

## **FELIXSTOWE TOWN COUNCIL**

### **MINUTES OF THE ORDINARY MEETING OF THE COUNCIL**

Held on Wednesday 2<sup>nd</sup> April 2014 at Felixstowe Town Hall

**Present:** Councillors Jan Garfield (Mayor), Bird, Jon Garfield, Newman, Sharman, Slemmings, Smith, Walker and Williams.

**Also present:** Eighteen members of the public and the press.

#### **539. PUBLIC QUESTION TIME**

A member of the public enquired regarding political balance on the Town Clerk appointment panel.

A member of the public complained about the untidy areas to the rear and side of Mannings Amusements and the Clerk was asked to write to Suffolk Coastal District Council accordingly.

A member of the public commented that the opening of the Academy meant there was now no choice in respect of secondary schooling in Felixstowe.

#### **540. PRAYERS**

The meeting was opened with prayer by Pastor Terry Baker, River of Life.

#### **541. APOLOGIES**

Apologies for absence were received from Councillors Barber, Deacon, Morris, Savage, Sennington, Stokell and Webb.

#### **542. DECLARATIONS OF INTEREST**

Councillors Bird, Jan Garfield, Sharman, Slemmings, Smith and Williams declared a Local Non Pecuniary Interest as Members of Suffolk Coastal District Council.

Councillor Newman declared a Local Non Pecuniary Interest as Members of Suffolk County Council.

#### **543. REQUESTS FOR DISPENSATIONS FOR COUNCILLORS WITH A PECUNIARY INTEREST**

No requests for dispensation had been received.

#### **544. QUESTIONS TO THE MAYOR**

No Members had tabled any questions for the Mayor.

#### **545. MINUTES OF THE MEETING OF THE COUNCIL HELD ON 19<sup>th</sup> MARCH 2014**

The minutes of the Extra-Ordinary Meeting of the Council held on 19<sup>th</sup> March 2014 were confirmed as a true record by those present and the Chairman was authorised to sign them.

#### **546. MAYOR'S COMMUNICATIONS**

The Mayor referred to a list of engagements: 07.02.2014 – Stowmarket Town Mayor's Charity Dinner; 08.02.14 - Chinese New Year Variety Show; 14.02.14 – re-opening of

the newly refurbished Bent Hill Post Office; 22.02.14 – Meeting with Mark Newton, Round Britain Scooter tour in aid of Royal British Legion, SSAFA, RNLI and Help the Heroes; 24.02.14 – Launch Fairtrade Fortnight at a Fairtrade Walk; 01.03.14 Brownie Fashion Show in aid of Mayor's Charities; 06.03.14 – Clergy Coffee Morning; 07.03.14 – Enabling Communities Strategy Launch; 07.03.14 – Women's World Day of Prayer; 09.03.14 – Evensong for Her Majesty's Courts of Justice at St Edmundsbury Cathedral; 12.03.14 – Felixstowe in Flower, Leaflet preparation with the Guides; 13.03.14 – Local Authority Liaison Meeting at the Port of Felixstowe; 13.03.14 – Felixstowe Sea Cadets, Rachel Cornish Commission; 16.03.14 – Volunteer Police Cadets, Annual Parade; 17.03.14 – Mayor's Charity Curry Evening; 20.03.14 – Suffolk Branch of SSAFA – Annual General Meeting; 23.03.14 – Sainsbury's Sport Relief Mile at Grange School; 24.03.14 – Visit to Felixstowe Academy – handing over of the keys ceremony; 24.03.14 – Salzwedel Association, Annual General Meeting; 24.03.14 – Felixstowe & District Council for Sport and Recreation, Annual General Meeting; 25.03.14 – Felixstowe Society meeting – presentation of cheque to Mayoral charities; 27.03.14 – Wonder – A Felixstowe Academy Production; 28.03.14 – Reception for the Burgermeisterin of Wesel to celebrate the 40<sup>th</sup> Anniversary of Twinning with Felixstowe; 29.03.14 – Mayor's Charity Ball at the Orwell Hotel; 30.03.14 – Service at St Andrew's Church to celebrate the 40<sup>th</sup> Anniversary of Twinning with Wesel; 30.03.14 – Dinner to celebrate the 40<sup>th</sup> Anniversary of Twinning with Wesel organised by the Wesel Association.

**547. PLANS COMMITTEE**

The receipt of the minutes of the meetings of the Plans Committee held on 5<sup>th</sup> and 19<sup>th</sup> February and 5<sup>th</sup> and 19<sup>th</sup> March 2014 was noted.

**548. NEWSLETTER EDITORIAL COMMITTEE**

The receipt of the minutes of the meeting of the Newsletter Editorial Committee held on 3<sup>rd</sup> March 2014 was noted.

