



## **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 December 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.

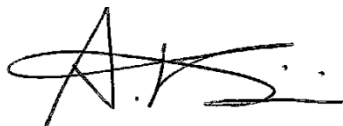
**5. Confirmation of Minutes**

To confirm the Minutes of Civic & Community Committee meeting held on 17 October 2018 as a true record. **(Pages 3-6)**

**6. Level Two Youth Project Update**

To receive an update from Level Two Youth Project on the Detached & Outreach work carried out by the team. **(Page 7 & Appendix A)**

- 7. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 12 December 2018 and consider any actions deemed necessary. **(Page 7 & Appendix B)**
- 8. Occasional Grants: Round 2 2018/19**  
To consider applications submitted for the second round of Occasional Grants. **(Pages 8-9)**
- 9. Felixstowe Play Area Review**  
To consider a report on potential opportunities to enhance play areas in the town. **(Pages 10-12)**
- 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 Review**  
To receive an report on the events which took place to mark Remembrance in this centenary year. **(Page 14)**
- 12. Christmas Events – Ice Rink**  
To note the arrangement for the Ice Rink opening on Thursday 20 December and consider the addition of Fresh Gold Radio to attend all four days **(Page 15)**
- 13. Felixstowe-Harwich-Shotley Foot Ferry Update**  
To receive a report on the Felixstowe-Harwich-Shotley Foot Ferry and note the agreement to continue funding. **(Page 15 & Appendix C)**
- 14. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 20 February 2019 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**14 December 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.***



## **280. CONFIRMATION OF MINUTES**

**RESOLVED that the Minutes of the Civic & Community Committee meeting held on 19 September 2018 be signed as a true record.**

## **281. CYCLE FELIXSTOWE**

Mr Bob Alexander, Mr David Roberts and Mr Stuart Wiseman from Cycle Felixstowe presented to Committee an update on their plans for spending the grant given to them in May 2017, and future plans of the group. Cycle Felixstowe gave thanks to the Council for the grant which had helped to kick start the group in the previous year. T-shirts and promotional material were shown to committee. So far £222 of the original £667 grant had been spent on promotional materials. Cycle Felixstowe requested approval of a change in what the grant would be spent on as they would now like to purchase a gazebo, with weights and a folding table. Members agreed that this would be suitable use of the grant given.

Cycle Felixstowe have visited Wesel this year and exchanged t-shirts with the Fire department. Next year they are hoping to cycle from Rotterdam to Wesel and have another 24 hour static cycle challenge to raise the profile of both the environmental and health benefits of cycling.

**RESOLVED that Cycle Felixstowe be approved to purchase a gazebo, weights and folding table with the Occasional Grant funding given in May 2017.**

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

The Committee considered a summary and detailed report showing income and expenditure against budget to 11 October 2018.

**RESOLVED that the Budget Report to 11 October 2018 be received and noted as presented with no other action required at this time.**

## **283. FELIXSTOWE IN FLOWER REPORT**

Committee considered the report on the 2018 Felixstowe in Flower and the Chairman congratulated everyone for this year's great success, and gave particular thanks to Sue Faversham for all her hard work, especially in gaining extra sponsors. Although further sponsorship and expenses are still expected, Felixstowe in Flower was close to becoming cost neutral.

The Clerk reported that a debrief had taken place, and ways to speed up the awards had been considered to allow time for youngsters attending to have time for a drink and food before being picked up. Members agreed that only inviting the trophy winners rather than the runners up onto the stage could reduce the time of award ceremony sufficiently.

**RESOLVED that the Felixstowe in Flower report be noted.**

#### **284. FLORAL BEDDING ARRANGEMENTS FOR 2019/20**

Members considered the report on Floral Bedding arrangements for 2019/2020, and were pleased to note that Norse were able to keep the cost the same as the current year.

Committee considered the seasonal bedding along the section of the seafront in the chevron and promenade beds close to the War Memorial. Members were asked for suggestions of what colour flowers, and members agreed that the use of red flowers would be nice and bright.

**RESOLVED that the quote of £10,779 +VAT for 2019/20 summer/autumn and winter/spring bedding from SC Norse be approved.**

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

Members considered the report on the Armed Forces Weekend legacy grant and noted the applications received and awarded to date and expenses for the Felixstowe Remembers, the Battles Over, Beacon Lighting event.

Members discussed the grant application from VoiceCloud, and agreed that the grant would be given after the event has gone ahead and would request that invoices are received before reimbursement up to the grant requested of £470.

