



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr D Savage (Chairman)
Cllr S Gallant (Vice Chairman)
Cllr C Barham
Cllr S Bloomfield
Cllr P Coleman

Cllr Jon Garfield
Cllr T Green
Cllr M Jepson
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 19 April 2017** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Civic & Community matters.

A G E N D A

1. Apologies

To receive apologies for absence.

2. 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.

3. 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.

4. Confirmation of Minutes

To confirm the Minutes of the Civic & Community Committee meeting held on 15 February 2017 as a true record. **(Pages 3-5)**

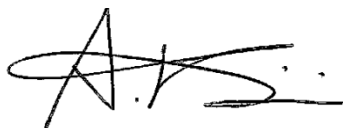
5. Annual Grants and Other Payments

To note and authorise the payment of annual grants and other annual payments as approved for 2017/18. **(Page 6)**

6. Scouts - St. George's Day Request for Financial Assistance

To consider a request from the Scouts for financial assistance. **(Page 7 & Appendix A)**

- 7. Public Space Protection Orders**
To consider the formation of a Working Group to review how PSPOs could support the safe enjoyment of public spaces in Felixstowe. **(Page 7)**
- 8. Christmas Ice Rink**
To confirm and approve arrangements for the provision of an ice rink during December 2017. **(Page 8)**
- 9. Annual Meetings**
To review arrangements for the Annual Town and Annual Council Meetings and make any recommendations to Council. **(Pages 8-10)**
- 10. Street Furniture – Litter Bin**
To consider a request for a litter bin. **(Page 11)**
- 11. Twinning Report**
To receive a report on recent and future twinning activities. **(Page 12)**
- 12. Passchendaele Commemoration**
To note arrangements for the commemoration of the Battle of Passchendaele on Monday 19th June 2017. **(Page 12)**
- 13. Community Engagement Strategy 2017-18**
To review the Council's Community Engagement Strategy. **(Appendix B)**
- 14. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 21 June 2017 at 7.30pm.



Ash Tadjrishi
Town Clerk
12 April 2017

For information (via email): All Town Councillors
Local Press

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

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 15 February 2017 at 7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr Jon Garfield
Cllr S Gallant (Vice-Chairman) Cllr T Green
Cllr Jan Garfield (*ex-officio as Mayor*) Cllr M Jepson
Cllr S Bloomfield Cllr S Wiles
Cllr P Coleman

OFFICER: Mrs D Frost (Deputy Town Clerk)

454. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr C Barham** and **Cllr K Williams**.

455. DECLARATIONS OF INTEREST

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

456. REQUESTS FOR DISPENSATION

There were none.

457. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee** meeting held on **14 December 2016** be signed as a true record.

458. ASYLUM SEEKER & REFUGEE PROGRAMMES

Committee received a presentation on Refugee and Asylum Seeker Programmes from Cllr Richard Kerry, Suffolk Coastal Cabinet Member for Housing and Sara Blake, Head of Localities and Partnerships, Suffolk County Council. Government has been bringing in this programme for some time, firstly to Peterborough and then to Ipswich. Considerations are now being made for developing new dispersal areas which will allow access to the support services currently provided in the Ipswich area, and which will also provide health, cultural and faith support and education. G4S (the contracted Home Office housing provider in the East of England) is currently assessing Felixstowe and Woodbridge for the availability of appropriate private sector accommodation. The numbers of properties is likely to be very small. The expected average time individuals will stay is 6 months, however if refused, individuals can appeal and would stay longer. It is not certain how long the project will last. Individuals will mainly be coming from Iraq, Iran and Syria.

Suffolk Public Sector Leaders (SPSL), a partnership of all local authority leaders, Police Crime commissioner and Clinical Commissioning Groups has been working with G4S. It is SPSL's aim to provide similar support to which is currently provided to the Syrian scheme, with the help of the Controlling Migration Fund, and collective funding which will be irrespective of where the dispersal areas are allocated across the county.

Committee requested that Felixstowe Town Council are kept up to date and told when individuals are placed in private accommodation in Felixstowe. Felixstowe is fortunate to have many organisations who can help and support refugees, but if not informed this vital aid to the refugees would be lost.

