



9 am to 4 pm Mondays to Fridays

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 19 September 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.

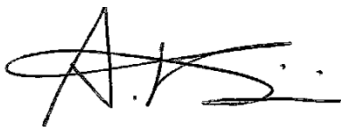
5. Confirmation of Minutes

To confirm the Minutes of Civic & Community Committee meeting held on 20 June 2018 as a true record. **(Pages 3-7)**

6. Civic & Community Budget Report

To receive the Civic & Community Budget report to 12 September 2018 and consider any actions deemed necessary. **(Page 8 & Appendix A)**

- 7. BSEVC Occasional Grant Application Update**
To receive an update from BSEVC as requested by Committee. **(Page 9)**
- 8. Annual Grants and Community Fund Projects 2019/20**
To review and consider Annual Grants and Community Fund Projects in preparation for Committee's draft 2019/20 budget. **(Page 10)**
- 9. CCTV Report: Q1 2018/19**
To consider an update report on CCTV and the Police report for the quarter April - June 2018, and decide on any action deemed necessary.
(Page 11 & Appendices B&C)
- 10. Remembrance 2018**
To receive an update on the programme of events taking place to mark Remembrance in this centenary year and approve any necessary actions.
(Page 11-13)
- 11. Suffolk Day 2019**
To consider Council's participation in Suffolk Day on 21 June 2019. **(Page 13)**
- 12. 45th Anniversary of Wesel Twinning**
To consider the arrangements for the 45th Anniversary of the twinning between Felixstowe and Wesel **(Page 14)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 17 October 2018 at 7.30pm.



Ash Tadjrishi
Town Clerk
14 September 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.

97. CCTV REPORT Q4 2017/18

Committee considered a report on CCTV, and were pleased to read that in some of the investigations the CCTV images have been the only reason a suspect was identified, and in others the images have supplemented and assisted in corroborating witness or Police Officer evidence.

Members discussed whether there was further opportunity to seek volunteer CCTV operators. This has previously been promoted by Council, Felixstowe Forward, Community Action Suffolk and through Police recruitment.

RESOLVED that the Q4 2018/19 CCTV report be noted as received.

98. OCCASIONAL GRANTS: ROUND1 2018/19

Committee considered completed applications for funding received prior to the 31 May 2018 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being £17,688.96.

Committee proposed that grants be awarded on the following basis:

Boost Felixstowe Ltd

Awarded funding of £1,500 towards the cost of a Chaplaincy Garden, to be paid on confirmation that the remaining funding of £572.96 towards the fully proposed garden at the total cost of £2,072.96 is found.

Felixstowe Carnival Association

Awarded £1,000 towards the Friday night 'Last Night of the Proms' concert on the evening of Friday 27 July 2018.

Felixstowe Radio

Awarded £1,100 towards the relocation of the Felixstowe Radio Aerial.

Music in Felixstowe

Awarded £1,000 towards the free open air Proms Concert on 11 August 2018 to celebrate Music in Felixstowe's 10 year anniversary.

Parkrun

An award of £300 towards a new PA system and sim-free mobile phone for scanning runners.

Peninsular Pyrates

Awarded £500 towards the Pirate Weekend at Landguard Fort 23 / 24 September 2018.

Plastic-Free Felixstowe

Awarded £800 towards pop up banners, stickers for the Plastic-Free Felixstowe Fun Day on 2 August 2018 and towards website enhancements.

Suffolk Accident Rescue Service (SARS)

Awarded £350 towards equipping new SARS responders & upgrading existing equipment.

BSEVC

Members discussed and requested further information on this application, to be presented at the next Civic and Community meeting in September.

Members would like to raise the profile of the occasional grants to smaller organisations, and also to offer help with completing the application forms to apply. This will be promoted on social media and on the Council's website.

Cycle Felixstowe

An update was received regarding the new committee of Cycle Felixstowe and the unspent grant that was given in 2017/18. Members requested that correspondence is sent to the new Cycle Felixstowe committee to ask that approval is sought before using the previously given grant for equipment other than for which the grant was initially given (cycle stand, tools and events display material).

It was RESOLVED that for the first round of Occasional Grants for 2018/19 a total of £6,550 be awarded and approved for payment on the basis of the schedule above, and updates are received from Cycle Felixstowe.

99. ANNUAL GRANTS 2018/19: FELIXSTOWE VOLUNTEER COAST PATROL RESCUE SERVICE (FVCPRS)

Members received the report on FVCPRS and agreed to release the annual grant of £1,500.

It was RESOLVED that the 2018/19 Annual Grant to FVCPRS of £1,500 be released.

