



## TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

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

Cllr S Gallant  
Cllr Jon Garfield  
Cllr T Green  
Cllr M Jepson  
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 20 June 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 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.

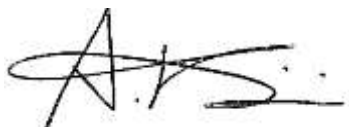
**5. Confirmation of Minutes**

To confirm the Minutes of Civic & Community Committee meeting held on 18 April 2018 as a true record. **(Pages 3-6)**

**6. Civic & Community Budget Report**

To receive the Civic & Community Budget report to 14 June 2018 and consider **(Page 7 & Appendix A)** any actions deemed necessary.

7. **CCTV Report: Q4 2017/18**  
To consider a report on CCTV and the Police report for the quarter January - March 2017 and decide on any necessary actions. **(Page 8 & Appendix B)**
8. **Occasional Grants R1 2018/19**  
To consider occasional grant applications submitted for the first round of Occasional Grants 2018/19, and receive an update on Grants. **(Pages 8-12)**
9. **Annual Grants 2018/19: Felixstowe Volunteer Coast Patrol Rescue Service**  
To consider ring-fenced funds held for FVCPRS in 2018/19 **(Page 12)**
10. **Armed Forces Weekend Legacy Grant Update**  
To receive an update on grant applications received and awarded by the panel. **(Page 13)**
11. **Remembrance 2018**  
To receive an update on preparations for Remembrance events in 2018. **(Page 14-15)**
12. **Felixstowe in Flower 2018**  
To receive an update on arrangements for Felixstowe in Flower 2018. **(Page 16-17)**
13. **Suffolk Day**  
To receive an update regarding the arrangements for the Tea, Coffee and cakes at the Town Hall organised by members of the Committee. **(Page 18)**
14. **NHS 70 year anniversary**  
To receive a report on the NHS 70 year anniversary. **(Page 19)**
15. **2018 Twinning Visit and 45<sup>th</sup> Anniversary of Twinning in 2019**  
To consider a report on the 2018 Twining visit to Wesel and an update on plans for the 45<sup>th</sup> Anniversary of Twinning with Wesel in 2019. **(Page 20)**
16. **Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 19 September 2018 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**15 June 2018**

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

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



## **622. ANNUAL GRANTS AND OTHER PAYMENTS**

Committee considered the report on Annual Grants and other annual payments under its authority. Due to the recent reports of Felixstowe Volunteer Coast Patrol Rescue Service (FVCPRS) suspending their rescue service, committee agreed to keep their annual grant ring-fenced until the FVCPRS are back in operation.

**RESOLVED that the payment of Annual Grants and other annual payments for 2018/19 be approved as presented in the report.**

## **623. FELIXSTOWE PHOTO COMPETITION**

Committee received updated details on the Photo Competition provided by Stephen Rampley. Members requested clarification on the following: The entry requirements currently state that entrants may only submit one photograph for inclusion into one of the three themes. Members enquired whether there was a reason for this, and would like to know whether this can be changed to 1 entry per category. Members noted the long period of time between the competition being launched at the Annual Town Meeting on 9 May and the closing date, the benefit of this long period would be that entrants can capture all seasons. The competition will be promoted via the Town Council's newsletter and regularly on social media. Members suggested that photographs posted online for public voting should be anonymous so that the photo was judged on its content as opposed to the popularity of the entrant. Members also were interested to know the details of the prize once decided. The Deputy Town Clerk will seek clarification on the above matters and report back to committee.

**RESOLVED that Committee supports an annual Felixstowe Photo Competition subject to clarification of the above.**

## **624. COMMUNITY ENGAGEMENT STRATEGY 2018-19**

Committee reviewed the Council's Community Engagement Strategy which was presented with no change from the previous year 2017-18.

**It was RESOLVED that the Community Engagement Strategy as presented be finalised and recommended to Council for adoption for 2018-19.**

## **625. CIVIC AWARDS/ANNUAL TOWN MEETING**

Committee received the report on Civic Awards and the Annual Town Meeting, and the Deputy Town Clerk gave further details of the new format for 9 May 2018.

