



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 18 April 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 21 February 2018 as a true record. **(Pages 3-9)**

**6. Civic & Community Budget Report**

To receive the Civic & Community Budget report to 31 March 2018 and consider any actions deemed necessary **(Page 10 & Appendix A)**

- 7. Annual Grants and Other Payments**  
To note and authorise the payment of annual grants and other annual payments as approved for 2018/19. **(Page 11)**
- 8. Felixstowe Photo Competition**  
To consider Council's support for an annual Felixstowe Photo Competition. **(Page 12)**
- 9. Community Engagement Strategy 2018-19**  
To review the Council's Community Engagement Strategy. **(Appendix B)**
- 10. Civic Awards/ Annual Town Meeting**  
To consider arrangements for the Council's Civic Awards scheme and the Annual Town Meeting. **(Pages 13-14)**
- 11. Suffolk Day 2018**  
To consider Council's participation in Suffolk Day on 21 June 2018. **(Page 14)**
- 12. Armed Forces Weekend Legacy Grant Update**  
To receive an update on grant applications received and awarded by the panel. **(Page 15)**
- 13. Remembrance 2018**  
To receive an update on preparations for Remembrance events in 2018. **(Page 16)**
- 14. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 20 June 2018 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**12 April 2018**

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 5: CONFIRMATION OF MINUTES**

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 21 February 2018** at **7.30pm**

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)

**IN ATTENDANCE:** 1 Member of the public

### **499. PUBLIC QUESTIONS**

There were none.

### **500. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Jepson**.

### **501. DECLARATIONS OF INTEREST**

| <b>Member(s)</b>   | <b>Minute No.</b> | <b>Nature of Interest</b>  |
|--|-------------------|--|
| Cllr S Bloomfield<br>Cllr P Coleman<br>Cllr S Gallant<br>Cllr T Green<br>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)           |

### **502. REQUESTS FOR DISPENSATION**

There were none.

### **503. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Civic & Community Committee meeting held on 13 December 2017 be signed as a true record.

### **504. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 9 February 2018.

The Chairman reported that following a recent Youth Forum meeting the young people in attendance had been considering how to use their allocated budget

and had voted to use the funds to bring activities, such as trampolines, to the seafront for young people to enjoy.

**It was RESOLVED that the Budget Report to 9 February 2018 be received and noted as presented, and the Youth Forum activities approved, with no other action required at this time.**

**505. OCCASIONAL GRANTS POLICY**

Committee considered the Occasional Grants Policy. A short discussion was held as to whether the eligibility criteria should be revised to remove the condition that grant funding would not be provided for general on-costs such as staffing, utility bills etc. Members agreed that this should remain in at this time as the Council's Occasional Grants was not intended to underpin the general sustainability of local organisations.

**RESOLVED that Occasional Grants Policy for 2018/19 be recommended to Council for adoption as presented with no changes.**

**506. PRESS & MEDIA POLICY**

Council considered the Press & Media Policy.

**RESOLVED that the Press & Media Policy for 2018/19 be recommended to Council for adoption as presented with no changes.**

**507. CCTV REPORT: Q3 2017/18**

Committee noted the report on CCTV from Sgt Street and service maintenance report from STC Solutions for the period 1 September – 31 December 2017.

Members noted that the CCTV equipment was working well and a responsive service was being received from STC Solutions. Members discussed the potential need for more volunteers to monitor the system and it was agreed that volunteering opportunities could be promoted by the Town Council and Felixstowe Forward as and when Suffolk Constabulary request such support.

It was noted that from July 2018 Council would enter the final year of the current 3-year maintenance contract with STC. Members discussed the benefits of using the current provider and other possible avenues in relation to the monitoring and maintenance of the CCTV system. The Chairman and Cllr Gallant reported on a visit to Wherstead Park's 'Arc' facility to observe the surveillance process there. A basic estimation of the cost to transfer the monitoring of Felixstowe to the Arc was given as around £100k.

