of the new Highline 910 carpet for the Council Chamber and Chairman's room was circulated. Members were pleased with the colour and design. Work will be completed to fit around bookings and meetings held.

Members received a history of the Town Council's involvement in the Salzwedel Partnership Association, and Members agreed that both the twinning partnerships were an intrinsic part of Felixstowe Town Council and were an asset to be proud of. Members considered allowing the Salzwedel Association the use of the Council Chamber for an evening for their AGM, and were happy to make this a formal resolution. This arrangement would be extended to Felixstowe Wesel Association if requested.

**RESOLVED that**

- i. the Town Hall Update Report be noted;**
- ii. The Felixstowe and Salzwedel Partnership Association are allowed to use the Council Chamber for their AGM for one evening each year without charge, this arrangement would be extended to the Felixstowe Wesel Association if requested;**

#### **597. TOWN HALL MAINTENANCE WORKS**

Committee noted the report regarding the Town Hall Maintenance Works, and would be happy for the work to be started as soon as is practical in one complete phase.

**RESOLVED that**

- i. the Town Hall Maintenance Works update report be noted;**
- ii. it be recommended to Council that the Contractors are requested to carry out the work in one complete phase as soon as practically possible.**

#### **598. HERITAGE OPEN DAY**

Committee noted the report regarding the Heritage Open Day and agreed that the Town Hall should open on Sunday 9<sup>th</sup> September from 10am – 4pm. Three committee members volunteered their help on that day.

Members suggested that some boards are put up regarding the history of the Town Hall and also information about the Suffragettes.

**It was RESOLVED that the Heritage Open Day update report be noted.**

**599. FELIXSTOWE WAR MEMORIAL UPDATE REPORT**

Committee noted the report regarding the Felixstowe War Memorial. The Deputy Town Clerk gave a verbal update on the resubmission of the application with further details gained from the preferred Architect for the Full Condition Survey Grant.

**It was RESOLVED that the Felixstowe War Memorial update report be noted.**

**600. WALTON COMMUNITY HALL UPDATE REPORT**

Members noted the Walton Community Hall update report, with details of the high electricity bill received for the quarter 1 December to 28 February. Members considered options available, and requested that the Deputy Town Clerk looks at whether the Economy 7 tariff was in fact the cheaper option for Walton Community Hall at the next renewal in May 2018. As the electricity bills for the year 2017/18 were within budget and covered by the receipt of hiring fees, Members requested to be updated following receipt of further bills. Members stressed the importance of ensuring that the hall was warm enough for the community groups which hire the hall.

**RESOLVED that**

**i. the Walton Community Hall update report be noted.**

**ii. the Deputy Town Clerk investigate whether it is cost effective to continue with the Economy 7 tariff at next renewal in May.**

**601. BROADWAY HOUSE UPDATE REPORT**

Members noted the Broadway House update report, and the circulated photographs of the new rear doors and gate at the rear of Broadway House.

**It was RESOLVED that the Broadway House update report be noted.**

**602. CEMETERY UPDATE REPORT**

Committee received the Cemetery update report, and noted that the Clearskies Cemetery software BACAS would be purchased shortly.



Members requested an update on the condition of the Memorial tree and also figures on how many plaques have been sold in the new Memorial Garden. The Deputy Town Clerk will bring these items to the next Assets and Services meeting.

**RESOLVED that**

**i. the Cemetery update report be noted.**

**ii. the Deputy Town Clerk reports back to committee on the condition of the Memorial tree and figures of memorial plaques and leaves sold in the New Memorial Garden.**

**603. ALLOTMENT UPDATE REPORT**

Committee noted the Allotment Update Report, and the details of work to be carried out by FSALG on repairs and improvements to the car parking area and road repairs at Cowpasture Allotments.

**It was RESOLVED that the Allotment update report be noted.**

**604. ASSET REGISTER REVIEW**

Committee reviewed the Asset Register and noted that no additions or deletions of assets had been made during the year 2017/18.

The total of fixed assets for the annual return on 31st March 2018 was noted as £50,788.97, resulting in a nil net change in fixed assets value between 31<sup>st</sup> March 2017 and 31<sup>st</sup> March 2018.

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

**605. ITEMS TO CONSIDER FOR SALE**

Members viewed and considered the items that had been valued by a local auctioneer. Members were keen to donate the F H Potter enamel signs to the Felixstowe Museum as it was felt that these were an important part of the history of Felixstowe. Members were also keen that the pictures should be looked after and displayed if possible at the Town Hall. Members agreed that the remainder of the items be auctioned, and would like to consider whether the funds should be earmarked for a Town Hall historic fund, once the figure is known.

It was **RESOLVED** that the following items be auctioned, and future consideration made into whether the funds should be earmarked to a Town Hall 'historic' fund:

<b>Item</b>	<b>Estimate</b>
<b>Silver salver</b>	<b>£180 - £250</b>
<b>Silver drama trophy</b>	<b>£80 - £120</b>
<b>Silver allotment trophy</b>	<b>£80 - £120</b>
<b>Silver cigarette box</b>	<b>£50 - £75</b>
<b>Four commemorative coin set ashtrays</b>	<b>£20 - £40</b>
<b>Quantity of printing blocks</b>	<b>£30 - £50</b>

**606. CLOSURE**

The meeting was closed at 8.26pm. The next meeting was noted as being scheduled for Wednesday 6 June 2018 at 7.30pm.

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 11 April 2018** at **9.15am**.

**PRESENT:** Cllr A Smith (Chairman) (*to item 612g*) Cllr Jon Garfield  
Cllr S Bird (Vice Chairman) Cllr G Newman  
Cllr Jan Garfield Cllr D Savage

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs C A Page (Planning Administration Officer)

**IN ATTENDANCE:** Cllr M Deacon  
1 member of the public

**607. PUBLIC QUESTION TIME**

There were none.

**608. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber**, **Cllr S Gallant**, **Cllr S Wiles** and **Cllr K Williams**.

Apologies in advance of having to leave the meeting early were received from **Cllr A Smith**.

**609. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

**610. REQUEST FOR DISPENSATION**

There were none.