The timescale for finding out how many suitable houses are available is currently only a matter of weeks, and Felixstowe Town Council will be informed of the outcome. G4S have indicated that to date they have had difficulty in identifying suitable properties in both in Felixstowe and Woodbridge.

It was RESOLVED that the Asylum Seeker & Refugee Programmes report and presentation be noted, and a request made to be kept informed of future developments in the dispersal scheme.

459. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 8 February 2017.

RESOLVED that the Budget Report to 8 February 2017 be received and noted as presented with no other action required at this time.

460. CCTV Report

Committee noted the report on CCTV and the Chairman gave a verbal report from the recently held meeting at the Police Station. At the meeting the CCTV cameras were all seen working. Signs informing that CCTV is in operation have been placed in the Seafront Garden Shelters, and STC Solutions are trialling an infrared camera to illuminate the shelter at night.

RESOLVED that the CCTV report be noted.

461. GREAT BRITISH SPRING CLEAN

Committee considered whether it was able to support the Great British Spring Clean initiative on the weekend of 3rd – 5th March 2017 by taking part and promoting it across the town. Unfortunately there were not enough Councillors who would be available that weekend. If a suitable location requiring a clean is found at a later time, a clean will be arranged using 'Keep Britain Tidy' promotions.

It was RESOLVED that Felixstowe Town Council would promote the Great British Spring Clean via the Council's website and social media to encourage participation in the Great British Spring Clean 3rd – 5th March.

462. LITTER AND DOG BINS

Committee considered the report on Litter and Dog Bins and a request for a dog waste bin at the end of Kemsley Road. It was noted that SC Norse had advised that they are not aware of a major dog fouling issue in this area, but would support the installation of a bin. As there were no bins in the immediate area members agreed that there was a genuine need for the bin.

It was RESOLVED that:

- i. a Fido (dog waste) bin at a cost of £175+VAT be approved for installation at the end of Kemsley Road; and,**
- ii. a map or list of dog bin locations currently in Felixstowe is requested from Suffolk Coastal Norse, to help with future requests.**

463. OCCASIONAL GRANTS POLICY

Committee considered the Occasional Grants Policy.

RESOLVED that Occasional Grants Policy for 2017/18 be recommended to Council for adoption as presented.

464. PRESS & MEDIA POLICY

Council considered the Press & Media Policy.

RESOLVED that Occasional Grants Policy for 2017/18 be recommended to Council for adoption as presented.

465. WESEL VIDEO

As the Wesel video was 45 minutes long and the version available was in German only, without subtitles, Committee decided to defer viewing at this time.

It was agreed that enquiries should be made with counterparts in Wesel to establish whether a version can be supplied with English subtitles. In the meantime the video, which was held on a USB drive held at the Town Hall, would be made available for Members to borrow.

RESOLVED that enquiries be made to made with Wesel for a version of the film with English subtitles.

466. CLOSURE

The meeting was closed at 8.37pm. The next meeting was noted as being scheduled for Wednesday 19 April 2017 at 7.30pm.

AGENDA ITEM 5: ANNUAL GRANTS AND OTHER PAYMENTS

In accordance with Committee's budget recommendations (*Minute #241 of 21 September 2016*), at its meeting of 11 January 2017 Council approved provisions for Annual Grants totalling £6,800 and other annual payments for 2016/17 (*Minute #407 of 2016/17 refers*). The receiving organisations are as follows:

<u>Organisation</u>	<u>Amount</u>
Felixstowe Council for Sport and Recreation	£200
Citizen's Advice Bureau	£1,500
Felixstowe Carnival	£1,000
Landguard Fort	£1,000
Landguard Partnership	£1,000
Art on the Prom	£750
Wesel Twinning Association	£200
Salzwedel Twinning Association	£200
Total	£5,850

Other Annual Payments

<u>Organisation</u>	<u>Amount</u>
Harwich Harbour Ferry Services (<i>year 2 of 2</i>)	£1,000
Level Two Youth Project	£10,000
Felixstowe Forward (<i>year 3 of 3</i>)	£20,000

For a number of years the Town Council has also supported the Felixstowe Volunteer Coast Patrol Rescue Service (FVCPRS) with an Annual Grant of £1,500.