Members reviewed the current arrangements for the Civic Awards and decided that the makeup of the awarding panel be kept as it is for the current administration. Members agreed that the current panel which comprises of the Mayor, Deputy Mayor, immediate Past Mayor, Chairman of F&GP and Chairman of Civic & Communities is made up of mostly long-standing

members. Members requested that this be re-considered in June 2019 after the new administration to consider a panel which would include newer members, although being a daytime meeting this may be difficult unless moved to the evening.

In previous years the Community Award was restricted to only Councillors nominating as it was felt that Councillors were best placed through their work in the community. This year it was opened up, so that anyone could nominate for this organisation award. Members agreed that the Community Award should in future be opened up to anyone being allowed to nominate.

Members discussed extending the age range from the current range up to age 21, to 25 for the HMS Ganges Youth Trophy. It was decided to retain the age limit to 21 as this was the age young people tended to leave university.

Committee considered the questions on the nomination form, and agreed that it would be useful for the form to ask how long the nominee has been involved with the activity/activities for which they are being proposed for the award. Members also agreed that the form should make it clear whether the activity they are being nominated for is connected to their employment or business. It was agreed that this would not necessarily deter the nominee from being awarded.

Members were pleased that the new format for the Annual Town Meeting would provide excellent public engagement.

**It was RESOLVED that:**

- i) The Civic Awards Panel be kept the same for the year 2019, but reconsidered in June 2019 for the following year.**
- ii) The Community Award be opened up so that any member of the public can nominate a local organisation for this award.**
- iii) That the age range for the HMS Ganges Youth Trophy be retained at up to age 21.**
- iv) The questions be amended to allow detail of how long the nominee has have been involved in the activity, and whether the activity is connected to their employment or business.**

#### **626. SUFFOLK DAY 2018**

Committee considered different ways to participate in Suffolk Day on 21 June 2018. Although the community litter pick was felt very worthy, members wanted to give something to the community to celebrate Suffolk Day. Ideas such as table and chairs outside the Town Hall with Tea and Coffee provided and the possibility of the Academy providing some music are to be considered. Members agreed to organise this activity and will email the Deputy Town Clerk with further ideas.

**RESOLVED that Committee will organise an activity to support Suffolk Day on 21 June 2018**

## **627. ARMED FORCES WEEKEND LEGACY GRANT UPDATE**

Members considered the grant applications received and the Deputy Town Clerk updated committee on the decisions of the awarding panel to date. Committee agreed approval of all three grants.

**RESOLVED that the decisions of the awarding panel be noted, and all three applications be approved.**

## **628. REMEMBRANCE 2018**

The Deputy Town Clerk gave a verbal report on plans for the Centenary Remembrance 2018. Members noted the events that were being planned, including events being planned by the Trimleys.

Members discussed the beacon owned by Suffolk Coastal District Council, at Clifflands Car Park state of dis-repair, and agreed that it was of high priority to ensure we have a beacon to light for the Remembrance events, and also discussed the possibility of have two beacons one at Clifflands Car Park and one at the Fort.

Previously it had been discussed to plant poppies or suchlike on the promenade. The Deputy Town Clerk will investigate and report back to committee. Other ideas such as people dressed in WW1 uniform standing around the town were discussed.

It was agreed that the website should be updated to reflect the events as soon as they were definite.

The Deputy Town Clerk reminded members of the Armed Forces Weekend Legacy Grant fund, and encouraged any organisation planning events for Remembrance to apply for the available funding.

**It was RESOLVED that:**

- i. the Remembrance 2018 update report be noted;**
- ii. Members continue to promote the Armed Forces Weekend Legacy Grant Fund.**

## **629. CLOSURE**

The meeting was closed at 8.21pm. The next meeting was noted as being scheduled for Wednesday 20 June at 7.30pm.