100. ARMED FORCES WEEKEND LEGACY GRANT

Members considered the report on the Armed Forces Weekend legacy grant and noted the applications received and awarded to date.

RESOLVED that the decisions of the awarding panel be noted.

101. REMEMBRANCE 2018

Members received the report on plans for the Centenary Remembrance 2018. The Deputy Town Clerk gave a verbal update on the plans for the 'Felixstowe Remembers and Battles Over Beacon Lighting' event being co-ordinated by a volunteer. Members considered a request for expenses for this event by the volunteer being covered by the Armed Forces Weekend Legacy Grant fund. The current framework for grant applications states that it must be from an organisation and not an individual. Committee agreed that this type of event

was exactly what was intended for the Legacy Grant to be used for, and agreed to accept expenses pre-agreed with the Town Clerk.

Members discussed the positioning of the beacon and would like information on whether one will be purchased or made, and suggested locality budgets for this.

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 about the Armed Forces Weekend Legacy Grant Fund, and asked that they encourage 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. the Clerk be given delegated authority to meet the expenses incurred by the Felixstowe Remembers and Battle's Over Beacon Lighting event from the Armed Forces Weekend Legacy Fund; and,**
- iii. that Members should continue to promote the Armed Forces Weekend Legacy Grant Fund.**

102. FELIXSTOWE IN FLOWER 2018

Members considered the Felixstowe in Flower report, recording a vote of thanks to Council Officer Sue Faversham for her hard work in gaining additional sponsors. The sponsor plaques will be displayed on boards at the launch on Saturday 23 June 10 am – 12 noon.

Members were pleased with the Town Council crest which had been planted in time for the launch.

RESOLVED that the Felixstowe in Flower report be noted.

103. SUFFOLK DAY 2018

Members discussed the final arrangements for the Suffolk Day celebration for tea and cake at the Town Hall from 2-4 pm the following day.

RESOLVED that volunteers for the Suffolk Day celebration arrive at 1.30pm.

104. NHS 70 YEAR ANNIVERSARY

Members considered the report on the National Health Service celebrating 70 years next month. Although members would like to hold a reception, it was uncertain how many people would be able to attend. Members agreed that a letter from the Mayor acknowledging the anniversary and giving thanks to all

staff at each of the surgeries, the hospital and any other medical centres in Felixstowe would be fitting. It was agreed that for one year only to mark the 70th anniversary a new civic award for NHS Heroes would be purchased for the Civic Award ceremony at the Annual Town Meeting in May 2019. The letter from the Mayor should include details of this nomination for NHS employees who have long service or have gone beyond the call of duty.

RESOLVED that the Mayor be asked to write to all doctor surgeries, Felixstowe hospital and other medical centres in Felixstowe to thank and congratulate on the 70 year anniversary and to give details of a one-off 'NHS Civic Award' for this special year to be presented at the Civic Awards ceremony.

105. 2018 TWINNING VISIT AND 45th ANIVERSARY OF TWINNING IN 2019

Members noted the report on the 2018 twinning visit. Since the writing of the agenda the Deputy Mayor now may be able to attend the 2018 twinning visit. Committee agreed that the Twinning Policy protocol be updated in order that the immediate Past Mayor be enabled to represent the Town Council on any twinning civic visit to which the Mayor or Deputy Mayor is unable to attend.

RESOLVED that

- i. The Twinning report be noted;**
- ii. the Twinning Policy be amended to state that if the Mayor or Deputy Mayor are unable to attend a civic visit to Wesel or Salzwedel then the immediate Past Mayor will be invited to represent the Town Council and enabled to attend in their place.**

106. CLOSURE

The meeting was closed at 9.01pm. The next meeting was noted as being scheduled for Wednesday 19 September 2018 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 12 September 2018 is provided below with a detailed report at **Appendix A**

12/09/2018

Felixstowe Town Council

Page 1

11:03

Summary Income & Expenditure by Budget Heading 12/09/2018

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301	Civic & Community							
	Income	7,562	3,992	7,992	4,000			49.9%
	Expenditure	35,399	26,852	37,930	11,078		11,078	70.8%
	Movement to/(from) Gen Reserve	<u>(27,837)</u>	<u>(22,860)</u>					
302	Section 137 Expenditure							
	Expenditure	30,403	11,950	32,850	20,900		20,900	36.4%
303	Felixstowe in Flower							
	Income	6,246	4,800	6,250	1,450			76.8%
	Expenditure	9,150	4,082	7,850	3,768		3,768	52.0%
	Movement to/(from) Gen Reserve	<u>(2,904)</u>	<u>719</u>					
304	Communication							
	Expenditure	5,971	1,468	6,527	5,060		5,060	22.5%
305	Community Projects & Ptnrshps							
	Expenditure	41,779	36,491	43,801	7,310		7,310	83.3%
Grand Totals:- Income		13,808	8,792	14,242	5,450			61.7%
Expenditure		122,702	80,842	128,958	48,116	0	48,116	62.7%
Net Income over Expenditure		<u>(108,894)</u>	<u>(72,050)</u>	<u>(114,716)</u>	<u>(42,666)</u>			
Movement to/(from) Gen Reserve		<u>(108,894)</u>	<u>(72,050)</u>					

Committee is requested to receive the Civic & Community Budget report to 12 September 2018 and consider any actions deemed necessary.