Though the CCTV system was not actively monitored at all times it records 24/7. It can be set to point in the direction of a particular area of concern (e.g. at ATMs if there is a spate of issues involving ATMs) or programmed to monitor different areas at different times of the day to. When volunteers are working, the cameras can zoom in and police resources can be called upon when necessary by radio.

The report from STC Solutions showed camera 15 being out of action twice and the Clerk agreed to find out which camera this was and whether there were any ongoing issues with this unit.

It was noted that the Chamber of Commerce had once been a financial supporter towards the CCTV system but no longer contributed. The Clerk agreed to make enquiries with the Chamber as to whether they feel that there is any value in CCTV.

**RESOLVED that the CCTV report be noted, and the Clerk investigates further details of camera 15.**

#### **508. CHRISTMAS ICE RINK**

Members reviewed the recent ice rink event in the lead up to Christmas 2017. It was agreed that the timing had been much better this time around and coinciding with school holidays had resulted in a large increase in footfall. Committee was pleased to note the positive comments broadcast by BBC Radio Suffolk during their programme on site during the launch event. Entertainment provided by Fresh Gold Radio who attended on the Friday during the event had also been a very positive addition; creating a vibrant atmosphere and engaging with participants through the day. The Clerk reported that, although the catering concession brought a small income which offset some of the cost of the event, the caterers had indicated that the public attending were not spending much money on food and drink.

Members considered the dates for the Christmas Ice Rink and agreed that it should be provided for four days from Thursday 20<sup>th</sup> to Sunday 23<sup>rd</sup> December to again avoid the school term. The Clerk advised that a 25% deposit would need to be paid to the operator to secure the rink booking.

**RESOLVED that the deposit payment of £1,512.50+VAT be approved and paid on the 1 April 2018 from the 2018/19 budget in order to confirm the provision of a synthetic ice rink at Great Eastern Square from Thursday 20th to Sunday 23rd December 2018; and, a report on further arrangements for the event to be brought to Committee in due course.**

#### **509. TWINNING REPORT**

Members considered the report on twinning including a draft twinning policy. The policy suggested that 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). Members agreed that other Officers of the Town Council should be able to substitute for one of the delegation if considered appropriate and at the Town Clerk's discretion.

Members agreed it was important to specify the number of delegates from Wesel for which costs are met by the Town Council, in the policy. Official gifts exchanged during visits should not exceed £50.

Having noted that Mrs Mary Cotterell was standing down as Secretary to the Felixstowe Wesel Association after 25 years, Members agreed that a small gift should be purchased for Mary as a token of appreciation from the Town Council, to a value of £25 from the Twinning budget.

Members noted that there were currently no civic visits being organised with Salzwedel and the Chairman gave some background on the reasons for this relating to recent electoral challenges with the Salzwedel council and the town's financial situation. It was suggested that the Mayor send a letter in the meantime to maintain ongoing positive relationship with Salzwedel. Cllr S Wiles offered to translate the letter in to German.

Members discussed the range of benefits twinning gave the town and it was agreed that more could be done to promote and publicise twinning activities. Members noted how several local sports clubs and Level Two regularly go on exchange visits and members felt that not enough residents were aware of the benefits that twinning brings to the town.

**It was RESOLVED that:**

- i. The report on twinning be noted;**
- ii. The policy for twinning and civic visits be developed to include the amendments agreed in relation to officer attendance;**
- iii. a gift to be purchased for the Secretary of the Felixstowe Wesel Association, Mrs Mary Cotterell, on the occasion of her retirement to a value of £25 from the twinning budget;**
- iv. the Mayor be requested to write a letter to Salzwedel to maintain contact; and,**
- v. the benefit of town twinning be further promoted and in order to raise the profile of opportunities for exchanges between Felixstowe and Wesel.**

#### **510. ANNUAL PHOTOGRAPHIC COMPETITION**

Members considered the legacy of the Landguard Photo Competition and supported the principle of introducing a new competition which would be broadened out across Felixstowe since it was known that the Landguard Partnership was no longer going to run their competition. Following discussion, Members agreed to the principle of such a competition but it was felt that the Mayor should be able to decide whether they wished to use the winner for the Mayor's Christmas Card rather than this being built in to the format.