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## 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 14 June 2018 is provided below with a detailed report at **Appendix A**

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15:28

### Summary Income & Expenditure by Budget Heading 14/06/2018

Month No : 3

### 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	35,399	25,287	37,930	12,643		12,643	66.7 %
		Income	7,562	0	7,992	-7,992			0.0 %
302	Section 137 Expenditure	Expenditure	30,403	5,650	32,850	27,200		27,200	17.2 %
303	Felixstowe in Flower	Expenditure	9,150	319	7,850	7,531		7,531	4.1 %
		Income	6,246	3,779	6,250	-2,471			60.5 %
304	Communication	Expenditure	5,971	748	6,527	5,780		5,780	11.5 %
305	Community Projects & Prtnrshps	Expenditure	41,779	33,797	43,801	10,005		10,005	77.2 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>		Expenditure	<b>122,702</b>	<b>65,801</b>	<b>128,958</b>	<b>63,157</b>	<b>0</b>	<b>63,157</b>	<b>51.0 %</b>
		Income	<b>13,808</b>	<b>3,779</b>	<b>14,242</b>	<b>-10,463</b>			<b>26.5 %</b>
		Net Expenditure over Income	<b>108,894</b>	<b>62,021</b>	<b>114,716</b>	<b>52,695</b>			

**Committee is requested to consider the budget report to 14 June 2018 and decide any action it deems necessary.**

## **AGENDA ITEM 7: CCTV REPORT: Q4 2017/18**

Sgt. Peter Street has provided his CCTV report for the quarter January – March 2018 (as shown at **Appendix B**). If he is able, Sgt Peter Street will attend the meeting to present his report and answer any questions from Members about the current arrangements.

STC Solutions has advised that, after a very good 6 months, they have seen a number of issues, recently with the triangle camera link. Their next service visit is scheduled for the 22<sup>nd</sup> June when they will be replacing the transmission kit at the Triangle camera.

**Committee is requested to consider the CCTV report and decide on any action it deems necessary.**

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## **AGENDA ITEM 8: OCCASIONAL GRANTS R1 2018/19**

Committee is to consider the applications received for an Occasional Grant from the Town Council at this first round of the awards as follows:

*(Members have been provided the full application details under separate cover)*

<b>Name</b>	<b>Purpose</b>	<b>Grant amount applied for</b>	<b>Notes</b>
<b>Boost Felixstowe Ltd</b>	Chaplaincy Garden	<b>£2,072.96</b>	Boost Felixstowe exists to support students and staff of Felixstowe Academy. The Garden will be used by students and staff – one third allotment, one third meditation/quiet space, and one third dedicated to wildflowers as part of Felixstowe Community Nature Reserve. Garden will be constructed and developed by staff and identified students (those who are vulnerable or at risk of disaffection). The garden when finished will be open at key times during the week, but will be mainly for those suffering anxiety and those needing a quiet place to reflect. The SEND department and the science department have expressed interest for using this space for learning purposes. The funding will provide necessary tools, equipment and polycarbonate greenhouses to create a space that can be used all year.



<b>BSEVC</b>	Monthly creative sessions	<b>£1,566</b>	BSEVC provide support to people with their mental health or as their role as a family carer. They do this by providing a range of activities, sessions and peer support sessions. This project will offer a monthly session which will be held above the Wool Baa Coffee shop in Felixstowe, working with Kirsty Sheldrake of Creative n' Craft. Sessions to be held each month 10 – 12 noon. The max. no. will be 15 and they will be expected to pay £2.50 and additional costs dependent on the activity offered. The contribution will support future sustainability of the project. BSEVC will support the project by attendance of a facilitator should any attendee need emotional support or time to talk and signposting of other services.
<b>Felixstowe Carnival Association</b>	Expanding the carnival weekend by including the evening of Friday 27 July 2018	<b>£2,500</b>	The Friday night 'Last Night of the Proms' concert and covering costs and associated costs connected to this event – Friday 27 July 2018. It will include a band and accessible performances with sign language interpretation.
<b>Felixstowe Radio</b>	FXR Aerial move	<b>£1,100</b>	A new aerial which will be placed at the Academy is needed to make the broadcast stronger. The service previously has been interrupted because of poor internet coverage at the Orwell Hotel.
<b>The Felixstowe Society</b>	2018 Heritage Weekend	<b>£1,000</b>	Various locations in Felixstowe will be open to the public, many of which are not normally open to the public. The funding will go towards the cost of arranging vintage coaches/buses to transport public to certain locations, plus printing costs of programmes, flyers, posters and banners.
<b>Music in Felixstowe</b>	Free Open Air Proms Concert 11 August 2018	<b>£1,000</b>	To celebrate Music in Felixstowe's 10 <sup>th</sup> year anniversary, on Sunday 11 August. Music in Felixstowe will stage 'Music on the Prom' from 2pm with various groups playing, finishing with an orchestral concert outside the Leisure Centre at 7.30pm

