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9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr M Sharman (Chairman)

Cllr C Franklin (Vice Chairman)

Cllr D Aitchison

Cllr N Barber

Cllr J Candy

Cllr A Folley

Cllr S Harkin

Cllr M Morris

Cllr B Price

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 11 October 2023** at **7.30pm** for the transaction of the following business:

### Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

*There is a limit to the number of public attending in-person. If you wish to attend in person, please email [townclerk@felixstowe.gov.uk](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

**Public are very welcome join via Zoom using the following link:**

**<https://us02web.zoom.us/j/89465860989>**

Alternatively, you may join via the meeting ID 894 6586 0989 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

*Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.*

**Ash Tadjrishi**  
**Town Clerk**  
**6 October 2023**

For information (via email):

All Town Councillors  
Local Press



## **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 three minutes 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 any requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**  
To confirm the Minutes of Civic & Community Committee meeting held on 13 September 2023 as a true record. **(Pages 3-7)**
- 5. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 5 October 2023 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Draft Budget Considerations 2024-25**  
To consider first draft recommendations for the Civic & Community element of Council's budget for 2024-25. **(Page 9 & Appendices B & C)**
- 7. Felixstowe in Flower**  
To consider arrangements for the Felixstowe in Flower awards event which was postponed in September. **(Page 10)**
- 8. Cost of Living**  
To receive a report on the Cost of Living and consider any actions deemed necessary. **(Pages 11 - 13)**
- 9. Remembrance Sunday**  
To consider a request from the Felixstowe Branch of the Royal British Legion to funding post-Remembrance refreshments for service personnel, veterans and cadet staff. **(Page 14)**
- 10. Twinning - Salzwedel**  
To receive a report and verbal update from Salzwedel Association regarding the 30<sup>th</sup> Anniversary of twinning with Salzwedel in 2024. **(Page 14)**
- 11. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 13 December 2023 at 7.30pm.



volunteers for Dora Brown (*Minute # 174*). Cllr Aitchison also confirmed that he is Chairman of the Royal British Legion (*Minute # 175*).

Cllr A Folley declared that her business provides event services for the BID and advised that she would leave the meeting prior to any debate and decision on this item (*Minute # 176*).

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**171. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Civic & Community Committee meeting held on 14 June 2023 be confirmed as a true record.

**172. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 6 September 2023.

**RESOLVED** that the Budget Report to 6 September 2023 be received and noted as presented with no other action required at this time.

**173. ANNUAL GRANTS, COMMUNITY PROJECTS & PARTNERSHIPS**

The Town Clerk outlined the report on annual grant applications received for on-going funding support from several local partner organisations and a report from Harwich Harbour Ferry Services which had been circulated to members the previous week. It was noted that some organisations had requested an increase in the grant and this was due to the rise in inflation, the Clerk reminded members that the precept had been kept at 0% rise for some years but as outlined in the most recent internal audit report it was unlikely to be possible to maintain this moving forward.

The Chairman raised the issue that some organisations do not promote the fact that Felixstowe Town Council sponsor the event or organisation very well. It was agreed that events such as the Carnival are asked to display Town Council banners and if possible that our sponsorship goes towards part of the overall event ie in the case of the Carnival, the Friday evening Proms.

**At this point in the meeting, having declared an Other-Registerable Interest in the following three items, Cllr M Sharman left the meeting.**

**It was RESOLVED that the following provision of annual grants be made as part of the recommendations for the 204/25 budget:**

**i. As Annual Grants:**

**FACTS**

**£2,500**

<b>Felixstowe Council for Sport and Recreation</b>	<b>£300</b>
<b>Landguard Fort</b>	<b>£1,000</b>
<b>Total</b>	<b>£3,800</b>

The Town Clerk explained to members that Felixstowe Town Council used to be part of the Landguard Partnership and contribute £5,000 annually. However, FTC were no longer part of the new Landguard Trust. The Landguard Trust had been recently approached, however, to ask if they required an annual grant this forthcoming year, but it was agreed that the annual grant continue to the Landguard Fort and was not required for the Landguard Trust for the year 2024/25. It was agreed that it would be useful to arrange a group visit and tour of the Landguard peninsular and find out what the new Landguard Trust does.

