



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 17 October 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.

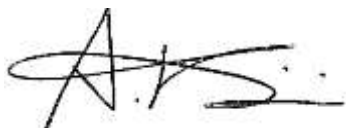
5. Confirmation of Minutes

To confirm the Minutes of Civic & Community Committee meeting held on 19 September 2018 as a true record. **(Pages 3-6)**

6. Cycle Felixstowe

To consider approval for alternative use of grant funding awarded to Cycle Felixstowe in 2017/18. **(Page 7)**

- 7. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 11 October 2018 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 8. Felixstowe in Flower 2018 Report**
To consider a report following this year's Felixstowe in Flower events. **(Pages 9-10)**
- 9. Floral Bedding Arrangements for 2019/20**
To consider arrangements for the provision of floral bedding for 2018/19. **(Pages 10-11)**
- 10. Armed Forces Weekend Legacy Grant Update**
To receive an update on grant applications received and awarded by the panel. **(Page 11)**
- 11. 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 12)**
- 12. CCTV Maintenance offer**
To consider a new maintenance agreement offer for CCTV cameras by current provider for the 3 year period July 2019-2022. **(Page 13 & Appendices B & C)**
- 13. Draft Budget Considerations 2019-20**
To consider first draft recommendations for the Civic & Community element of Council's budget for 2019-20. **(Page 13 & Appendix D)**
- 14. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 19 December 2018 at 7.30pm.



Ash Tadjrishi
Town Clerk
12 October 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.

240. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 12 September 2018.

A brief update was given for the recent Felixstowe in Flower awards ceremony. A member requested figures for the number of trophies which are engraved detailing the number of sponsors received for the engraving.

Members gave thanks to Sue Faversham for her hard work in organising Felixstowe in Flower and to Shaun Congi for working the Powerpoint projection.

RESOLVED that the Budget Report to 20 September 2018 be received and noted as presented with no other action required at this time.

241. BSEVC – OCCASIONAL GRANT APPLICATION

Fiona Palmer, Service Lead for Mental Health and Wellbeing, BSEVC presented to Committee an update on their plans, grant application and answered questions from Members. BSEVC originally stood for Bury St Edmunds Volunteer Centre, although the office is in Bury St Edmunds the group provides community transport and projects for family carers, dementia and mental health throughout the county. The group ran a successful project at the Town Hall for carers last year and is looking for funding for a project in Felixstowe called Creative Moments to provide upskilling and art therapy sessions to carers. The sessions will include signposting, support and advice.

A Facebook page has been set up called [Felixstowe Family Carers Activities \(BSEVC\)](#) to reach out to members of the community who would benefit from this.

Fiona Palmer left the meeting, so Members could discuss the application made at the last round of occasional grants. In order to obtain more definition Members agreed to give half of the occasional grant requested, £783 now, with an additional payment of £783 ring-fenced, pending the outcome of a 4-6 month review. Members would like feedback on how the Creative Moments project is progressing by 13 February in preparation for the meeting of Civic & Community on 20 February 2019. The update should include details of the numbers attending the Creative Moments classes and some demographic data about the people they are reaching – e.g. some basic (non-personal) information about whether the attendees are predominately family carers, dementia or other mental health sufferers etc.

RESOLVED that the occasional grant for BSEVC be paid in two instalments of £783. The second payment to be ring-fenced, pending the outcome of a review at the Civic & Community meeting on 20 February 2019.

242. ANNUAL GRANTS AND COMMUNITY FUND PROJECTS 2019/20

Committee considered applications for on-going funding support from a number of local partner organisations.

It was RESOLVED that at this stage the following should be included as part of the recommendations for the 2019/20 budget:

As Annual Grants:

	2019/20
Art on the Prom	£2,000
Book Festival	£2,000
Citizen's Advice Bureau	£2,500
Felixstowe Carnival	£2,000
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
Total	£11,600

As Partnership Projects:

	2019/2020
Level Two	£10,000
Landguard Partnership	£ 1,000
Harwich Harbour Ferry Services Partnership	£1,000
Felixstowe Forward (<i>year 2 of 3</i>)	£20,000
PSCO (<i>provisional – TBC – yr 1 of 2</i>)	£34,000
Total	£66,000

243. CCTV REPORT Q1 2018/19

Committee considered a report on CCTV, and received an update on the recent meeting held at the police station.

