



9 am to 4 pm Mondays to Fridays

## TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr D Savage (Chairman)

Cllr D Aitchison (Vice Chairman)

Cllr S Bennett

Cllr S Gallant

Cllr S Harkin

Cllr G Newman

Cllr M Morris

Cllr M Richardson

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 16 October 2019** at **7.30pm** for the transaction of the following business:

### A G E N D A

**1. Public Question Time**

Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.

**2. Apologies for Absence**

To receive any apologies for absence.

**3. Declarations of Interest**

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.

**4. Confirmation of Minutes**

To confirm the Minutes of Civic & Community Committee meeting held on 18 September 2019 as a true record.

**(Pages 3-6)**

**5. Civic & Community Budget Report**

To receive the Civic & Community Budget report to 10 October 2019 and consider any actions deemed necessary.

**(Page 7 & Appendix A)**

**6. Felixstowe in Flower 2019 Report**

To consider a report following this year's Felixstowe in Flower events.

**(Pages 8-9)**

**7. Floral Bedding Arrangements for 2020/21**

To consider arrangements for the provision of floral bedding for 2020/21.

**(Page 10)**

**8. Remembrance 2019**

To receive any update on the programme of events taking place to mark Remembrance this year and approve any necessary actions. **(Verbal Update)**

**9. Invitation to Wesel Commemorations**

To consider a Civic invitation from Felixstowe's Twin Town of Wesel, Germany, to attend commemorations in February 2020. **(Page 10 and Appendix B)**

**10. Business Plan 2020-2024**

To consider any key priorities for the Civic & Community Committee for consideration as part of the development of the Town Council's Business Plan 2020-2024. **(Pages 11-12)**

**11. Draft Budget Considerations 2019-20**

To consider first draft recommendations for the Civic & Community element of Council's budget for 2020-21. **(Page 12 & Appendices C & D)**

**12. Closure**

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 18 December 2019 at 7.30pm.



**Ash Tadjrishi  
Town Clerk  
11 October 2019**

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.***



The HHFS partnership group meet annually in October and the Clerk informed Members that some of the other partners may be seeking to reduce the public sector subsidy to reduce over the next few years, subject to discussion on the sustainability of the service provided by HHFS.

Members agreed that the service was an important asset to local communities in Suffolk and Essex which also supported tourism. Committee was therefore happy to continue to support the ferry service in the usual way and approved the 2019/20 agreement.

**It was RESOLVED that:**

- i. the Felixstowe-Harwich-Shotley Foot Ferry report and amended agreement be approved; and,**
- ii. the Deputy Town Clerk attend the forthcoming partnership meeting on 1 October and report back to Committee in due course.**

### **235. ANNUAL GRANTS AND COMMUNITY FUND PROJECTS 2020/21**

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 2020/21 budget:**

#### **As Annual Grants:**

	<b>2020/21</b>
Art on the Prom	£2,000
Citizen's Advice Bureau	£2,500
Felixstowe Book Festival	£2,000
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
<b>Total</b>	<b>£11,600</b>

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

	<b>2020/21</b>
Level Two	£10,000
Landguard Partnership	£ 1,000
Harwich Harbour Ferry Services Partnership	£1,000
Felixstowe Forward ( <i>year 3 of 3</i> )	£20,000
PSCO ( <i>year 2 of 2</i> )	£34,000
<b>Total</b>	<b>£66,000</b>

## **208. COMMUNITY EMERGENCY PLAN**

Members noted the report on the Community Emergency Plan and recorded a vote of thanks to the Officers who were continuing to update the Plan.

**It was RESOLVED that the Community Emergency Plan report be noted.**

## **209. REMEMBRANCE 2019**

Members received the report outlining details for Remembrance 2019.

Committee was presented with a draft design for signs which were to be displayed at each end of the roads in Felixstowe which lost residents in the first and second world wars. In response to a question from Members, Cllr D Aitchison confirmed that, to date, Felixstowe had been fortunate not to have lost any residents from conflicts since WWII, such as the Falklands, the Gulf or Northern Ireland. Members congratulated Cllr D Aitchison on the draft design.

It was noted that £1,250 sponsorship had been pledged towards the total cost of £1,667.25 plus VAT to produce the 171 signs required. Committee agreed the remaining £417.25 should come from the Suffolk Armed Forces Legacy Fund.