**RESOLVED that the decisions of the awarding panel be noted.**

#### **286. 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.

The Clerk showed committee a draft 24 page programme of events.

Committee agreed that 3,500 programmes should be ordered at a cost of £601 to be met from the Armed Forces Weekend Legacy Fund.

**It was RESOLVED that:**

- i. the Centenary Remembrance 2018 update report be noted; and,**
- ii. 3,500 programmes be ordered, the cost of which being £601 to be met from the Armed Forces Weekend Legacy Fund.**

**287. CCTV MAINTENANCE OFFER**

Committee considered the 3 year maintenance proposal from STC Solutions. The offer contains details of upgrading the equipment to enable use of IP cameras. IP cameras should give a much clearer image.

**RESOLVED that the 3 year maintenance offer and proposed upgrade path from STC Solutions is accepted to cover the period 1/7/19 to 30/6/22, subject to confirmation by SCDC that it will continue to split the cost on a proportionate basis.**

**288. DRAFT BUDGET CONSIDERATIONS 2019-20**

Committee considered first draft proposals for its element of the Council's 2019-20 budget and reviewed the accompanying notes to the budget estimates in the report.

A possibility of a new format larger newsletter was discussed, the Clerk will obtain figures and report to Finance & General Purposes committee for budget setting.

**It was RESOLVED that**

- i. the draft proposals for the Civic & Community element of the Council's 2019-20 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.**
- ii. the Clerk obtain possible costings for a new style magazine newsletter to be reviewed by the Finance & General Purposes Committee in November.**

**289. CLOSURE**

The meeting was closed at 9.00pm. The next meeting was noted as being scheduled for Wednesday 19 December 2018 at 7.30pm.

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## AGENDA ITEM 6: LEVEL TWO YOUTH PROJECT UPDATE

At a previous meeting, Members expressed an interest in receiving further information on the detached and outreach work carried out by the Level Two Youth Project.

Level Two have forward two reports shown at **Appendix A**, which were also presented to the ASB meeting in October.

**Committee is requested to note the Evaluation Report of provision for Detached and Mobile Outreach Services October 2018 and the Level Two Youth Project Overview October 2018**

## 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 12 December 2018 is provided below with a detailed report at **Appendix B**

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

Month No: 9

#### 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	6,992	7,992	1,000			87.5%
		Expenditure	35,399	26,902	37,930	11,028		11,028	70.9%
		Movement to/(from) Gen Reserve	<u>(27,837)</u>	<u>(19,910)</u>					
302	Section 137 Expenditure	Expenditure	30,403	15,067	32,850	17,783		17,783	45.9%
303	Felixstowe in Flower	Income	6,246	7,563	6,250	(1,313)			121.0%
		Expenditure	9,150	5,458	7,850	2,392		2,392	69.5%
		Movement to/(from) Gen Reserve	<u>(2,904)</u>	<u>2,105</u>					
304	Communication	Expenditure	5,971	2,908	6,527	3,620		3,620	44.5%
305	Community Projects & Prtnrshps	Expenditure	41,779	39,186	43,801	4,615		4,615	89.5%
<b>Grand Totals:- Income</b>			<b>13,808</b>	<b>14,555</b>	<b>14,242</b>	<b>(313)</b>			<b>102.2%</b>
Expenditure			<b>122,702</b>	<b>89,521</b>	<b>128,958</b>	<b>39,437</b>	<b>0</b>	<b>39,437</b>	<b>69.4%</b>
Net Income over Expenditure			<u><b>(108,894)</b></u>	<u><b>(74,966)</b></u>	<u><b>(114,716)</b></u>	<u><b>(39,750)</b></u>			
Movement to/(from) Gen Reserve			<u><b>(108,894)</b></u>	<u><b>(74,966)</b></u>					

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

## **AGENDA ITEM 8: OCCASIONAL GRANTS: ROUND 2 - 2018/19**

Committee is to consider the applications received for Round 2 of the Occasional Grant fund 2018/19 from the following organisations:

