



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 **Thursday 19 December 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 16 October 2019 as a true record. **(Pages 3-6)**

5. Civic & Community Budget Report

To receive the Civic & Community Budget report to 12 December 2019 and consider any actions deemed necessary. **(Page 7 & Appendix A)**

6. Occasional Grants: Round 2 2019/20

To consider applications submitted for the second round of Occasional Grants. **(Pages 8-9)**

7. Suffolk Armed Forces Legacy Grant Final report

To receive a report on the complete expenditure from the Suffolk Armed Forces Legacy Grant fund **(Pages 10-11)**

8. Remembrance 2019 Review

To receive a report on the events which took place to mark Remembrance 2019. **(Page 12)**

9. Christmas Events – Ice Rink

To note the arrangements for the Ice Rink opening on Friday 20 December.

(Page 13)

10. Change of date Mayor’s Civic Service

To note the change of date of the Mayor’s Civic Service 2020 and review the standard protocol.

(Page 13)

11. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 19 February 2020 at 7.30pm.



**Ash Tadjrishi
Town Clerk
13 December 2019**

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.

264. FELIXSTOWE IN FLOWER 2019 REPORT

Committee commented that the floral baskets were particularly good this year, making Felixstowe in Flower 2019 an exemplar year. Committee gave thanks to the Officer involved in getting sponsors which enabled Felixstowe in Flower to be cost neutral this year. Members noted the details of the experiment and consequential reschedule of watering.

It was noted that Felixstowe in Flower had become far more environmentally friendly over the past few years, with the modern baskets allowing the frequency of watering to have been reduced from 6 days a week to the new schedule of watering the Town flowers 3 times a week and Walton and Sea front twice a week. This reduction was helping to save diesel consumption for the truck and use less water. The new baskets, which are longer lasting than the previous baskets, have a reservoir and wick which keeps the water available for the plants. Members requested that an article be written for the Town Council Winter Magazine to explain the environmental changes that have been made.

One way to improve the watering even more would be to use water runoff from farmland. Felixstowe Ferry Golf Course now use rainwater from Adams Farm, so something similar or a joint venture may prove a positive addition. Harvesting rainwater off Council buildings could be considered but would not provide enough water throughout the Summer season.

Members also requested that next year the categories for the competitions be reviewed, with sustainability and environmental themes in mind.

It was RESOLVED that:

- i. The Felixstowe in Flower report 2019 be noted;**
- ii. further water saving actions be investigated; and,**
- iii. categories for next year's competitions be reviewed with a focus on sustainability and the environment.**

265. FLORAL BEDDING ARRANGEMENTS FOR 2020/21

Committee considered the quote for the floral bedding arrangements for the section of the seafront in the form of chevron beds and promenade beds close to the War Memorial and raised beds in Town Centre and at the Triangle. Members discussed the possibility of introducing more sustainable planting. It was suggested that East Suffolk Norse be invited to attend the next meeting to discuss options for a planting plan with this aim. It was also suggested that investigations be made into what type of sustainable plants other coastal towns use.

It was RESOLVED that:

- i. East Suffolk Norse be invited to attend the next Civic and Community Committee meeting in December and to provide a sustainable planting plan; and,**
- ii. investigations be made into what type of sustainable plants other coastal towns use.**

266. REMEMBRANCE 2019

Cllr D Aitchison gave a verbal report on the recent Remembrance meeting and plans for Remembrance. Members were pleased to note that sponsorship had been received for the 171 signs which are to be placed on 66 roads in Felixstowe to remember the fallen in both WWI and WWII. The signs were to be erected the following week and taken down the week after Remembrance. Large poppies will also be placed, as last year, on the lampposts from the Orwell Hotel to Bent Hill and the Tommy silhouette 'There but not there' will be placed on the Triangle. Members are all invited to the Poppy appeal launch on Saturday 26th October the parade leaves Bank Corner at 10.40 am with the launch at the Triangle at 11am. Members have been sent details of all the Remembrance events and should rsvp to the Mayor's Secretary.

It was RESOLVED that the Remembrance report be noted.

267. INVITATION TO WESEL COMMEMORATIONS

Members received the report outlining details of the invitation to send a delegation to Wesel to join them in commemorating the 75th anniversary of the devastation of their town. Committee agreed that the Mayor should attend and choose one other to accompany him. This could be the Deputy Mayor, or a Councillor with long-standing connections with Wesel.

It was RESOLVED that the Mayor plus one other representative of the Council should attend the commemorations in Wesel between 14th and 16th February 2020.

268. BUSINESS PLAN 2020-2024

Members were asked to consider aspirations for Council for the four-year span 2020-2024 within the scope of the Civic and Community Committee. The Clerk reminded members that two workshops had been arranged in November to discuss the four questions that formed the public consultation that was currently running, with a closing date of 31 October.