**It was RESOLVED that**

- i. the Remembrance 2019 update report be noted;**
- ii. sponsorship received for the signs be moved into the Civic & Community Donations and Sponsorship income budget, which would offset a commensurate overspend on the Remembrance budget; and,**
- iii. the remaining cost to fund the signs of £417.25 to be taken from the Suffolk Armed Forces Legacy Fund Earmarked Reserve 9095/900.**

## **210. VE DAY 75<sup>TH</sup> ANNIVERSARY 2020**

Members received the report outlining details for the VE Day 75<sup>th</sup> Anniversary and noted the virement approved by the Finance & Governance Committee of £3,500 from the surplus from the Insurance budget 4464/101. Members also agreed that the remainder of the Armed Forces Legacy Fund of £1,512.75 be used for this event.

Committee agreed that the event, which it felt should be no more than one day, should be coordinated under the 'Felixstowe Remembers' brand, with the Town Council as the accounting body and supported by East Suffolk Council.

Committee advised that all funds raised for the event should be put into the event, to avoid any surplus at the end. It was suggested that the new organiser from Art on the Prom is also invited to attend the working group and that the Fort/Landguard be considered for a venue by the working group.

Members noted the report on the table detailing the Suffolk Armed Forces Legacy Fund applications and the expected remaining amount in the fund and agreed that this should be used for VE Day 75<sup>th</sup> Anniversary 2020. Committee thanked the Armed Forces Legacy Fund panel for their work in allocating these funds.

**It was RESOLVED that**

- i. the VE Day 75<sup>th</sup> Anniversary update report be noted;**
- ii. the VE Day 75<sup>th</sup> Anniversary event be coordinated as part of the 'Felixstowe Remembers' brand under the guidance of the VE Day 75<sup>th</sup> working group with the Town Council as the accounting body;**
- iii. a regular report be brought to Committee on plans for the VE 75<sup>th</sup> Anniversary event; and**
- iv. the remaining Suffolk Armed Forces Legacy fund of £1,512.75 be used to support the VE Day 75<sup>th</sup> Anniversary 2020 event.**

#### **211. DEFIBRILLATOR CABINET AT SEA ROAD**

Members received the report on the corrosion of the defibrillator cabinet at Sea Road.

**It was RESOLVED that a new polycarbonate cabinet be purchased at the cost of £500 + VAT from the Street Furniture Budget.**

#### **212. CHRISTMAS EVENTS**

Members received the update report on the Christmas ice rink and were happy with the arrangements to continue on a similar basis to previous years.

**It was RESOLVED that the Christmas Event report be noted.**

#### **213. SUFFOLK DAY 2020**

Members considered the report on Suffolk Day 2020 and noted that the 2020 event will now take place on the weekend – Sunday 21<sup>st</sup> June 2020. Members agreed that the 'Tea and Cake' held the previous two years were such a success that it should be carried out on Suffolk Day 2020 as a Councillor led event and that the flag should be raised that weekend.

**It was RESOLVED that the 'Tea and Cake' event and the raising of the St Edmunds flag on Suffolk Day 21<sup>st</sup> June 2020 be arranged, with further details to be brought to committee in April 2020.**

#### **214. CLOSURE**

The meeting was closed at 9.14 pm. The next meeting was noted as being scheduled for Wednesday 16 October 2019 at 7.30pm.

## AGENDA ITEM 5: 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 10 October 2019 is provided below with a detailed report at **Appendix A**

10/10/2019	Felixstowe Town Council						Page 1	
11:31	Summary Income & Expenditure by Budget Heading 10/10/2019							
Month No: 7	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	7,442	4,950	7,392	2,442			67.0%
	Expenditure	35,346	23,663	36,080	12,417		12,417	65.6%
	Movement to/(from) Gen Reserve	<u>(27,904)</u>	<u>(18,713)</u>					
302 Grants	Expenditure	32,846	20,945	36,600	15,655		15,655	57.2%
303 Felixstowe in Flower	Income	7,600	7,271	7,300	29			99.6%
	Expenditure	7,664	3,637	6,750	3,113		3,113	53.9%
	Movement to/(from) Gen Reserve	<u>(64)</u>	<u>3,634</u>					
304 Communication	Income	0	1,580	0	(1,580)			0.0%
	Expenditure	4,708	6,198	13,628	7,431		7,431	45.5%
	Movement to/(from) Gen Reserve	<u>(4,708)</u>	<u>(4,618)</u>					
305 Community Projects & Prtnrshps	Expenditure	42,779	54,390	76,779	22,390		22,390	70.8%
Grand Totals:- Income		<b>15,042</b>	<b>13,801</b>	<b>14,692</b>	<b>891</b>			<b>93.9%</b>
Expenditure		<b>123,343</b>	<b>108,833</b>	<b>169,837</b>	<b>61,004</b>	<b>0</b>	<b>61,004</b>	<b>64.1%</b>
Net Income over Expenditure		<u><b>(108,301)</b></u>	<u><b>(95,032)</b></u>	<u><b>(155,145)</b></u>	<u><b>(60,113)</b></u>			
Movement to/(from) Gen Reserve		<u><b>(108,301)</b></u>	<u><b>(95,032)</b></u>					

