



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 11 January 2017 at 7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Rev Penny Brinkley, St Johns Church, Felixstowe.

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. **Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 25.
5. **Confirmation of Council Minutes**
To confirm the minutes of the Ordinary Council Meeting held on Wednesday 9 November 2016 as a true record. **(Pages 4-11)**
6. **Mayor's Communications**
To receive such communications as the Mayor may wish to lay before Council. **(Page 12-13)**
7. **Minutes of Committee Meetings**
To receive and adopt the minutes of the following meetings:
 - a) Personnel Committee 9 November 2016 **(Pages 14)**
 - b) Planning & Environment Committee 16 November 2016 **(Pages 15-19)**
 - c) Finance & General Purposes Committee 23 November 2016 **(Pages 20-23)**

- d) Planning & Environment Committee 30 November 2016 **(Pages 24-28)**
- e) Planning & Environment Committee 14 December 2016 **(Pages 29-33)**
- f) Civic & Community Committee 14 December 2016 **(Pages 34-37)**
- g) Personnel Committee 20 December 2016 **(Pages 38-39)**

8. Reports from Members appointed to Outside Bodies

To receive a report from Cllr G Newman, Town Council representative to the Suffolk Association of Local Councils (SALC). **(Page 40)**

Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.

9. Felixstowe Forward Report

To consider the report of the Felixstowe Forward Change Director. **(Page 41 and Appendices A-B)**

10. Felixstowe Pierhead Development Update

To receive an update on the pierhead development from Mr Julian Brandon, Construction Manager. **(Verbal Report)**

11. Consultation: SCDC Beach Huts

To consider any response of Council to this consultation by 17th February 2017. **(Pages 42-45)**

12. Mayoral Allowance 2017/18

To consider and approve the Mayoral Allowance for 2017/18. **(Pages 46-47)**

13. Budget and Precept 2017/18

To consider and approve the Budget and Precept for the Financial Year 2016/17. **(Pages 48-49 and Appendices C-F)**

14. Meetings Calendar 2017/18

To approve the schedule of meetings for Council and its Committees for the Municipal Year 2017/18. **(Page 50 & Appendix G)**

15. Appointments to Committees

To approve the appointment of Members to vacant committee seats. **(Page 51)**

16. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedules attached at Appendix H)

Date	Voucher Nos.	Total Payment
09/11/2016	313 – 329	£7,562.36
22/11/2016	330 - 344	£45,792.65
30/11/2016	345 - 351	£14,899.43
14/12/2016	352 - 364	£8,524.57
31/12/2016	365 – 391	£79,817.64
	TOTAL	£ 156,596.65

17. Exclusion of Press and Public (Staffing Matters)

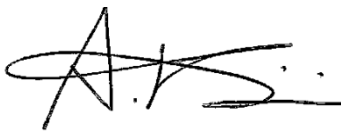
In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

18. Staffing Matters

To receive a report from the Council's Personnel Committee following the conclusion of a review of Council's staffing structure. **(Confidential Report)**

19. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 8 March 2017.



**Ash Tadjrishi
Town Clerk
6 January 2017**

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 9 November 2016 at 7.30pm

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs L Monsen (Mayor's Secretary)

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

PUBLIC QUESTIONS

A member of the public asked what the view of the Council was concerning the merger of Suffolk Coastal District Council and Waveney District Council as this would make one of the biggest District Councils in the UK. Concern was raised that this could involve significantly reducing the number of district councillors and increase electoral ward sizes.

Cllr S Gallant responded that the proposal was out for consideration at the moment but felt that ward changes would affect the Waveney area more as SCDC's warding arrangement had been reviewed quite recently. Both councils' leaders of the Council were in favour of the merger as well as many district councillors. Cllr S Bird commented that although this proposal had not yet been voted on it was the next logical step as the two district councils had been working in partnership together for 8 years and it would make savings. Cllr A Smith advised that if the merger went ahead the new district council would encompass the whole of the Suffolk coastline and could have a bigger influence both regionally and nationally.

A member of the public reported that old signage was still on display along the promenade concerning no cycling prohibited near the Spa and The Hut. The Clerk undertook to follow this up.

