

MINUTES of the **ANNUAL COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 11 May 2016 at 7.30pm

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs L Monsen (Mayor's Secretary)
Mrs R Jones (Estates Officer)
Mrs D Frost (Finance Administration Officer)
Mrs S Faversham (Cemetery & Allotments Officer)
Mrs S Morrison (Administrative Assistant)

IN ATTENDANCE: 19 members of the Public, 1 member of the Press.

PRAYERS

The meeting was preceded with prayers by Rev. Trevor Harris, River of Life Church, Felixstowe.

1. ELECTION OF TOWN MAYOR

Town Mayor, Cllr D Savage, in the chair.

It was proposed by Cllr D Savage, seconded by Cllr S Wiles, that Cllr Jan Garfield be elected as Town Mayor for the ensuing Municipal Year.

Following a vote it was RESOLVED that Cllr Jan Garfield be elected Town Mayor for the ensuing Municipal Year 2016-17.

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

Town Mayor, Cllr Jan Garfield, in the chair.

Councillor Garfield thanked Cllrs D Savage and S Wiles for nominating her to the office of Mayor for 2016/17 and paid tribute to the outgoing Mayor, Cllr D Savage, for her year in office and fundraising efforts in support of her charities.

In her incoming announcement, the Mayor named her charities for the Municipal Year 2016-17 as being the Level Two Youth Project and the Felixstowe branch of Guide Dogs for the Blind.

The Mayor appointed Cllr Jon Garfield as her consort.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr G Newman, seconded by Cllr Jon Garfield, that Cllr Nick Barber be elected as Deputy Mayor for the ensuing Municipal Year.

Following a vote it was RESOLVED that Cllr Nick Barber be elected Deputy Mayor for the ensuing Municipal Year 2016-17.

Addressing the Council, the Deputy Mayor thanked Cllrs G Newman and Jon Garfield for nominating him to the office and stated that he would do his best to support the Mayor during her term in office.

The Deputy Mayor appointed Judy Barber as his Deputy Mayoress.

3. APOLOGIES

Apologies for absence were recorded from **Cllr S Gallant**.

4. DECLARATIONS OF INTERESTS

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

5. REQUESTS FOR DISPENSATION

There were none.

6. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 9 March 2016 and the Minutes of the Extraordinary Council Meeting held on 20 April 2016 be signed by the Mayor as a true record and adopted by the Council.

7. MINUTES OF COMMITTEE MEETINGS

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

- a) Highways Advisory Committee 8 March 2016
- b) Planning & Environment Committee 9 March 2016
- c) Planning & Environment Committee 23 March 2016
- d) Finance & General Purposes Committee 23 March 2016
- e) Planning & Environment Committee 6 April 2016
- f) Assets & Service Committee 6 April 2016
- g) Personnel Committee 13 April 2016
- h) Planning & Environment Committee 20 April 2016
- i) Civic & Community Committee 20 April 2016
- j) Finance & General Purposes Committee 27 April 2016
- k) Planning & Environment Committee 4 May 2016

8. ANNUAL REPORT 2015/16

The Mayor directed Council to its Annual Report for 2015/16 which had been tabled for the meeting.

It was RESOLVED that the Annual Report for Felixstowe Town Council for the year 2015/16 be approved and adopted as received.

9. DELEGATION ARRANGEMENTS

It was RESOLVED that the scheme of powers delegated to the Town Clerk be approved as presented in the report and appended to the Minute Book 2016-17.

10. COUNCIL GOVERNANCE 2016/17

It was RESOLVED that the following governance documents be adopted by Council as presented in the report and appended to the Minute Book 2016-17:

- a) Terms of Reference 2016-17
- b) Standing Orders 2016-17
- c) Financial Regulations 2016-17
- d) Meeting Schedule 2016-17

11. APPOINTMENTS TO COMMITTEES

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

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

The Mayor proposed from the chair that Cllr D Savage sit on the Assets & Services Committee in lieu of Cllr Jon Garfield.

It was proposed by Cllr M Deacon, seconded by Cllr N Barber, that Cllr K Williams be the Vice-Chairman of the Personnel Committee.

Following a vote confirming that the above proposals were to be approved, it was RESOLVED that membership of Committees, Chairmen and Vice-Chairmen be as follows for the ensuing Municipal Year 2016-17:

FINANCE & GENERAL PURPOSES COMMITTEE (10)

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

CIVIC & COMMUNITY COMMITTEE (10)

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

ASSETS & SERVICES COMMITTEE (10)

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

PLANNING & ENVIRONMENT COMMITTEE (9)

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

PERSONNEL COMMITTEE (5)

1. Cllr Jan Garfield (*Chairman - ex-officio as Town Mayor for 2016/17*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Cllr Nick Barber (*ex-officio as Deputy Mayor for 2016/17*)
4. Cllr Doreen Savage (*ex-officio as Town Mayor for 2015/16*)
5. Cllr Tracey Green

APPEALS COMMITTEE (5)