**Committee is requested to receive the Civic & Community Budget report to 10 October 2019 and consider any actions deemed necessary.**

## **AGENDA ITEM 6: FELIXSTOWE IN FLOWER 2020 REPORT**

Felixstowe in Flower began this year in March with the 1<sup>st</sup> Old Felixstowe Guides collating a mailout of all the Competitions, School and Sponsorship forms.

The Mayor, and Council's Cemetery and Allotments Officer attended local schools to promote the competitions. Businesses in Hamilton Road, the seafront and Walton were visited by the Cemetery and Allotments Officer and offered the chance to sponsor a basket/tub. Sponsoring the floral displays provides the opportunity to show support for the community or promote 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 22<sup>nd</sup> June at the Felixstowe Triangle. Another 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, Suffolk Wildlife, Fuchsia Society, Happy Globe, Plastic Free, Country Market selling herbs and plants, 1<sup>st</sup> Old Felixstowe guides selling homemade cakes and the Co-op provided a pop-up tea & coffee stall. Music and announcements by Fresh gold Radio.

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.

This year we carried out a trial to see if the regularity of watering could be reduced. Three areas were chosen for the experiment, The Crescent, Orwell Road and Hamilton Road, with some baskets watered once a week, some twice and others the usual three times. The plants watered once a week experienced stunted growth and wilted towards the end of the week, recovering at the beginning of the next week (wilting varied if there was heavy rain).

The plants watered twice (Monday and Friday) had more growth and only expressed wilting in the mid-week during extremely hot weeks. Those watered three times had the best growth. The black planters needed their reservoirs fully filled to have successful growth and, because of the variety of plants, should continue to be watered three times a week. The grey planters that have geraniums need far less water and can be watered twice a week.

As a result, the watering schedule from 2020 onwards will be adjusted to achieve a reduction in water and fuel consumption whilst maintaining the health of the blooms, as follows:

Mon: Town & Walton  
Tue: Sea front  
Wed: Town

Thur: Walton  
Fri: Town & Sea front



Overall the Council achieved 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	Number of Sponsors 2019/20	Net Sponsorship 2019/20
1 @ £50 each	20	£833.33	28	£1,166.67	34	£1,416.67
2 @ £80	18	£1,200.00	23	£1,533.33	24	£1,600
3 @ £110	2	£183.33	3	£275.00	2	£183.33
4 @ £140	-	-	2	£233.33	-	
6 @ £200	-	-	1	£166.67	-	
13 Baskets	-	-	-	-	1	£416.67
<b>TUBS/TROUGHS</b>						
Town Hall		-	1	£83.33	1	£125.00
1 @ £65	16	£866.67	22	£1,191.74	21	£1,137.50
2 @ £130	2	£216.67	3	£324.99	5	£541.67
<b>Total</b>	<b>58</b>	<b>£3,300</b>	<b>74</b>	<b>£4,975</b>	<b>86</b>	<b>£5,421</b>

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:

TROPHIES	Number of Sponsors 2017/18	Net Sponsorship 2017/18	Number of Sponsors 2018/19	Net Sponsorship 2018/19	Number of Sponsors 2019/20	Net Sponsorship 2019/20
£15 each (£12.50 net)	6	£75	10	£125	9	£112.50

The total cost of engraving this year 2019/20 has been confirmed to be £347.40.

The total Donations and Sponsorship received this year is estimated to outturn at £8,034. This includes repeat sponsorship from East of England Co-operative of £2,000 (net), plus a donation from Trinity College of £500.

Net Sponsorship and Donations 2017/18	Net Sponsorship and Donations 2018/19	Net Sponsorship and Donations 2019/20
£6,256	£7,600	£8,034

The annual awards evening was held at Felixstowe Academy on Friday 13<sup>th</sup> September and was another successful event with the children and schools receiving their trophies before the adult prize-giving. The awards section ran considerably quicker this year, as we only invited the winners onto the stage to receive their trophy and certificate. Next year we may consider all the runners up coming onto the stage at the end.