At the time of the budget recommendations (and the subsequent approval by Council), Committee were unable to formally confirm the Annual Grant provision for 2017/18 for FVCPRS, due to the organisation undergoing a governance review.

In March 2017, FVCPRS provided the Town Council with a copy of their 2017 business plan and confirmed that their governance review had been completed. The Annual Grant of £1,500 for the 2016/17 financial year was then paid. However, there is no provision for an Annual Grant in the current financial year. FVCPRS have been advised to provide a report to Committee in 2017/18 to outline progress that has been made in respect of its business plan before any further funding can be considered.

Members are to note that partnership agreements with both Harwich Harbour Ferry Services and Felixstowe Forward are due to expire on 31 March 2018.

The Clerk will bring reports to Committee in relation to these partnerships in due course for consideration.

Committee is requested to note and approve the payment of Annual Grants and other annual payments for 2017/18.

AGENDA ITEM 6: SCOUTS - ST. GEORGE'S DAY REQUEST FOR FINANCIAL ASSISTANCE

Committee is requested to consider a request from the Orwell District Scouts for financial assistance towards the costs of their St. Georges Day Parade on 23 April (**Appendix A**).

Ordinarily such a request would be subject to the Council's approved policy and process for Occasional Grants. However, in view of the shortness of time, with the event taking place prior to the first round of Occasional Grants being considered, the Chairman has advised that this can be considered as an exceptional application by the Committee. Committee is able to authorise expenditure against the Occasional Grants budget provision for such purposes, however this would commensurately reduce the total funding available across the two usual funding rounds in May and November.

In 2013/14 and again in 2015/16 the Town Council supported the Orwell District Scouts by way of an Annual Grant of £150 towards this event.

Committee is requested to consider the request from the Orwell District Scouts and decide whether to provide any financial assistance towards the St. Georges Day event.

AGENDA ITEM 7: PUBLIC SPACE PROTECTION ORDERS

At its meeting of 7 March, Council considered SCDC's proposals for Public Space Protection Orders (PSPOs) in relation to dog-related offences.

Although Council was able to provide feedback on the draft proposals, it was not in a position to make any other recommendations or consider additional PSPOs at that time. Council requested the opportunity to give this further consideration, with input from SCDC's Head of Environmental Services & Port Health and other key stakeholders.

The Clerk has written to the Head of Environmental Services & Port Health at SCDC who has confirmed that officers will support the discussion. The discussion could be facilitated with a small Working Group set up to consider the various opportunities and potential issues around PSPOs.

Committee is therefore requested to consider the formation of a Working Group to review how PSPOs could support the safe enjoyment of public spaces in Felixstowe.

AGENDA ITEM 8: CHRISTMAS ICE RINK

The Town Council provided a synthetic Ice Rink for the second year running at Great Eastern Square in December 2016.

The East of England Coop supported the event with sponsorship totalling £3,000 and permission to use the land and services. County Cllrs G Newman and N Barber also supported the event with contributions of £1,500 and £2,000 respectively from their County Council Locality Budget.

The event was well-received and the Coop has already confirmed that they would be pleased for the rink to return in December this year.

Due to school holiday dates, the rink was not as busy as it could have been over the whole period it was booked last year. To ensure that the rink can be enjoyed by as many residents and visitors as possible, the Clerk has discussed the possibility of a 15x10m rink, manned 11am to 7pm for 4 days from Wednesday 20th to Saturday 23rd December (inclusive). The cost is £6,050+VAT with a 25% deposit due in April to confirm.

Committee is requested to consider the provision of an ice rink this Christmas and any other arrangements for the event.

AGENDA ITEM 9: ANNUAL MEETINGS

Annual Town Meeting

In Felixstowe, the Annual Town Meeting takes place at 7pm on the second Wednesday in May, the same evening as the Annual Council Meeting which is scheduled for 7.30pm. The agenda has usually comprised of the receiving of the Mayor's annual report, following by an open session for the public. In recent years the Annual Town Meeting has finished at 7.29pm (2016), 7.18pm (2015) and 7.26pm (2014). The Mayor and Members are then required to be ready for the Annual Council Meeting to begin at 7.30pm. Due to time pressures, in 2014 the Annual Council Meeting had to be suspended partway through the agenda and was reconvened a fortnight later.