**Cllr M Sharman returned to the meeting.**

**It was further RESOLVED that the following provision be made as part of the recommendations for the 204/25 budget:**

**As Annual Grants:**

<b>Art on the Prom</b>	<b>£3,000</b>
<b>Citizen's Advice</b>	<b>£3,000</b>
<b>Felixstowe Book Festival</b>	<b>£2,000</b>
<b>Felixstowe Carnival</b>	<b>£3,500</b>
<b>Felixstowe Coast Patrol</b>	<b>£2,000</b>
<b>Wesel Twinning Assoc.</b>	<b>£200</b>
<b>Salzwedel Twinning Association</b>	<b>£200</b>
<b>WAMFest</b>	<b>£2,000</b>
<b>Total</b>	<b>£15,900</b>

**Total amount of Annual Grants** **£19,700**

**Through Community Fund Projects:**

<b>Level Two</b>	<b>£10,000</b>
<b>Harwich Harbour Ferry Services Partnership</b>	<b>£1,000</b>
<b>Total</b>	<b>£11,000</b>

- ii. **£8,000 towards the provision of the 2024 Christmas lights be included as part of the recommendations for the 2023/24 budget; and,**
- iii. **all events are asked to display the Felixstowe Town Council banner to promote grants; and,**
- iv. **the Annual Grant application form for 2025/26 be amended to ask applicants the question 'How will you evidence the financial support of Felixstowe Town Council?'; and,**

- v. **the Town Clerk to contact Tim Clarke, Landguard Trust and organise a group tour of the Landguard Peninsular.**

**174. OCCASIONAL GRANT UPDATE**

Committee considered a request from Dora Brown to release £1200 of the ring-fenced £2,000 Occasional grant for a Felixstowe family who require support. The work involves a lot of clearance plus a deep clean and provision of homeware and furniture.

**It was RESOLVED that £1,200 be released from the ring-fenced grant for Dora Brown be authorised for payment.**

**175. REMEMBRANCE 2023**

Members noted the update report on Remembrance, with an update from Cllr Aitchison who is Chairman of the Royal British Legion. It was confirmed that there are now 42 wreath layers who lay down their wreaths at the Sunday Civic Act of Remembrance.

An amendment to the agenda report was noted that it is the Felixstowe and Suffolk Bowls Club, St Edmunds Road Felixstowe for refreshments from 12 noon on Sunday 12<sup>th</sup> November.

**RESOLVED that the update report on Remembrance 2023 be noted.**

**176. CHRISTMAS LIGHTS AND EVENTS 2023**

Committee received the report detailing plans from Felixstowe BID for Christmas.

**At this point in the meeting, having declared an Other-Registerable Interest in Felixstowe BID, Cllr A Folley left the meeting.**

Members agreed that the events last year were very popular and hopefully boosted the retailers offer.

**RESOLVED that a donation of £3,000 towards the BID's Christmas Ice Rink, and seasonal programme be funded from the Seasonal Events budget.**

**177. CIVIC CHRISTMAS CAROL SERVICE AND MAYOR'S CHARITY EVENTS**

Committee noted the report and dates of the Mayor's Charity events and the Mayor's Civic Christmas Carol Service.

**RESOLVED that the report on the Civic Christmas Carol Service and the forthcoming Mayor's Charity events be noted..**

## **178. FELIXSTOWE IN FLOWER**

Committee noted the report on Felixstowe in Flower and the postponement of the Felixstowe in Flower Awards evening which was due to take place on 22<sup>nd</sup> September.

Members considered a quote from the existing provider of plants for the hanging baskets, tubs and troughs and agreed that the plants for 2024 be ordered. It was noted that last year it had been difficult to obtain 3 quotes and the flowers this year had done very well. This being the first year since Grange Nurseries who had supplied Felixstowe in Flower for many years had ceased trading.

**It was RESOLVED that:**

- i. The report on Felixstowe in Flower be noted; and,**
- ii. The quote for 2024 plants for the hanging baskets, tubs and troughs be accepted and ordered at a cost of £5,969 to include a Watering Gel which should reduce the amount of watering required next year.**

## **179. TWINNING**

Committee considered the report on the forthcoming Twinning visit to Wesel for the annual Hanseatic Festival at the end of October and the planned celebrations to mark the 50<sup>th</sup> Anniversary of twinning with Wesel. A breakdown of activities currently being planned was circulated.

**It was RESOLVED that:**

- i. The report on Twinning be noted; and,**
- ii. The budget for Twinning for the year 2024/25 is increased to £5,000.**

## **180. CLOSURE**

The meeting was closed at 8.31pm. It was noted that the next meeting was scheduled to take place on Wednesday 11 October 2023 at 7.30pm.

