

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 8 June 2016 at 7.30pm**

**PRESENT:** Cllr Jan Garfield (Town Mayor)      Cllr T Green  
                  Cllr N Barber (Deputy Mayor)      Cllr G Newman  
                  Cllr S Bird    Cllr D Savage  
                  Cllr S Bloomfield                                    Cllr A Smith  
                  Cllr P Coleman                                      Cllr J Vartan  
                  Cllr M Deacon                                        Cllr S Wiles  
                  Cllr S Gallant                                        Cllr K Williams  
                  Cllr Jon Garfield

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs D Frost (Finance Administration Officer)

**IN ATTENDANCE:** Ms H Greengrass (Felixstowe Forward Change Director)  
                          4 members of the Public, 1 member of the Press.

**PUBLIC QUESTIONS**

A member of the public asked whether the public conveniences at Felixstowe Ferry could be considered for refurbishment, especially with the number of visitors to the area being estimated to be in the region of 250,000 per year. The Mayor advised that public toilets were the responsibility of Suffolk Coastal District Council but Members of the Town Council would raise the matter with that authority.

In response to comments from a member of the public about jet skis and powered watercraft speeding at Felixstowe Ferry and on the River Deben, Members acknowledged that, although the issue had reduced since this had been given attention back in 2010, it was still a problem in the Felixstowe Ferry area. It was noted that it would be difficult to enforcing a speed limit on the river.

A member of the public referred to the condition of the Victoria Inn public house, which was empty and in a state of disrepair, as a health and safety issue with rodents. Councillor Savage advised that she had spoken to residents of the Ferry about the Community Right to Bid for Assets of Community Value under the Localism Act. Councillor Savage undertook to contact Environmental Health department at Suffolk Coastal District Council about the rodent issue.

**PRAYERS**

The meeting was preceded with prayers by Rev. Mark Kichenside, Christ Church, Felixstowe.

**57. APOLOGIES**

There were none.

## 58. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Bloomfield Cllr P Coleman Cllr M Deacon Cllr T Green Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr N Barber Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

## 59. REQUESTS FOR DISPENSATION

There were none.

## 60. QUESTIONS TO THE MAYOR

There were none.

## 61. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Annual Council Meeting held on 11 May 2016 be signed by the Mayor as a true record and adopted by the Council.

## 62. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements:

30 <sup>th</sup> Anniversary of Trinity Day Care Centre	13 May 2016
The Bible Society Concert	13 May 2016
Mayor of Aldeburgh Civic Service	15 May 2016
Level Two AGM	16 May 2016
Haverhill Town Council, Mayor Making & Town & Annual Meeting	17 May 2016
St Edmundsbury Annual Meeting & Mayor Making	19 May 2016
NSPCC Annual Meeting & Reception	19 May 2016
Southwold Mayor's Civic Service	22 May 2016
<i>Deputy Mayor – Felixstowe Children Choir Concert</i>	22 May 2016
Launch of the new Harwich Ferry	3 June 2016

Commemorative Gathering for Jutland & Act of Remembrance	4 June 2016
British Legion Concert	4 June 2016
Felixstowe Lioness Club Lunch	5 June 2016

The Mayor highlighted some of the events attended since Annual Council, in particular congratulating Trinity Day Care Centre on their 30<sup>th</sup> Anniversary supporting the lonely and bereaved. The Commemorative gathering at the Triangle for Jutland was particularly poignant with a story told of Jutland Jack a 15 year old who was mortally wounded while everyone around him was killed and he was given the VC. The Mayor thanked the Deputy Mayor for his support by attending the Felixstowe Children's Choir Concert.

The Mayor congratulated the Town Clerk on the birth of his son Oscar.

Referring to the Civic Service, which was due to take place on 26<sup>th</sup> June, the Mayor asked that Council consider regularising the date of the event for future years to assist Councillors in planning their diaries.

**It was RESOLVED that:**

- i. **Civic & Community Committee would be asked to consider a set date for future Civic Services.**
- ii. **the Mayor's engagements since 11 May 2016, and the above communications, be noted.**

### **63. MINUTES OF COMMITTEE MEETINGS**

**It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:**

- a) Planning & Environment Committee 18 May 2016
- b) Finance & General Purposes Committee 25 May 2016
- c) Planning & Environment Committee 1 June 2016
- d) Assets & Service Committee 1 June 2016

### **64. REPORTS FROM MEMBERS ON OUTSIDE BODIES**

Council received the report of Cllr Jon Garfield as the Town Council's representative to the Felixstowe Fairtrade Forum (FFF).

Cllr Garfield reported thanks to the Town Council, on behalf of the Secretary of Felixstowe Fairtrade Forum, for facilitating the visit from Patrick, a Fairtrade tea farmer from Kenya. The Fairtrade Forum also gave thanks to the practical and committed support of Felixstowe Town Council.

**RESOLVED that the outside body report from Cllr Jon Garfield be noted.**

## **65. FELIXSTOWE FORWARD REPORT**

Council received the report of the Felixstowe Forward Change Director, Helen Greengrass. It was noted that there had been ongoing vandalism at the Octagonal Shelter and at Martello Park. For the park this had meant that the canopies over the play equipment would be removed for health and safety reasons. It was suggested that a mobile CCTV camera could be purchased to monitor various hotspots around the town.

Ms Greengrass reported that Felixstowe Dementia Alliance was working towards Felixstowe being recognised as a 'Dementia Friendly' town. It was agreed that the Felixstowe Town Council should consider signing up as an active partner on their website.

A verbal update was given on the 'Cycling on the Prom' consultation, which had received an overall positive response, and the next steps to be taken by SCDC.