PRAYERS

The meeting was preceded with prayers by Rev. Diane Smith, Trinity Methodist Church, Felixstowe.

314. APOLOGIES

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

315. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird 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)

316. REQUESTS FOR DISPENSATION

There were none.

317. QUESTIONS TO THE MAYOR

There were none.

318. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 14 September 2016; and the Minutes of the Extraordinary Council Meeting held on 26 October 2016, be signed by the Mayor as a true record and adopted by the Council.

319. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements:

Oak House Open Day	16 September 2016
Felixstowe in Flower Awards Evening	16 September 2016
Battle of Britain Commemoration	18 September 2016
Stowmarket Civic Service	18 September 2016
<i>Deputy Mayor - Cycle Treasure Hunt</i>	18 September 2016
Aldeburgh Food & Drink Festival	24 September 2016
Mayor's Charity – Last Night of the Proms	24 September 2016
Hadleigh Civic Service	25 September 2016
Mayor of Ipswich Sunday Service	25 September 2016
112 th Birthday Celebrations of Olive Boar	29 September 2016
Suffolk County Scout Council AGM	29 September 2016

Macmillan M & S Great British Bake Off	30 September 2016
Sudbury Civic Service	2 October 2016
Felixstowe Carnival AGM	3 October 2016
Seafarers Riverside Evening	6 October 2016
Suffolk Harvest Festival	9 October 2016
Rural Summit for Suffolk	11 October 2016
A Visit to Port of Felixstowe with Heads of Missions from South Africa	11 October 2016
Gotelee Solicitors Evening	13 October 2016
Bungay Civic Service	14 October 2016
Mayor's Charity Craft Fair	16 October 2016
Needham Market Civic Service	16 October 2016
<i>Deputy Mayor – St John's Ambulance Service of Celebration & Awards Ceremony</i>	16 October 2016
Launch of Cycling on the Prom	18 October 2016
Felixstowe Travelwatch Meeting	18 October 2016
Presentation of Felixstowe Town Council Website Photographic Competition	19 October 2016
Mayor's Civic Reception	21 October 2016
Shared Suffolk Fire & Police Facility	24 October 2016
Planting Crocus for the Purple4Polio Campaign	26 October 2016
Wesel Civic Trip	27 – 31 October 2016
<i>Deputy Mayor – Bombay Nite Bash II</i>	27 October 2016
<i>Deputy Mayor – Launch of the Poppy Appeal</i>	29 October 2016
<i>Deputy Mayor – Orwell District Firework Night</i>	29 October 2016
The National Heritage Centre for Horseracing and Sporting Art Event with The Queen	3 November 2016
Thank you to the Friends of Seafront Gardens & Tourist Information Point Ambassadors	4 November 2016
Brackenbury Gift Fair & Launch of the Scouts Christmas Post	6 November 2016
Forest Heath's Chairman's Reception	6 November 2016
White Gables Art Display	7 November 2016
Landguard Photographic Competition	8 November 2016
<i>Deputy Mayor – The Firs Care home 25th Anniversary</i>	9 November 2016

The Mayor highlighted events attended since the previous Council meeting, in particular congratulating Mrs Sue Faversham for all her hard work throughout the year organising Felixstowe in Flower and the wonderful Felixstowe in Flower Awards event. The Mayor enjoyed visiting the Aldeburgh Food and Drink Festival by the invitation of the High Sheriff. The Mayor thanked Felixstowe International College for letting her charities use their site for holding the 'Last Night of the Proms' event which raised a lot of money and was enjoyed by all. The Mayor mentioned a visit made to an amazing woman on her 112th birthday who was describe as still very much being the head of her family. The Mayor had judged a 'Great British Bake Off' style event at the annual Macmillan Coffee Morning at Marks & Spencer which entailed sitting outside the store tasting different cakes and choosing the winner. The Mayor had also received a tour of the Port of Felixstowe with the High Commissioner, Ambassador and Heads of Missions from South Africa to help develop closer trade links between the two countries. The Mayor's Charity Craft Fair had been very popular and a lot of money was raised by both visitors and traders who had booked stalls at the event. The Mayor's Civic Reception was well attended and thanks were recorded to Felixstowe Academy for hosting the event again this year. The Mayor enjoyed Planting Crocus for the Purple4Polio Campaign which involved along with the Rotary Club, Felixstowe Forward and Friends of the Seafront Gardens planting over 5000 crocus bulbs on the bank near the Spa Pavilion. The Civic Visit to Felixstowe's Twinning town Wesel was a great success, the weather was glorious and the itinerary was very interesting but very busy. It had been lovely to meet old friends again. Finally the Mayor told the Council about meeting and speaking to Her Majesty The Queen at The National Heritage Centre for Horseracing and Sporting Art Event.

