

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 12 April 2023** at **7.30pm**

PRESENT: Cllr S Wiles (Chairman)
Cllr D Savage (Vice Chairman)
Cllr S Gallant
Cllr S Harkin
Cllr M Morris
Cllr M Richardson

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Miss H Miles (Communications Apprentice)

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

493. PUBLIC QUESTION TIME

None.

494. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr K Williams**.

495. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Richardson Cllr S Wiles	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Wiles	All	Other registerable interest (as a Members of Suffolk County Council)
Cllr M Morris	#503	Other registerable interest (as a Resident of Ranelagh Road)

496. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 15 February 2023** be signed as a true record.

497. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and a Community Budget Report indicating income and expenditure against budget to 31 March 2023. It was noted that this was not the confirmed final year end position due to final year-end adjustments such as accruals.

The Deputy Town Clerk reminded members that the Grants cost centre showed a large underspend due to the Capital Grants budget having been unused, and

the Cost-of-Living Grants having been sourced from the Community Support Earmarked Reserve as an alternative.

It was noted that Felixstowe in Flower also showed an underspend. This was due to the Felixstowe in Flower Awards Ceremony having been accrued for from the previous year, as this had not taken place due to the COVID-19 pandemic.

The Deputy Town Clerk updated Committee on the project elected by the Youth Forum. Three 'No Idling' banners were being purchased to replace those which were lost, or broken beyond use. It was noted that members of the Youth Forum had chosen to spend the Youth Forum Budget on reflective keyrings, printed with the Youth Forum logo, and given to each pupil in all Felixstowe and Trimley schools as part of a road safety campaign. It was noted that a further £1,000 would be provided by the East Suffolk Community Partnership towards this project.

RESOLVED that the Budget Report to 31 March 2023 be received and noted as presented with no other action required at this time.

498. FELIXSTOWE IN FLOWER

Members noted the report on Felixstowe in Flower. The Town Clerk confirmed that the Town Council had now taken on the blue planters in the Shared Space.

Felixstowe Golf Club had confirmed that the Town Council could continue to use the grey water supply at the Golf Club. It was noted that this would need to be monitored, as the weather would have an impact on the potential for there to be enough water to meet the demands of the Town Council's operation.

Members agreed that, in the future, the inclusion of locally grown edible produce should be considered as a feature at the Felixstowe in Flower Awards Ceremony.

It was RESOLVED that the report on Felixstowe in Flower be noted.

499. ANNUAL TOWN MEETING/CIVIC AWARDS AND THE ANNUAL COUNCIL MEETING

Committee received information on the Annual Town Meeting and Annual Council Meeting. The Town Clerk informed committee that the 2023 Civic Awards Campaign had received more nominations than previous years. It was noted that The panel would meet soon to decide on the Award winners. The panel would consist, as usual, the Mayor, Deputy Mayor, immediate past-Mayor, Chairman and Vice-Chairman of Civic and Community Committee.

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

500. SUFFOLK DAY 2023

Members considered the report on Suffolk Day 2023 and remarked on previous events held to mark the occasion. It was noted that, in the previous year, local residential care homes, alongside local school children, were invited to the Seafront Gardens, where the Suffolk Day events were hosted. Members agreed that the intention should be to explore a repeat of last year's event.

RESOLVED that the event similar to last year with tea and cake/biscuits in the Seafront Gardens be planned. Residential Care homes would be asked if they would like to attend a similar event on 21 June 2023.

501. CCTV UPDATE

Members received the report on the CCTV, and were pleased to note the positive partnership working with East Suffolk Council and the newly established East Suffolk Services Ltd. It was noted that, in the next municipal year, Sarah Gilson, Community Services Operations Manager for ESSL, would be invited to attend a meeting of the CCTV Working Group to discuss the potential for 24-hour monitoring of the CCTV.

The Deputy Town Clerk reported that the Police would be able to provide enhanced data relating to the effectiveness of CCTV if live monitoring was ongoing. It was confirmed that the CCTV was regularly used to monitor the shelters in the seafront gardens.

Members paid thanks to STC Solutions for their service to date and await their quotation for comparison.

It was RESOLVED that:

- i. the CCTV Maintenance report and update on CCTV be noted; and,**
- ii. a CCTV Working Group meeting be arranged for the new municipal year.**

502. WICKER FAMILY

Committee considered the report on the Wicker family. Members were conscious of the fragility of the Wicker Family and the damage that any further movement may cause. It was therefore agreed the Wicker Family remain in their current location at Felixstowe Museum. Members were aware that the public had previously been expecting The Wicker Family to return to the Seafront Gardens.