## **AGENDA ITEM 5: CIVIC & COMMUNITY BUDGET REPORT**

Committee is to regularly receive reports on the Civic & Community element of Council's budget. A summary of the position to 5 October 2023 is provided below with a detailed report at **Appendix A**.

1 April - 1 October 2023 (2023 - 2024)

### **Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community**

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
301 Civic & Community	4,191.00	1,000.00	3,191	23.86%	33,828.00	20,385.73	13,442	60.26%
302 Grants				N/A	38,700.00	22,030.00	16,670	56.93%
303 Felixstowe in Flower	6,000.00	2,529.25	3,471	42.15%	8,900.00	6,156.15	2,744	69.17%
304 Communication	8,000.00	2,965.00	5,035	37.06%	21,000.00	10,365.00	10,635	49.36%
305 Community Projects & Partne				N/A	11,000.00	11,000.00	0	100.00%
<b>NET TOTAL</b>	<b>18,191.00</b>	<b>6,494.25</b>	<b>11,696.75</b>	<b>35.70%</b>	<b>113,428.00</b>	<b>69,936.88</b>	<b>43,491.12</b>	<b>61.66%</b>

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**Committee is requested to consider the budget report to 5 October 2023 and decide any action it deems necessary.**

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## **AGENDA ITEM 6: DRAFT BUDGET CONSIDERATIONS 2024-25**

Committee is to consider its draft budget estimates for the Financial Year 2024-25 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 B**. Notes to the budget estimates are at **Appendix C**.

Members should note that estimates for income and expenditure are based on known costs wherever possible.

Following Committee's consideration of these estimates, the Finance & Governance Committee and Council will review the full budget.

**Committee is requested to consider first draft recommendations for the Civic & Community element of Council's budget for 2024-25.**

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## **AGENDA ITEM 7: FELIXSTOWE IN FLOWER AWARD EVENT**

At the last meeting Committee noted the postponement of the Felixstowe in Flower Awards evening which was due to take place on 22<sup>nd</sup> September.

Members may wish to consider options to reschedule this event which can be at a later date in the format as originally planned at the Orwell Hotel, or an alternative lower key event at the Town Hall.

**Committee is requested to consider the arrangements for the 2023 Felixstowe in Flower Award evening and decide any action it deems necessary.**

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## AGENDA ITEM 8: COST OF LIVING FUND

In July 2022, Council allocated £50,000 via the Community Fund and Community Support Fund Earmarked Reserves, for the purposes of supporting the community during the cost-of-living crisis, delegating the authority to committee expenditure to the Civic & Community Committee (*Minute #82i 2022/23 refers*).

Last year Committee agreed that this fund should build on the work being carried out by East Suffolk Council on their ‘Ease the Squeeze’ campaign, adding value to projects that were being supported in Felixstowe. To ensure that funds could be directed to organisations that were operating local for the benefit of Felixstowe residents, Councillors were asked to consider community groups within their wards which may need funding to assist them in delivering community support.

To expedite the consideration of funding, Committee delegated authority to the Clerk to commit expenditure from the Council’s Cost-of-Living funding support, in consultation with a small panel from the Civic & Community Committee, which included the Chairman, Vice-Chairman, Cllr S Harkin and Cllr M Morris.

Following consultation with the panel on 30 November 2022, the Clerk determined that the following support would be made. Following completion of an application form, these payments were made:

Organisation	Project Title	Purpose/Impact	Costs	Total
St. Philips Community Hub	Tues Warm Space and Pop-up Shop  (Separate to the Thurs Comm hub)	Cash donation for fuel vouchers. Supplies of fresh fruit & veg, cleaning & hygiene products not provided by Fareshare. Storage racks for cupboard/pop up Shop Was supporting 20 now supports 45+ people	£100 one off payment  £100 a month x 4 months  plus £81 for storage racks	£581
St Peter and Paul Church	Pop-up Shop	Supplies of fresh food in addition to the support by Fareshare and Lidl	£100 per month for fresh food	£400
Manna (Christchurch)	Pop-up Shop every 2 weeks Dec 19 – Marc 27 (8 sessions)	Supplies of food to supplement Fareshare, including fresh fruit & veg, milk, eggs, cereals, squash. Supporting over 100 people locally.	£200 per session (once a fortnight) 8 sessions left	£1,600
St John’s Church	Parish Pantry	Open every day Funding would purchase additional food to top up shop and Fareshare donations	£300 per month	£1,200
Compass	To purchase fuel vouchers	Funding would be used to purchase fuel vouchers to be distributed (last year £15k was distributed through previous household support grant)	£250 per month	£1,000