The Clerk informed committee that the current CCTV contract is due for renewal in the year 2019/20. The CCTV provider is currently working on indicative options, and SCDC will be contacted to confirm that they wish to continue with the cameras in the Seafront gardens on the current 6/15ths cost basis.

RESOLVED that the Q1 2018/19 CCTV report be noted as received.

244. REMEMBRANCE 2018

Members received the report on plans for the Centenary Remembrance 2018. Arrangements for the Remembrance events and in particular the 'Felixstowe Remembers and Battles Over Beacon Lighting' event were progressing well. Members noted that a beacon has been purchased with a design to commemorate the event with the motif WWI 1914-18 round the circumference.

Members were reminded about the Armed Forces Weekend Legacy Grant Fund, and asked to encourage any organisation planning events for Remembrance to apply for the available funding.

It was RESOLVED that the Centenary Remembrance 2018 update report be noted.

245. SUFFOLK DAY 2019

Members considered the report on Suffolk Day 2019, and the discussed the previous Suffolk Day 2018 which was held at the Town Hall and offered tea and cake to members of the public.

Committee agreed that Suffolk Day 2018 was so successful it should be repeated for 2019 on the same basis, raising the St Edmunds flag again.

RESOLVED that members add Suffolk Day to their diaries and a short report be brought to the Civic & Community Committee 17 April to confirm the details.

246. 45th ANIVERSARY OF WESEL TWINNING IN 2019

Members noted the report on the 45th Anniversary of Wesel twinning in 2019, and agreed it was a great opportunity to involve the town in a community event. The annual grant requested by the Felixstowe Wesel association was for £200, and details of Council's occasional grant including an application form have been sent to the association. The association will be encouraged to apply for an occasional grant to request funding assistance for a community event.

RESOLVED that the Twinning report be noted, and Wesel Association be contacted to encourage a community event to celebrate the 45th Anniversary.

247. CLOSURE

The meeting was closed at 9.35pm. The next meeting was noted as being scheduled for Wednesday 17 October 2018 at 7.30pm.

AGENDA ITEM 6: CYCLE FELIXSTOWE

At the Civic and Community Committee meeting in June an update was received regarding the new committee of Cycle Felixstowe and the unspent occasional grant that was given in 2017/18 (*Min #27 2018/19 refers*). Members requested that correspondence was 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).

The newly formed committee of Cycle Felixstowe have agreed to this requested to present to the Civic and Community Committee to inform Members about their plans for the future of Cycle Felixstowe.

Mr Bob Alexander, Mr David Roberts and Mr Stuart Wiseman will be attending to give a short presentation.

Committee is requested to receive a presentation from Cycle Felixstowe on their future plans and consider the proposed alternative use of the grant awarded by the Council in 2017/18.

AGENDA ITEM 7: 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 11 October 2018 is provided below with a detailed report at **Appendix A**

11/10/2018 10:54	Felixstowe Town Council						Page 1		
Month No: 7	Summary Income & Expenditure by Budget Heading 11/10/2018								
		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	26,902	37,930	11,028	11,028	70.9%	
		Movement to/(from) Gen Reserve	<u>(27,837)</u>	<u>(22,910)</u>					
302	Section 137 Expenditure	Expenditure	30,403	13,994	32,850	18,856	18,856	42.6%	
303	Felixstowe in Flower	Income	6,246	4,842	6,250	1,408		77.5%	
		Expenditure	9,150	4,464	7,850	3,386	3,386	56.9%	
		Movement to/(from) Gen Reserve	<u>(2,904)</u>	<u>377</u>					
304	Communication	Expenditure	5,971	2,188	6,527	4,340	4,340	33.5%	
305	Community Projects & Prtnrshps	Expenditure	41,779	37,390	43,801	6,412	6,412	85.4%	
Grand Totals:-		Income	13,808	8,834	14,242	5,408		62.0%	
		Expenditure	122,702	84,938	128,958	44,020	0	44,020	65.9%
		Net Income over Expenditure	<u>(108,894)</u>	<u>(76,104)</u>	<u>(114,716)</u>	<u>(38,612)</u>			
		Movement to/(from) Gen Reserve	<u>(108,894)</u>	<u>(76,104)</u>					

Committee is requested to receive the Civic & Community Budget report to 11 October 2018 and consider any actions deemed necessary.

