



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr D Savage (Chairman)	Cllr Jon Garfield
Cllr S Gallant (Vice Chairman)	Cllr T Green
Cllr C Barham	Cllr J Vartan
Cllr S Bloomfield	Cllr S Wiles
Cllr P Coleman	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 September 2015** at **7.30pm** for the transaction of the following business:

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 the Civic & Community Committee meeting held on 17 June 2015 as a true record. **(Pages 3-6)**
- 5. Presentation: Level Two Youth Project**
To receive an update report from the Level Two Youth Project. **(Appendix A)**
- 6. Presentation: Felixstowe Volunteer Coast Patrol Rescue Service**
To receive an update report from the FVCPRS. **(Appendix B)**
- 7. CCTV Report**
To consider the Police report on CCTV for the quarter April - June 2015 presented by Sgt. Peter Street, and decide on any necessary actions. **(Appendix C)**

- 8. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 10 September 2015 and consider any actions deemed necessary. **(Page 7 & Appendix D)**
- 9. Felixstowe-Harwich-Shotley Ferry**
To note the passenger numbers from the new ferry operator for the months of April and May 2015. **(Page 7)**
- 10. Community Public Access Defibrillator**
To consider the possibility of installing a defibrillator in a decommissioned phone kiosk and make any recommendation to Council. **(Page 8)**
- 11. Flag Flying Programme**
To consider recurring and other forthcoming events for which the raising of a flag would be appropriate.
- 12. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 21 October 2015 at 7.30pm.



Ash Tadjrishi
Town Clerk
10 September 2015

For information (via email): All Town Councillors.
Level Two Youth Project
John Cresswell (FVPRS)
Sgt. 733 Peter Street
Local Press

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 17 June 2015 at 7.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Faversham (Cemetery & Allotments Officer)

IN ATTENDANCE: Sgt. 733 Peter Street (Felixstowe and District SNT) *to item 80.*

75. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr Jan Garfield, Cllr T Green, Cllr S Wiles** and **Cllr K Williams**.

76. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bloomfield Cllr P Coleman Cllr S Gallant Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)

77. REQUESTS FOR DISPENSATION

There were none.

78. INTRODUCTION TO CIVIC & COMMUNITY COMMITTEE

The Chairman welcomed newly appointed Members to the first meeting of the Civic & Community Committee in the current Municipal Year and following recent elections.

The Committee noted its Terms of Reference and received an introduction from the Chairman on the type of business for which it would be responsible.

79. CCTV REPORT

Sgt. Peter Street presented a CCTV report for the quarter 1 January to 31 March 2015. Members noted that recent hardware replacements under contract had improved the stability and responsiveness of the system.

In reference to the further six cameras, which were to be purchased by the District Council and installed at various locations within the Seafont Gardens

area, Members asked how the existing system would be affected by the these being linked in. Sgt. Street advised that the volunteers would be able to monitor 15 cameras effectively provided that an appropriately sized display screen was provided to ensure that each image could be easily viewed.

Sgt. Street invited Members to receive a demonstration of the CCTV system at the Police Station and to liaise with him for a mutually convenient time.

Committee recorded a vote of thanks to Sgt. Street for his report and Members asked that, if possible, his next report to include data on other relevant incidents identified by CCTV which may not be formal crimes.

Noting that the existing contract agreement for maintenance of the Town Council's 9 CCTV camera system was due to expire in July 2016, Members proposed that an overarching contract on a shared basis with SCDC could prove more cost effective than two separate contracts and preserve the robustness of the system through a single-source responsive service.

It was RESOLVED that the Clerk, in consultation with Sgt. Peter Street and Cllrs D Savage and S Gallant, be instructed to liaise with officers of the District Council on the principle of establishing an overarching contract for maintenance of the full complement of 15 CCTV cameras, once all had been installed, on a shared basis.

80. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 10 June 2015.

RESOLVED that the Budget Report to 10 June 2015 be received and noted as presented with no other action required at this time.

81. ANNUAL GRANTS 2015/16

Committee received the schedule of Annual Grants totalling £6,800 for 2015/16 and which had been paid. Each of the organisations listed had submitted correspondence thanking the Town Council for its support and detailing how the funds were to be spent. The Clerk advised that Committee would be considering recommendations for Annual Grants to Council for the year 2016/17 as part of the budget setting process.

Committee requested that details of the Annual Grants be highlighted in the next newsletter.

RESOLVED that the payment of Annual Grants for 2015/16 be noted as complete and highlighted in the Council's newsletter.

82. OCCASIONAL GRANTS: ROUND1 2015/16

Committee considered completed applications for funding received prior to the 31 May 2015 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being over £14,672.

Committee proposed that grants be awarded on the following basis:

Felixstowe Radio & TV

Awarded £575 towards the cost of relocating the aerial.

The Hope Trust

Awarded £350 for the purchase of a new laptop for pastoral workers.

Suffolk Accident Rescue Service (SARS)

Awarded £350 towards equipping new SARS responders & upgrading existing equipment.

Art on the Prom

Awarded £400 for the provision of one activity tent.

Felixstowe Book Festival

Awarded £100 towards the core costs of the Book Festival.

The Lions Club of Felixstowe

Awarded £1,500 towards a heart screening project for young persons.

Felixstowe Hockey Club

Awarded £1,290 for the cost of training new Hockey coaches.

Felixstowe and District Horticultural Society

Awarded £150 towards venue hiring costs for the 2015 annual show.

Felixstowe Friendly Visiting Service

Awarded £500 towards the cost of coach hire, lunches and teas for the elderly.