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

HIGHWAYS ADVISORY COMMITTEE (3 FTC + 3 SCC)

1. Cllr Steve Wiles
2. Cllr Jon Garfield
3. Cllr Steve Gallant

YOUTH FORUM (3 FTC)

1. Cllr Doreen Savage
2. Cllr Josh Vartan
3. Cllr Christina Barham

12. APPOINTMENTS TO OUTSIDE BODIES

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

RESOLVED that the Felixstowe Town Council Members be appointed to Outside Bodies for the ensuing Municipal Year 2016-17as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Jan Garfield 2. Cllr Doreen Savage
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Felixstowe Forward	1. Cllr Doreen Savage 2. Cllr Steve Gallant
Suffolk Libraries Industrial and Provident Society (IPS)	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 2. Cllr Nick Barber Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Jon Garfield 3. Cllr Steve Wiles Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr 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
Felixstowe Peninsula Area Action Plan Working Group	1. Cllr Jan Garfield 2. Cllr Stuart Bird 3. Cllr Steve Wiles 4. Cllr Kimberley Williams 5. Town Clerk
Level Two Youth Project	1. Cllr Josh Vartan 2. Cllr Christina Barham
Freight Quality Partnership	1. Cllr Andy Smith
Fairtrade Forum	1. Cllr Jon Garfield
East Suffolk Lines Community Rail Partnership	1. Cllr Graham Newman
Orwell District Scouts	1. Cllr Jan Garfield (<i>Mayor ex-officio</i>)
Felixstowe Combined Charities (comprising the De la Roche and Felixstowe Widows Charity, Felixstowe War Memorial Cottages and King George VI Coronation Memorial Homes)	No new appointments made at this time, trustees are: 1. Mike Stokell 2. Cllr Jon Garfield 3. Joan Sennington 4. Norman Berry (<i>via Rotary</i>) 5. Revd. Caroline Allen (<i>ex-officio as Vicar of Walton Church</i>) 6. Cllr John Goodwin (<i>ex-officio as President of Royal British Legion</i>)

13. AUTHORISATION OF SIGNATORIES

RESOLVED that Council's Authorised Signatories be appointed as follows:

BANK SIGNATORIES 2016/17

- Mayor
- Deputy Mayor
- Cllr Graham Newman
- Cllr Stuart Bird
- Cllr Andy Smith
- Cllr Jon Garfield

QUARTERLY BANK RECONCILIATION SIGNATORY

- Cllr Doreen Savage

OPEN CREDIT AGREEMENT

- RFO plus Finance Administration Officer 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.

14. REVIEW OF ASSET REGISTER

It was RESOLVED that the Council's Asset Register to 31 March 2016 be approved as presented and appended to the Minute Book 2015-16.

15. REVIEW OF RISK MANAGEMENT POLICY & REGISTER

It was RESOLVED that the recommendation of the Finance & General Purposes Committee (Minute #521 of 2015/16) be approved and Council's Risk Management Policy and Risk Register for 2016/17 be adopted as presented in the report.

16. COMMUNITY ENGAGEMENT STRATEGY 2016/17

It was noted that the Finance & General Purposes Committee had recommended that Council introduce public participation sessions at the outset of each ordinary meeting of the Finance & General Purposes, Assets & Services, Civic & Community and Planning & Environment Committees from 2016-17 (*Minute #520 of 2015/16 refers*).

The Clerk advised that the Community Engagement Strategy had been revised by the Council's Civic & Community Committee to include reference to enhanced opportunities for public participation at committee meetings and the recent introduction of social media as a means of additional communication methods.

It was RESOLVED that:

- i. a public participation session, as per Ordinary Council meetings, prior to formal business at the outset of each ordinary meeting of the Finance & General Purposes, Assets & Services, Civic & Community and Planning & Environment Committees be introduced, as per the recommendation of the Finance & General Purposes Committee; and,
- ii. the Community Engagement Strategy for 2016/17 be adopted as recommended by the Civic & Community Committee.

17. COUNCIL COMPLAINTS PROCEDURE

It was RESOLVED that the Council's Complaint Procedure be approved and adopted without amendment for 2016-17.

18. FREEDOM OF INFORMATION

The Clerk advised that the Finance & General Purposes Committee had recommended the adoption of the ICO model publication scheme to replace Council's previous policy (*Minute #594 of 2015/16 refers*).

It was RESOLVED that the ICO model publication scheme and updated schedule of information available from Felixstowe Town Council be approved and adopted as presented.

19. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
08/03/2016	467 – 482	£3,944.13
23/03/2016	483 – 513	£58,291.50
31/03/2016	514 – 538	£12,039.67
	Sub-Total 2015/16	£74,275.30
22/04/2016	1 – 27	£16,858.62
	TOTAL	£91,133.92

20. CLOSURE

The meeting was closed at 8.32pm. It was noted that the next Ordinary Meeting was scheduled for 8 June 2016 at 7.30pm.

Date: _____

Town Mayor: _____