**611. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 21 March 2018 be signed by the Chairman as a true record.

**612. PLANNING APPLICATIONS**

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

<b>a</b>	<b>DC/18/1106/FUL</b>   Construction of single storey Holiday let Barn. <b>4 Gulpher Cottages, Gulpher Road</b>
<b>Committee NOTED that this application had been withdrawn.</b>	
<b>b</b>	<b>DC/18/1107/FUL</b>   Construction of a Holiday let Barn (B). <b>4 Gulpher Cottages, Gulpher Road</b>
<b>Committee recommended APPROVAL subject to it being conditioned for use as a holiday let only.</b>	
<b>c</b>	<b>DC/18/1267/FUL</b>   Demolition of existing Auction House to create a new mixed use development comprising; 3 No ground floor commercial units and 9 No self-contained apartments at first and second floor levels. Site works includes under-croft parking and first floor courtyard landscaped terrace. <b>Orwell Hall, Orwell Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>d</b>	<b>DC/18/1224/FUL</b>   Demolition of existing single storey dwelling and single storey annexe building. Construction of a single storey replacement dwelling together with associated external works. <b>Emeralds, Brook Lane</b>
<b>Committee recommended APPROVAL.</b>	
<b>e</b>	<b>DC/18/1287/FUL</b>   Proposed two storey rear extension, first floor side extension, front porch extension and alterations. <b>9 Nacton Road</b>
<b>Committee recommended APPROVAL. It was noted that whilst the proposals included no sleeping accommodation situated on the ground floor, as the property is within a flood zone this should be made a formal condition of any approval decision. It was also noted that the applicant had not submitted a flood risk assessment; and, at the time of consideration there had been no response received from the Environment Agency in respect of the flood risk at this location.</b>	
<b>f</b>	<b>DC/18/1262/FUL</b>   Installation of new Timpson's Retail Unit. <b>Morrison Supermarket Grange Farm Avenue</b>
<b>Committee recommended APPROVAL.</b>	

The Chairman, Cllr A Smith left the meeting at 10.27am.

The Vice Chairman, Cllr S Bird took the Chair.

<b>g</b>	<b>DC/18/1217/VOC</b>   Variation of Conditions 1, 3, and 4 on application DC/16/3973/ARM - Approval of Reserved Matters on application DC/15/4221/OUT (erection of 1no dwelling) - new drawings submitted. <b>15 Cliff Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>h</b>	<b>DC/18/1301/FUL</b>   Replacement of patio doors with french doors. <b>1 Cardinals Court, Queens Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>i</b>	<b>DC/18/1124/TCA</b>   G1 3no. Sorbus - 30% crown reduction, crown lift to 2-3m. G2 2no. Prunus - reduce crown by 2-3m., thin crown by 10% G3 2no. Malus - 30% crown reduction, thin crown 5-10% G4 2no. Crataegus - reduce crown back off building and over garden. <b>St Johns Court, Princes Road</b>
<b>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.</b>	

### 613. PLANNING DECISIONS

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

### 614. CORRESPONDENCE

The Town Clerk advised of the following correspondence:

#### **a) Walton Avenue Gasholder Site: Prior Notification Application**

Committee noted the correspondence from National Grid concerning the Prior Notification application regarding the dismantling of the gas holder at Walton Avenue.

### 615. CLOSURE

The meeting was closed at 10.55am. The date of the next meeting was noted as being Wednesday 25 April 2018, 9.15am at Felixstowe Town Hall.

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe  
Town Hall on **Wednesday 18 April 2018** at **7.30pm**

**PRESENT:** Cllr D Savage (Chairman) Cllr T Green  
Cllr S Bloomfield Cllr S Wiles  
Cllr P Coleman Cllr K Williams  
Cllr Jon Garfield

**OFFICERS:** Mrs D Frost (Deputy Town Clerk)

**616. PUBLIC QUESTIONS**

There were none.

**617. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr C Barham, Cllr S Gallant, Cllr M Jepson.**

**618. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bloomfield Cllr P Coleman Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

**619. REQUESTS FOR DISPENSATION**

There were none.

**620. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Civic & Community Committee meeting held on 21 February 2018** be signed as a true record.

**621. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 31 March 2018. It was noted that the final 'year-end' figures were subject to change due to any final invoices and payments as part of the year end process.

It was **RESOLVED** that the **Budget Report to 31 March 2018** be received and noted as presented, with no other action required at this time.

## **622. ANNUAL GRANTS AND OTHER PAYMENTS**

Committee considered the report on Annual Grants and other annual payments under its authority. Due to the recent reports of Felixstowe Volunteer Coast Patrol Rescue Service (FVCPRS) suspending their rescue service, committee agreed to keep their annual grant ring-fenced until the FVCPRS are back in operation.

**RESOLVED that the payment of Annual Grants and other annual payments for 2018/19 be approved as presented in the report.**

## **623. FELIXSTOWE PHOTO COMPETITION**

Committee received updated details on the Photo Competition provided by Stephen Rampley. Members requested clarification on the following: The entry requirements currently state that entrants may only submit one photograph for inclusion into one of the three themes. Members enquired whether there was a reason for this, and would like to know whether this can be changed to 1 entry per category. Members noted the long period of time between the competition being launched at the Annual Town Meeting on 9 May and the closing date, the benefit of this long period would be that entrants can capture all seasons. The competition will be promoted via the Town Council's newsletter and regularly on social media. Members suggested that photographs posted online for public voting should be anonymous so that the photo was judged on its content as opposed to the popularity of the entrant. Members also were interested to know the details of the prize once decided. The Deputy Town Clerk will seek clarification on the above matters and report back to committee.

**RESOLVED that Committee supports an annual Felixstowe Photo Competition subject to clarification of the above.**

## **624. COMMUNITY ENGAGEMENT STRATEGY 2018-19**

Committee reviewed the Council's Community Engagement Strategy which was presented with no change from the previous year 2017-18.

**It was RESOLVED that the Community Engagement Strategy as presented be finalised and recommended to Council for adoption for 2018-19.**

## **625. CIVIC AWARDS/ANNUAL TOWN MEETING**

Committee received the report on Civic Awards and the Annual Town Meeting, and the Deputy Town Clerk gave further details of the new format for 9 May 2018.