**It was RESOLVED that:**

- i. the Clerk works with Visit Felixstowe to agree the basis for an annual Felixstowe photographic competition; and,**
- ii. further details and recommendations should be brought to the next Civic & Community meeting.**

## **511. COUNCIL NEWSLETTER**

Members considered the current bi-monthly newsletter provision which is distributed to all IP11 households in Felixstowe. Members agreed that a quarterly newsletter with a broader content and larger than two sides could be a great improvement to the current newsletter. A quarterly frequency would fit well with seasonal offers, and the larger newsletter would have more room to highlight community features.

It was reported that not all members living in Felixstowe received the Spotlight magazine and Council newsletter. The Clerk agreed to raise this with the supplier.

The Clerk provided two quotes for the forthcoming year to continue to provide the bi-monthly newsletter, with a view to Committee being able to consider longer-term improvements during 2018-19 and the potential of a new quarterly newsletter from April 2019.

**It was RESOLVED that:**

- i. the newsletter continues in its current form with the current supplier for the year 2018/19;**
- ii. the Clerk makes investigations to ensure that the newsletter is being received by all households in Felixstowe; and,**
- iii. the Clerk to report back to Committee on the viability and cost of producing a more comprehensive, quarterly publication from April 2019.**

## **512. TREE FOR THE QUEEN**

Members noted the report on the Tree for the Queen.

**RESOLVED that the planting of a Whitebeam Sorbus in Allenby Park to commemorate the Queen's Sapphire Jubilee at 12 noon on 27 February 2018 be noted and that all Members were invited.**

## **513. PSPO WORKING GROUP UPDATE**

Committee received a verbal update from the PSPO Working Group Members following a meeting held earlier that evening.

The Clerk reported that there were currently three PSPOs now applicable to the town, each of which related to the control of dogs: Children's Play Areas, Dog Fouling and Landguard Point Nature Reserve.

Council's request that SCDC consider options for the PSPO relating to Dogs on Felixstowe Beach was due to be put out for public consultation before a final decision would be made.

Following the Town Council's request that SCDC's district-wide 'Dogs on Leads (General)' PSPO be withdrawn in lieu of more localised arrangements being considered, SCDC had agreed and are seeking input from FTC as to how this might look in Felixstowe.

The Working Group considered a number of locations but agreed that the localised 'Dogs on Leads (Felixstowe)' PSPO should only require dogs to be kept on leads at Martello Park, in Sea Front Gardens (including the Town Hall gardens) and Langer Park play area.

The Group's general approach had been to not seek a PSPO unless there was already evidence of an ongoing nuisance to which a PSPO was likely to offer a viable deterrent. It was noted that PSPOs could be introduced in a relatively responsive way if new issues were to arise in the future.

Of the former 13 areas of the town where there had been DPPOs (Designated Public Place Orders) controlling the drinking of alcohol, the Group had given consideration to the introduction of a PSPO prohibiting the drinking of alcohol on Hamilton Road. However, as there was no current evidence to suggest this was an issue that required action, it was agreed that this should not be requested at this time but perhaps reconsidered if drinking on the streets became a problem. One factor in the Group's thinking was the need for clear signage outlining the PSPO rules in each area to which it applied and the Group did not think this would give a positive impression of the town centre.

Consideration was also given to a PSPO relating to the use of jetskis, however, the Group recommended that a more positive way be found to promote the safe enjoyment of watersports activities in Felixstowe, rather than via enforcement tools and prohibition as a preferable approach.

