



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr D Savage (Chairman)
Cllr S Gallant (Vice Chairman)
Cllr C Barham
Cllr S Bloomfield
Cllr P Coleman

Cllr Jon Garfield
Cllr T Green
Cllr J Vartan
Cllr S Wiles
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 15 June 2016** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Assets & Services matters.

A G E N D A

1. Apologies

To receive apologies for absence.

2. 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.

3. 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.

4. Confirmation of Minutes

To confirm the Minutes of Civic & Community Committee meeting held on 20 April 2016 as a true record. **(Pages 3-5)**

5. Civic & Community Budget Report

To receive the Civic & Community Budget report to 8 June 2016 and consider any actions deemed necessary. **(Page 6 & Appendix A)**

6. **Occasional Grants: Round 1 2016/17**
To consider applications submitted for the first round of Occasional Grants. **(Page 7)**
7. **Felixstowe in Flower 2016**
To receive a report on arrangements for Felixstowe in Flower 2016. **(Page 8)**
8. **Reports on Outside Bodies**
To consider arrangements for reports on outside bodies and make any recommendations to council.
9. **Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 21 September 2016 at 7.30pm.



Ash Tadjrishi
Town Clerk
8 June 2016

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.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 20 April 2016 at 7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr T Green
 Cllr S Gallant (Vice-Chairman) Cllr J Vartan
 Cllr C Barham Cllr S Wiles
 Cllr P Coleman Cllr K Williams
 Cllr Jon Garfield

OFFICERS: Mr A Tadjrishi (Town Clerk)

575. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bloomfield**.

576. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr K Williams	580	Local Non-Pecuniary (as son is a Member of Felixstowe Corinthians Cricket Club)
Cllr C Barham	580	Local Non-Pecuniary (as a Member of Felixstowe Hockey Club)

577. REQUESTS FOR DISPENSATION

There were none.

578. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 17 February 2016 be signed as a true record.

579. BUSINESS PLANNING 2016-2020

Members considered potential objectives for the Civic & Community Committee as part of Council's draft Business Plan for 2016-2020.

Alongside several minor amendments, Committee requested that Community Emergency Planning be included within the objectives as a Working Group had been set up recently to consider this.

It was RESOLVED that, subject to the amendments discussed being incorporated, the draft objectives be approved for inclusion in the Plan and recommended to F&GP for further consideration in due course.

580. SECTION 106 SPORTS FUNDING PROPOSALS

Committee considered project proposals for funding via the Section 106 Sports pot as follows:

Felixstowe & Walton United Football Club: £5,000
(Towards total project costs est. at £528,556 for Clubhouse and Changing Room Development)

Felixstowe & Corinthians Cricket Club and Felixstowe Hockey Club: £10,000
(Towards total project costs est. at £590,000 for Clubhouse and Pitches)

Felixstowe Rugby Football Club: £5,000
(Towards total project costs est. at £75,000 for Match Floodlights)

It was RESOLVED that the projects be endorsed and it be recommended to Suffolk Coastal District Council that approval be given for use of Section 106 Sports funding as proposed.

581. QUEEN'S 90TH BIRTHDAY CELEBRATIONS

Committee considered further opportunities to celebrate the Queen's 90th Birthday in June.

Members discussed various options and it was agreed that the Town Hall should be opened on Sunday 12 June 2016 for a public event.

It was noted that the Felixstowe Beach Huts and Chalets Association were also planning an event for the same weekend.

RESOLVED that a Working Group consisting Cllr D Savage, Cllr S Gallant, Cllr K Williams and the Town Clerk be formed with the scope to make arrangements for an event at the Town Hall on Sunday 12 June to join in with celebrations for the Queen's 90th birthday.

582. ICE RINK: CHRISTMAS 2016

It was noted that Council had approved the principle of providing an ice rink in the run up to Christmas and had delegated authority to the Civic & Community Committee to make the necessary arrangements.

The Clerk advised that a 25% deposit would need to be paid to the operator to secure the rink booking at this stage. Members asked that the layout and ancillary attractions be reviewed in order to maximise the potential of the site at Great Eastern Square.

RESOLVED that the deposit payment of £1,767 (inc. VAT) be approved in order to secure the rink; and, a report on further arrangements for the event to be brought to Committee in due course.

583. ANNUAL GRANTS AND OTHER PAYMENTS

Committee noted the schedule of approved grants and other payments to local organisations supported by the Council.

Committee understood that a review of the governance and sustainability of Felixstowe Volunteer Coast Patrol Rescue Service was pending.

RESOLVED that the Annual Grant to Felixstowe Volunteer Coast Patrol Rescue Service be approved subject to confirmation that a pending review of the governance and sustainability of this organisation be confirmed as completed; and, all other payments approved as per the schedule in the report.

584. COMMUNITY ENGAGEMENT STRATEGY

Committee reviewed Council's Community Engagement Strategy for 2016/17.

It was proposed that the Strategy be updated to reflect how Council was also using social media as an additional means of communication and to reference the opportunity for public speaking at the main committee meetings as per the recent recommendation of the Finance & General Purposes Committee.

RESOLVED that, subject to the above amendments being incorporated, the Community Engagement Strategy for 2016/17 be recommended to Council for adoption as presented.