Members reviewed the current arrangements for the Civic Awards and decided that the makeup of the awarding panel be kept as it is for the current administration. Members agreed that the current panel which comprises of the Mayor, Deputy Mayor, immediate Past Mayor, Chairman of F&GP and

Chairman of Civic & Communities is made up of mostly long-standing members. Members requested that this be re-considered in June 2019 after the new administration to consider a panel which would include newer members, although being a daytime meeting this may be difficult unless moved to the evening.

In previous years the Community Award was restricted to only Councillors nominating as it was felt that Councillors were best placed through their work in the community. This year it was opened up, so that anyone could nominate for this organisation award. Members agreed that the Community Award should in future be opened up to anyone being allowed to nominate.

Members discussed extending the age range from the current range up to age 21, to 25 for the HMS Ganges Youth Trophy. It was decided to retain the age limit to 21 as this was the age young people tended to leave university.

Committee considered the questions on the nomination form, and agreed that it would be useful for the form to ask how long the nominee has been involved with the activity/activities for which they are being proposed for the award. Members also agreed that the form should make it clear whether the activity they are being nominated for is connected to their employment or business. It was agreed that this would not necessarily deter the nominee from being awarded.

Members were pleased that the new format for the Annual Town Meeting would provide excellent public engagement.

**It was RESOLVED that:**

- i) The Civic Awards Panel be kept the same for the year 2019, but reconsidered in June 2019 for the following year.**
- ii) The Community Award be opened up so that any member of the public can nominate a local organisation for this award.**
- iii) That the age range for the HMS Ganges Youth Trophy be retained at up to age 21.**
- iv) The questions be amended to allow detail of how long the nominee has have been involved in the activity, and whether the activity is connected to their employment or business.**

**626. SUFFOLK DAY 2018**

Committee considered different ways to participate in Suffolk Day on 21 June 2018. Although the community litter pick was felt very worthy, members wanted to give something to the community to celebrate Suffolk Day. Ideas such as table and chairs outside the Town Hall with Tea and Coffee provided and the possibility of the Academy providing some music are to be considered.

Members agreed to organise this activity and will email the Deputy Town Clerk with further ideas.



**RESOLVED that Committee will organise an activity to support Suffolk Day on 21 June 2018**

**627. ARMED FORCES WEEKEND LEGACY GRANT UPDATE**

Members considered the grant applications received and the Deputy Town Clerk updated committee on the decisions of the awarding panel to date. Committee agreed approval of all three grants.

**RESOLVED that the decisions of the awarding panel be noted, and all three applications be approved.**

**628. REMEMBRANCE 2018**

The Deputy Town Clerk gave a verbal report on plans for the Centenary Remembrance 2018. Members noted the events that were being planned, including events being planned by the Trimleys.

Members discussed the beacon owned by Suffolk Coastal District Council, at Clifflands Car Park state of dis-repair, and agreed that it was of high priority to ensure we have a beacon to light for the Remembrance events, and also discussed the possibility of have two beacons one at Clifflands Car Park and one at the Fort.

Previously it had been discussed to plant poppies or suchlike on the promenade. The Deputy Town Clerk will investigate and report back to committee. Other ideas such as people dressed in WW1 uniform standing around the town were discussed.

It was agreed that the website should be updated to reflect the events as soon as they were definite.

The Deputy Town Clerk reminded members of the Armed Forces Weekend Legacy Grant fund, and encouraged any organisation planning events for Remembrance to apply for the available funding.

**It was RESOLVED that:**

- i. the Remembrance 2018 update report be noted;**
- ii. Members continue to promote the Armed Forces Weekend Legacy Grant Fund.**

**629. CLOSURE**

The meeting was closed at 8.21pm. The next meeting was noted as being scheduled for Wednesday 20 June at 7.30pm.

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 25 April 2018** at **9.15am**.

**PRESENT:** Cllr S Bird (Vice Chairman) Cllr Jon Garfield  
Cllr N Barber (*to item 635b*) Cllr D Savage  
Cllr Jan Garfield Cllr S Wiles

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs C A Page (Planning Administration Officer)

**In the absence of the Chairman, Vice-Chairman Cllr Stuart Bird in the chair.**

**IN ATTENDANCE:** Cllr T Green  
Mrs S Morrison, Administration Assistant  
Mr Roger Abbott, Felixstowe Chamber of Trade and Commerce  
4 members of the public

### **630. PUBLIC QUESTION TIME**

The Chairman advised that he would invite members of the public to make their representations immediately prior to the application being considered.

### **631. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Gallant, Cllr A Smith, Cllr G Newman** and **Cllr K Williams**.

Apologies in advance of having to leave the meeting early were received from **Cllr N Barber**.

### **632. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

### **633. REQUEST FOR DISPENSATION**

There were none.

### **634. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 11 April 2018 be signed by the Chairman as a true record.**

## 635. PLANNING APPLICATIONS

At the direction of the Vice Chairman, Committee heard from a member of the public attending in relation to application (a).

Concerns were raised regarding the height and appearance of the proposed building and the loss of light and privacy to residents in High Road West. Concern was also raised regarding the access to the underground car park in High Road West and the impact it would have on an already busy area and nearby school.

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

<b>a</b>	<b>DC/18/0580/FUL</b>   Construction of new public house, (use Class A4) and 24 new apartments. <b>Pharmacy At Central Surgery, 201 Hamilton Road</b>
<p>In principle Committee had no objections to a public house with residential accommodation above on this site. However, it was resolved to recommend <b>REFUSAL</b> on the following grounds:</p> <ul style="list-style-type: none"><li>• Members felt that four-storeys of accommodation above the ground floor was not appropriate given the scale and of nearby buildings and therefore the proposals contravened policy DM21(a);</li><li>• The design is not in keeping with the historic buildings in the immediate vicinity and should be revised to ensure a more complementary style;</li><li>• Committee had concerns about the proposed balconies to the north elevation overlooking properties on High Road West and it was noted that in each case these were second balconies to apartments which would also have a balcony to the west, this is contrary to policy DM23(a);</li><li>• Committee notes that, as in previous iterations of the scheme, the orientation is such that the entrance to the public house and beer garden is to the east elevation, whereas if it were situated to the south it would benefit from an improved relationship to an attractive and busy public square with a pleasant south facing aspect;</li><li>• Committee was extremely concerned that not only is there no provision being made for affordable housing, but also that in no submission or report from the application had any reasons for justification for the lack of affordable housing provision been made.</li></ul>	

