



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr D Savage (Chairman)	Cllr Jon Garfield
Cllr S Gallant (Vice Chairman)	Cllr T Green
Cllr C Barham	Cllr M Jepson
Cllr S Bloomfield	Cllr S Wiles
Cllr P Coleman	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 21 February 2018** at **7.30pm** for the transaction of the following business:

A G E N D A

1. Public Question Time

Up to 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any relevant matters.

2. Apologies

To receive apologies for absence.

3. 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.

4. 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.

5. Confirmation of Minutes

To confirm the Minutes of the Civic & Community Committee meeting held on 13 December 2017 as a true record. **(Pages 3-7)**

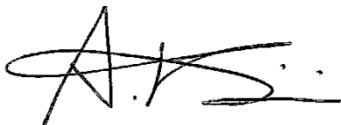
6. Civic & Community Budget Report

To receive the Civic & Community Budget report to 9 February 2018 and consider any actions deemed necessary. **(Page 8 & Appendix A)**

7. Occasional Grants Policy

To review Council's Occasional Grants Policy and make any recommendations to Council. **(Page 9 & Appendix B)**

- 8. Press & Media Policy**
To review Council's Press & Media Policy and make any recommendations to Council. **(Page 9 & Appendix C)**
- 9. CCTV Report: Q3 2017/18**
To consider an update report on CCTV and the Police report for the quarter October - December 2017, and decide on any action deemed necessary. **(Page 9 & Appendix D)**
- 10. Christmas Ice Rink**
To consider any arrangements for the provision of a synthetic ice rink in December 2018. **(Page 10)**
- 11. Twinning Report**
To consider a report and potential policy relating to the Council's Twinning arrangements. **(Pages 10-12)**
- 12. Annual Photographic Competition**
To consider launching an annual photographic competition and decide on any arrangements. **(Page 12)**
- 13. Council Newsletter**
To review provisions for the production of the Council's printed newsletter. **(Page 13)**
- 14. Tree for the Queen**
To note the planting of a Whitebeam Sorbus in Allenby Park to commemorate the Queen's Sapphire Jubilee in 2017. **(Page 13)**
- 15. PSPO Working Group Update**
To consider any update from the Public Space Protection Orders (PSPO) Working Group following a recent meeting. **(Pages 13-14)**
- 16. Remembrance 2018**
To discuss potential plans for Civic Remembrance events in this Centenary year of the end of the First World War. **(verbal report)**
- 17. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 19 April 2017 at 7.30pm.



Ash Tadjrishi
Town Clerk
14 February 2018

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

407. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 6 December 2017.

It was RESOLVED that the Budget Report to 6 December 2017 be received and noted as presented, with no other action required at this time.

408. OCCASIONAL GRANTS: ROUND 2 2017/18

Committee considered completed applications for funding received prior to the 30 November 2017 deadline, for the second round of Occasional Grants. The total of grant funding requested in this second round being £41,364.14.

The Town Clerk advised that there was £12,613 available in the funding pot plus a further £540 which had been awarded by the Committee and ring-fenced for Seaton Road Methodist Church. Members were advised that the Methodist Church had been successful in achieving a funding surplus for their project and it was therefore agreed that the £540 award should be returned to the funding pot and made available to other eligible projects. This being the case the funding pot for this second round of grant application was confirmed as being £13,153.

Following consideration of all the eligible applications which had been received, Committee proposed that grants be awarded on the following basis:

1st Walton Rainbows

Awarded **£300.00** to purchase craft materials, including pens, paints, paper and additional supplies such as tissue paper, printing cartridges etc

356 (Felixstowe) Squadron, Air Training Corps

Awarded **£400.00** towards fitness and sports equipment to aid fitness programme which counts towards Duke of Edinburgh award Physical section and inter-squadron sport competitions.

ActivLives

Awarded **£582.00** towards Walton ActivHub upgrade.

Felixstowe Area Community Transport Ltd (FACTS)

Awarded **£2,000.00** towards replacing 5/6 seater specialised, wheelchair accessible MPV type vehicle/bus.