**Committee is requested to consider the Felixstowe in Flower Report and decide on arrangements for 2020.**

## **AGENDA ITEM 7: FLORAL BEDDING ARRANGEMENTS FOR 2020/21**

Town Council provided 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. East Suffolk Norse carried this out under contract which included all the maintenance, watering and deadheading that was required, as well as weekly inspections.

The cost of the bedding was £10,779+VAT for the year 2019/20. Norse have advised of an increase of 3% for 2020/21.

Geraniums looked good this year, Norse express that the mixed colour of plants work well and would welcome any suggestions for colours of the plants for the forthcoming year.

**Committee is requested to consider the report on Floral Bedding and decide on any arrangements for 2020.**

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## **AGENDA ITEM 9: INVITATION TO WESEL COMMEMORATIONS**

The Town Council has been invited to send a delegation to Wesel to join them in commemorating the 75<sup>th</sup> anniversary of the devastation of their town. The commemorations will take place between 14<sup>th</sup> and 16<sup>th</sup> February 2020 and the civic party would be expected to arrive on Thursday 13<sup>th</sup> and return on the evening of Sunday 16<sup>th</sup> or Monday 17<sup>th</sup> February. The Town Council would need to cover the cost of transport. As an indication, airfare for the Mayor, Deputy Mayor and Mayor's Secretary this year was £473.33. Accommodation however would be provided by Wesel.

A copy of the invitation is provided at **Appendix B**.

The Council's Twinning Budget currently stands at £967 from a total budget of £2,500. It is recommended that at least £1,000 of this be withheld towards booking arrangements for accommodating the Wesel civic party in 2020.

**Committee is requested to consider whether the Mayor, perhaps accompanied by the Deputy Mayor and/or an Officer from the Council, should attend the commemorations in Wesel.**

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## **AGENDA ITEM 10: BUSINESS PLAN 2020-2024**

The Council's Business Plan will be a concise document encompassing the Council's aspirations, across following potential headings:

- Climate Change/ Planning & Environment
- Civic & Community
- Assets & Services
- Finance & Governance

During its development, the Business Plan will be formally reviewed by Council over the following meetings:

11 December 2019 F&G reviews first draft

22 January 2020 F&G reviews final draft for recommendation to Council

11 March 2020 Business Plan approved by Council

Community engagement is critical to the development of the Plan and a public consultation is underway to encourage the widest possible input into the process. A survey is running which asks for feedback to four questions, alongside other positive ideas from the community until of 31 October 2019.

In keeping with the Council's recent Climate Emergency declaration and the themes of 'Community', 'Open Spaces' and 'The Town Centre' explored at the Felixstowe Horizons event at the Orwell Hotel on 18 June 2019, the questions are as follows:

- The Town Council seeks to become carbon-neutral by 2030 – what practical steps could we be taking in the next 4 years and what can we do to support others in Felixstowe to reduce their environmental impact?
- The Town Council provides financial support to dozens of local organisations each year through our occasional and annual grants scheme. What do you believe are the priorities for the community over the next 4+ years and in what ways do you expect your Town Council to identify and address these needs?
- How can community facilities and open spaces such as the seafront, prom and gardens, our town centre, woodland, parks and play areas be better used to promote Felixstowe and improve wellbeing? Should the Town Council consider opportunities for asset transfers from East Suffolk / Suffolk County councils to preserve community facilities even if this increases our costs? If so, which in particular?
- Though we receive no income from business rates we recognise the importance of a vibrant town centre. Town Council initiatives such as Felixstowe in Flower, the Christmas Ice Rink and our funding of the Christmas Lights help bring life and colour and we also support the concept of local businesses formalising their own priorities for the town. What is your vision for a thriving Felixstowe town centre and what role should the Town Council play?

Workshops are being planned to take place in November for Members and staff to review priorities for the Business Plan.

In advance of these workshops, and to inform the business planning process, each of Council's main committees is also being asked to consider what they believe will be their key priorities over the next 4+ years, outside of any usual or recurring business.

Members are therefore asked to consider priorities for the Council's Civic & Community Committee and any matters within the Committee's scope relevant to the survey questions above.

**Committee is requested to consider any key priorities for the Civic & Community Committee for consideration as part of the development of the Town Council's Business Plan 2020-2024.**

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## **AGENDA ITEM 11: DRAFT BUDGET CONSIDERATIONS 2020-21**

Committee is to consider draft budget estimates for the Financial Year 2020-21 and to make any recommendations to Finance & Governance 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 C**. Notes to the budget estimates are at **Appendix D**.

**Committee is requested to consider first draft recommendations for the Civic & Community element of Council's budget for 2020-21**

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