Members agreed that the PCSO should be considered, currently with a two-year contract ending in December 2020, the cost of which has been agreed to be funded from Earmarked Reserves and may as such not be sustainable. This should be considered alongside the introduction of Civil Parking Enforcement.

Members also agreed that other ideas that could be considered for the business plan were to investigate the possibility of making Felixstowe in Flower carbon neutral, to consider the travelling by the Mayor to his engagements both locally, in the county and abroad, and offsetting carbon by planting more trees.

At this point, Cllr S Bennett joined the meeting.

Other ideas included more detailed guidance for organisations applying to Council's grant scheme to make them more environmentally friendly. Members agreed that grants should be more data-led, to discover where the need is for grants to ensure smarter allocation of the funds, including taking advice from other partners. It was anticipated that the forthcoming Community Partnership workshop would give some insight in to priorities for Felixstowe.

Another item for consideration would be to give potential Grant applicants more of a steer as to the types of grants by categorising the grants into areas such as Environment / Young People / Disability/Dementia.

It was RESOLVED that in these aspirations be considered in the scope of the Civic and Community Committee for the Business Plan 2020-24.

269. DRAFT BUDGET CONSIDERATIONS 2020-21

Committee considered first draft proposals for its element of the Council's 2020-21 budget and reviewed the accompanying notes to the budget estimates in the report. The Clerk explained that this budget is based on existing expectations, however after the Business Planning workshops Council may need to make changes to the budget accordingly.

Members requested that a budget line (up to £20,000) be considered for inclusion to potentially support projects resulting from the forthcoming Community Partnership.

It was RESOLVED that the draft proposals for the Civic & Community element of the Council's 2020-21 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.

270. CLOSURE

A discussion was held on the possibility of moving future meetings to an earlier time. Committee elected to keep the time at 7.30pm

The meeting was closed at 9.20 pm. The next meeting was noted as being scheduled for Wednesday 18 December 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 12 December 2018 is provided below with a detailed report at **Appendix B**

12/12/2019		Felixstowe Town Council					Page 1	
10:08		Summary Income & Expenditure by Budget Heading 12/12/2019						
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	7,442	8,942	7,392	(1,550)			121.0%
	Expenditure	35,346	30,924	36,080	5,156		5,156	85.7%
	Movement to/(from) Gen Reserve	<u>(27,904)</u>	<u>(21,982)</u>					
302 Grants	Expenditure	32,846	21,545	36,600	15,055		15,055	58.9%
303 Felixstowe in Flower	Income	7,600	7,888	7,300	(588)			108.1%
	Expenditure	7,664	4,937	6,750	1,813		1,813	73.1%
	Movement to/(from) Gen Reserve	<u>(64)</u>	<u>2,951</u>					
304 Communication	Income	0	3,365	0	(3,365)			0.0%
	Expenditure	4,708	6,558	13,628	7,071		7,071	48.1%
	Movement to/(from) Gen Reserve	<u>(4,708)</u>	<u>(3,193)</u>					
305 Community Projects & Prtnrshps	Expenditure	42,779	73,186	76,779	3,593		3,593	95.3%
Grand Totals:- Income		15,042	20,195	14,692	(5,503)			137.5%
Expenditure		123,343	137,149	169,837	32,688	0	32,688	80.8%
Net Income over Expenditure		<u>(108,301)</u>	<u>(116,955)</u>	<u>(155,145)</u>	<u>(38,190)</u>			
Movement to/(from) Gen Reserve		<u>(108,301)</u>	<u>(116,955)</u>					

Committee will note the disproportionate overspend in the Remembrance Budget. This represents the cost of the Remembrance street signs, which received sponsorship of £1,250 and the Remembrance Parade, which received sponsorship of £700. The income from this sponsorship is accounted for within budget code 1810/301 (Donations and Sponsorship) rather than being used to 'credit expenditure'. In this way Committee can see how much the cost of the activities were and the sponsorship used to offset this. It should also be noted that a portion of the cost of the signs (£417.25) was authorised to be taken from the Suffolk Armed Forces Weekend Legacy Fund Earmarked Reserve. Adjusted for sponsorship received, the actual cost of Remembrance to Council was £92 out of a £300 budget **(31%)**

Committee is requested to receive the Civic & Community Budget report to 12 December 2019 and consider any actions deemed necessary.