The Mayor thanked her Deputy Mayor for attending Mayoral engagements whilst she was on the Civic visit to Wesel.

It was RESOLVED that the Mayor's engagements since 16 September 2016, and the above communications, be noted.

320. 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) Assets & Service Committee 7 September 2016
- b) Highways Advisory Committee 20 September 2016
- c) Planning & Environment Committee 21 September 2016
- d) Civic & Community Committee 21 September 2016
- e) Finance & General Purposes Committee 28 September 2016
- f) Planning & Environment Committee 5 October 2016
- g) Planning & Environment Committee 19 October 2016
- h) Civic & Community Committee 19 October 2016
- i) Planning & Environment Committee 2 November 2016
- j) Assets & Service Committee 2 November 2016

321. REPORTS FROM MEMBERS ON OUTSIDE BODIES

Council received the report of Cllr Jan Garfield, Town Council representative to the Port of Felixstowe Local Authority Liaison Committee.

RESOLVED that the outside body report from Cllr Jan Garfield be noted and Members asked the Clerk to write a letter of thanks to Trinity College, Cambridge, for their ongoing support to Felixstowe in Flower.

322. FELIXSTOWE FORWARD REPORT

Council received the report of the Felixstowe Forward Change Director, Helen Greengrass.

It was noted that the 'Felixstowe Unwrapped' Christmas campaign was soon to be launched to help local traders over the run up to Christmas. Participating shops would be open every Friday until 7pm with free car parking after 3pm. Helen thanked Cllr T Green and Cllr S Wiles for encouraging Felixstowe Forward to enter the Gt British High Street Competition. Felixstowe came 5th in the 'Rising Star' award and this had been reported in the local press.

Members asked if traders were aware of the Small Business Saturday Campaign on the 3rd December. It was hoped that MP Therese Coffey would visit the town on that day.

Efforts were being made towards Felixstowe being recognised as a Dementia Friendly town by 31st March 2017 with over 300 dementia friends within the town. Council Members and staff had attended a Dementia Awareness session and Felixstowe Town Council was now an active partner on the Dementia Action Alliance website.

The condition survey of local noticeboards had indicated that most were beyond economical repair and Felixstowe Forward would be meeting with a local company to get a quote for replacing these. The Town Council would be consulted on this.

Work has commenced on the pier-head building. The construction manager, Julian Brandon, would be pleased to introduce himself to Cllrs, give an update of progress and arrange a site visit. They were a little behind schedule but hoped to catch up soon.

Members requested that the project be universally referred to as the 'pier-head' building rather than the pier to minimise confusion over the works.

Ms Greengrass reported that the Tourism Sub-Group was continuing to meet and a digital guide to Felixstowe was being prepared. This was being published in paper for local hotels to have and visitors would be able to download the same information to see what Felixstowe has to offer.

It was RESOLVED that the Felixstowe Forward update report be noted as received.

323. PUBLIC TRANSPORT UPDATE

Council received a report from Mr Bryan Frost on local public transport matters. Mr Frost reported that he hoped there would be new trains in service in three years' time. It was noted that, currently if there was a fault on the Liverpool Street line, Felixstowe would invariably be the first train to be cancelled but this should be improved. The Felixstowe Branch Capacity Enhancement Project was out for consultation which proposed the closure of six level crossings to allow for an increase to 47 freight trains each day and 46 passenger trains.

Council heard that the Felixstowe bus service to and from Ipswich now runs four buses per hour with a express service every two hours. SCC would be replacing two bus shelters in Felixstowe that were in disrepair.

The open top bus had a very successful summer in 2016 and it was hoped that this would operate again in 2017.

Mr Frost reported that road traffic from and to Ipswich caused the most delays in peak time. This especially affected the National Express Coach to and from London which takes four hours.