**RESOLVED that the update report on PSPO Working Group be noted and it be recommended to Council that SCDC be requested to introduce a Dogs on Leads (Felixstowe) PSPO to require that dogs be kept on leads at Martello Park, within the Seafront Gardens and in Langer Park play area.**

#### **514. REMEMBRANCE 2018**

The Clerk gave a verbal report on plans for the Centenary Remembrance 2018. Members agreed that a 'project board' should be set up to oversee and support Remembrance events and to ensure that Council was aware of what was being planned to mark the Centenary. The project board would consist of representatives from St. John's Church, the Royal British Legion and Council officers, with opportunities for Council Member involvement as the plans progressed. It was noted that a member of the public had already volunteered to assist with a reflective tribute on the occasion and that plans would involve the Felixstowe Museum, Felixstowe Society and Landguard Fort.

Members requested that Remembrance 2018 becomes a rolling agenda item.



It was noted that to date no applications had been received for the Armed Forces Weekend Legacy Grant fund. Members were asked to continue to promote the availability of the grant fund.

Subsequent to a Member's query as to the length of time wreaths should remain at the War Memorial after Remembrance, guidance from the RBL confirmed that there was no formal limit.

**It was RESOLVED that:**

- i. the Remembrance 2018 update report be noted;**
- ii. Remembrance 2018 becomes a rolling Agenda item; and,**
- iii. Members continue to promote the Armed Forces Weekend Legacy Grant Fund.**

#### **515. CLOSURE**

The meeting was closed at 9.28pm. The next meeting was noted as being scheduled for Wednesday 18 April 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 31 March 2018 is provided below with a detailed report at **Appendix A**.

| 12/04/2018                                |                                | <b>Felixstowe Town Council</b>                                       |                        |                       |                          |                          | Page No 1          |                |
|---|--------------------------------|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 12:48                                     |                                | <b>Summary Income &amp; Expenditure by Budget Heading 31/03/2018</b> |                        |                       |                          |                          |                    |                |
| Month No : 12                             |                                | <b>Cost Centre Report</b>  |                        |                       |                          |                          |                    |                |
|   |                                | Actual Last<br>Year  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Of<br>Budget |
| 301                                       | Civic & Community              |  |                        |                       |                          |                          |                    |                |
|   | Expenditure                    | 31,854   | 34,509                 | 37,330                | 2,821                    |                          | 2,821              | 92.4 %         |
|   | Income                         | 3,992  | 7,562                  | 7,992                 | -430                     |                          |                    | 94.6 %         |
| 302                                       | Section 137 Expenditure        |  |                        |                       |                          |                          |                    |                |
|   | Expenditure                    | 22,096   | 30,403                 | 31,150                | 747                      |                          | 747                | 97.6 %         |
| 303                                       | Felixstowe in Flower           |  |                        |                       |                          |                          |                    |                |
|   | Expenditure                    | 8,902  | 8,976                  | 9,440                 | 464                      |                          | 464                | 95.1 %         |
|   | Income                         | 6,718  | 6,246                  | 4,000                 | 2,246                    |                          |                    | 156.2 %        |
| 304                                       | Communication                  |  |                        |                       |                          |                          |                    |                |
|   | Expenditure                    | 5,512  | 5,971                  | 5,798                 | -173                     |                          | -173               | 103.0 %        |
| 305                                       | Community Projects & Prtnrshps |  |                        |                       |                          |                          |                    |                |
|   | Expenditure                    | 41,779   | 41,779                 | 41,866                | 87                       |                          | 87                 | 99.8 %         |
|   | Income                         | 6,500  | 0                      | 0                     | 0                        |                          |                    | 0.0 %          |
| <b><u>INCOME - EXPENDITURE TOTALS</u></b> |                                |  |                        |                       |                          |                          |                    |                |
|   | Expenditure                    | <b>110,142</b>   | <b>121,637</b>         | <b>125,584</b>        | <b>3,947</b>             | <b>0</b>                 | <b>3,947</b>       | <b>96.9 %</b>  |
|   | Income                         | <b>17,210</b>  | <b>13,808</b>          | <b>11,992</b>         | <b>1,816</b>             |                          |                    | <b>115.1 %</b> |
|   | Net Expenditure over Income    | <b>92,932</b>  | <b>107,829</b>         | <b>113,592</b>        | <b>5,763</b>             |                          |                    |                |

Committee is advised that, whilst the figures are up to date as of the year end date of 31 March 2018, they are subject to change due to any final invoices and payments as part of the year end process. The final accounts position will be reported to Council in accordance with the usual accounts and audit procedures.