AGENDA ITEM 6: OCCASIONAL GRANTS: ROUND 2 - 2019/20

Committee is to consider the applications received for Round 2 of the Occasional Grant fund 2019/20 from the following organisations:

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

Name of Organisation	Grant Project	Amount Requested	Previous Grant given by FTC?
Black & White Productions	New drama production celebrating Felixstowe's role in the Battle of Britain	£1,500	Nov 2015 £500 & £750 AFW Legacy
Citizen's Advice Bureau	Display equipment replacement	£900	Annual Grants Nov 2018 £2,000
Corinthians Cricket Club (F&CCC)	Replacement netting for the practice facilities	£1,000	Nov 2015 £540 Nov 2018 £1,000
Dellwood Lawn Tennis Club	Renovation and development of club facilities which house tennis equipment	£750	
Felixstowe Area Community Transport	Accessibility modifications for a new minibus	£2,000	Nov 2015 £2,000 Nov 2016 £1,000 Nov 2017 £2,000 Nov 2018 £2,000
Felixstowe Book Festival	Book writer event "How to be Autistic"	£335	
Felixstowe Men's Shed	Construction of "Sensory Room"	£2,000	Nov 2018 £832
Felixstowe Prom Junior Parkrun	Weighted cones and table	£200	
Felixstowe Sea Angling Society	Replacement of entrance doors, fascia boards, soffits, guttering, downpipe installation of bird guards	£1,750	Dec 2015 £200 June 2016 £750 Nov 2018 £1,500
Felixstowe Swimming Club	Professional swimming courses & advertising	£1,104.80	
Felixstowe Twins Club	Venue hire and general promotion of group	£1,000	
Friends of Felixstowe Library	Complete refurbishment of the children's section of the library	£7,500	
Hamilton MAS Micro Arts Space by the Sea	Develop the Arts Award into the programme	£2,450	

HappyGlobe CIC	Cowpasture Meadow Wildlife Reserve: compost, seeds, timber, beehives, etc.	£900 - £1,000	
Laydens Community Café	Replacement of cash register, chiller, and better marketing	£409.75	
LockART's	Run a subsidised, 6-week creative writing course	£2,000	
Memory Lane (Felixstowe Dementia Alliance)	Arts and crafts activity	£1,000	
MENTA	Business planning, marketing, and bookkeeping workshops	£5,000	
Save the Children	Battery/electric operated Santa Sleigh + additional email request for speakers	£257.34 £116.48	
St John Ambulance	Gazebo establishment	£1,200	
Suffolk Wildlife Trust	Purchase of a projector for talks	£360	
Timebanking	Various Local Initiatives	£1,000	
TS Landguard Sea Cadets	Supply and refurbishment of military band equipment	£3,500	
TOTAL:		£38,333.37	

The Town Council provided a total of £25,000 for Committee to award to eligible organisations through Occasional Grants in 2019/20. Committee considered applications and awarded grants totalling £9,945 at the first round at its meeting of 19 June 2019. Therefore, the total available for Committee to award in this second and final round is £15,055. Whilst Committee is not obliged to award all the available funding, the overall total awarded in the full year 2019/20 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.

AGENDA ITEM 7: ARMED FORCES WEEKEND LEGACY GRANT FINAL REPORT

After the successful Armed Forces Weekend in June 2017, and as a result of the money raised to put on the event there was £10,796 remaining which was transferred to Felixstowe Town Council to create a Suffolk Armed Forces Legacy fund. Applications were encouraged from military-related charities and not-for-profit organisations that would benefit Armed Forces personnel, their families, veterans and cadet organisations that live, are stationed or operate in the Felixstowe and the Suffolk Coastal District area. In addition, applications which supported WW1 centenary events in 2018 were considered. A subcommittee was formed (*Min #306 of 2017/18 refers*). Below is a final report from the Suffolk Armed Forces Weekend Legacy Grant Sub-committee detailing how the fund was spent:

Organisation	Amount Requested	Project
Royal British Legion Felixstowe	£500	Towards purchasing two 'Tommy silhouettes' to commemorate the end of the First World War. Now positioned at Felixstowe Cemetery and St Mary's Church in Walton.
Soldier's, Sailor's & Airmen's Families Association (SSAFA)	£500	Towards financial assistance for a veteran who lives in Suffolk Coastal, suffering PTSD to get back to work as a self-employed carpenter. The grant will go towards a small van, tax and insurance.
Landguard Fort Trust	£1,000	Purchased audio-visual equipment to present WW2 veteran soldiers' recollections at Landguard.
T S Landguard Sea Cadets	£1,500	Purchased 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
Royal Marines Association – East Anglia Region (RMA-EAR)	£500	Supported "Darrell's Day" at Landguard Fort to remind the public of the service given to the nation by one branch of the armed forces – the Royal Marines, many of whom have served and are still serving and reside in the region.
Royal British Legion – Felixstowe	£500	To help fund two representatives (a wreath layer and standard bearer) who attended the Great Pilgrimage 90. A decade after the end of WW1 veterans and war widows visited the battlefields of the Somme and Ypres before marching to the Menin Gate in Ypres.