The Mayor thanked Mr Frost for his interesting report.

It was RESOLVED that the Public Transport Update report be noted as received.

324. SUFFOLK HIDDEN NEEDS REPORT 2016

Council received a presentation from Cllr S Gallant on the Suffolk Hidden Needs Report 2016. Cllr Gallant advised Council that the report had indicated that there were over 83,000 people living in income deprivation in Suffolk.

Suffolk's population was getting progressively older and over 20,000 children were living in income deprived families. More people were living in poverty than working. Although older people were in relatively good health in Suffolk they depended heavily on older carers in the community. Cllr Gallant highlighted the information available to Members via interactive online maps and the Clerk was asked to forward this information to all Members.

Members expressed an interest in working with local partners to signpost and promote the help that was available in the area. Councillors agreed that further consideration should be given

RESOLVED that the Suffolk Hidden Needs Report 2016 presentation be noted.

325. ARMED FORCES WEEKEND/DARELL'S DAY 2017

Council considered the recommendation of the Civic & Community Committee to support the staging of entertainments and a firework display as part of Felixstowe Armed Forces Weekend Event 2017, to the sum of £18,000.

It was RESOLVED that the Council support the staging of entertainments and a firework display as part of Felixstowe Armed Forces Weekend Event 2017, to the sum of £18,000. This funding to be authorised via the Council's Community Fund Earmarked Reserve.

326. LOCAL COUNCILS AWARD SCHEME

Council considered the recommendation from the Finance & General Purposes Committee which had resolved that that all qualifying evidence and documentation for the Local Council Gold Award be submitted.

It was RESOLVED that:

- i. Council has prepared statements on how it; Ensures that the council delivers value for money, Meets its duties in relation to bio-diversity and crime & disorder, Provides leadership in planning for the future of the community, Manages the performance of the council as a corporate body, Manages the performance of each individual staff member to achieve its business plan; and,**
- ii. In endorsing the statements and confirming that Council publishes, or holds, the relevant documents, policies, and other statements as detailed in the report to meet the requirements of the Gold criteria for the Local Councils Award Scheme, the Clerk was instructed to submit the application.**

327. TREE WORKS

Council considered works required to a number of trees on its land.

It was RESOLVED that authority be delegated to the Town Clerk, in consultation with the Chairman of the Assets & Services Committee, to take necessary action, including the approval of expenditure via an Earmarked Reserve, in order that any urgent works to trees on Council-owned land can be carried out.

328. BROADWAY HOUSE REPAIRS

Council considered the recommendation of the Assets & Services Committee in respect of reimbursing Felixstowe Old People's Welfare Association (FOPWA) for the cost of recent repairs undertaken.

It was RESOLVED that Council reimburse £1,480.67 to the Felixstowe Old People's Welfare Association from the Broadway House Earmarked Reserve for the cost of repairs of to the boiler and automatic doors at Broadway House.

329. SOUTH WARD BY-ELECTION

It was noted that the Town Council was required to meet the full costs of the by-election being held on 10th November 2016. The exact cost of which would not be known until sometime after the election but was estimated to be up to around £7,500.

It was RESOLVED that Council authorise the expenditure required to meet the cost of the South Ward by-election via its 'Elections' Earmarked Reserve.

330. TOWN HALL CHRISTMAS TO NEW YEAR CLOSURE HOURS

RESOLVED that it be noted that the Town Hall would be closed from 23rd December 2016 to 2nd January 2017.

331. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
21/09/2016	238 – 253	£20,783.07
6/10/2016	254 – 276	£54,706.93
18/10/2016	277 – 294	£4,112.46
31/10/2016	295 – 312	£35,690.91
	TOTAL	£115,293.37

332. CLOSURE

The meeting was closed at 9.30pm. The Mayor invited members of the public in attendance to join staff and Councillors for a Christmas get-together at Felixstowe Town Hall between 12-2pm on Wednesday 14th December. It was noted that the next Ordinary Meeting was scheduled for Wednesday 11 January 2017.