Felixstowe Book Festival

Awarded **£579.57** towards three promotional banners.

Felixstowe Hockey Club

Awarded **£500.00** towards goalkeeping kit.

Felixstowe Opportunity Group

Awarded **£1,500.00** towards safety improvements to the outside play area, to extend play area and repair wheelchair ramp to play area.

FOPWA

Awarded **£4,500.00** towards the replacement of two roller shutters at "the Hut"

Music in Felixstowe

Awarded **£400.00** towards room hire for the 'Music for old people in Felixstowe' project.

Parkrun Ltd

Awarded **£300.00** towards start-up items for Parkrun Felixstowe including a gazebo, megaphone, table and clipboards.

Revitalise Respite Holidays

Awarded **£354.00** towards respite breaks for disabled people and their carers from Felixstowe.

Rotary Club of Felixstowe Landguard

Awarded **£500.00** towards the second Felixstowe Kite, Craft, Kids and Car Festival.

Felixstowe Time Banking (c/o Community Action Suffolk)

Awarded **£1,000.00** towards a Timebanking pilot in Felixstowe.

It was RESOLVED that for the second round of Occasional Grants for 2017/18 a total of £12,915.57 be awarded and approved for payment on the basis of the schedule above.

409. S106 FUNDS HELD FOR FELIXSTOWE

Members considered the report noting S106 funds held ring-fenced for Felixstowe. It was noted that the current cleared amounts were: £16,671.77 (Play) and £14,251.12 (Sport). The Clerk advised that the figure for Sport did not include a further £5,000 that had been allocated to Rugby yet to be drawn down. Members noted that a further £124,000 S106 sport funding was due to be received in the next few weeks and a meeting was being arranged with the SCDC Active Communities Officer for the Chairman of the Committee and the Town Clerk to discuss possible uses for the funds.

A further report would be brought to Committee in due course.

It was RESOLVED that the S106 funds held for Felixstowe report be noted as received and Members were requested to email the Town Clerk with any ideas they may have for the use the funds.

410. CHRISTMAS EVENTS

Committee noted the arrangements for the Ice Skating event at Great Eastern Square between 20 – 23 December inclusive.

It was RESOLVED that the arrangements for Christmas events be noted.

411. TREE FOR THE QUEEN

Committee considered recommendations received from SC Norse and the SCDC Arboricultural Officer, following Members' requests that a tree should be planted to commemorate the Queen becoming the country's longest reigning monarch and the first to reach their Sapphire Jubilee (65 years).

Following a discussion it was RESOLVED that:

- i. a Whitebeam Sorbus Interemdia Brouwers tree should be purchased for planting in Allenby Park under the guidance of SC Norse;**
- ii. a commemorative plaque be installed reading: "Planted by Felixstowe Town Council in commemoration of the 65th anniversary of the reign of Queen Elizabeth II, who in 2017 became the first British monarch to have a Sapphire Jubilee"; and,**
- iii. funding for the above be authorised via the Felixstowe in Flower 'Flowers and Containers' budget.**

412. FELIXSTOWE-HARWICH-SHOTLEY FOOT FERRY

Committee noted the detailed report on the Harwich Harbour Foot Ferry. With the 3 year agreement coming to an end, members of the Partnership have agreed to fund the Harwich Harbour Ferry Services on the same basis for a further year, with an annual meeting in the diary for November 2018 to discuss future funding on an annual basis.

It was RESOLVED that :

- i. the Felixstowe-Harwich-Shotley Foot Ferry report be noted;**
- ii. it be confirmed that the Town Council's contribution to the Partnership remain at £1,000 for the year 2018/19; and,**
- iii. the Deputy Town Clerk make further enquiries as to whether Harwich Town Council would like to join the partnership to support the operation of the Foot Ferry.**

413. LITTER AND DOG WASTE BINS

Committee considered the Litter and Dog Waste bin report alongside the SC Norse review of litter and dog waste bin provision across Felixstowe, which would achieve comprehensive and adequate coverage of bins in Felixstowe.