Black & White Productions	£750	Working with the Bawdsey Radar Trust and Bentwaters Cold War Museum, Black & White Productions created a play that celebrated the opening of the Transmitter Block at Bawdsey and the 10-year anniversary of the RAF in East Anglia. The play was performed in several locations including Landguard Fort in Felixstowe.
Royal British Legion Felixstowe	£750	To help fund two further Tommys (Total cost £1,500). One is positioned at the CWGC headstones in St Peter and Paul's church, Old Felixstowe and the other Tommy is moved around different locations during Remembrance each year.

In addition to the above grants, expenses for the Felixstowe Remembers, the Battles Over, Beacon Lighting, in accordance with Committee's approval (*Min #101ii of 2018/19 refers*) was 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

£417.25 was taken to fund the Remembrance signs, which were also funded with £1,250 of Sponsorship from Wainwrights Estate Agents, (*Minute #209 iii of 2019/20 refers*)

The remaining £1,512.75 will be used to support the VE Day 75th Anniversary 2020 event (*Minute #210 of 2019/20 iv refers*)

Committee is requested to note the final report on the Suffolk Armed Forces Weekend Legacy Fund.

AGENDA ITEM 8: REMEMBRANCE 2018

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

Committee Members will be pleased to note that the amount raised at the Town Hall for the Poppy Appeal was £235.83, and the District Total was £18,791.35.

The Town Council is grateful to East Suffolk Council for giving free car parking on Remembrance Sunday, 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 – e.g. announcing to the public who are laying the wreaths – and a singer/choir to lead the hymns over the microphone. Additional service sheets will also be printed (numbers were larger than previous years prior to the Centenary). Felixstowe Remembers may be able to provide some extra volunteers.

The crowd barriers were erected for the second year running and were sponsored by the East of England Co-op. A minor amendment to the positioning of the barriers were made on the day and will be included in the barrier plan for next year. Committee should consider whether the barriers should be funded by the Town Council if no sponsorship is forthcoming in future.

An article will be published in the Town Magazine to invite ex-servicemen to march in the procession and Cllr D Aitchison has offered to support this as well as looking for a piper and/or drummer to join in and march down from the church.

The securing of the wreaths worked well this year, but further options are being investigated to make the securing easier. This year we had a couple of enquiries from commercial establishments wishing to lay wreaths. Although wreaths would be made welcome from commercial companies, community groups and individuals it may be necessary to restrict this wreath-laying after the Remembrance service has concluded.

The procedure for the maroon rocket for 11th November which is let off by Felixstowe Coast Patrol and Rescue Service has been reviewed and is recommended to be as follows:

Maroon Rocket
Last Post
2 mins Silence
Reveille
(No second maroon)

The 'There but not there' Tommy silhouette was initially brought to the triangle for the Poppy Appeal launch then moved to a poignant position at the Felixstowe War Memorial, before making its journey after the Remembrance events to the WWII graves at Felixstowe Cemetery.

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 9: 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 four days opening. Having a DJ with amplified music has been a positive addition; creating a festive atmosphere, increasing surveillance, and drawing people in the vicinity towards the ice rink before they arrive.

The rink will be opened by the Mayor at 11am on Friday 20th December and will be available for four days until Monday 23rd December (opening times 11am to 7pm Sunday 10am to 6pm). Skates of all sizes are provided and there is no need to book.

In addition to their generous sponsorship of £3,000 +VAT, the East of England Co-op has given permission to use the square and is providing first aid and overnight security.

From 10.30am until 2pm (subject to stock levels) the Co-op will be selling mulled wine for £2 a cup and a non-alcoholic option for £1 a cup with all the proceeds being donated towards the Level 2 Youth Hub, the recent refurbishment of which has been supported by the Co-op/

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

Committee is requested to note the report on the Christmas Ice-skating event.

AGENDA ITEM 10: MAYOR'S CIVIC SERVICE

As discussed at the last Civic & Community meeting it has been decided to hold the usual Suffolk Day Afternoon Tea on 21st June which will fall on a Sunday.

As per the protocol agreed by the Civic & Community meeting on 19 October 2016, the Mayor's Civic Service is usually scheduled for the third Sunday in June (*Minute #280 2016/17 refers*). Committee also agreed to review the protocol again in the future should it be necessary.

The Mayor and Deputy Mayor have discussed the matter and would like to hold the 2020 Mayor's Civic Service on Sunday 28th June at St Johns Church. This date has been provisionally booked.

Committee may wish to discuss the scheduling protocol for future years, since the third Sunday is normally Father's Day.

Committee is requested to review the scheduling protocol for the setting of the date of the Mayor's Civic Service, the proposal being annually on the fourth Sunday in June).