**549. PREMISES COMMITTEE**

The receipt of the minutes of the meeting of the Premises Committee held on 4<sup>th</sup> March 2014 was noted.

**550. LIBRARIES ADVISORY COMMITTEE**

The receipt of the minutes of the Libraries Advisory Committee meeting held on 11<sup>th</sup> March 2014 was noted.

**551. TO NOTE THE RECEIPT OF THE MINUTES OF THE CEMETERY AND ALLOTMENTS COMMITTEE HELD ON 26<sup>th</sup> FEBRUARY 2014**

The receipt of the minutes of the Cemetery & Allotments Committee held on 26<sup>th</sup> February 2014 was noted.

**552. TO NOTE THE RECEIPT OF THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 17<sup>th</sup> MARCH 2014**

The receipt of the minutes of the Personnel Committee held on 17<sup>th</sup> March 2014 was noted.

**553. TO NOTE THE RECEIPT OF THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 19<sup>th</sup> MARCH 2014**

The receipt of the minutes of the Finance and General Purposes Committee held on 19th March 2014 was noted. It was agreed that the Finance & General Purposes Committee would review how meeting minutes are presented to Full Council.

**554. TO CONSIDER THE PRODUCTION OF AN EMERGENCY PLAN FOR FELIXSTOWE**

The Council agreed to defer the consideration of the production of an Emergency Plan for Felixstowe to the next meeting of the Finance & General Purposes Committee.

**555. TO CONSIDER A REQUEST A FULL EXTERNAL FINANCIAL AUDIT OF THE TOWN COUNCILS FINANCES FOR THE PERIOD 1st MARCH 2010 to 28th FEBRUARY 2014**

The Council agreed not to accede to the request for full external financial audit of the Town Councils finances for the period 1st March 2010 to 28th February 2014.

**556. THAT THE LABOUR GROUP BE REPRESENTED BY CLLR KIMBERLEY WILLIAMS ON THE INTERVIEW PANEL TO APPOINT A NEW TOWN CLERK FOR FELIXSTOWE TOWN COUNCIL**

The Council agreed not to accede to the request that the Labour group be represented by Cllr Kimberley Williams on the interview panel to appoint a new Town Clerk for Felixstowe Town Council.

**557. TO NOTE THE CORRESPONDENCE FROM BRANDON LEWIS MP, MINISTER FOR LOCAL GOVERNMENT TO PRINCIPAL AUTHORITIES REGARDING WITH-HOLDING OF COUNCIL TAX TRANSITION FUNDING FROM TOWN/PARISH COUNCILS, AND AGREE TO WRITE TO SUFFOLK COASTAL DISTRICT COUNCIL ACCORDINGLY**

The Council noted the correspondence from Brandon Lewis MP, Minister for Local Government to Principal Authorities regarding with-holding of Council Tax Transition Funding from Town/Parish Councils, and agreed to write to Suffolk Coastal District Council accordingly.

**558. TO CONSIDER AND COMMENT ON THE PLANNED INTRODUCTION OF PART NIGHT LIGHTING TO SUFFOLK COASTAL DISTRICT COUNCIL FOOTWAY LIGHTING**

The Council had no comments to make on the planned introduction of part night lighting to Suffolk Coastal District Council footway lighting. The Clerk was asked to write to Suffolk Coastal District Council for a list of lights which would be switched off under the new arrangements.

**559. TO RESPOND TO CONSULTATION ON REVISED OPENING HOURS OF SUFFOLK RECORD OFFICES**

The Council had no objection to the revised opening hours of Suffolk Record Offices.

**560. TO RECONSIDER ADOPTING A POLICY FOR PRESENTATION BY EXTERNAL ORGANISATIONS AT COUNCIL AND COMMITTEE MEETINGS**

The Council reconsidered and agreed to adopt a policy for receiving presentations by external organisations at Council and Committee meetings for the remainder of the Civic term (i.e. to May 2015) with the exception that presentations on current planning applications would not be permitted.

**561. TO CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO REVISE THE FINANCIAL ARRANGEMENTS WITH TRIMLEY ST MAY PARISH COUNCIL REGARDING BURIAL OF ITS RESIDENTS**

The Council confirmed the recommendation from the Finance & General Purposes Committee to revise the financial arrangements with Trimley St Martin Parish Council regarding burial of its residents as recommended by the Cemetery & Allotments Sub-Committee.

**562. TO NOTE THE RECENT TRENDS IN BURIALS AND INTERMENTS AND CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO REVISE THE CEMETERY FEES**

The Council noted the recent trends in burials and interments and confirmed the recommendation from the Finance & General Purposes Committee to revise the cemetery fees as recommended by the Cemetery & Allotments Sub-Committee.