By law, the Annual Town Meeting must be held between 1st March and the 1st June (inclusive) each year and may not start earlier than 6pm. It is recommended that in an election year the Annual Town Meeting should be held after the elections to prevent the meeting being used as hustings.

The Mayor chairs the meeting and attendance is recorded. As Councillors are not 'summoned' to this meeting apologies are neither required nor recorded.

The Annual Town Meeting is an opportunity for the public to ask questions and many town and parish councils make this meeting a community event by providing

refreshments, presentations from community groups and providing an informal atmosphere.

For some councils the agenda might provide an opportunity for written or verbal reports to be received from District & County Councillors, the MP, the Mayor's Charities and any organisations that the council has funded during that year.

Many councils also choose to invite a community representative such as the police, a headmaster etc. to address and inform the audience on community matters.

Annual Town Meeting

The law states that the Annual Council Meeting must be held in the month of May and in an election year the meeting must be held between 4 and 14 days after polling day.

The Annual Council Meeting is predominately focused on the transition from the outgoing Mayor to welcoming the incoming Mayor followed by some essential but elementary annual business. The incoming Mayor usually invites family and friends to attend and greets those attending after the meeting, often providing refreshments from their Mayor's Allowance.

NALC's Good Councillor Guide advises that "It is best practice to hold the Annual Meeting of the Council and the Annual Parish Meeting on different occasions to avoid confusion." SALC has recently issued guidance on the annual meetings and reiterates the importance of not confusing the two meetings.

Some feedback from the its submission to the Local Council's Awards Scheme suggests that the Council could do more to ensure that the Annual Town Meeting is less formal than and separate to the Annual Council Meeting.

For consideration

If the Annual Town Meeting were instead held on "*the second Wednesday in May at 7pm*" with the Annual Council Meeting on the "*third Wednesday in May at 7pm*" this would not only meet best practice guidelines but potentially result in better outcomes for each meeting.

For the Annual Town Meeting, it would represent the final full Municipal event of the outgoing Mayor's year of office and they will not be under the same pressure to deliver their report and hand over to their successor on the same evening. Instead the outgoing Town Mayor would be free to chair the meeting without being required to wrap things up in time for a second meeting due to commence half an hour later.

For the Annual Council Meeting, the agenda could proceed as usual but with a guaranteed (and slightly earlier) start time it is anticipated that it would be a prompt meeting which would allow appropriate time at the end for the new Mayor to informally greet those in attendance.

Council's Civic Awards event is held late in the Municipal Year (this year on 3rd May 2017) and recognises positive contributions to the community from local volunteers,

young people and organisations. The Mayor presents the awards and also announces the results of their charity fundraising with a cheque to their nominated charity/charities. If the Civic Awards were instead presented at the Annual Town Meeting this would provide a recognised platform for the awards and recipients would be formally recorded in the Minutes.

As an example, for the Annual Town Meeting, the agenda could be:

1. Receive the Annual Report of the Mayor of Felixstowe (verbal report)
2. Presentation of Mayor's Awards
3. Presentation of Ganges Youth Trophy Award
4. Presentation of an Award to a Local Organisation
5. Receive a report from the Mayor's Charities (Mayor will present their charities with a cheque)
6. Receive the report of the police/community group/grant recipient etc...
7. Note any reports received from District/County Councillors and the MP
8. Closure – following which there would be refreshments

The cost of Annual Town Meeting should be met by Council (section 150 of the Local Government Act 1972). As Council already covers cost of the Civic Awards event, combining these should not add any significant extra cost.

Annual Council Meeting (Mayor Making) would still be open to the public but there would not be a public session.

Making this change would rationalise the current situation of 'one event on one evening then two meetings on another evening' to simply two distinct events. It would also relieve some administrative pressures.

The proposed schedule of second Weds (Annual Town) and third Weds (Annual Council) in May each year works whether there is an election or not. Elections are normally held on the first Thursday in May so there would be no issues around purdah/pre-election period for the Annual Town Meeting and ACM meets the rule of 'must be held in the month of May and in an election year the meeting must be held between 4 and 14 days after polling day'.