AGENDA ITEM 7: BSEVC – OCCASIONAL GRANT APPLICATION

At the previous Civic & Community Committee, Members discussed the occasional grant application received from the charity BSEVC and invited BSEVC representatives to attend the Civic & Community meeting in September to give further information (*Min #98 of 2018/19 refers*).

In advance of the meeting, BSEVC have provided further information, as requested by Members, on the sustainability of the project and how the grant will be used:

- How BSEVC find the individuals who need support, and will attend the sessions?
BSEVC will advertise their sessions via their Facebook Felixstowe family carer group, via VASP, and local GP surgeries and other local groups in the Felixstowe area.
- Does BSEVC have a certain number of people already signed up for the sessions and how many are Felixstowe residents?
Previously activities offered in Felixstowe have regularly seen 6- 12 attendees who are interested in creative art and an opportunity to meet others.
- How will funding be used? For example, as we understand that people are being charged for the session, would it be for it for materials or for the facilitator?
The funding would support the first year of meetings and cover costs of Creative n Craft and BSEVC facilitation. Attendees fees would cover materials and build sustainability for on-going sessions.
- Do BSEVC have another venue as a back-up in case the Baa shop is not available?
Should the Wool Baa venue not be available BSEVC would use the Felixstowe library
- The application stated that there would be 12 monthly sessions, if there is insufficient attendance what plans do BSEVC have in place?
No response received.

Fiona Palmer, Service Lead for Mental Health and Wellbeing, BSEVC will be attending to update Committee on their plans.

BSEVC will leave after their presentation, so Committee will be able to discuss whether they are able to make a decision from the information received or whether a new occasional grant application is required in Round 2 (closing date end of November 2018).

Committee is requested to receive an update from BSEVC and decide on their occasional grant application.

AGENDA ITEM 8: ANNUAL GRANTS AND COMMUNITY FUND PROJECTS 2019/20

Council provides on-going funding support for a number of local partner organisations each year. Funding that is required or has been requested for 2019/20, with a comparison to the current year is shown as follows:

As Annual Grants:

	2019/20	2018/19
Art on the Prom	£1,250	£1,250
Citizen's Advice Bureau	£2,500	£1,500
Felixstowe Carnival	£2,500	£1,500
Felixstowe Council for Sport and Recreation	£ 200	£ 200
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500	£1,500
Landguard Fort	£1,000	£1,000
Wesel Twinning Association	£ 200	£ 200
Salzwedel Twinning Association	£ 200	£ 200
Total	£9,350	£7,350

Through Community Fund Projects:

	2019/20	2018/19
Level Two	£10,000	£10,000
Landguard Partnership	£ 1,000	£ 1,000
Harwich Harbour Ferry Services Partnership	£1,000	£ 1,000
Felixstowe Forward (<i>year 2 of 3</i>)	£20,000	£20,000
PSCO (<i>provisional – TBC – yr 1 of 2</i>)	£34,000	0
Total	£66,000	£32,000

Relevant organisations were asked to confirm their ongoing requirements in order that Committee can consider provisions for Annual Grants in the 2019/20 financial year. Members will be provided with completed applications which were received in advance of the meeting.

Committee is requested to consider the provision of Annual Grants and Community Fund Projects and make any recommendation for inclusion as part of the draft budget recommendations to Council.

AGENDA ITEM 9: CCTV REPORT: Q1 2018/19

Following a meeting held at the police station to review the CCTV system, Committee has been provided a report at **Appendix B** from STC Solutions covering the period from January 2018 to 11th September 2018. Members should note that the Town Council is in the final year of a 3 year contract with STC which runs until July 2019. The contract, which is for full maintenance, replacement, part and labour for 15 CCTV cameras, is managed by the Town Council. Suffolk Coastal District Council reimburse the Town Council for a portion of the annual cost on the basis that 6 of the 15 cameras are theirs.