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

<b>Name of Organisation</b>	<b>Grant Project</b>	<b>Amount Requested</b>	<b>Previous Grant given by FTC?</b>
Citizens Advice Bureau	Advice Outreach Services	£2,000.00	Annual Grant £1,500 pa (Increased for 2019/20 to £2,500)
Creative Curve	Workshops to be held in residential units in Felixstowe & in Leiston Community Centre	£9,987.00	None
Felixstowe & Corinthians Cricket Club (F&CCC)	Electronic Scoreboard	£1,000.00	Nov 2015 £540
Felixstowe Area Community Transport LTD (FACTS)	Wheelchair-accessible MPV	£2,000.00	Nov 2015 £2,000 Nov 2016 £1,000 Nov 2017 £2,000
Felixstowe Creative Arts Trust	The Creation of Two Sisters Art Centre	£3,000.00	May 2017 £3,000
Felixstowe Men's Shed	Equip workshop with safety equipment and power tools	£832.00	None
Felixstowe Opportunity Group	Staff Training (First Aid, Food Hygiene, Safeguarding, Autism Awareness, etc.)	£600.00	Nov 2017 £1500
Felixstowe Sea Angling Society	Replacement for Clubhouse Windows	£1,500.00	Dec 2015 £200 June 2016 £750
Felixstowe Wesel Society	45 <sup>th</sup> Anniversary Function	£500.00	Annual Grant £200 pa
Home-Start in Suffolk	Preparation course cost for safeguard volunteers in Felixstowe	£1,000.00	Feb 2014 £300 May 2016 £500



Level Two Youth Project	5x Mentees for counselling	£2,000.00	Nov 2015 £1,000 Annual Grant £10,000 pa
Majestic Voices	Keyboard, Applying for Charity Status, Rehearsal Hall Costs	£2,500.00	None
Pier Projects Art Agency CIC	6-8 creative sessions One to one /group mentoring A public exhibition	£1,000.00	None
Revitalise Respite Holidays	2 Respite Breaks for Disabled People and Carers from Felixstowe	£764.00	Nov 2016 £500 Nov 2017 £354
Student Life	Print Production of Student Life Magazine	£2,500.00	None
The BASIC Life Charity	Community Allotment (Shed, various tools, paving slabs)	£450.00	None
TS Landguard - Sea Cadets	Inflatable Boat + Outboard Motor	£15,000.00	None
TOTAL:		£46,633.00	

The Town Council provided a total of £25,000 for Committee to award to eligible organisations through Occasional Grants in 2018/19. Committee considered applications and awarded grants totalling £7,333 at the first round at its meeting of 20 June 2018. This figure does not include the second part payment of £783 for BSEVC, which is ring-fenced, pending the outcome of a 4-6 month review. Therefore the total available for Committee to award in this second and final round is £16,884. Whilst Committee is not obliged to award all the available funding, the overall total awarded in the full year 2018/19 cannot exceed £25,000 without further approval from Council.

**Committee is requested to consider the above Round 2 applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make.**

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## **AGENDA ITEM 9: FELIXSTOWE PLAY AREA REVIEW**

There are ten play areas in Felixstowe and two separate 'Trim Trails'. Aside from Martello Park (SCDC completed 2015) and the Sea Road Trim Trail (FTC completed 2015) most are ageing and suffer from ongoing repair and maintenance costs. Some equipment is also nearing end-of-life, bringing further costs associated with removal and/or replacement.

Discussions are being held between the Committee Chairman - Cllr Doreen Savage – the Town Clerk and officers from the District Council to opportunities for improving the quality, variety and access to community play and sport facilities in Felixstowe.

The following outcomes are being considered:

1. Cost-saving to the District Council over the project life-span, supported by the divestment of two District Council-owned parks and play-areas to Felixstowe Town Council.
2. Upgrading the community outdoor sports facility at Cavendish Park.
3. Upgrading the centrally located play and sports facilities at Allenby Park and divesting the ongoing responsibility for its maintenance to Felixstowe Town Council.
4. Replacing the popular play and sports facilities at Gosford Way and divesting the ongoing responsibility for its maintenance to Felixstowe Town Council.
5. Reviewing current and future community need vis-à-vis informal play and recreation facilities, with a view to developing a strategy for Felixstowe to ensure appropriate provision and ongoing maintenance/improvements.

Current facilities:

<b>Location</b>	<b>Description of site</b>	<b>Comment / requirements</b>
Gosford Way/Ferry Road	Traditional gated play area situated adjacent to community centre within a larger green space containing junior goal posts and popular with dog walkers.	Well-located and highly popular play area serving a wide community. However, facilities are old and suffering from general wear and tear. Concern raised over the condition of some of the equipment (broken) and the surfacing. With 196 homes currently being built at Ferry Road, new equipment for a broad range of young people would be well used.  High priority for full replacement and new durable surfacing.
Cavendish Park	Tarmac basketball court.	Court is exposed/open and could be better utilised for multiple sports.