**Committee is requested to consider the budget report to 31 March 2018 and decide on any action it deems necessary.**

## **AGENDA ITEM 7: ANNUAL GRANTS AND OTHER PAYMENTS**

In accordance with Committee's budget recommendations (*Minute #260 of 20 September 2017*), at its meeting of 10 January 2018 Council approved provisions for Annual Grants totalling £6,800 and other annual payments for 2017/18 (*Minute #437 of 2017/18 refers*). The receiving organisations were to be as follows:

### **As Annual Grants:**

|  |               |
|--|---------------|
| Art on the Prom                                  | £1,250        |
| Citizen's Advice Bureau                          | £1,500        |
| Felixstowe Carnival                              | £1,500        |
| Felixstowe Council for Sport and Recreation      | £200          |
| Felixstowe Volunteer Coast Patrol Rescue Service | £1,500        |
| Landguard Fort                                   | £1,000        |
| Wesel Twinning Association                       | £200          |
| Salzwedel Twinning Association                   | £200          |
| <b>Total</b>                                     | <b>£7,350</b> |

### **Through Community Fund Projects:**

|  |                |
|--|----------------|
| Level Two                                  | £10,000        |
| Landguard Partnership                      | £1,000         |
| Harwich Harbour Ferry Services Partnership | £1,000         |
| Felixstowe Forward ( <i>year 1 of 3</i> )  | £20,000        |
| <b>Total</b>                               | <b>£32,000</b> |

**Committee is requested to note the above and approve the payment of Annual Grants and other annual payments for 2018/19.**

---

## **AGENDA ITEM 8: FELIXSTOWE PHOTO COMPETITION**

At the previous meeting Committee considered the legacy of the Landguard Photo Competition and supported the principle of introducing a new competition which would be broadened out across Felixstowe. It was agreed that the Town Clerk should liaise with Visit Felixstowe to agree the basis for an annual Felixstowe photographic competition and bring details and recommendations to Committee. (*Minute #510 of 2017/18 refers.*)

Following a meeting with representatives from Visit Felixstowe, the following is being proposed:

The new photographic competition will be called The Felixstowe Photo Competition and will be run in conjunction with Visit Felixstowe, Felixstowe Town Council and Landguard Partnership.

Three categories are proposed:

1. **Iconic Felixstowe:** Photos that are uniquely reflective of Felixstowe and could include historic buildings of Felixstowe, the Port of Felixstowe, Seafront Gardens.
2. **Fun Felixstowe:** Photos could include beaches, activities, family, fun days out in Felixstowe.
3. **Undiscovered Felixstowe:** Unusual photos with a different perspective on Felixstowe, could include close ups, wildlife etc.

It is proposed that the new competition could be announced at the Annual Town Meeting at the Academy on Wednesday 9<sup>th</sup> and followed by a Press Release.

To run effectively, entries for the competition would close annually on 31<sup>st</sup> March with voting open to the public for their top 12 photos from 1st April until the end of April.

Photos and voting would be hosted on a gallery on the Visit Felixstowe website and moderated by the web manager.

The 12 top photos will then be judged by a panel to include the Mayor, a representative from the Landguard Partnership, a representative from Visit Felixstowe, a local professional photographer and a local journalist.

Each of the top 12 would receive a large print of their photo, with the winner being presented with a trophy at the Annual Town Meeting and possibly a cash prize.

**Committee is requested to consider the proposals for the annual Felixstowe Photo Competition and decide whether the Town Council should support the initiative as described.**

## **AGENDA ITEM 10: CIVIC AWARDS/ANNUAL TOWN MEETING**

Council's Civic Awards, now in its 15<sup>th</sup> year, will be presented as part of the Annual Town Meeting, held this year at Felixstowe Academy at 7pm on Wednesday 9<sup>th</sup> May 2018.