**563. TO CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO OFFER A MAINTENANCE AGREEMENT FOR GRAVES**

The Council confirmed the recommendation from the Finance & General Purposes Committee to offer a maintenance agreement for graves as recommended by the Cemetery & Allotments Sub-Committee.

**564. TO CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO REVISE THE ALLOTMENT TENANCY AGREEMENT IN LINE WITH THE NALC MODEL**

The Council confirmed the recommendation from the Finance & General Purposes Committee to revise the Allotment Tenancy Agreement in line with the NALC Model as recommended by the Cemetery & Allotments Sub-Committee.

**565. TO CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO REVISE CEMETERY REGULATIONS**

The Council confirmed the recommendation from the Finance & General Purposes Committee to revise the Cemetery Regulations as recommended by the Cemetery & Allotments Sub-Committee.

**566. TO NOTE THE NEW CEMETERY BOOKLET AND CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSE COMMITTEE AS ITS REPRODUCTION**

The Council noted the new Cemetery Booklet and confirmed the recommendation from the Finance & General Purposes Committee as to its reproduction as recommended by the Cemetery & Allotments Sub-Committee.

**567. TO NOTE THE CURRENT SITUATION REGARDING ALLOTMENTS AND VACANT PLOTS AND CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO OFFER A FIRST YEAR DISCOUNT**

The Council noted the current situation regarding Allotments and Vacant Plots and agreed to offer a First Year Discount as recommended by the Cemetery & Allotments Sub-Committee.

**568. TO CONFIRM THE RECOMMENDED COMMENTS FROM THE FINANCE & GENERAL PURPOSES COMMITTEE ON THE DRAFT RECOMMENDATIONS OF THE LOCAL GOVERNMENT BOUNDARY COMMISSION'S ELECTORAL REVIEW**

The Council considered the recommended comments from the Finance & General Purposes Committee on the draft recommendations of the Local Government Boundary Commission's Electoral Review and agreed their response would be that the boundary between the North and West Wards should run the centre of Rosemary Avenue and Picketts Road, and that there should be 4 4-Member wards.

**569. TO CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE AS TO THE ALLOCATION OF ADDITIONAL EARMARKED RESERVES FROM GENERAL BALANCES AT YEAR END**

The Council confirmed the recommendation from the Finance & General Purposes Committee as to the allocation of additional Earmarked Reserves from General Balances at year end.

**570. TO CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO THE INTRODUCTION OF WIFI AND BROADBAND TO THE COUNCIL CHAMBER**

The Council confirmed the recommendation from the Finance & General Purposes Committee to the introduction of wifi and broadband to the Council Chamber.

**571. TO CONFIRM THE RESPONSE FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO CONSULTATION ON PROPOSED CHANGES TO VAT RULES AFFECTING LOCAL COUNCILS**

The Council confirmed the response from the Finance & General Purposes Committee to consultation on proposed changes to VAT rules affecting Local Councils.

**572. TO CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO AGREE TO THE REQUEST FROM THE TRUSTEES OF THE DE LA ROUCHE AND FELIXSTOWE WIDOWS CHARITY, FELIXSTOWE WAR MEMORIAL COTTAGES AND KING GEORGE VI CORONATION MEMORIAL HOMES CHARITIES THAT THE COUNCIL SECOND THE TOWN CLERK, AND SUCH OTHER STAFF AS REQUESTED FROM TIME TO TIME, TO SUPPORT THE ADMINISTRATION OF THE CHARITIES**

The Council confirmed the recommendation from the Finance & General Purposes Committee to agree to the request from the Trustees of the De la Roche and Felixstowe Widows Charity, Felixstowe War Memorial Cottages and King George VI Coronation Memorial Homes Charities that the Council second the Town Clerk, and such other staff as required from time to time, to support the administration of the Charities.

**573. TO RECEIVE THE REPORT OF THE INTERNAL AUDITOR AND CONFIRM THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE IN RESPECT OF THOSE MATTERS RAISED**

The Council received and noted the report of the Internal Auditor and confirm the recommendation from the Finance & General Purposes Committee action in respect of those matters raised.

**574. TO NOTE AND CONFIRM THE ACTION TAKEN BY THE FINANCE & GENERAL PURPOSES COMMITTEE AGREE TO CHANGE THE FINANCIAL SOFTWARE PACKAGE**

The Council noted and confirmed the action taken by the Finance & General Purposes Committee to change the financial software package.

**575. TO CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE AS TO THE PRODUCTION AND PUBLICATION OF A MAYOR'S HANDBOOK**

The Council confirmed the recommendation from the Finance & General Purposes Committee as to the production and publication of a Mayor's Handbook.