Referring to the new Visit Felixstowe Tourist Information Beach Huts, Ms Greengrass thanked Cllr A Smith for his help in launching the initiative, and to the Mayor and Councillor S Wiles for volunteering at the huts. There were 17 volunteers registered to date but more would be very welcome.

It was noted that an annual promotions calendar had been completed and monthly press releases would be sent out. Once the events area was complete a familiarization event will be held. An events policy has been drafted and would be presented to Council in due course for feedback.

Members discussed the roving car park ticket. Checks will be made to ensure that it is still available and ensure that websites are giving full information on which car parks the rover ticket can be used at.

Council considered the benefits of a Community Interest Company (CIC) to be set up for local events organisers to be able to share resources, volunteers and experience. In response to Members questions, Ms Greengrass confirmed it would be limited by guarantee and not for profit and would run alongside Felixstowe Forward. Council noted that one of the benefits of a CIC could be in accessing grants and other funding. It was also noted that, whilst it would be accountable to itself, SCDC and Felixstowe Town Council were invited to hold non-executive director posts on the board to represent their interests.

**It was RESOLVED that:**

- i. the Felixstowe Forward update report be noted as received;**
- ii. the recommendation for Visit Felixstowe to be set up as a Community Interest Company be endorsed; and,**
- iii. the Town Clerk to sit as Council's representative to the Visit Felixstowe CIC board as a non-executive director.**

**66. ANNUAL RETURN 2015-16**

Council considered the Annual Return for the financial year 2015-16 as presented. The Clerk advised that the Notice of Audit would be displayed on the Town Hall noticeboards from 10<sup>th</sup> June 2016.

**It was RESOLVED that:**

- i. the Annual Return for the financial year ended 31 March 2016 (Section 1 – Annual Governance Statement) be approved and the Mayor and the Clerk of the Council be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- ii. the Annual Return for the financial year ended 31 March 2016 (Section 2 – Statement of Accounts) be approved and the Mayor and Clerk of the Council be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. it be noted that the Finance & General Purposes Committee at its meeting on 27 April 2016 found no actions arising from the final Internal Audit Report for the Financial Year 2015-16 and, therefore, no action plan was required to be submitted with the Annual Return 2015/16 to the External Auditor.**

**67. CONSULTATION: CROWN POST OFFICE**

Members discussed the consultation event held at the Orwell Hotel on 2 June, and the draft response from Council's Planning & Environment meeting of 18 May. It was requested that the Planning & Environment Committee give further consideration to the consultation response in view of the comments from Members following the public event and submit this by the closing date of 22<sup>nd</sup> June 2016.

**It was RESOLVED that Planning & Environment Committee be delegated the authority to consider and respond to the Post Office Consultation on behalf of the Town Council before the closing date of 22<sup>nd</sup> June 2016.**

**68. STATEMENT OF INTERNAL CONTROL**

Committee noted the requirement of the Accounts and Audit Regulations 2015 for Council to ensure that it has a sound system of internal control.

Following consideration of a draft policy and internal control statement document it was proposed that it be recommended to Council for approval and adoption with no changes.

**It was RESOLVED that the Internal Control Statement for the year 2016/17 be adopted.**

## **69. REVIEW OF INTERNAL AUDIT EFFECTIVENESS**

Council reviewed the effectiveness of its internal audit arrangements, as recommended by the Finance & General Purposes Committee (*Minute #35 of 2016/17 refers*).

Members commented that Council received a good service from SALC and it was proposed that the arrangement be continued on the same basis.

**It was RESOLVED that:**

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a quarterly and year-end audit on the basis of the schedule provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2014".**

## **70. BUSINESS PLAN 2016-2020**

Council received the draft Business Plan which had been considered by the Finance & General Purposes Committee at its meeting of 25 May 2016. The Committee had recommended that the draft Plan be put out to public consultation (*Minute #36 of 2016/17 refers*).

**It was RESOLVED that the draft Business Plan be put out to public consultation for a period of six-weeks; subsequent to which being reported to the Finance & General Purposes Committee meeting of 27 July.**

## **71. TOWN HALL REPAIRS**

Council received the report on the Town Hall Repairs. It was noted that Financial Regulations 11.1(h) stated that, "*when it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services...the RFO shall obtain 3 quotations*".

It was further noted that under Financial Regulation 11.1(d): "*When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.*"

In consideration of the recommendation, Council noted the urgency and specialist nature of the required works and that in order to deliver the project within the timeframe it was not considered feasible to undertake further research and obtain other quotations.

On this basis, it was therefore RESOLVED that:

- i. **D C Construction be appointed to undertake the works associated with strengthening the Town Hall wall as quoted; and,**
- ii. **due to the urgency and specialist nature of the works, the requirements under Financial Regulations 11.1(h) (*Minute #53 of 2016/17 refers*) be waived.**

**72. ACCOUNTS FOR PAYMENT**

It was RESOLVED that the schedule and payment of accounts be received and approved as follows:

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
04/05/2016	28 – 50	£36,538.38
11/05/2016	51 - 69	£6,813.10
18/05/2016	70 - 85	£25,017.26
25/05/2016	86 - 96	£30,982.40
	<b>TOTAL</b>	<b>£99,351.14</b>

**73. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)**

In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business which was transacted and in the public interest , the press and public were requested to be temporarily excluded and instructed to withdraw from the meeting.

**74. STAFFING MATTERS**

**Council considered the confidential report from the Personnel Committee and RESOLVED that the recommendations therein be approved, with element (iii) of the recommendations and associated costs to also be funded via the Council’s Staffing Contingency Earmarked Reserve**

**75. CLOSURE**

The meeting was closed at 9.35pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 13 July 2016.

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

Town Mayor: \_\_\_\_\_