Cost per annum (ex. VAT):	£9,980
(Less cost of 6/15 from SCDC)	(£3,992)
Net cost to FTC per annum:	£5,998

Sgt. Peter Street has provided his CCTV report for the quarter April – June 2018 (as shown at **Appendix C**).

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

AGENDA ITEM 10: REMEMBRANCE 2018

Since the previous meeting the Remembrance events coordinators have met several times to move matters forward.

In July, two 'Tommy' sculptures called 'There but not there' were installed in Town Hall Gardens and at the Triangle and a press release detailing their installation was issued which outlined all the plans for Remembrance this year.

In August, representatives from the Felixstowe Branch of The Royal British Legion joined thousands on a pilgrimage of Remembrance to Ypres to lay a wreath from the town at the Menin Gate Memorial to the Missing.

The Remembrance programme has been finalised as follows:

Saturday 27th October: Launch of the 2018 Poppy Appeal at the Triangle with a Parade (10.45am for 11am start)

Friday 2nd – Sunday 18th November: Exhibition "WW1 Felixstowe" at the Library

Thursday 8th November: Schoolchildren lay poppies at local cemeteries/churchyards

Friday 9th November Schools' service at the War Memorial (10.45-11.15am)

Saturday 10th November: Festival of Remembrance at St Johns Church, 7.30pm (details here: [Festival of Remembrance](#))

Remembrance Day Sunday 11th November:

- Civic Remembrance Service 9.45am, St Johns Church
- Civic Act of Remembrance 10.45am, War Memorial
- Remembrance service at the war graves, Felixstowe Cemetery 12 noon
- Felixstowe Remembers and 'Battles Over' Beacon Lighting, 6.15pm – 7.00pm, War Memorial



A flyer was produced to promote the programme, in particular to call for volunteers to help with the Felixstowe Remembers and Battle's Over Beacon Lighting event. There are now well over 100 volunteers registered and it is expected that the total of 163 will be reached in good time prior to the event. The event plan is being finalised following a site meeting and a road closure is in place for the day – which will be lifted when not required during the afternoon.

Council's Remembrance budget this year was increased to £500 (from £300). However, the Suffolk Armed Forces Weekend Legacy Fund is being used to support the expenses associated with the Felixstowe Remembers and Battle's Over Beacon Lighting event in accordance with Committee's approval (*Minute #101ii of 2018/19 refers*).

For the event, Breeze Event Productions are providing PA, crew, lighting and video support (£450), a gas-fuelled beacon has been ordered (£360) and hand held torches, the use of which will be supervised by an experienced person, have been sourced (£455).

An enquiry has been made with Suffolk Coastal Norse for the provision of crowd barriers and discussions are being held with a potential sponsor for a printed Remembrance programme. Pending the outcome of these, and the cost of some other, smaller elements, the total cost of the event is projected to be £1,500 - £2,500.

Committee is requested to consider the report on Remembrance activities, plus any other update from the Clerk and approve any actions it deems necessary.

AGENDA ITEM 11: SUFFOLK DAY 2019

The first ever Suffolk Day was held on 21st June 2017. The concept was based on a successful model in Yorkshire, where a special day has been running since 1975.

On 21st June 2018, Felixstowe Town Council with the help of many members of both the Civic and Community Committee and other Councillors arranged a very successful 'Tea and Cake' afternoon at the Town Hall. Blessed with the weather it was held outside, and was attended by well over a hundred members of the public. Council provided the tea and coffee, and all cakes were donated.

The St Edmunds flag was purchased, raised and flown for the day.

The event will return on 21st June 2019 and Committee may wish to consider how the Town Council might participate and celebrate the county alongside its community partners. Council may also wish to fly the St. Edmunds flag again.

Committee is requested to consider Council's participation in Suffolk Day on 21 June 2019.

AGENDA ITEM 12: 45th ANNIVERSARY OF WESEL TWINNING

2019 will mark the 45th anniversary of the Felixstowe and Wesel Twinning. Celebrations are planned to take place in Wesel in August 2019 which will include speeches to the Wesel Council at the Rathaus and a new format for their PPP festival <https://www.wesel-tourismus.de/mark/themen/veranstaltungen-highlights-ppp-stadtfest/>.

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. They anticipate being accompanied by a large contingent of approximately 60 people coming over via ferry to Harwich. The visit is expected to last around 4/5 days to celebrate the 45th Anniversary of the twinning of Wesel and Felixstowe.

Members should note that the annual grant requested by the Felixstowe Wesel Association in item 8 is £200. However, the Association may also consider applying for an occasional grant in November to request funding assistance to enable them to accommodate this larger party and longer visit. They have indicated a wish to support the cost of attendance at 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.

Committee is requested to receive the report on the 45th Anniversary of Twinning.