**576. TO CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO RECOMMEND TO FULL COUNCIL THE RECOMMENDATION FROM THE PREMISES COMMITTEE TO INVESTIGATE AND RESOLVE THE DAMP ISSUE AT THE TOWN HALL**

The Council confirmed the recommendation from the Finance & General Purposes Committee to recommend to Full Council the recommendation from the Premises Committee to investigate and resolve the damp issue at the Town Hall.

**577. TO CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO RECOMMEND TO FULL COUNCIL THE RECOMMENDATION FROM THE PREMISES COMMITTEE THAT THE TOWN CLERK BE AUTHORISED TO NEGOTIATE OFF-PEAK HIRE RATES FOR THE COUNCIL'S PREMISES**

The Council confirmed the recommendation from the Finance & General Purposes Committee to recommend to Full Council the recommendation from the Premises Committee that the Town Clerk be authorised to negotiate hire rates for the Town Hall.

*The meeting time now having reached two hours, the Mayor sought approval from the Council to continue the meeting. Such approval having been given the meeting resumed.*

**578. TO CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO RECOMMEND TO FULL COUNCIL THAT AN INVESTIGATION INTO THE FUTURE REPLACEMENT OF THE WINDOWS AT THE TOWN HALL BE UNDERTAKEN**

The Council confirmed the recommendation from the Finance & General Purposes Committee to recommend to Full Council that an investigation into the future replacement of the windows at the Town Hall be undertaken.

**579. TO NOTE THE NEED FOR URGENT REPAIRS TO THE CEMETERY ROADWAYS AND CONFIRM THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE TO PREPARE SCHEDULES OF WORKS, INVITE TENDERS AND INVESTIGATE LEGAL ISSUES REGARDING LANGLEY AVENUE**

The Council confirmed the recommendation from the Finance & General Purposes Committee that schedules of works be prepared and tenders invited to reconstruct the cemetery roadways and that the legal issues regarding Langley Avenue be investigated.

**580. TO DETERMINE WHETHER TO SUPPORT THE MOTION BROUGHT BY SEVENOAKS TOWN COUNCIL IN ACCORD WITH SUSTAINABLE COMMUNITIES ACT**

The Council agreed to support the motion brought by Sevenoaks Town Council in accord with the Sustainable Communities Act.

**581. TO APPROVE THE FOLLOWING CHEQUE LISTS FOR PAYMENT**

The Council approved the following payments made since the last meeting:-

<b>Date</b>	<b>Cheque Numbers</b>	<b>Amount £</b>
5/2/14	102556-102564	12,067.70
6/2/14	102565-102576	2,108.37
13/2/14	102577	671.00
13/2/14	102578-102581	1678.00
26/2/14	102582-102590	4,157.11
4/3/14	102591-102599	1,879.15
14/3/14	102600-102610	27,209.41
19/3/14	102611-102614	359.42
25/3/14	102615-102621	2,491.37
	<b>TOTAL</b>	<b>52,621.53</b>

**582. TO DETERMINE WHY THE ANNUAL GENERAL MEETING OF THE COUNCIL HAS NOT CONFIRMED THE ARRANGEMENTS FOR INSURANCE IN PREVIOUS YEARS**

The Council considered why the Annual General Meeting of the Council has not confirmed the Arrangements for Insurance in previous years and agreed to hold the Annual General Meeting over two nights in future; one night to elect the Town Mayor, Deputy Mayor, Committees and representatives on external bodies, and the second to conduct any further business of the Council.

**583. MAYOR OF FELIXSTOWE TOWN COUNCIL – STANDING ORDER NO: 10 [2] “NOMINATIONS IN WRITING FOR THE POST OF MAYOR AND DEPUTY MAYOR SHALL BE RECEIVED BEFORE OR AT THE APRIL MEETING OF THE COUNCIL AND REPORTED TO THAT MEETING, EXCEPT IN AN ELECTION YEAR WHEN NOMINATIONS SHALL BE RECEIVED NOT LATER THAN EIGHT DAYS PRIOR TO THE ANNUAL GENERAL MEETING. SUCH NOMINATIONS SHALL BE CIRCULATED WITH THE NOTICES OF THE ANNUAL GENERAL MEETING AND VOTED ON AT THE MEETING.”**

The Clerk reported that this Standing Order was not contained in the Standing Orders agreed by Council in December 2013. The Council agreed that a further review of Standing Orders form part of the next meeting agenda. The Clerk reported that one nomination had been received for the position of Town Mayor (Councillor Newman) and two for the position of Deputy Mayor (Councillors Morris and Savage).

**584. EXCLUSION OF PRESS AND PUBLIC.**

The Council agreed that in accord with the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

**585. TO INVESTIGATE UNAUTHORISED OVERPAYMENT OF SALARY TO CERTAIN TOWN COUNCIL EMPLOYEES**

The Council agreed not to investigate this matter further.

**586. CLOSURE**

The meeting was closed at 10.20 p.m.