<b>Christmas Support</b>				
Salvation Army/FACTS	Christmas Day	FACTS providing transport to and from Salvation Army Christmas Day	To cover fuel costs for transport	£7.54
St. Philips Community Hub	Christmas event Tues Pop Up Shop Group x 50	Separate group to that which received FTC occasional grant this year.	£2 per person	£100
Manna	Dec 19 <sup>th</sup>	Funding to buy food for Manna Xmas Special e.g. chocolate coins, Christmas cake/pudding, crackers, chocolate biscuits etc	£300	£300
Compass	Christmas Hamper Project	50 families identified.	£20 per hamper	£1,000
<b>Other support</b>				
Level Two	Hardship fund	Supporting those in hardship with household bills, food, school uniform & shoes.  Used to be a family hardship fund; work with schools; no cash given direct to families	£1,000	£1,000
Felixstowe Relief Charity	Hardship fund	To enable individuals to be referred for out of scope requests, i.e. educational needs, white goods.	£2,000	£2,000
<b>Total</b>				<b>£ 9,226</b>

A 'Cost of Living' leaflet was distributed throughout the town and also funded from this fund.

### **The remaining fund available is £39,254.46**

The following report has been received from the Felixstowe Relief Charity:

Felixstowe Town Council very generously made a donation to Felixstowe Relief Charity (FRC) of £2,000 to be used to help local residents struggling during the cost of living crisis. This fund has been earmarked purely for families in crisis due to the cost of living.

The primary income stream for the FRC is from rent from the 4 properties they own, this is in the region of £13,000 pa. The trustees of the charity have agreed to use £10,000 of this per year, to help local residents in hardship. Grant requests to the charity have been slower than expected, however FRC have been able to help a

number of people including purchasing a stair lift for a lady with a degenerative physical condition, college uniform for a 16-year-old who won a place at a national college, and a cot for an infant with severe physical needs. We have also seen several requests for help towards energy bills over the last few weeks and we expect to see many more as the Winter progresses.

FRC would like to again thank Felixstowe Town Council for their donation it will be used to help a number of families in financial hardship due to the cost of living crisis.'

Committee should consider how its funding can be used in 2023/24.

East Suffolk has an [online cost of living referral form](#) for those, or those you may know, in need of immediate support with the cost of living.

Committee may also consider producing a similar Cost of Living leaflet to last year which lets residents know about the range of support available.

**Committee is requested to note the report on the Cost of Living and consider any actions deemed necessary.**

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## **AGENDA ITEM 9: REMEMBRANCE SUNDAY**

The Felixstowe Branch of the Royal British Legion are inviting all participating service personnel, veterans and cadet staff to the Felixstowe and Suffolk Bowls Club following the Remembrance Sunday services on 12<sup>th</sup> November 2023. The purpose is to thank everyone for taking part and to build relationships with and between those attending. As part of this the Felixstowe Branch of the Royal British Legion would like to offer some refreshments, unfortunately, due to Royal British Legion funding rules they are not permitted to pay for this from Branch Funds and so are asking for a donation from Felixstowe Town Council. There are approximately 120 people expected to attend and the refreshments will be something like roast beef rolls and a selection of sides and vegetarian options.

The request is for a donation of £250 from Felixstowe Town Council to pay for the food at this event after the Remembrance Sunday parade.

Depending on costs of barriers and PA for the occasion, there is likely to be enough to fund this from the normal Remembrance budget, but cause a slight overspend. Alternatively, the grant could be provided from the Occasional Grant budget.

**Committee is requested to consider funding the refreshments for Remembrance Sunday in the form of a grant to the Royal British Legion of £250.**

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## **AGENDA ITEM 10: TWINNING SALZWEDEL 30<sup>TH</sup> ANNIVERSARY**

Not only does 2024 mark the 50th Anniversary of twinning with Wesel, it also marks the 30<sup>th</sup> Anniversary of twinning with Salzwedel. The Felixstowe Salzwedel Partnership Association are planning special events to mark the occasion. There is a meeting in the next few days and so further details will be given at the meeting.

At the last Civic & Community Committee meeting the Wesel Association had asked that the Town Council consider a contribution towards the costs of their anniversary weekend, which were anticipated to be in the region of £5-7,000. Committee agreed to increase the Twinning budget to £5,000 for the year 2024/25 (*Minute # 179 ii 2023/24 refers*).

**Committee is requested to consider a report on the 30<sup>th</sup> Anniversary of Twinning with Salzwedel.**

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