<b>Parkrun</b>	New PA System and sim-free mobile phone for scanning runners	<b>£300</b>	Due to the numbers now attending Parkrun on the Prom , a new PA system is required so that all those attending can hear. Parkrun, Felixstowe is a weekly event ran by volunteers for all over 14 years offering a free of charge 5k run along the prom which is also a wheelchair friendly route. As part of the run, runner's barcodes are scanned but the current scanners are temperamental. A sim-free mobile phone which can use the scanning app, would also mean that there are three scanners thus reducing the queue of runners waiting to be scanned.
<b>Peninsular Pyrates</b>	Pirate Weekend at Landguard Fort 23/24 Sept. 2018	<b>£2,000</b>	The grant would cover all production costs, lighting, microphones and PA system, and Portaloos. The organisers hope to extend the event from the Fort to Martello Tower and the Museum. There will some 100 Re-enactors together with publicity and promotional costs. The hope is that this will be a first class Annual Family Festival. This is a scripted event which has some historic accuracies
<b>Plastic-Free Felixstowe</b>	Plastic-Free Felixstowe Fun Day – 2 August 2018	<b>£800</b>	The grant would cover: 2 pop up banners £120 each explaining the message/aims – these can be used after the event at other exhibitions eg Port of Felixstowe Environment Day Plastic-Free Felixstowe stickers to hand out to children £100 for 10,000 these can also be used in shops and restaurants around the town throughout the year. Website enhancements – used to promote the aims of the group in more detail including providing alternatives to plastic and linking electronically to other community and environment groups. Plastic Free have recently become a CIC.
<b>Suffolk Accident Rescue Service (SARS)</b>	Equipment & Training costs for SARS responders covering the local area	<b>£350</b>	The grant would be allocated towards the specific equipment costs of members/teams who respond in the Felixstowe area. SARS were mobilised to 6 incidents in Felixstowe in 2017.

<b>Trimley St Martin Primary School Association</b>	Becoming Outdoor Learners	<b>£5,000</b>	<p>As part of the School's development plan, it is looking to provide pupils with two outside areas conducive to high quality outdoor learning and provision. Both areas need a complete restructure and heavy improvements before it is safe and a learning environment.</p> <p><b>Area 1</b> – Forest School Area – School Field – resources needed external wooden fence (£1,400 quoted) Specific Forest School equipment – incl. wheelbarrows, bowsaws, carving kits, children's waterproof clothing, den building kits £1,500) and storage (£500)</p> <p><b>Area 2</b> – KS 1 and Breakfast/Afterschool Club outside area – resources needed. Slabbed area (B&amp;M have provided slabs free of charge) – laying of slabs (approx. £600) Safety Surface (Quote £3,800) Storage (approx. £400)</p>
<b>Total requested</b>		<b>£17,688.96</b>	

There is a total of £25,000 in the Occasional Grants budget available for Committee to award to eligible organisations in 2018/19. As this is the first of two funding rounds Committee is expected to ordinarily limit the total awarded at this stage to £12,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate.

However, Members are to note that the overall total awarded in the full year 2018/19 cannot exceed £25,000 without approval from Council.

### **Cycle Felixstowe**

In June 2017 (Round 1 2017/18) a grant of £667 was awarded to Cycle Felixstowe towards a cycle stand, tools, and events display material. The Deputy Town Clerk was recently informed that the grant had not been spent and that the group was unsure whether it would be continuing. We have now received confirmation that Cycle Felixstowe have just held their AGM and will be continuing with a whole new committee. The grant is still in Cycle Felixstowe's bank account, and the trustees are currently in the process of changing signatories to access the bank.