Member were optimistic about the prospect of an improved quality of CCTV equipment and the protection that this could offer.

It was RESOLVED that:

- i. the Wicker Family remain in their current position outside Felixstowe Museum; and,**

- ii. **an article in the Summer edition of the magazine be included to publicise that the family would be staying in position at the Museum.**

503. CORONATION OF KING CHARLES III

At this point the meeting, Cllr Morris left the Chamber.

With reference to the Coronation Grants, Committee agreed that a clause be included stipulating that any items purchased should be sustainable and/or biodegradable and requested that balloons should not be purchased with the grant.

Members considered the cost of bunting and the space required to store large amounts of bunting.

Members agreed that some decoration throughout the town should be carried out by the Town Council, such as at The Triangle, and railings outside Felixstowe Library and other locations which the Town Council's Grounds Team could erect bunting without specialist equipment.

It was noted that the Town Hall would be dressed in bunting and the Felixstowe Town Council Grounds Team would identify areas of the Felixstowe to erect bunting.

It was RESOLVED that:

- i. **the report on the Coronation of King Charles III be noted;**
- ii. **delegation be given to the Clerk to use the Coronation of Charles III Earmarked Reserve to make grants (as shown to Committee plus any late applications), subject to all applicants being advised of a sustainability clause; and,**
- iii. **the Coronation of Charles III Earmarked Reserve be used to purchase bunting to be put in prominent places around the town.**

At this point the meeting, Cllr Morris returned.

504. ANNUAL GRANTS AND OTHER PAYMENTS

Committee noted a report from the Lion Club of Felixstowe. The Town Clerk advised that, following a recent meeting the Lions, ways in which to improve the quality of the Christmas lights in future years would be investigated. It was anticipated that this may be reflected in the next Annual Grant application form from the Lions, which was due to be reviewed in September by Committee for the forthcoming year 2024/25.

Members considered the grant given to the Landguard Fort and agreed that, in reviewing the Annual Grants in September, that the Fort should be considered as part of the wider Landguard Partnership.

Members agreed that the Grant for Art on the Prom will be paid once it is confirmed that the event will take place.

It was RESOLVED that the payment of the following Annual Grants and other payments for the year 2023/24 be approved:

i. **£6,750 towards the provision of the 2023 Christmas lights to the Lions Club of Felixstowe**

ii. **Annual Grants:**

Art on the Prom (<i>subject to confirmation that the event will go ahead this year</i>)	£2,000
Citizen's Advice	£3,000
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£3,000
Felixstowe Council for Sport and Recreation	£300
Felixstowe Coast Patrol	£1,500
Landguard Fort	£1,000
Wesel Twinning Assoc.	£200
Salzwedel Twinning Association	£200

Total **£13,200**

iii. **As Partnership Projects:**

Level Two	£10,000
Harwich Harbour Ferry Services Partnership	£1,000

Total **£11,000**

505. COMMUNITY ENGAGEMENT STRATEGY 2023-24

Committee reviewed the Council's Community Engagement Strategy as presented for the year 2023-24.

A member raised the issue of hybrid meetings, implemented during the COVID-19 pandemic. It was noted that the hybrid meeting structure provides additional accessibility. Committee agreed that this should be reviewed by the incoming Council.

It was RESOLVED that:

i. **the Community Engagement Strategy as presented be approved and recommended to Council for adoption for 2023-24; and,**

ii. **the value of continuing to provide public access to meetings via Zoom be reviewed during the next year.**

506. CYCLING INFRASTRUCTURE

Members noted that a tour of Felixstowe via bicycle had taken place with officer from the Town Council, East Suffolk Council, Suffolk County Council and the Felixstowe BID to consider potential locations for cycle racks. It was noted that East Suffolk Council's Corporate Events and Commercial Projects Officer, would be putting the potential locations out for public consultation.

RESOLVED that the verbal update on cycling infrastructure in Felixstowe be noted.

507. LOVE FELIXSTOWE

Cllr Harkin updated Committee with information on the Love Felixstowe Festival. The event, which had originally been scheduled to take place last year, would run from 2nd – 9th September 2023. It was noted that the Love Felixstowe Festival would begin with a 'Proms' event in the Spa Gardens. The programme was being coordinated by the Felixstowe BID, with support from East Suffolk Council's Corporate Events and Commercial Projects Officer.

RESOLVED that the verbal update on Love Felixstowe be noted.

508. CLOSURE

The meeting was closed at 9.17pm. The next meeting was noted as being scheduled for Wednesday 14 June 2023 at 7.30pm.

Date: _____

Chairman: _____