**Committee also noted and were concerned of an error in the Design and Access Statement which indicated an incorrect description of the number of residential apartments on each floor.**

**Cllr N Barber left the meeting at 9.56am.**

<b>b</b>	<p><b>DC/18/1062/FUL</b>   Remove existing balcony to front and ground floor structure. New two storey and single storey extension to the front with new balcony areas to first floor. New pitched roof in place of existing flat roof to main house and garage, new mono-pitch roof to outbuildings to rear.</p> <p><b>101 Cliff Road</b></p>
<p><b>Committee recommended APPROVAL</b></p>	

<b>c</b>	<p><b>DC/18/1541/FUL</b>   Cladding to walls above plinth line, New doors and windows, Replacement roof covering of Tesla Glass Solar slates in slate finish, Porch extension.</p> <p><b>Homeleigh, Marsh Lane</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>d</b>	<p><b>DC/18/1387/DEM</b>   Prior Notification Application - Demolition - National Grid proposes the dismantling of gasholders and associated redundant infrastructure.</p> <p><b>Former Gasworks Site, Walton Avenue</b></p>
<p><b>Committee NOTED this application.</b></p>	

<b>e</b>	<p><b>DC/18/1528/AME   Non-Material Amendment on application DC/17/4435/FUL</b> - To remove flat roof to existing side projection and erect pitch hipped roof, and change window to rear elevation for double doors - Roof tiles originally described as 'Red Rosemary' but this should have been Ash Black. Will be utilising as many existing Ash Black tiles as possible, and supplementing remainder with Greystone tiles (photograph attached).</p> <p><b>17A Beatrice Avenue</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>f</b>	<b>DC/18/1415/FUL   Dropped kerb and new access. 47 High Road East</b>
<b>Committee understand that the proposed access is contrary to Suffolk County Council’s Highways Guidelines and therefore refer SCDC to those comments.</b>	
<b>g</b>	<b>DC/18/1405/TPO   To fell Holm Oak causing structural damage to property and paving, and interfering with highway traffic. Holm Oak, 44A Brook Lane</b>
<b>Committee requested that this application be referred to the District Council’s Arboricultural Officer as no plan or evidence had been received detailing the claim that the tree is causing structural damage.</b>	

**636. APPEALS**

Committee noted the following appeals:

- a) DC/17/2050/FUL** Erection of a 1½ storey dwelling – **40 King Street**
- b) DC/17/4325/OUT** Outline application for one dwelling on land to the side of the house – **3 Estuary Drive**
- c) DC/17/3895/OUT** Outline application for one dwelling – **Land to the rear of 114 High Road West**

**637. PLANNING DECISIONS**

**RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.**

**638. CORRESPONDENCE**

There was no correspondence.

**639. CLOSURE**

The meeting was closed at 10.55am. The date of the next meeting was noted as being Wednesday 9 May 2018, 9.15am at Felixstowe Town Hall.

**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 9 May 2018** at **9.15am**.

**PRESENT:** Cllr A Smith (Chairman)                      Cllr Jon Garfield  
                 Cllr S Bird    Cllr D Savage  
                 Cllr S Gallant                                        Cllr S Wiles  
                 Cllr Jan Garfield

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

**IN ATTENDANCE:** Mr I Lightfoot, Suffolk Rickshaw Company (*from item 646*)

**640. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr G Newman** and **Cllr K Williams**.

**641. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr S Gallant	646	Local Non-Pecuniary (as Suffolk Coastal District Council Cabinet Member for Community Health)
Cllr D Savage	646	Local Non-Pecuniary (as Member of Suffolk Coastal District Council Licensing Committee)

**642. REQUEST FOR DISPENSATION**

There were none.

**643. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 25 April 2018** be signed by the Chairman as a true record.

**644. PLANNING APPLICATIONS**

**Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to Suffolk Coastal District Council:**

<b>a</b>	<b>DC/18/1565/FUL</b>   Holiday let Barn <b>Part Rear Garden Of 4 Gulpher Cottages Gulpher Road</b>
<b>Committee recommend APPROVAL.</b>	
<b>b</b>	<b>DC/18/1656/FUL</b>   Small extension to the rear of the property - The first floor currently covers about 70% of the house 'footprint'. The proposals extend the first floor to cover the full footprint (similar to area at round floor). This includes a new roof over part of the house. A new roof pitched roof over the garage (currently flat roof with redundant balcony). Alterations to materials, fenestration etc. to all external elevations. Significant internal alterations to layout. <b>26 Cliff Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>c</b>	<b>DC/18/1669/FUL</b>   To extend single storey bungalow on west flank for bedroom & wet room. Clad north & south flanks of existing bungalow with Hardi-Plank. Block existing dining room window & move kitchen window. <b>65 Roman Way</b>
<b>Committee recommended APPROVAL.</b>	
<b>d</b>	<b>DC/18/1446/FUL</b>   30m2 office extension and conversion of one large flat to two smaller flats <b>156-158 Hamilton Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>e</b>	<b>DC/18/1617/ADI</b>   Illuminated Advertisement Consent - Non Illuminated Logo and Letters, Non Illuminated Aluminium Panels, Non Illuminated Projecting Sign, and Internally Illuminated ATM Surround <b>72 Hamilton Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>f</b>	<b>DC/18/1731/FUL</b>   New Balcony to existing three storey residential detached property. No internal alterations. <b>69A Cliff Road</b>
<b>Committee noted that the property in question related to number 69 Cliff Road, not 69A and recommended APPROVAL.</b>	

<b>g</b>	<b>DC/18/1578/FUL   Replacement of six windows and one door/ screen to ground floor flat 2 Cardinals Court Queens Road</b>
<b>Committee had NO OBJECTIONS to this application.</b>	

**645. PLANNING DECISIONS**

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

**646. RICKSHAW HACKNEY CARRIAGE LICENCE APPLICATION: SUFFOLK RICKSHAW COMPANY**

Committee heard from Mr Lightfoot regarding the rickshaw service he wished to introduce to Felixstowe.