The new committee members have confirmed that the aims and aspirations for Cycle Felixstowe remain the same. The group have considered the documents relating to Council's grant and have advised that they are creating a strategy with costings on how to implement the use of that sum. Owing to the fact that the new members were not involved in the original quotes they are having to source items and re-obtain

quotes. The group's focus will remain that of promoting cycling within the Felixstowe area for cyclists of all abilities with a strong emphasis on safety on organised rides; on advising on cycle maintenance and awareness of all safety aspects when riding. The group is seeking to exhibit during both the Trimley and Felixstowe carnivals. Cycle Felixstowe report successfully approaching a number of local businesses who have pledged to continue to support their venture with other avenues being explored to promote their aims. The group are also investigating having their own web site, in addition to their existing Facebook presence.

Committee are asked to consider a possible future request to spend the grant on a slight variation to the original request but still to the aims of the above. The Cycle Felixstowe committee will keep Council updated.

An invitation has been offered to anyone who would like to experience first-hand what it is like on the roads of the area by Cycle Felixstowe, and would be made most welcome on one of their rides.

**Committee is requested to:**

- i. to consider the above Round 1 applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make; and,**
- ii. to consider the update from Cycle Felixstowe and possible variation to the spending of the grant within the aims of the group.**

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**AGENDA ITEM 9: ANNUAL GRANTS 2018/19: FELIXSTOWE  
VOLUNTEER COAST PATROL RESCUE SERVICE (FVCPRS)**

At the previous Committee meeting on 18 April 2018 (*Min #622 of 2017/18 refers*) it was agreed that the Annual Grant of £1,500 budgeted for the year 2018/19 should be ring-fenced and put on hold, due to recent reports of FVCPRS suspending their rescue service.

An update has now been received to confirm that FVCPRS are now back up and running. They received provision of free fuel for two months from the East of England Coop, which was extended to three months. Additional grants and donations have also been received. They are still short of volunteers, but have managed to recruit five new volunteers this year.

**Committee are asked to consider whether the 2018/19 Annual Grant to FVCPRS of £1,500 should now be released or whether any further information is required.**

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## **AGENDA ITEM 10: 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 with 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*).

At the previous meeting the first three applications were reported as having been paid or were due to be paid, totalling £1,750 (*Minute # 627 2017/18 refers*). Since that meeting, two further applications have been received and approved by the sub-committee. There are as follows:

<b>Organisation</b>	<b>Amount Requested</b>	<b>Project</b>
Royal British Legion Felixstowe	£500	Towards purchasing two 'Tommy silhouettes' to be used in Felixstowe to commemorate the end of the First World War at all acts of remembrance taking place in Felixstowe. It is planned to have one installed in the Town Hall gardens and for the other to be used at other events around the town such as military events and exhibitions.
Soldier's, Sailor's & Airmen's Families Association (SSAFA)	£500	Towards financial assistance for a veteran who lives in Suffolk Coastal, suffering PTSD to get back to work as a self-employed carpenter. The grant will go towards a small van, tax and insurance.

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

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## **AGENDA ITEM 11: 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 including representatives from the Felixstowe Branch of the Royal British Legion, St. John's Church, the Mayor and officers from Felixstowe Town Council have met to consider a programme of events this year. **Please note some times have changed since the last agenda.**

A provisional programme of events includes:

- **Launch of the 2018 Poppy Appeal at the Triangle with a Parade**  
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**  
Ward Councillors will be invited to attend their local event.  
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, 12 noon to start at 12.15pm
- **Felixstowe Remembers and the Battles Over Beacon Lighting**  
Sunday 11<sup>th</sup> November, 6.15 - 7pm



163 men from Felixstowe and the surrounding villages died due to the WWI conflict. To show our respects and remember these 163 brave men a special commemorative event called 'Felixstowe Remembers' is being planned for the evening of Sunday November 11<sup>th</sup>, culminating in a beacon being lit at 7pm, joining others around the country to mark 'Battles Over'.

At this stage a local volunteer is coordinating the search for 163 other volunteers, ideally between 16 and 40 years of age, who can attend on the day to represent each of the fallen. A Facebook page has been set up to call out for volunteers <https://www.facebook.com/felixstoweremembers> .

Those who are interested in taking part are asked to join the volunteer group on Facebook here: <https://www.facebook.com/groups/838482033011848/> . As of 15 June there were 44 members.