RESOLVED that:

- i. for the first round of Occasional Grants for 2015/16 a total of £5,215 be awarded and approved for payment on the basis of the schedule above; and,**
- ii. details of Occasional Grants awarded by the Town Council, availability and deadlines for the next round, be published in the Council's next newsletter.**

83. FELIXSTOWE IN FLOWER 2015

Committee received and noted the report on the Felixstowe in Flower scheme.

It was RESOLVED that the Felixstowe in Flower Awards event be held at the Felixstowe Academy on Friday 11 September 2015.

84. STREET FURNITURE

Committee considered the provision and installation of two new bins and the possibility of installing a bench at the Gosford Way green.

It was RESOLVED that:

- i. subject to confirmation by SCS Norse that the bin will be maintained and serviced by the waste collection team, a litter bin at a cost of £200+VAT be approved for installation at the Trim Trail on Sea Road;**
- ii. subject to confirmation by SCS Norse that the bin will be maintained and serviced by the waste collection team, a Fido (dog waste) bin at a cost of £183+VAT be approved for installation at the junction of Maybush Lane/Foxgrove Lane; and,**
- iii. it be recommended to Council that funding for a bench to be installed at Gosford Way green be approved from the Earmarked Reserve 'Recycling Credits', subject to confirmation of the cost for installation and period of inclusive maintenance.**

85. FELIXSTOWE SOCIETY WWI EVENT (2018)

Committee considered an early request for support, in principle, for an event in 2018 commemorating the centenary of the end of World War One.

RESOLVED that the Committee support, in principle, Felixstowe Society's plan for a Cavalry charge to be held in one of the town's open spaces, preferably Walton Recreation Ground, in September 2018 to commemorate the centenary of the end of World War One.

86. CLOSURE

The meeting was closed at 9.59pm. The next meeting was noted as being scheduled for Wednesday 16 September 2015 at 7.30pm.

Date: _____

Chairman: _____

AGENDA ITEM 8: 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 25 August 2015 is provided below with a detailed report at **Appendix D**.

Summary Income & Expenditure by Budget Heading 25-08-2015

Month No : 5

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
301 Civic & Community	Expenditure	22,933	31,150	8,217		8,217	73.6 %
302 Section 137 Expenditure	Expenditure	12,015	22,100	10,085		10,085	54.4 %
303 Felixstowe in Flower	Expenditure	3,520	9,825	6,305		6,305	35.8 %
	Income	4,800	4,000	800			120.0 %
304 Communication	Expenditure	2,209	5,375	3,166		3,166	41.1 %
305 Community Fund Projects	Expenditure	14,593	41,866	27,273		27,273	34.9 %
<u>INCOME - EXPENDITURE TOTALS</u>							
	Expenditure	55,270	110,316	55,046	0	55,046	50.1 %
	Income	4,800	4,000	800			120.0 %
	Net Expenditure over Income	50,470	106,316	55,846			

Committee is requested to consider the budget report to 28 August 2015 and decide any action it deems necessary.

AGENDA ITEM 9: FELIXSTOWE-HARWICH-SHOTLEY FERRY

	No. days operated	Total passengers	No. people left behind	No. of additional people carried on non-timetable runs	No service days due to wind conditions
April	28	1985	37	208	2 full & 2 half
May	10	635	3	2	0

Committee is requested to note the HHFS passenger numbers for the months of April and May 2015.

AGENDA ITEM 10: COMMUNITY PUBLIC ACCESS DEFIBRILLATOR

Committee is requested to consider the possibility of taking on the ownership of the BT phone kiosk on the Triangle and converting it for the use of an Automated External Defibrillator (AED).

An AED is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm. AEDs are designed to be simple to use, and the use of AEDs is taught in many first aid, first responder and basic life support classes.

Unlike regular defibrillators, an automated external defibrillator requires minimal training to use. It automatically diagnoses the heart rhythm and determines if a shock is needed. Automatic models will administer the shock without the user's command.

Members will wish to consider whether there is a need for a defibrillator at this location as a number of shops in the town centre may already have such equipment readily available. It is also worth noting that the scheme usually involves red phones boxes, providing a useful purpose for these iconic structures where they may be otherwise be redundant. The kiosk at the Triangle is a more modern glazed version.

There is a red phone box at the Ferry and recently another red phone box was moved recently along Hamilton Gardens as part of the SFG project. However, this box is not believed to be connected to any electricity supply.

If the Town Council approves such a project it would be required to apply for the necessary consents to retain a kiosk. This may involve planning consent. The kiosk will be disconnected from the telecommunications network and the payphone equipment removed by BT. Where a kiosk is powered, the Town Council will have the option for BT to continue to supply the power free of charge or to take ownership of the supply for themselves. To comply with legal requirements, the Town Council will be required to purchase the kiosk from BT for a consideration of £1. The kiosk will be purchased with any and all physical defects. The Town Council will be responsible for all support and maintenance of the kiosk and for any liability resulting from the kiosk or its use following completion of the transfer.

The Community Heartbeat Trust www.communityheartbeat.org.uk is a national charity supporting community defibrillation and is able to arrange for supply and installation of a community public access defibrillator (cPAD).

The cost of a cPAD project is about £2,500, which will supply the AED defibrillator, the vandal proof box, and training resource. The Community Heartbeat Trust will give a grant towards this of about £500 with the remainder of the funding to be sourced by the Town Council.

Committee is requested to consider the possibility of installing a defibrillator in a decommissioned phone kiosk, making any recommendation to Council it deems appropriate.