AGENDA ITEM 8: FELIXSTOWE IN FLOWER 2019 REPORT

Felixstowe in Flower began this year in March with the 1st Old Felixstowe Guides collating our mail out of all the Competitions, School and Sponsorship forms.

The Mayor, Chairman of the Civic & Community Committee and Sue Faversham attended local schools to promote the competitions. This year many businesses in Hamilton Road, the seafront and Walton were visited by Sue Faversham and offered the chance to sponsor a basket/tub. Sponsoring the floral displays gave businesses a good value way to show their support for the community and to promote their businesses. Any sponsors signed up by the launch had a plaque displayed on a 'Wall of Fame' at the launch event. The launch took place on Saturday 23rd June at the Felixstowe Triangle. It was a great success with FTC giving away freebies, plus the "Councillors' Floral Tub" competition which was judged by the members of public. Councillors' entries were then replanted around the flagpole for all to enjoy. Extra stalls such as the Allotment Association, Horticultural Society, Country Market selling herbs and plants, 1st Old Felixstowe guides selling homemade cakes and the Co-op provided a pop-up tea & coffee stall. Music and announcements by Fresh gold Radio.

In previous years a plaque could be displayed by one basket or in the middle of two. Now with the new 'Holestar' style it is considered more suitable to display a single plaque on each lamppost. Prices have been kept the same since 2010 offering prices at:

- Floral Hanging Basket(s) at a cost of £50.00 inc. VAT (£30.00 for each additional basket sponsored)
- Flower Tubs/Troughs at a cost of £65.00 inc. VAT each.

Costs are inclusive of VAT and cover the purchase, installation, maintenance and watering of the displays plus a sponsor's name plaque indicating their support.

Watering was carried out in-house three times a week. However Plantscape have advised that once a week, or a maximum of twice a week should be sufficient due to the reservoir system. Begonias were chosen this year as they provided a trailing display over the baskets. All baskets were displayed from the middle of June until the end of September, although the flowers last so well this year some baskets were left up a little longer.

Overall there has been an increase in sponsorship of baskets as follows:

FLORAL HANGING BASKETS	Number of Sponsors 2017/18	Net Sponsorship 2017/18	Number of Sponsors 2018/19	Net Sponsorship 2018/19
1 @ £50 each	20	£833.33	28	£1,166.76
2 @ £80	18	£1,200.00	23	£1,537.56
3 @ £110	2	£183.33	3	£275.01
4 @ £140	-	-	2	£233.34
6 @ £200	-	-	1	£166.67

TUBS/TROUGHS				
1 @ £65	16	£866.67	22	£1,191.74
2 @ £130	2	£216.67	3	£324.99
OVERALL INCREASE IN SPONSORSHIP		2017/18 £3,300		£ 1,596
		2018/19 £4,896		

As a continuation from last year, trophy sponsors were approached to give the opportunity to sponsor the engraving costs of their trophies. Net income was received as follows. The total cost of engraving this year 2018/19 was £340.46.

TROPHIES	Number of Sponsors 2017/18	Net Sponsorship 2017/18	Number of Sponsors 2018/19	Net Sponsorship 2018/19
£15 each (£12.50 net)	6	£75	10	£125

Donations and Sponsorship received this year is estimated to outturn at £7,371. This includes repeat sponsorship from East of England Co-operative of £2,000 (net), plus a donation from Trinity College of £350. Last year's outturn was £6,246.

The annual awards evening was held at Felixstowe Academy on Friday 14th September and was another successful event with the children and schools receiving their trophies before the adult prize-giving. The awards section took a little longer this year, therefore Members may wish to consider only inviting the trophy winners onto the stage (rather than all the runners up too) to reduce this time.

Committee is requested to consider the Felixstowe in Flower Report and decide on arrangements for 2019.