585. CLOSURE

The meeting was closed at 9.06pm. The next meeting was noted as being scheduled for Wednesday 15 June 2016 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 8 June 2016 is provided below with a detailed report at **Appendix A**

Summary Income & Expenditure by Budget Heading 08/06/2016

Month No : 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
301 Civic & Community	Expenditure	27,550	7,730	32,380	24,650		24,650	23.9 %
	Income	0	0	3,990	-3,990			0.0 %
302 Section 137 Expenditure	Expenditure	22,068	5,300	22,100	16,800		16,800	24.0 %
303 Felixstowe in Flow er	Expenditure	9,070	1,413	9,550	8,137		8,137	14.8 %
	Income	6,133	3,568	4,000	-432			89.2 %
304 Communication	Expenditure	5,032	733	5,585	4,852		4,852	13.1 %
305 Community Fund Projects	Expenditure	41,779	11,000	41,866	30,866		30,866	26.3 %
	Income	5,700	0	0	0			0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>	Expenditure	105,499	26,176	111,481	85,305	0	85,305	23.5 %
	Income	11,833	3,568	7,990	-4,422			44.7 %
	Net Expenditure over Income	93,665	22,608	103,491	80,883			

Committee is requested to consider the budget report to 8 June 2016 and decide any action it deems necessary.

AGENDA ITEM 6: OCCASIONAL GRANTS: ROUND 1 2016/17

Committee is to consider the applications received for Round 1 of the Occasional Grant awards from the following organisations:

Organisation	Grant funding amount applied for	Project/Purpose
1 st Walton Rainbows	£200	Crafts, sports and cooking equipment
Basic Life Charity	£10,000	Felixstowe Parish Nurse Project
Felixstowe & District Horticultural Society	£150	Felixstowe & District Horticultural Show 2016
Felixstowe & Walton United Football Club	£2,000	Construction of new build Clubhouse & Changing rooms
Felixstowe Creative Arts Trust (F-CAT)	£3,000	Start-up costs for a Performing Arts Centre for the Felixstowe Peninsula in St Mary's Church, Trimley.
Felixstowe Ferry Club	£8,171	Upgrade of Ladies toilets>Showers
Felixstowe Friendly Visiting Service	£500	Coach transportation for outings
Felixstowe Sea Angling Society	£1,473	Refurbish Kitchen & update toilet fittings
Felixstowe Volunteer Coast Patrol Rescue Service	£275	Re-validating existing offshore Medic certification & First Responder Training for 4 new volunteers.
Home-start Suffolk: East Ipswich & Coastal	£500	Travel expenses for volunteers to support up to 7 Felixstowe based families on a weekly basis for the coming year
Suffolk Accident Rescue Service	£350	Equipment for members/teams who respond in the Felixstowe area (dependent on what kit is used and needs to be replaced)
Total requested	£ 26,619	

There is a total of £15,000 in the Occasional Grants budget available for Committee to award to eligible organisations in 2016/17. As this is the first of two funding rounds Committee is expected to ordinarily limit the total awarded at this stage to £7,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. It should be noted however that the overall total awarded in the full year 2016/17 cannot exceed £15,000 without approval from Council.

Members have been provided with copies of the Town Council's Grants Policy, the individual application forms and supporting documentation.

Committee is requested to consider the above Round 1 applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make.

AGENDA ITEM 7: FELIXSTOWE IN FLOWER 2016

The annual town-wide scheme Felixstowe in Flower is now underway which lets us know spring has arrived and summer is on its way.

Whilst Felixstowe Town Council organises and funds the project, the whole community is encouraged to participate, helping to making Felixstowe a more beautiful place each year. A variety of free to enter competitions are open to residents and businesses in the town. Competitions include private gardens, allotments, floral containers, commercial premises, residential homes, public houses, hotels and guest houses.

All judging will take place in the summer and prizes will be awarded to the best entries in all the competition categories at the Felixstowe in Flower Awards ceremony. After last year's very successful 30th Anniversary we will be again honouring all competition winners at a special ceremony at Felixstowe Academy, to be held on 16 September.

Preparation for the event began in March with the Felixstowe Girl Guides giving their support to the community by filling envelopes with sponsorship forms, competition entries and letters and then hand delivering them to some of the local businesses in Hamilton Road. Once again the Town Council have kept prices for hanging baskets and tubs at the same price since 2010. Hanging baskets are £50 for the first with each additional one only £30 each. Tubs and troughs are £65 each. The cost covers the purchase, installation, maintenance and watering of the displays plus any sponsor's name to identify who is supporting the event.

This year the Town Council is introducing a further 11 hanging baskets from lamp-posts in parts of the shared space and the lower part of Hamilton Road in the town centre. Felixstowe Seafront Gardens has chosen sponsor these in this first year.

All the baskets and tub displays will be ready and on show by the 28th June - the day of the Felixstowe in Flower launch. Watering responsibilities, which are shared between Suffolk Coastal Norse and our own grounds staff, commence from 29th June.

To provide and maintain all the flowers, tubs and baskets for the event costs the Town Council almost £10,000. Therefore any donations or sponsorship goes towards mitigating these costs.

Donations and Sponsorship totalling £6,133 was received in 2015/16 towards the event and thus far, £3,568 has been received for 2016/17.

The Port of Felixstowe has always been a strong supporter of the event, providing £750 towards promotional activities this year.

Once again a very generous donation of £2,000 will be given this year from the East of England Co-op, who also provided Sunflower seeds for all school children to participate in the Tallest Sunflower competition and growbags for the schools. We will have a member of the East of England Co-op participate in the school judging.

Committee is requested to receive the Felixstowe in Flower report and any other update.