RESOLVED that it be recommended to Council that SC Norse's recommendations for additional bins be implemented, using the unspent £1,600 from the 'Street Furniture' budget for 2017/18 and the remainder to be approved from the Community Fund Earmarked Reserve.

414. COMMUNITY EMERGENCY PLAN UPDATE

Committee noted the update on the Community Emergency Plan. Members were interested to view the register and emergency boxes.

It was RESOLVED that the adoption of the Community Emergency plan, the completion of the emergency boxes, register of local resources and the arrangements for the ongoing administration of the CEP be noted.

415. CLOSURE

The meeting was closed at 9.14pm. The next meeting was noted as being scheduled for Wednesday 14 February at 7.30pm.

AGENDA ITEM 6: CIVIC & COMMUNITY BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Civic & Community part of Council's budget. A summary of the position to 9 February 2018 is provided below with a detailed report at **Appendix A**.

09/02/2018		Felixstowe Town Council					Page No 1		
08:56		Summary Income & Expenditure by Budget Heading 09/02/2018							
Month No : 11		Cost Centre Report							
			Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
301	Civic & Community	Expenditure	31,854	31,874	37,330	5,456		5,456	85.4 %
		Income	3,992	7,562	7,992	-430			94.6 %
302	Section 137 Expenditure	Expenditure	22,096	29,845	31,150	1,305		1,305	95.8 %
303	Felixstowe in Flower	Expenditure	8,902	5,854	9,440	3,586		3,586	62.0 %
		Income	6,718	6,138	4,000	2,138			153.4 %
304	Communication	Expenditure	5,512	4,415	5,798	1,383		1,383	76.1 %
305	Community Projects & Prtnrshps	Expenditure	41,779	39,983	41,866	1,884		1,884	95.5 %
		Income	6,500	0	0	0			0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>		Expenditure	110,142	111,970	125,584	13,614	0	13,614	89.2 %
		Income	17,210	13,700	11,992	1,708			114.2 %
		Net Expenditure over Income	92,932	98,271	113,592	15,321			

Committee is requested to consider the budget report to 9 February 2018 and decide any action it deems necessary.

AGENDA ITEM 7: OCCASIONAL GRANTS POLICY

The Civic & Community Committee is responsible for considering and awarding small grants to eligible organisations as set out by Council's Occasional Grants Policy.

The policy is intended to provide clear and comprehensive guidance to anyone who may be interested in applying for grants from the Town Council; as well as a framework for Members when considering applications.

The policy is published to raise the profile of the availability and provision of grants from the Town Council.

Council for the second year running has approved a provision of £25,000 towards Occasional Grants in 2018/19. Applications will be considered by Committee at two stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £12,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2018/19 cannot exceed £25,000 without approval from Council.

The current policy is attached at **Appendix B** for review. No changes are being proposed.

Committee is requested to review the Occasional Grants Policy and recommend to Council for approval.

AGENDA ITEM 8: PRESS & MEDIA POLICY

Council approved its Press & Media Policy in March 2017 which is now due for review and is attached at **Appendix C**. No changes are being proposed.

Committee is requested to review the Press & Media Policy and recommend to Council for approval.

AGENDA ITEM 9: CCTV REPORT: Q3 2017/18

Council is currently in year two of a three-year agreement with STC Solutions to provide full service and maintenance of all FTC and SCDC owned CCTV cameras and associated equipment (to July 2019).

Committee is to receive the reports for Quarter 3 2017/18 for the period 1 October to 31 December 2017 from Sgt. Peter Street and STC Solutions which are provided at **Appendix D**.

Committee is requested to receive the Q3 2017/18 CCTV report and consider any action deemed necessary.

AGENDA ITEM 10: CHRISTMAS ICE RINK

The Town Council provided a synthetic Ice Rink for the third year running at Great Eastern Square in December 2017.

The East of England Coop supported the event with sponsorship totalling £3,000+VAT and permission to use the land and services.

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.