AGENDA ITEM 9: FLORAL BEDDING ARRANGEMENTS FOR 2019/20

Town Council provides year-round floral bedding along a section of the seafront in the form the chevron beds and promenade beds close to the War Memorial and raised beds in Town Centre and at the Triangle. Suffolk Coastal Norse carries this out under contract which includes all the maintenance, watering and deadheading that is required as well as weekly inspections.

The cost of the bedding is currently £10,779+VAT for the year 2018/19, and Norse expect to be able to keep this the same for 2019/20. The geraniums looked good this year, so planting will be similar, however, Norse would welcome any suggestions for colours of the plants for the forthcoming year.

The Town Crest was installed on one of the flower beds at the Triangle this year in time for the Felixstowe in Flower launch. It is carpet bedding and should last for 3–5 years with patching up as required. It designed as an all-year round feature.

White pansies are going to be planted around the War Memorial in preparation for the Centenary Remembrance events, this will be nearer to the event to ensure they are in the best possible condition for the Remembrance weekend.

Committee is requested to consider the report on Floral Bedding and decide on any arrangements for 2019.

**AGENDA ITEM 10: ARMED FORCES WEEKEND LEGACY
GRANT UPDATE**

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 previous meetings the first five applications were reported as having been paid or were due to be paid, for £1,750 (*Minute # 627 2017/18 refers*) and £1,000 (*Minute # 100 2018/19 refers*). Since that meeting, two further applications have been received, one has been approved and another one is currently being considered by the Sub-Committee. There are as follows:

Organisation	Amount Requested	Project
Landguard Fort Trust	£1,000	Purchase audio-visual equipment to present WW2 veteran soldiers’ recollections at Landguard.
The Voice cLoud	£470	An event called ‘Songs of Remembrance’ – a musical concert which commemorates the role that music and the arts played during wartime

In addition to the above grants, expenses for the Felixstowe Remembers, the Battles Over, Beacon Lighting currently stands at £1,150, in accordance with Committee’s approval (*Minute #101ii of 2018/19 refers*).

Subject to the further expenditure above, the Fund stands at £5,426 from an initial pot of £10,796

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

AGENDA ITEM 11: REMEMBRANCE 2018

Since the previous meeting the Remembrance events coordinators have met regularly.

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

The flyers have been circulated to promote the programme, in particular to call for volunteers to help with the Felixstowe Remembers and Battle’s Over Beacon Lighting event. The target of 163 volunteers has now been met, and a few extra volunteers in case of sickness/non-attendance are still being sought.

An interview has taken place with Felixstowe Radio with the Mayor and Felixstowe Remembers and Beacon Lighting organiser, and further interviews are planned to hopefully include Radio Suffolk.

The event plan has been 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.

A programme of events brochure is currently being finalised and will contain 24 pages. This will include details of all the events, the remembrance service sheet, details regarding the Armed Forces Weekend Legacy Grant, the Tommys, a write up about GP90, and the timings for the Felixstowe Remembers and Beacon Lighting. This will be circulated at the Poppy launch and distributed on the Sunday, 11th November.

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 12: CCTV MAINTENANCE OFFER

Felixstowe 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
<u>(Less cost of 6/15 from SCDC)</u>	<u>(£3,992)</u>
Net cost to FTC per annum:	£5,998

STC have provided Council with a 3 year maintenance Offer and proposed upgrade path for Felixstowe Town Centre and Spa Gardens to cover the period 1/7/19 – 30/6/2022 shown at **Appendix B**, with details of the upgraded equipment at **Appendix C**.

Committee is requested to consider the arrangements for maintenance of CCTV cameras, owned by both Felixstowe Town and Suffolk Coastal District councils.

AGENDA ITEM 13: DRAFT BUDGET CONSIDERATIONS 2019-20

Committee is to consider draft budget estimates for the Financial Year 2019-20 and to make any recommendations to Finance & General Purposes Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current year expenditure and a comparison against the previous year at **Appendix D** notes to the budget estimates are at **Appendix E**.

Committee is requested to consider first draft recommendations for the Civic & Community element of Council's budget for 2019-20.