Committee is asked to consider how best to support expenses and costs associated with the Felixstowe Remembers event, the lead coordinator of which is a local volunteer. The Town Council's total budget for Remembrance Events this year is £500 (an increase of £200 from last year). The Armed Forces Weekend Legacy Grant fund is also available to support WWI centenary events but current rules would prevent the sub-committee from making a grant payment to an individual.

Once the schedule of events has been finalised, it is hoped that a souvenir programme can be printed, to include the service sheet for Remembrance Sunday, highlighting all the activities. It is currently planned that this will be at least one month before the first event.

The knitting and crocheting for the planned cascade of knitted poppies which will sweep down from the top of St Johns tower to the entrance of the church is going well with over 1,000 poppies received so far. Many more are needed and are expected to be received.

The Royal British Legion (*as per item 10*) have received a grant to purchase two 'Tommy' sculptures called 'There but not there' which will be used at the remembrance events taking place in Felixstowe. Once it has been agreed and the soldier silhouettes are in place in the Town Hall Gardens a press release will be issued outlining all the plans for Remembrance this year.

Community groups and cadet organisations are being encouraged to apply for a grant from the Armed Forces Weekend Legacy Grant fund to aid any events they may be planning.

**Committee is requested to consider the update on Remembrance 2018 events, including how best to support expenses and costs associated with the Felixstowe Remembers event, and make any decisions it deems necessary.**

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## **AGENDA ITEM 12: FELIXSTOWE IN FLOWER 2018**

The annual Felixstowe in Flower initiative officially launches with an event at the Triangle on Saturday 23 June. However, preparation for the scheme began in March with the Felixstowe Girl Guides filling envelopes with sponsorship forms, competition entries and letters. In April the 2017/18 Mayor Nick Barber, Councillor Doreen Savage and Sue Faversham visited schools promoting the school project, sunflower and the painting competitions. Once again the Town Council have kept prices for hanging baskets and tubs at the same price since 2010. Hanging baskets are £50 for the first, with each additional one only £30 each. Tubs and troughs are £65 each. The cost covers the purchase, installation, maintenance and watering of the displays plus any sponsor's name to identify who is supporting the event. We will be presenting a wall of fame this year at the launch to acknowledge all the businesses and people who sponsor baskets & tubs/troughs. We have had an over subscription for tubs & troughs this year, so only baskets are now available.

At the launch the Council will be offering free sunflower plants & wildflower seeds for all children who wish to take part in the annual sunflower competition. Jute bags, and balloons will be given away and sponsorship/competition forms will be handed out. Music will be provided by Fresh Gold Radio and they will be promoting the garden competitions to the public. Information tables will be set up for Felixstowe Forward - Visit Felixstowe, the Allotment Society, Plastic Free Felixstowe, and Country Market. The Girl guides will be doing a bake sale, and everyone is welcome to come have a cuppa with the Co-op (free tea, coffee & squash will be offered).

All the baskets and tub displays are now being put in place ready for the launch date. Watering is under way and being carried out a minimum of 3 times a week, more often if required, by Council's grounds team.

Whilst Felixstowe Town Council organises and funds the project, the whole community is encouraged to participate, helping to making Felixstowe a more beautiful place each year. A variety of free to enter competitions are open to residents and businesses in the town. Competitions include private gardens, allotments, floral containers, commercial premises, residential homes, public houses, hotels and guest houses.

Gardens, schools and allotments will be judged during July, in preparation for the Award Ceremony which will take place on Friday 14<sup>th</sup> September at Felixstowe Academy.

Once again a very generous donation of £2,000 will be given this year from the East of England Co-op Funeral Services, who also provided Sunflower seeds for all school children to participate in the Tallest Sunflower competition and growbags for the school competitions. All Councillors have received pots for planting a floral display, these will be judged by members of the public at the launch.

The Town Council crest has now been installed at the Triangle:





**Committee is requested to consider the Felixstowe in Flower report and any other update.**

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## **AGENDA ITEM 13: SUFFOLK DAY 2018**

At its meeting of 21<sup>st</sup> September 2017 and 18<sup>th</sup> April 2018 respectively, Committee resolved that Council should participate in Suffolk Day on 21st June 2018 by the raising of the St. Edmunds flag; (*Minute #263 of 2017/18 refers*) and, that Committee would organise an activity to support Suffolk Day on 21 June 2018 (*Minute #626 2017/18 refers*).