The Civic Awards panel, comprising the Mayor, Deputy Mayor, immediate Past Mayor, Chairman of F&GP and Chairman of Civic & Communities met to decide on the award recipients.

There are 5 Mayor's Awards – recognising local individuals for their personal contribution to the community; the Community Award - to recognise the contribution to the community by a local organisation (traditionally nominations were only invited from Town Councillors) and the HMS Ganges Youth Trophy - presented to a local young person (aged 21 or younger) or organisation supporting young people in Felixstowe.

In 2015/16 Committee considered arrangements for the 2016 Civic Awards and discussed whether to widen the age range for the HMS Ganges Youth Trophy to include young people up to the age of 25. At that time it was agreed that the age limit of 21 be retained (*Minute #444 of 2015/16 refers*).

Members may feel it is appropriate to review the current arrangements for the Civic Awards and consider any changes for 2019 onwards, such as; the makeup of the awarding panel; formally opening up the Community Award to enable nominations from members of the public to be received; and/or, widening the age range for the Youth Trophy.

For example, the United Nations' universal definition of youth is described as those persons between the ages of 15 and 24 years. All UN statistics on youth are based on this definition, as illustrated by the annual yearbooks of statistics published by the United Nations system on demography, education, employment and health.

Committee may wish to consider the questions on the nomination form, for example, currently the form does not ask for how long has the nominee been involved with the activity/activities for which you are being proposed and award. It should also make it clear that nominations for community work carried out as part of employment or one's own business activities will either not be accepted, or if they are going to be accepted, the fact that their nomination is connected to their employment/business should be indicated.

An opportunity for a separate local business award is being explored with the Felixstowe Chamber of Trade and Commerce for the 2019 Annual Town Meeting.

At this year's Annual Town Meeting the Mayor will give his annual report, announce the fundraising total for his charities – presenting their cheques - as well as presenting the Civic Awards.

Charities and organisations which the Council has supported by way of an occasional or annual grant in 2017/18 have been also invited to attend to promote

their group and provide a short written report about their activities over the past year. These reports will not be formally read out at the meeting but those attending will be given a copy and directed to them in the agenda.

The inaugural Felixstowe Photo Competition, run in conjunction with Visit Felixstowe, Felixstowe Town Council and Landguard Partnership, will also be launched.

Following this the winner of the first Visit Felixstowe Tourism Award will be announced and the prize presented.

As the Annual Town Meeting is not a Council meeting but rather an opportunity for local electors to convene and discuss any local matters they wish to raise, there is a public session on the agenda following the above items.

At the end of the meeting there will be light refreshments in the Atrium with some displays from the local charities and organisations who have been invited to attend.

**Committee is requested to consider arrangements for the Council's Civic Awards scheme and the Annual Town Meeting**

---

**AGENDA ITEM 11: SUFFOLK DAY 2018**

At its meeting of 21<sup>st</sup> September 2017, Committee resolved that Council should participate in Suffolk Day on 21st June 2018 by the raising of the St. Edmunds flag; and, that Committee would consider further ideas towards this event in due course. (*Minute #263 of 2017/18 refers*)

A flag is being sourced and it has been suggested that the Council may wish to lead on a community litter pick on the day.

The Council lead a spring clean community litter pick locally as part of the tie in with the 'Clean for the Queen' campaign in 2016. This was carried out in support of the 'Love East Suffolk' campaign set up by Suffolk Coastal District Council in 2016 to encourage more volunteers to help keep the environment clean and tidy.

Committee is asked to consider whether such an initiative should be carried out for Suffolk Day 2018. Suffolk Coastal Norse can provide equipment including sacks, disposable gloves, and loan sticks and hoops to groups on request and will also arrange for gathered litter to be collected.

Members are also welcome to put forward alternative suggestions to support Suffolk Day.

