

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 16 September 2020 at 7.30pm**

**PRESENT:** Cllr S Wiles (Chairman) Cllr S Harkin  
 Cllr D Savage (Vice-Chairman) Cllr M Morris  
 Cllr S Bennett Cllr G Newman  
 Cllr S Gallant Cllr M Richardson

**OFFICERS:** Mr A Tadjrishi (Town Clerk)

**IN ATTENDANCE:** Two members of the public.

**218. PUBLIC QUESTION TIME**

A member of the public, who was involved with a local charitable organisation, advised Committee that discussions were taking place on the nature and level of community support available over the Christmas period, given the increased likelihood of need and restrictions associated with the coronavirus. Members were asked whether the Town Council would be able to assist in the coordination or signposting of the support available. The Clerk confirmed that he had attended the meeting, as had Cllr S Harkin, and that Members would have an opportunity to consider how the Council may be able to support these efforts at a later item on this agenda.

**219. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr K Williams**.

**220. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Gallant Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr M Morris	223	Local Non-Pecuniary (as a Member of the Salzwedel Association)
Cllr D Savage	223	Local Non-Pecuniary (as a Trustee to Citizens' Advice, Member of Salzwedel Association and Council's representative on the Landguard Partnership)
Cllr G Newman	223	Local Non-Pecuniary (as Suffolk County Council's representative to Citizens' Advice and the Landguard Partnership)

## **221. CONFIRMATION OF MINUTES**

**RESOLVED** that the Minutes of the Civic & Community Committee meeting held on 17 June 2020 be signed as a true record.

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

The Committee considered a summary and detailed report showing income and expenditure against budget to 9 September 2020.

It was noted that, due to most Council events being cancelled as a result of the pandemic, there would be a net reduction across Committee's expenditure this year. This was anticipated to offset the impact of a reduction in sponsorship and advertising revenue which had also been affected by the pandemic.

**RESOLVED** that the Budget Report to 9 September 2020 be received and noted as presented with no other action required at this time.

## **223. ANNUAL GRANTS, COMMUNITY FUND PROJECTS & CHRISTMAS LIGHTS 2021/22**

Committee considered applications for on-going funding support from several local partner organisations and a report from the Lions Club of Felixstowe seeking confirmation of the Town Council's support towards the Christmas lights display in 2021/22.

It was **RESOLVED** that £6,750 towards the provision of the 2021 Christmas lights be included as part of the recommendations for the 2021/22 budget alongside the following:

### **As Annual Grants:**

Art on the Prom	£1,400
Citizen's Advice Bureau	£3,000
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£2,000
Felixstowe Council for Sport and Recreation	£ 300
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort	£1,000
Wesel Twinning Assoc. (requested £0 for 1 yr)	£ 0
Salzwedel Twinning Association	£ 200
<b>Total</b>	<b>£11,400</b>

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

Level Two	£10,000
Landguard Partnership	£ 1,000
Harwich Harbour Ferry Services Partnership	£1,000
Felixstowe Fwd./successor initiative	£20,000
<b>Total</b>	<b>£32,000</b>

## **224. OCCASIONAL GRANTS UPDATE**

Committee noted the update on its occasional grants scheme and considered applications from two organisations which were seeking funding support under the coronavirus grants scheme.

**It was RESOLVED that the following awards be made via the Occasional Grants budget:**

- i. £1,000 to Walton Parish Nursing for PPE and towards the extra expense of home visits; and,**
- ii. £1,000 to ActivLives to support the provision of Falls Prevention sessions and equipment for individuals.**

## **225. TOWN COUNCIL MAGAZINE**

Committee considered a report on the Town Council Magazine. It was noted that an increase on advertising revenue was unlikely to be achieved this year due to the pandemic restricting some regular advertisers' activities. It was agreed that, to compensate for the loss of the ferry's operational time during the spring, Harwich Harbour Ferry Services be permitted a free advertisement in the next spring edition of the magazine.

Members discussed how the Town Council could assist with the signposting of community support by producing a one-off pamphlet, similar to the one that was produced and delivered to residents back in April. It was agreed that this should be separate to the winter edition of the Magazine and it was suggested that it should go out in November.

Following a discussion about the design process, it was agreed that the design should be brought in-house for a trial and that Adobe InDesign software should be purchased to support this.

**It was RESOLVED that:**

- i. Harwich Harbour Ferry Services be offered a complimentary advertisement in the Spring 2021 magazine;**
- ii. a one-off pamphlet be produced by the Town Council to help signpost a variety of community services, to be delivered to all Felixstowe households in November; and,**
- iii. Adobe InDesign be purchased to support trialling the design of the magazine by Council staff.**

**226. REMEMBRANCE 2020**

Members received the report outlining the revised approach for Remembrance activities this year.

**It was RESOLVED that the Remembrance 2020 arrangements be noted.**

**227. CCTV UPDATE**

Members received an update following an initial meeting with Sgt. Russ Mason and STC Solution to consider CCTV arrangements.

It was noted that a site visit to the control room would be arranged for Members as soon as circumstances permitted.

**RESOLVED that the CCTV update be noted.**

**228. LIBRARY PROJECT UPDATE**

Committee received an update report from the Friends of Felixstowe Library on their project to refurbish the children's section of the library.

Members were pleased to note that, since the Town Council's pledge of £10,000 towards the project, further funding support had been achieved from the Felixstowe Peninsula Community Partnership, SCC Locality funding and ESC Enabling Communities budget. As a result, the cost to complete the project had been met and the Friends of Felixstowe Library were ready to proceed.

Committee wished the Friends of Felixstowe Library every success with the project and looked forward to hearing more in due course.

**It was RESOLVED that the library project update be noted.**

**229. CLOSURE**

The meeting was closed at 8.58pm. The next meeting was noted as being scheduled for Wednesday 21 October 2020 at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_