The Clerk has discussed the possibility of a 15x10m rink, manned 11am to 7pm for 4 days from Thursday 20th to Sunday 23rd December (10am-6pm on the Sunday). 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 11: TWINNING REPORT

The Town Council makes and receives civic visits with Felixstowe's twin-town Wesel, Germany, on an annual basis. In 2017 a civic party comprising the Mayor and Mayoress, immediate past-Mayor and Consort, Town Clerk and Mayor's Secretary visited Wesel for PPP-Stadtfest which took place on the first weekend in August. Transportation costs for the civic party were met from the Council's twinning budget with accommodation and meals provided by the German hosts.

Following the recent visit to Wesel, the Mayor commented on the challenge of acting as the Council's representative whilst experiencing the town for the first time. A further consequence of this is the pressure on the past-Mayor to step back from a leadership role whilst simultaneously facilitating networking opportunities between the two towns from their experienced position.

The Town Clerk has visited Wesel twice in the past four years and has been ordinarily expected to accompany the civic party on an annual basis. Whilst it is important for the civic party to be supported by a Town Council officer, it would ease the expectation on the Town Clerk and provide valuable experience for other staff if a more generic protocol was introduced.

It has therefore been suggested that future civic visits to Wesel could confirm to a simple policy to include the following elements:

Twinning – Civic visits to Wesel

- An annual visit is made to Felixstowe's twin town of Wesel in Germany which usually coincides with special events in the town or a notable anniversary.
- The official civic delegation should consist of the Mayor of Felixstowe and Mayoress/Consort, the Deputy Mayor and Deputy Mayoress/Consort plus an

officer of the Town Council (usually the Town Clerk, Deputy Town Clerk or Mayor's Secretary).

- Travel expenses for this delegation of up to 5 people will be met from the Council's Twinning budget. Economy travel should be used insofar as it may be possible to keep costs to a minimum.
- Where other spouses/partners or Council Members wishing to attend in their own right are accompanying the party each shall be responsible for payment of their own expenses.
- Accommodation, transfers and any costs associated with the civic programme in Wesel will be met by the Wesel council and/or twinning association.
- All delegates will be responsible for their own travel and health insurance.
- Official gifts may be exchanged during the visit. As a general guideline, the Town Council will not in normal circumstances spend more than £xx on its gift. Other, personal, gifts may be exchanged if so wished but must be down to the individual and at their own cost.

Twinning – Civic visits from Wesel

- A civic delegation is received from Felixstowe's twin town of Wesel which usually coincides with special events in the town or a notable anniversary.
- The Town Council will make arrangements for the accommodation of the official civic delegation from Wesel during their stay and agree a programme of events, in consultation with the Felixstowe-Wesel Association and the civic delegation in Wesel.
- Accommodation, transfers and any costs associated with the civic programme in Felixstowe will be met by the Town Council from the Twinning budget and/or the Felixstowe-Wesel Twinning Association.
- All delegates will be responsible for their own travel and health insurance.

Twinning (General)

- Felixstowe has been twinned with Wesel in Germany for over 40 years. This valued partnership is supported by the Town Council and it appoints three representatives to the Felixstowe Wesel Association, to which the Mayor is honorary president.
- Felixstowe has also been linked with Salzwedel for over 20 years. This valued partnership is supported by the Town Council and it appoints one representative to the Salzwedel Partnership Association, to which the Mayor is honorary president.

- In accordance with the Town Council's Business Plan 2016-2020, the Town Council will seek to promote cultural/school/educational/sporting links with Wesel and Salzwedel by local organisations and individuals.
- There are currently no civic visits being organised with Salzwedel, Felixstowe's other partnership town in Germany. However, the Felixstowe-Salzwedel Association remains active and retains a strong bond with their German counterparts.

Committee will also wish to note that Mrs Mary Cotterell has recently retired from the position of Secretary of the Felixstowe Wesel Association, a role which she has undertaken for the past 25 years. Her daughter-in-law, Sophie, has taken up the reigns and is keen to continue Mary's work and further develop relationships between the two towns.

Committee is requested to consider the report on twinning and decide on any actions it deems necessary.