	Popular site for basketball and informal ball sports.	High priority and suitability for a Multi-Use Games Area (MUGA)
Allenby Park	Traditional gated play area within a self-contained and secluded park.  Small all-weather football pitch.  Well-located to the town centre residences.	Some of the play equipment is significantly older than others and will require replacement soon.  High priority for replacement carpet to football pitch and a few new pieces of play equipment kit across all age groups.
Walton Rec	Small scale play area adjacent to	Consider opportunities to enhance sport and play facilities supported by developments at Walton North, for all age groups.
Coronation Sports Ground	Traditional gated play area adjacent to sports pitches	Improved toddler provision could be considered here.
Seaton Road	Traditional gated play area adjacent to park	Mix of equipment – some good modern provision. Improved toddler play facilities could be considered.
Brackenbury	Swings next to sports centre	If sports centre is relocated, removal of swings.
Langer Park	Traditional-style play area (non-fenced) adjacent to park.	When current site becomes age-expired, consider relocating age-appropriate play facilities closer to the public access beside Lidl.
Eastward Ho Play Area	Traditional gated play area within the wider Eastwood Ho playing fields.	Consider any opportunities to review/enhance supported by any new development proposed by the Local Plan.
Eastward Ho Trim Trail	Multi-station adult/older children Trim Trail consisting various static exercise equipment.	Installed several years ago but remains in reasonable condition. Minimal maintenance required.  Consider any opportunities to review/enhance supported by any new development proposed by the Local Plan.

Sea Road Trim Trail	10-station adult/older children Trim Trail consisting various static exercise equipment.	Installed in 2015 and in good condition. Minimal maintenance required.  Should be subject to review in conjunction with any South Seafront enhancements.  Otherwise, ongoing maintenance as required and review again in 2025 (ten years from original installation).
Martello Park	High quality, well serviced and accessible destination play facility. Wide range of play equipment for all age groups serving visitors and residents.  Changing Places facility onsite.	Better promotion of Changing Place facility should be considered in the short-term. Ongoing maintenance as required during first ten years.  Consider possible enhancements from 2025.

Scheme proposals are being explored for the Cavendish Park, Allenby Park and Gosford Way/Ferry Road sites. To support the project, the District Council will be asked to consider its capital programme, potential invest-to-save asset transfer funding as well as grants, matched funding or other funding opportunities such as the CIL fund.

A number of funding streams have been identified for the Town Council to consider as well, including:

FTC CIL Earmarked Reserve	£27,807.79 (5-year time limit to spend)
FTC Earmarked Reserve for Play Equipment	£27,000
FTC Youth Forum	£2,000
S106 Sports pot	£130,588.39 as of 30/08/18
S106 Play pot	£16,759.50 as of 30/08/18

Subject to the support of Suffolk Coastal District Council and Felixstowe Town Council it is hoped that a project to enhance the facilities at Cavendish Park, Allenby Park and Gosford Way/Ferry Road can be initiated in the new year, with improvements to other play areas to follow on.

**Committee is requested to note the report and consider its support for this project.**

## **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*); £1,000 (*Minute # 100 2018/19 refers*) and £1,470 (*Minute #285 2018/19 refers*). The application received in October from The Voice cLOUD was agreed to be given after the event had gone ahead, upon receipt of invoices prior to reimbursement, up to the grant requested of £470. The Deputy Town Clerk wrote to The Voice cLOUD detailing this information and again in November to enquire as to whether the event was going ahead but has not received a reply. Unless committee have discovered otherwise that the 'Songs of Remembrance' event did go ahead, after no response from The Voice cLOUD it can only be concluded that this £470 will not be required.

Since the last meeting, one further application has been received and approved by the Sub-Committee, as follows:

<b>Organisation</b>	<b>Amount Requested</b>	<b>Project</b>
T S Landguard Sea Cadets	£1,500	To purchase school desks and chairs for cadet classrooms (14 desks), Microsoft 365 software license for Officer's pcs, 3 x 2 man tents, 6 x Silva compasses, 6 x maps and waterproof cases and 3 x Group First Aid kits

In addition to the above grants, expenses for the Felixstowe Remembers, the Battles Over, Beacon Lighting, in accordance with Committee's approval (*Minute #101ii of 2018/19 refers*) have been taken from the Armed Forces Weekend Legacy fund as follows:

Beacon	£360
PA Equipment, lighting & Signage	£450
Provision of Torches	£455
Remembrance Booklets	<u>£601</u>
Total	£1,866

Subject to, no further evidence of the Voice cLOUD event going ahead, the Fund stands at £4,116 from an initial pot of £10,796.