**RESOLVED** that the licensing application should be welcomed and SCDC be asked to consider permitting Mr Lightfoot to operate a rickshaw on any public highway in Felixstowe.

**647. CORRESPONDENCE**

The Town Clerk advised of the following correspondence:

**a) SCC Suffolk Parking Management Strategy consultation**

Committee consider the draft SCC Parking Management Strategy and **RESOLVED** to submit the following response:

**Felixstowe Town Council understands that this policy is an integral part of moving towards Civil Parking Enforcement. However, where the policy in the preamble refers to ‘health and vitality’ of town centres, it does not mention the need to support tourism.**

**The reference to a hierarchy for further on-street parking should take in to account the demands on local areas to provide off-street and long-term parking for both tourism and town centres.**

**648. CLOSURE**

The meeting was closed at 10.50am. The date of the next meeting was noted as being Wednesday 23 May 2018, 9.15am at Felixstowe Town Hall.



## **AGENDA ITEM 9: ASSET REGISTER REVIEW**

The Council maintains an asset register, 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.

Businesses often use depreciation of long-term assets for both tax and accounting purposes. However, these are not appropriate for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

In accordance with the Practitioner's Guide to Governance and Accountability for Smaller Authorities, the Council's land and premises transferred under local government reorganisation and any 'community assets' without an intrinsic resale value are given a nominal valuation of £1.

The value of fixed assets reported in 2016/17 was £50,789 and there were no changes during 2017/18. Council is required to review its Asset Register at least once annually and this was undertaken by the Assets & Services Committee on 4 April 2018. The Asset Register is presented, as recommended, for approval at **Appendix A** (*Minute #604 of 2017/18 refers*).

**Council is requested to review and approve the Asset Register for the year ending 31 March 2018 as presented at Appendix A.**

---

## **AGENDA ITEM 10: INTERNAL AUDIT REPORT TO 31 MARCH 2018**

The Internal Audit for the year ending 31 March 2018 took place on Thursday 3 May 2018 and the signed report is presented at **Appendix B**.

The Internal Auditor has completed and signed page 3 of the Council's Annual Return confirming that the Council has met all its internal control objectives.

The Internal Auditor noted Council's recent success in achieving the Quality Gold in the Local Council's Award Scheme, making the following comment:

*Congratulations to Felixstowe Town Council in achieving the Local Council Award Scheme's highest commendation, the Quality Gold Award. Having carried out internal audits for the council for several years, I can vouch for the entirely justified recognition of the governance arrangements at the Council. Thank you to the Town Council staff for their co-operation with the internal audit. Felixstowe continues to be an exemplar of good practice.*

There were two recommendations in the report, for which corresponding actions are proposed:

*Recommendation 1: Council should review the latest model Standing Orders issued by NALC in April 2018 and consider adopting the new model.*

Proposed Action: Standing Orders for 2018/19 as recommended by the Finance & General Purposes Committee have been updated to reflect recent changes provided in the April 2018 NALC model and are presented to Annual Council for adoption.

*Recommendation 2: A Data Audit is the recommended first step in ensuring that the Council has scoped its obligations under GDPR and it is reasonable to expect this to have been carried out by May 25th 2018 to demonstrate the Council is working towards compliance.*

Proposed Action: Council to note that the Data Audit is in hand and will be completed by 25th May 2018.

**Council is requested to consider the final Internal Audit Report for the year 1 April 2017 - 31 March 2018; and, consider any actions in respect of the recommendations made therein.**

---

## **AGENDA ITEM 11: ANNUAL RETURN 2017-18**

Council is required to approve the Annual Return, presented at **Appendix C**, before 11 June 2018.

Council's Internal Audit was carried out 2 May and there were no actions arising from the final report of the Internal Auditor for the Financial Year 2017-18. Therefore, no action plan was required to be submitted with the Annual Return 2017-18 to the External Auditor. Accordingly, Council's Internal Auditor has completed page 3 of the Annual Return confirming that all internal control objectives have been met.

Notes are provided below to provide some context to the figures to the Accounting Statements 2017/18 Section 2 of the Annual Return (figures for Year Ending 31 March 2017 are shown in brackets for comparison). The External Auditor requires an explanation of any variances for boxes 2 to 6, 9 & 10 in Section 2 where the percentage change is greater than +/- 15% and if the increase or decrease is greater than £200. Where this applies, the explanation is given below and will be appropriately evidenced alongside all other documentation due to be submitted to the External Auditor before 11 June 2018.

All figures are rounded to the nearest £1.

### **1 - Balances Brought Forward: £912,112 (£930,888 for Y.E. 31 March 2017)**

This represents the total balances and reserves as recording in the financial records at the start of the year and agrees with the audited figure in Box 7 of the previous year ending 31 March 2017.

### **2 - Precept: £549,742 (£537,347) Variance = +2.31%**

As approved by Council at its meeting of 10 January 2018 (*Minute #437 of 2017/18 refers*).

### **3 - Total other receipts: £208,328 (£169,529) Variance = +22.89%**

#### **Explanation of Variance**

Income from Other Receipts	£170,635
CIL receipts into Earmarked Reserve:	£26,897
Armed Forces Weekend Legacy Fund	
Earmarked for grants:	£10,796

Local Council Tax Scheme Transition Grant (2016/17):	£ 19,364
Income from Other Receipts (2016/17):	£150,165

The majority of the increase to the total other receipts is attributed to Community Infrastructure Levy receipts and the Town Council holding the Armed Forces Weekend Legacy Fund earmarked for the associated new grant scheme. Increased income from the cemetery, weddings and hiring in 2017/18 largely offset the loss of the Local Council Tax Scheme Transition Grant which ended in 2016/17.

**4 - Staff Costs: £370,129 (£420,222) Variance = -11.92%**

**5 - Loan Repayments: £34,732 (£34,732) Variance = 0%**

Repayment of PWLB loan at fixed sum paid in two instalments of £17,365.97 per year.