Members suggested Tea, Coffee and Cake to be served at the Town Hall between 2 – 4 pm, outside weather permitting, or inside as a default.

All Councillors have received an email detailing the details of the event, which has been advertised in Council's newsletter and promoted on social media. The Town Council will provide the tea, coffee and cold drinks and we would welcome donations of cake. So far, we have received just 5 offers of cake, and 9 helpers for the afternoon.

The possibility of the Academy providing some music was also spoken about, but if this has not been possible, consideration should be made to whether background music on a CD would be required.

At the last similar event, some small garden table and chairs were brought from member's homes, and borrowed from elsewhere. The tables from Walton could be transported on the day but are quite large.

This event will rely heavily on Councillors' participation.

**Committee is requested to consider arrangements for the Suffolk Day celebration.**

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## **ITEM 14. NHS 70 YEAR ANNIVERSARY**

The National Health Service will be celebrating 70 years next month.

<https://www.england.nhs.uk/nhs70/>

It has been suggested that Council may wish to consider hosting a reception at the Town Hall for all the NHS staff that work within the town. This may be just for staff past and present who have worked at Felixstowe Hospital or it may be for people who work in another hospital such as Ipswich and live in Felixstowe.

Staff head counts for local services have been estimated as follows:

Haven Health: 24; Walton: 17; Grove: 30; Howard House: 20; Felixstowe Hospital:  
20+

Total: 111+

We are unable to assess the number of staff who may live in Felixstowe but who work at locations such as Colchester Hospital, Ipswich Hospital, or are mental health nurses etc.

It is unlikely that a high turnout would be able to attend, due to shifts. Therefore a select group may be able and willing to come from each location.

We are also advised that Hospital staff have already arranged a celebration Garden Party at Felixstowe Community Hospital on 5th July which the Mayor will be attending.

**Committee is requested to consider hosting a reception for NHS Staff to celebrate the NHS 70 year anniversary.**

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## **ITEM 15: 2018 TWINNING VISIT AND 45<sup>th</sup> ANNIVERSARY OF TWINNING IN 2019**

The Town Council makes and receives civic visits with Felixstowe's twin-town Wesel, Germany, on an annual basis. As agreed in the Twinning Policy (*minute #509 2017/18 refers*) instead of the immediate past-Mayor and Consort accompanying the Mayor to Wesel each year that the Deputy Mayor would attend as this would ease the challenge of acting as the Council's representative whilst experiencing the town for the first time. However, this year's invitation to Wesel is over the PPP weekend on 2-6 August 2018 and unfortunately the Deputy Mayor is unable to attend. Committee are therefore requested to consider in this instance approving the past Mayor Councillor Nick Barber and escort to attend. Travel expenses for this delegation of up to 5 people is met from the Council's Twinning budget, but accommodation, transfers and any costs associated with the civic programme in Wesel are met by the Wesel council and/or twinning association.

The Felixstowe Wesel Association has advised that the Wesel civic party will not be visiting Felixstowe for the Mayor's Charity Ball in March 2019 as is the usual practice, but instead will be visiting the town in May 2019. This will be a larger contingent with approximately 60 people coming over via ferry to Harwich. The visit will also be approximately 4/5 days to celebrate the 45<sup>th</sup> Anniversary of the twinning of Wesel and Felixstowe.

The Wesel Association have asked that the Council consider any assistance it may be able to give in terms of funding to accommodate this larger party and longer visit. They would like to take them to the Suffolk Show (*Ticket prices have not been announced but 2018 prices pre-booked were £25.00 each*) as well as holding a large dinner possibly at the Orwell Hotel.

There will be large celebrations in Wesel in August 2019 which will include big speeches to the Wesel Council at the Rathaus and a new format for their PPP.

Members are minded to note that as the Civic visit will be in the 2019-2020 budget, the annual grant to the Felixstowe Wesel Association Wesel can be considered during budget setting.

**Committee is requested to receive the report on the 45<sup>th</sup> Anniversary of Twinning and consider giving approval for the immediate past Mayor to attend Wesel in August 2018 in place of the Deputy Mayor.**

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