**Committee is requested to note the Felixstowe Remembers final expenses and the application received since the last meeting for the Armed Forces Weekend Legacy Grant and the decisions of the awarding panel.**

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## **AGENDA ITEM 11: REMEMBRANCE 2018**

A meeting was held by the organising group to review the recent Remembrance events. The group were pleased to note a number of positive comments relating to all the events held.

Member may wish to note the following feedback received from the schools that took part:

Langer Academy: "The children thoroughly enjoyed taking part in both events organised for this year's Remembrance, the service at the cemetery was very poignant and gave the children a lot to talk about the service men that sacrificed their lives were so young. We look forward to the event next year."

Fairfield & Colneis: "We thought that the events were incredibly successful. Not only did they give people a chance to pay their respects, they were very much about bringing the whole community together to share in a joint remembrance/ The opportunity for our school aged children to not only understand more deeply some of the learning based around remembrance but to experience sharing those with others was really valuable. One of a schools biggest aims must be to prepare children for their next phase of education or life - and that is wrapped up in helping them to become decent citizens - it is these types of events that help towards this deeper understanding. We would love to be involved again in the future and really appreciate all the hard work that went into making it so successful."

Final figures are awaited from the Royal British Legion for the poppy appeal, and the final figure will be announced at Council in due course. To help enrol more volunteers for the poppy appeal, it has been suggested that the Felixstowe Remembers Facebook page may be used next year to encourage more volunteers to help.

Free car parking on Remembrance Sunday was provided by Suffolk Coastal District Council, and it is important that this is publicised well if given in future years. Other considerations for next year included a more structured process to the wreath laying to announcing to the public who are laying the wreaths.

The crowd barriers were a great addition for the Sunday 11<sup>th</sup> and the East of England Co-op has agreed to sponsor the cost of the barriers in 2019.

Alan Boyle, Everything Felixstowe, recorded the event and footage from the Felixstowe Remembers, the Battles Over, Beacon Lighting event can be found on the web page <https://www.felixstowe.gov.uk/events-attractions/remembrance/>

One 'There but not there' Tommy silhouette remains in the Town Hall Gardens, with the other located in Felixstowe Cemetery to look over the war graves. The silhouettes are owned by the Felixstowe Branch of the Royal British Legion who would like to relocate the one in the Town Hall Gardens to Walton Church. The RBL would welcome the Town Council's input on this.

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

## **AGENDA ITEM 12:CHRISTMAS EVENTS – ICE RINK**

Preparations are in place for the Christmas Ice-Rink at Great Eastern Square which once again has been generously supported by the East of England Coop.

After the success last year of BBC Radio Suffolk at the opening and Fresh Gold Radio attending, Fresh Gold Radio have been approached to see if they are able to attend for the full four days opening. Having a DJ with amplified music has been a positive addition, giving the ice rink more of an atmosphere and means that people approaching the vicinity are drawn more to the ice rink. The cost shown at **Appendix C** would cover their attendance prior to the opening and for the full duration of the ice rink (weather permitting). There is currently a budget surplus in Civic Events, from which Committee is requested to consider approving the cost for this activity.

The rink will be opened by the Mayor at 11am, and will be open from 11am to 7pm Thursday 20th to Saturday 22nd December and 10am to 6pm on Sunday 23rd. Skates of all sizes are provided and there is no need to book.

Along with sponsorship totalling £3,000 +VAT, the East of England Coop has given permission to use the square and is providing first aid and overnight security.

Throughout the four days there will be a variety of food and drink outlets, and children's rides including a slide.

**Committee is requested to note the report on the Christmas Ice-skating event, and approve expenditure of £400 from the Civic Events budget for the attendance of Fresh Gold Radio.**

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## **AGENDA ITEM 13: FELIXSTOWE-HARWICH-SHOTLEY FOOT FERRY**

The annual Felixstowe-Harwich-Shotley Foot Ferry service partnership meeting was recently held at Endeavour House, where the accounts to the year ending December 2017 were circulated alongside information from the ferry operator as shown at **Appendix C**.

Tracey Vobe, Passenger Transport Manager at Suffolk County Council who hosted the meeting has requested to see a business plan at the next annual meeting with the Ferry (November 2019) to forecast expenditure going forward. The combined funding from partners totals £30,500 and with the profit at the end of 2017 being £25,000, it is important to show how this is going to be used and opportunities around, if it is possible, that the main contributions could show a reducing commitment over the next three years.

The planned 2019/2020 Felixstowe Town Council budget contains a contribution to the Felixstowe-Harwich-Shotley Foot Ferry of £1,000 for the year 2019/20.

**Committee is requested to note the update report on the Harwich Harbour Foot Ferry.**