**Committee is requested to consider Council's participation in Suffolk Day on 21 June 2018.**

---

## **AGENDA ITEM 12: ARMED FORCES WEEKEND LEGACY GRANT**

At its meeting of 8 November 2017, Council agreed that a ‘Suffolk Armed Forces Weekend Legacy Fund Sub-Committee’ comprising Cllrs D Savage, P Coleman, S Gallant and K Williams be formed the authority to review applications as they are received and make grant awards; and that the Civic & Community Committee would receive regular updates on projects for which applications had been received and any grants awarded. (*Minute #306 of 2017/18 refers*)

Three applications have been received thus far and the Armed Forces Weekend Legacy Grant Sub-Committee have approved the first application, with the other two pending consideration. It is anticipated that Committee may be advised of the outcome of those application by the time of this meeting.

The applications received are as follows:

| <b>Organisation</b>                                      | <b>Amount Requested</b> | <b>Project</b>   |
|--|-------------------------|--|
| Royal Marines Association – East Anglia Region (RMA-EAR) | £500                    | To support “Darrell’s Day” the annual celebration to keep the history of the important battle alive, showcase Landguard Fort and remind the public of the service given to the nation by one branch of the armed forces – the Royal Marines, many of whom have served and are still serving and reside in the region.  |
| Royal British Legion – Felixstowe                        | £500                    | To help fund two representatives (a wreath layer and standard bearer) to attend the Great Pilgrimage 90. A decade after the end of WW1 veterans and war widows visited the battlefields of the Somme and Ypres before marching to the Menin Gate in Ypres.   |
| Black & White Productions                                | £750                    | Working with the Bawdsey Radar Trust and Bentwaters Cold War Museum, Black & White Productions will create a new piece of drama that will celebrate the opening of the Transmitter Block at Bawdsey and the 10 year anniversary of the RAF in East Anglia but specifically in East Suffolk including Felixstowe. The play will be performed in a number of locations including Landguard Fort in Felixstowe. |

**Committee is requested to note the applications received so far for the Armed Forces Weekend Legacy Grant and the decisions of the awarding panel.**

---

## **AGENDA ITEM 13: REMEMBRANCE 2018**

Given the significance of 2018 being the centenary year of the end of WWI, Committee requested that this be a recurring agenda item in order that Members can be kept up to date with plans for remembrance activities and events.

A group consisting of representatives from the Felixstowe Branch of the Royal British Legion, St. John's Church, the Deputy Mayor and officers from Felixstowe Town Council have met to consider a programme of events this year which provisionally include:

### **Launch of the 2018 Poppy Appeal**

Saturday 27<sup>th</sup> October (10.45am for 11am start)

### **Exhibition: Felixstowe in 1918**

Friday 2<sup>nd</sup> – Sunday 18<sup>th</sup> November (TBC)

### **Schoolchildren laying poppies at five local cemeteries/churchyards.**

Thursday 8<sup>th</sup> November

### **Schools' service around War Memorial**

Friday 9 November (10.45-11.15am)

### **Festival of Remembrance at St Johns Church**

Saturday 10<sup>th</sup> November, 7.30pm

### **Civic Remembrance Service at St Johns Church**

Sunday 11<sup>th</sup> November, 9.45am

### **Civic Act of Remembrance at War Memorial**

Sunday 11<sup>th</sup> November, 10.45am

### **Remembrance service at the war graves, Felixstowe Cemetery**

Sunday 11<sup>th</sup> November, 11.50am

### **'Battles Over' Beacon Lighting**

Sunday 11<sup>th</sup> November, 7pm

Once the schedule of events has been finalised, it is expected that a souvenir programme can be printed, to include the service sheet for Remembrance Sunday, highlighting all the activities.

There is also planned to be a cascade of knitted poppies from the top of St Johns tower sweeping down to the entrance of the church.

A wider call to the community groups and cadet organisations is being made to enquire about any related events being planned and to remind all about the Armed Forces Weekend Legacy Grant fund.

**Committee is requested to consider the update on Remembrance 2018, making any recommendations it deems necessary. Opportunities to Members to assist in the planning of these events will be forthcoming.**