Furthermore, as it would be held on an automatically scheduled date, the Civic Awards would be run to a regular programme each year. Being slightly later also gives more time for the Mayor to finalise their charity fundraising totals.

The outgoing Mayor's Report can then be properly included and published as part of Council's Annual Report which is presented to the Annual Council Meeting. Currently this is kept separate to ensure that the Mayor's Report is given due attention rather than read beforehand.

Increased attendance at the Annual Town Meeting would possibly necessitate a venue change which could increase costs. However, this would be a result of greater public engagement and an enhanced profile.

Committee is requested to review the arrangements for the Annual Meetings and consider the proposal above, making any recommendations to Council.

AGENDA ITEM 10: STREET FURNITURE – LITTER BIN

Committee has a budget of £1,600 available to support the provision of Street Furniture in the town.

A member of the public contacted the Town Hall to advise that, between the roundabout on Hamilton Road by the Orwell Hotel and the junction of Golf Road there are not any dog waste bins. Therefore he has requested that a dog waste bin be provided at one of the following locations:

- The top of the access path between 44 and 46 High Road East.
- The entrance to Brackenbury Sports Hall.
- The corner of Fleetwood Road and High Road East.

The Clerk referred these requests to Suffolk Coastal Norse, as the agency who would install and maintain the bins, for confirmation of substantive need at these locations and the appropriateness of their siting.

Norse has confirmed that, whilst there is a standard litter bin near the Spar shop on High Road East - which is able to be used for both types of waste - those locations could be appropriate, with a preference for the first.

Norse has also advised that if the Town Council approves the purchase of a bin, this should be a litter bin in so it can be used for both types of waste.

The costs for the purchase and installation of a 'Glasdon Topsy 2000' litter bin is £215.00 + VAT.

In accordance with Minute #462ii, a map and list of all the dog waste and litter bin locations currently in Felixstowe was requested and has been provided by Suffolk Coastal Norse. This will be brought to the meeting for Committee's reference.

Committee is requested to consider and decide any provision for an additional litter bin as per the report.

AGENDA ITEM 11: TWINNING REPORT

A civic party from Felixstowe's twin-town Wesel, Germany, were received by the Mayor and Town Clerk on the morning of Thursday 6th April. The guests, of the Council, Burgermeisterin of Wesel, Ms Ulrike Westkamp, Chairman Johanna Eckhard and Secretary Heidrun Strauch, attended the Mayor's Charity Ball on Friday 7th April and took in a variety of activities over the weekend, returning to Germany on the evening of Sunday 9th.

On Saturday 8th April at 10.45am, a Civic Reception was held at the Town Hall with Members of the Town Council, the Wesel Association and other guests.

Ordinarily, a reciprocal visit would be arranged for a civic group from the Town Council to be received in Wesel later in the year. However, on this occasion the civic party has been invited to attend the PPP-Stadtfest in which takes place on the first weekend in August. Transportation costs for the civic party are met from the Council's twinning budget with accommodation and meals provided by the German hosts. This year, an invitation has been extended to the Mayor's Secretary to attend also, as her counterpart, Secretary Strauch, was able to visit Felixstowe for the first time.

The bond of friendship with Wesel remains strong with several trips planned for residents and youth groups between the two towns in the summer and beyond.

Whilst there are no civic visits with Salzwedel planned at this time it is hoped that the partnership with this other German town will continue in spirit.

Committee is requested to note the report on the recent twinning visit and approve the Mayor's Secretary's acceptance of the invitation to join the civic visit to Wesel in August, with transportation costs met from the twinning budget.

AGENDA ITEM 12: PASSCHENDAELE COMMEMORATION

At 10am on 19th June the Mayor will raise the Armed Forces Flag in readiness of the Armed Forces Weekend events taking place in Felixstowe over the weekend of 24th and 25th.

Following the flag raising, the Mayor, Members of the Town Council and the Felixstowe Branch of the Royal British Legion will gather across the road for a short service at Felixstowe War Memorial to commemorate the forthcoming centenary of the Battle of Passchendaele. Members of the public and invited guests are welcome to attend this solemn event.

Committee is requested to note arrangements for the commemoration of the Battle of Passchendaele on Monday 19th June 2017.