**6 – All Other Payments: £222,562 (£270,698) Variance = -17.78%**

#### **Explanation of Variance**

Alongside general minor variations in year-on-year budget expenditure, several payments made in 2016/17 were non-recurring items such as:

The installation of a new Memorial Garden	£16,885
Cost of a Bye-Election	£ 6,638
Funding towards the Armed Forces Weekend	£18,000
Town Hall repairs	£15,980
<b>Totalling</b>	<b>£57,503</b>

**7 – Balance Carried Forward: £1,042,759 (£912,112)**

Representing total Balances and Reserves at 31 March 2018.

Movements to Council's General Fund and allocated Earmarked Reserves for the year are shown below (all figures are rounded):

General Fund opening Balance: £286,532  
Earmarked Reserves: £625,580  
Total opening Balance 01.04.17: **£912,112**

Total Receipts: £758,070 (+)  
Total Expenditure: £627,423 (-)

Total closing Balance 31.03.18: **£1,042,759**

#### *Represented by*

General Fund: £356,823  
Earmarked Reserves: £685,936 (Net change to ER 17/18 = -£ 60,356)

A summary of transfers to and from Earmarked Reserves is provided in the table below:

Description	Opening Balance 1/4/17	Transfer In/Out	From/To Reference	Direct Expenditure	Reference	Closing Balances 31/3/18
Election Expenses	£2,862	£6,000	Min 437 of 17/18	£0		£8,862
Enhancement & Promotional	£2,721	£0		£780	Min 138 of 17/18	£1,941
Felixstowe in Flower	£8,428	-£8,428	Min 437 of 17/18	£0		£0
Asset Repairs & Replacement	£16,532	£3,000	Min 437 of 17/18	£0		£19,532
IT Replacement Fund	£3,117	£0		£0		£3,117
Recycling Credits	£2,434	-£2,434		£0		£0
Cemetery Projects	£129,922	£20,000	Min 437 of 17/18	£0		£149,922
Broadway House	£58,520	£2,500	Min 437 of 17/18	£0		£61,020
Walton Community Hall	£60,000	£2,500	Min 437 of 17/18	£0		£62,500
Town Hall Maintenance	£105,732	£0	Min 437 of 17/18	£1,490	Min 549 of 17/18	£104,242
Play Equipment	£27,000	£0		£0		£27,000
Community Fund	£152,461	£7,184	Min 437 of 17/18	£2,824	Min 141 of 17/18	£156,821
Council Tax Local Reserve	£12,565	-£12,565	Min 437 of 17/18	£0		£0
CCTV	£42,000	£0		£0		£42,000
Staffing Reserve	£375	£10,000	Min 437 of 17/18	£0		£10,375
Community Infrastructure Levy	£911	£0		-£26,897		£27,808
Armed Forces Weekend Legacy Fund	£0	£0		-£10,796		£10,796
<b>Totals</b>	<b>£625,580</b>	<b>£27,757</b>		<b>-£32,599</b>		<b>£685,936</b>

## **8 – Total Cash and Short Term Investments: £1,038,428.71 (£913,420)**

**Variance between Boxes 7 and 8 = £4,330**

### **Represented by:**

Debtors: -£16,593

Creditors: £12,263

## **9 - Fixed Assets Plus Other Long Terms Investments/Assets: £50,789 (£50,789)**

**Variance = 0%**

The value of fixed assets reported in 2016/17 was £50,789. There were no changes during 2017/18. In accordance with the Practitioner's Guide to Governance and Accountability for Smaller Authorities, the Council's land and premises transferred under local government reorganisation and any 'community assets' without an intrinsic resale value are given a nominal valuation of £1.

The Asset Register to 31 March 2018 was presented earlier in this meeting for Council approval.

## **10 – Total borrowings: £364,689 (£380,770) Variance = -4.22%**

Felixstowe Town Council borrowed £500,000 from the Public Works Loan Board in 2007/08 for the purchase and refurbishment of Felixstowe Town Hall. The loan period being 25.5 years. Repayments are £34,731.94 per annum and the balance outstanding as at 31 March 2018 was £364,689.

Further to the Accounting Statements, the following additional notes may be of benefit to Council:

### **Leases**

At the end of 2017/18 the Town Council had no lease of property.

Parts of the Town Hall are licensed to third party organisations, as follows:

<b>Lessee</b>	<b>Purpose</b>	<b>Annual Lease Payable £</b>	<b>Year of Expiry</b>
Suffolk County Council	Registration Service Accommodation	£3,830.56 per annum (£3192.13 net)	Annual renewal
Suffolk Coastal District Council	Felixstowe Forward Accommodation	£3,250.00 per annum (£2,708 net)	Annual renewal
Suffolk Coastal District Council	Resort Team Accommodation	£2,500.00 per annum (£2,083 net)	Quarterly renewal

The Town Council owns the freehold interest in two schemes within Felixstowe which have either been re-built or re-furbished in conjunction with the Orwell Housing Association. Both of these schemes comprise a community hall on the ground floor and social housing flats on the upper floors.

The Housing Association financed the building works at each site and consequently has the benefit of an agreement to a long lease of the flats at a peppercorn rent to

reflect the value of the building works carried out. The Housing Association then sub-lets the flats to its own tenants.

<b>Lessee</b>	<b>Rent</b>	<b>Freeholder</b>	<b>Address</b>
Orwell Housing Association Ipswich	Annual peppercorn	Felixstowe Town Council  65 years from January 2005	Broadway House Orwell Road Felixstowe
Orwell Housing Association Ipswich	Annual Peppercorn	Felixstowe Town Council  65 years from March 2007	Walton Community Hall Walton Felixstowe

In addition the Town Council leases the following items of equipment:

<b>Lessor</b>	<b>Purpose</b>	<b>Lease Payable £</b>	<b>Year of Expiry</b>
Danwood	Multi-Functional Device	£517.82 per quarter	29.10.2018
Pitney Bowes	Franking Machine	£685.76 per annum	13.11.2019
4Com	Telephone System	£212.16 per month	19.02.2021
O2	5 Mobile Phones	£40.30 per month	24.03.2019

## Tenancies

During the year the following tenancies were held:

### Council as Landlord

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing/Non repairing</b>
Felixstowe Old Peoples Welfare Association	Broadway House	£2,000.00	(Licence)
Telefonica	Telephone mast situated at Felixstowe Cemetery	£5,314.75	N/A

### Council as Tenant

The Flood Memorial owned by Felixstowe Town Council is located at Langer Primary Academy, Langer Road, Felixstowe. An annual fee of £10.00 is due to Suffolk County Council.