AGENDA ITEM 12: ANNUAL PHOTOGRAPHIC COMPETITION

Landguard Partnership, in conjunction with VisitFelixstowe, has for many years been running the highly popular annual photographic competition. There are no plans to run the competition again and it has come to a natural end.

This year the Mayor ran a very successful photo competition to promote the Mayor's Christmas Card which was then printed and made available for sale; the proceed of which going towards the Mayor's charities.

The Town Council also held a photographic competition in conjunction with the 1st anniversary of its website in July 2016.

Following discussion with the Mayor, Deputy Mayor, VisitFelixstowe, the Landguard Project Officer and Town Council Officers, an annual competition is being proposed to combine some of the elements above.

The suggestion is for an Annual Felixstowe Photo competition to be launched with three main themes, publicised on the Town Council and Visit Felixstowe websites with voting from the general public taking place online to find a shortlist of finalists.

The winner could be used for the Mayor's Christmas Card and the top 4 from each theme could also be used to create a calendar to be sold from September to January. It is proposed that the final judges could be the Mayor, Deputy Mayor, representatives from VisitFelixstowe, Landguard Partnership and Felixstowe Photographic Society.

Once the winner has been announced the competition could then be reopened for the following year's competition.

Committee is requested to consider the proposal for an annual photographic competition and to decide on any actions deemed necessary.

AGENDA ITEM 13: COUNCIL NEWSLETTER

As part of its ongoing commitment to community engagement, the Town Council produces a bi-monthly printed newsletter which is distributed to all IP11 households in Felixstowe.

Quotes have been sought on the same basis from a local company and the current supplier for 2018/19 and will be provided at the meeting for comparison purposes.

Over the longer-term, Members may wish to review the format and frequency of the newsletter and explore the possibility of moving to a larger, quarterly publication, perhaps in conjunction with Visit Felixstowe on a seasonal basis.

Committee is requested to review provisions for the production of the Council's printed newsletter.

AGENDA ITEM 14: TREE FOR THE QUEEN

At the previous meeting Committee decided to plant a Whitebeam Sorbus Interemdia Brouwers tree at Allenby Park to commemorate the Queen becoming the country's longest reigning monarch and the first to reach their Sapphire Jubilee (65 years). *Minute #411 of 2017/18 refers.*

At midday on 27th February 2018 the tree will be planted alongside a plaque reading:

"Planted by Felixstowe Town Council in commemoration of the 65th anniversary of the reign of Queen Elizabeth II, who in 2017 became the first British monarch to have a Sapphire Jubilee"

The Mayor of Felixstowe and the Chairman of the Civic & Community Committee will be in attendance and all Town Councillors are welcome to join them.

Committee is requested to note the planting of a Whitebeam Sorbus in Allenby Park to commemorate the Queen's Sapphire Jubilee in 2017.

AGENDA ITEM 15: PSPO WORKING GROUP UPDATE

Civic & Community Committee is tasked with considering any recommendations as to the possible wider application of Public Space Protection Orders (PSPOs) for Felixstowe (*Minute #502 of 2016/17 refers*).

The Civic & Community Committee set up a small Working Group, comprising Cllrs P Coleman, S Gallant, T Green and D Savage, to consider the various opportunities and potential issues around PSPOs (*Minute #577 of 2016/17 refers*).

At the previous meeting the Working Group reported that it was considering areas in Felixstowe which were currently covered by Designated Public Place Orders and which would need to be converted in to PSPOs if they were to continue to be enforceable. Furthermore, the Group would be considering provisions relating to areas where dogs should be on leads in Felixstowe, the launching and landing of jet skis, and the merits of a specific PSPO for Martello Park.

A meeting of the PSPO Working Group is planned for 21st February, immediately prior to this Civic & Community Committee meeting.

It is anticipated that Members will provide a verbal report on any final recommendations with regards to the making of any new or additional PSPOs that it believes may be beneficial to Felixstowe.

Committee is requested to consider any update from the PSPO Working Group following their earlier meeting.