### Local Government Act 1972, Section 137 Payments

Section 137 of the Local Government Act 1972 enables local councils to spend up to

£7.57 per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers.

During the year the following payments were made:

<b>Description</b>	<b>Amount</b>
Annual Grants	5,850
Occasional Grants	24,763
Remembrance Day	291
<b>Total</b>	<b>£30,904</b>

### **Advertising and Publicity**

The following costs for advertising and publicity were incurred during the year 2017/18:

Wedding Advertisements	£115
Remembrance	£57

### **Pensions**

The Council is a member of the Suffolk County Council Local Government Pension Scheme. Employer's contributions in 2017/18 were 25% and the Council paid £48,973.63 into the Suffolk County Council Local Government Pension fund in respect of its employees.

Employees qualifying for auto-enrolment in to a pension scheme are enrolled in to Council's NEST Pension scheme. Employer contributions for 2017/18 were 6% and the Council paid £5,029.30 into the NEST Pension scheme in respect of its employees.

### **Council is requested to:**

- 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.**



## **AGENDA ITEM 12: DELEGATION ARRANGEMENTS**

Council is requested to review and approve the authority delegated to the Town Clerk for 2018-19. Arrangements approved for 2017-18 are as shown below. There are no changes proposed:

### **Delegated Authority to the Town Clerk**

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

- a) Approve routine expenditure within budgets without further approval by Committee.
- b) 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 29 or below.
- c) In the event of an emergency incur expenditure to a maximum of £50,000 in consultation with the Town Mayor.
- d) Make investments in accordance with the Council's agreed policy.
- e) Ban persons from entering Council premises or land with just cause.
- f) Negotiate commercial filming rights on Council property/land.
- g) Produce and/or edit any Council newsletter in consultation with the Mayor.
- h) Implement, where timescales require, any legislation which may affect the Town Council and to report its implementation to Full Council.
- i) Take legal action to recover debts on behalf of the Council if considered proportionate and necessary.

**Council is requested to review and approve its arrangements for delegated authority to the Town Clerk for 2018/19.**

---

## **AGENDA ITEM 13: COUNCIL GOVERNANCE 2018/19**

Council is requested to consider the following recommendations which have been incorporated in to the associated documents for adoption for the Municipal Year 2018-19:

a) Terms of Reference - **Appendix D**  
The Finance & General Purposes Committee has recommended Terms of Reference for 2018/19 Council and Committees (*Minute #583 of 2017/18 refers*). This is presented to Council for adoption at **Appendix D**.

b) Standing Orders - **Appendix E**  
The Finance & General Purposes Committee has recommended Standing Orders for 2018/19 (*Minute #584 of 2017/18 refers*).

Additionally, the Internal Auditor has recommended that Council should review the latest model Standing Orders issued by NALC in April 2018 and consider adopting the new model.

Draft Standing Orders for 2018/19 with revisions from the new model shown as tracked changes are presented to Council for adoption at **Appendix E**.

c) Financial Regulations - **Appendix F**  
As recommended by the Finance & General Purposes Committee, Financial Regulations for 2018-19 are presented without change at **Appendix F**. In accordance with Regulation 6.8, Council is requested to note that the Committee reviewed the continued use of BACS payment and has recommended that this be approved (*Minute #585 of 2017/18 refers*).

d) Meeting Schedule - **Appendix G**  
The Meeting Schedule which was approved by Council at its meeting of 10 January 2018 (*Minute #438 of 2017/18 refers*) is presented with the following amendment to the schedule of Planning & Environment Committee meetings in order that business can be continue uninterrupted by local elections on 2<sup>nd</sup> May 2019:

- Postpone 24<sup>th</sup> April 2019 meeting to make 1<sup>st</sup> May 2019 the final meeting of the 2018-19 Municipal Year.
- First meeting of 2019-20 Municipal Year to be held on 22<sup>nd</sup> May 2019, the week following new Town Council appointments made at Annual Council Meeting of 15<sup>th</sup> May 2019.

e) Risk Management Policy & Risk Register  
The Finance & General Purposes Committee has recommended that Council adopt the Risk Management Policy & Risk Register for 2018/19 at **Appendix H** (*Minute #586 of 2017/18 refers*).

- f) **Community Engagement Strategy**  
The Civic & Community Committee has recommended that Council re-adopt its Community Engagement Strategy Scheme for 2018/19 with no changes at **Appendix I** (*Minute #624 of 2017/18 refers*).
- g) **Complaints Procedure**  
The Finance & General Purposes Committee has recommended that Council re-adopt its Complaints Procedure for 2018/19 with no changes at **Appendix J** (*Minute #587 of 2017/18 refers*).
- h) **Freedom of Information Publication Scheme**  
The Finance & General Purposes Committee has recommended that Council re-adopt the ICO Model Publication Scheme for 2018/19 with no changes at **Appendix K** (*Minute #588 of 2017/18 refers*).

**In accordance with the above recommendations, Council is requested to:**

- i. approve Terms of Reference for 2018-19 as presented at Appendix D;**
  - ii. approve Standing Orders for 2018-19 as presented at Appendix E;**
  - iii. approve Financial Regulations for 2018-19 as presented at Appendix F and confirm the continued use of BACS payments;**
  - iv. approve the Meeting Schedule for 2018-19 as presented at Appendix G;**
  - v. approve the Risk Management Policy & Risk Register for 2018-19 as presented at Appendix H;**
  - vi. approve the Community Engagement Strategy for 2018-19 as presented at Appendix I;**
  - vii. approve its Complaints Procedure for 2018-19 as presented at Appendix J; and,**
  - viii. approve the Freedom of Information Publication Scheme for 2018-19 as presented at Appendix K.**
-

## **AGENDA ITEM 14: APPOINTMENTS TO COMMITTEES**

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 2018/19. Council is also requested to note that the Town Mayor, unless already formally appointed to a Committee as a Councillor, is an ex-officio Member of all Committees with full voting rights:

### **FINANCE & GENERAL PURPOSES COMMITTEE (10)**

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

### **CIVIC & COMMUNITY COMMITTEE (10)**

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

### **ASSETS & SERVICES COMMITTEE (10)**

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

### **PLANNING & ENVIRONMENT COMMITTEE (10)**

1. Cllr Andy Smith (Chairman)
2. Cllr Stuart Bird (Vice-Chairman)
3. Cllr Nick Barber
4. Cllr Steve Gallant
5. Cllr Jan Garfield

6. Cllr Jon Garfield
7. Cllr Graham Newman
8. Cllr Doreen Savage
9. Cllr Steve Wiles
10. Cllr Kimberley Williams

#### **PERSONNEL COMMITTEE (5)**

1. 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 Tracey Green

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

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

**Council is therefore requested to consider and decide its Committee appointments for 2018/19.**

---

## **AGENDA ITEM 15: 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:

<b>Organisation</b>	<b>Representatives Appointed</b>
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 ( <i>note: Formerly Suffolk Libraries Industrial and Provident Society</i> )	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> )

It should be noted that whilst there are no vacancies at this time, the Town Council may be requested to appoint trustees as and when a vacancy arises for the Felixstowe Relief Charity. Trustees appointed by the Town Council may remain as trustees until such a time as they resign or otherwise give up the position.

<p>Felixstowe Relief Charity</p> <p>Note: The Felixstowe Relief Charity is in the process of being created by merging five related charities which are:</p> <p>Felixstowe General Charity  Alexandrine De la Roche Relief in Need Charity  Widows Charity otherwise known as the Poor's Estate  Felixstowe War Memorial Cottages  King George VI Coronation Memorial Homes For Old People</p>	<p>No appointments required at this time, trustees are currently:</p> <ol style="list-style-type: none"> <li>1. Margaret Morris</li> <li>2. Cllr Jon Garfield</li> <li>3. Joan Sennington</li> <li>4. Norman Berry (<i>via Rotary</i>)</li> <li>5. Revd. Caroline Allen (<i>ex-officio as Vicar of Walton Church</i>)</li> </ol>
---	--

**Council is requested to consider and decide its Representatives to Outside Bodies and Partnerships for 2018/19.**

---

## **AGENDA ITEM 16: AUTHORISED SIGNATORIES**

### **BANK SIGNATORIES 2018/19:**

- Mayor
- Deputy Mayor
- Cllr Stuart Bird
- Cllr Jon Garfield
- Cllr Steve Gallant
- Cllr Andy Smith

### **QUARTERLY BANK RECONCILIATION SIGNATORY:**

- Cllr Doreen Savage

### **OPEN CREDIT AGREEMENT:**

- Town Clerk, Deputy 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.

**Council is requested to consider and decide its Authorised Signatories for 2018/19.**

---



## **AGENDA ITEM 17: GENERAL DATA PROTECTION REGULATIONS**

Council will need to demonstrate its compliance with GDPR by the deadline of 25 May 2018 deadline. As part of the legislation Council is required to:

1. Carry out an 'Impact Assessment' and Data Audit of the datasets Council is responsible for
2. Identify any Data Processors used by the Council and determine arrangements to ensure third-party compliance with the legislation
3. Review Council's data security practices and consider data protection training
4. Potentially appoint an appropriate person to act as Council's Data Protection Officer (DPO) on an ongoing basis

Council's Finance & General Purposes Committee considered the incoming General Data Protection Regulations, and options for appointing a Data Protection Officer (DPO). It was noted that the Local Council Public Advisory Service (LCPAS) offered a DPO service and had been recommended by other local authorities in the Suffolk Coastal district. The service would include a pack of documents including policies, consents and privacy notices, a check list for personal information audits, risk assessments and the steps to take for compliance by 25 May 2018. The cost of the service, which also include a compliance visit and unlimited ongoing support is £500 for the year.

Under the terms of the Service Contract the LCPAS will:

- Inform and advise the Council and its employees about their obligations to comply with the GDPR and other data protection laws.
- Monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; assist with training staff and assist with conducting internal audits.
- Be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, members of the public etc).
- Provide privacy notices and consent forms and policies at no additional cost
- Monitor ongoing compliance by a variety of methods
- Provide up to date guidance including unlimited helpline calls and emails
- Help manage access requests or requests made under the other powers for individuals
- Provide IT recommendations and identify solutions for data security

LCPAS can also offer bespoke training for Felixstowe Town Councillors at Felixstowe Town Hall.

To meet the timeframe for implementation, the Finance & General Purposes Committee agreed to instruct LCPAS to act as the Council's Data Protection Officer (DPO) for 2018/19 and to advise Council of the action taken.

Since instructing LCPAS, NALC has advised that during the report to the House of Commons on the remaining stages of the Data Protection Bill on 10<sup>th</sup> May 2018, MPs accepted the Government amendment to exempt all parish and town councils

and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.

The House of Lords will be considering amendments made during the House of Commons stages, though it is not expected that this amendment will be reversed. Royal Assent is expected with the Bill coming into force by 25 May 2018.

Whilst the appointment of a DPO may no longer become mandatory, SALC have advised that appointing a Data Protection Officer to support a council's approach to data protection will be discretionary and may be regarded as good practice.

As part of the Council's continued preparation for compliance with GDPR requirements, the Personnel Committee has been reviewing staffing policies.

Council will note from the earlier item that the Internal Audit Report for the year ending 31 March 2018 made the following recommendation:

*A Data Audit is the recommended first step in ensuring that the Council has scoped its obligations under GDPR and it is reasonable to expect this to have been carried out by May 25<sup>th</sup> 2018 to demonstrate the Council is working towards compliance.*

Council is requested to note that the Data Audit is in hand and will be completed by 25th May 2018.

In the meantime work is continuing to be undertaken to reduce paperwork and electronic data retained outside the recommended timescale listed in Council's Retention Policy.

**Council is requested to:**

- i. note the report and its responsibilities in respect of GDPR;**
  - ii. approve 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;**
  - iii. with reference to the recommendation of the Internal Auditor, note that the Data Audit is in hand and will be completed by 25th May 2018; and,**
  - iv. delegate authority 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.**
-