AGENDA ITEM 6: MAYOR'S COMMUNICATIONS

The following Mayoral Engagements have been undertaken since the previous meeting:

Bumble Bee Rotary Charity Event	10 November 2016
Felixstowe Fairtrade Forum AGM	11 November 2016
St Edmundsbury BC Rose Garden Remembrance Service	12 November 2016
Town Council Remembrance Sunday	3 November 2016
Nick Barber Auctions: Children in Need	18 November 2016
RBL Commemoration Gathering of the Somme	18 November 2016
The Co-operative Funeral Care Official Open Day	26 November 2016
Christmas Light Up Day (Lions Club)	26 November 2016
Suffolk Community Foundation Annual Review 2016	28 November 2016
Fairfield Infant School Christmas Concert	29 November 2016
Salvation Army Christmas Tree Festival	29 November 2016
Christmas visit to Merryfields	1 December 2016
Christmas visit to Sanctuary Care	1 December 2016
Mayor's Charity Christmas Concert	1 December 2016
Christmas visit to Westcliff Care Home	2 December 2016
Christmas visit to Rowland House	2 December 2016
Victorian Christmas Market	3 December 2016
Light Up A Life (Service for St Elizabeth Hospice)	3 December 2016
Scouts Carol Service	5 December 2016
Christmas visit to Margery Girling House	6 December 2016
Christmas visit to Cotman House	7 December 2016
Christmas visit to Bellstone Nursing Home	7 December 2016
Annie with the Brownies	7 December 2016
Christmas visit to White Gables Nursing Home	8 December 2016
Christmas visit to Foxgrove & Maynell Nursing Home	8 December 2016
Christmas visit to The Firs Nursing Home	9 December 2016
Christmas visit to Brierfield Care Home	9 December 2016

Waveney & Lowestoft Christmas Carol Service	9 December 2016
Churches Together 'Angel' Festival	10 December 2016
Christmas at Landguard Fort	11 December 2016
Felixstowe Best Dressed Window	12 December 2016
Christmas visit to St Mary's Nursing Home	12 December 2016
Christmas visit to Highcliffe House Nursing Home	12 December 2016
Maidstone Infants Early Years Christmas Play	13 December 2016
Christmas visit to MPL Care, Park House	13 December 2016
Christmas visit to Yetton Ward	13 December 2016
Christmas visit to Mill Lane Nursing Home	15 December 2016
Christmas visit to Coniston House	15 December 2016
Felixstowe Friendly Visiting Service Christmas Lunch	16 December 2016
Opening of Felixstowe Town Council Ice Skating Ring	17 December 2016
FOPWA Christmas Party	19 December 2016
<i>Deputy Mayor – Felixstowe Academy Christmas Concert</i>	<i>19 December 2016</i>
Felixstowe Chamber Breakfast at Level2	21 December 2016
Introducing Band at Late Night Shopping	23 December 2016
St Elizabeth Hospice Christmas Day Dip	25 December 2016
Christmas Day Visit to Felixstowe Community Hospital	25 December 2016
Christmas Day Visit to Salvation Army	25 December 2016

Council is requested to note the Mayor's Engagements since the previous meeting and any other communications the Mayor may wish to lay before Council.

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PERSONNEL COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 9 November 2016 at 6.15pm**

PRESENT: Cllr Jan Garfield (Chairman) Cllr N Barber
 Cllr K Williams (Vice-Chairman) Cllr D Savage
 Cllr T Green

OFFICERS: Mr A Tadjrishi (Town Clerk)

307. APOLOGIES FOR ABSENCE

There were none.

308. DECLARATIONS OF INTEREST

There were none

309. REQUESTS FOR DISPENSATION

There were none.

310. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 6 September 2016 be signed by the Chairman as a true record.

311. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

312. STAFFING MATTERS

Members considered the confidential report on staffing matters.

It was RESOLVED that the recommendations in the report be approved as presented.

313. CLOSURE

The meeting was closed at 6.37pm. The next meeting was noted as being scheduled for Wednesday 12 April 2017 at 7.30pm.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 16 November 2016** at **9.15am**

PRESENT: Cllr A Smith (Chairman) Cllr G Newman
 Cllr S Bird Cllr S Wiles
 Cllr S Gallant Cllr K Williams (*from item 337*)
 Cllr Jan Garfield

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs R Jones (Estates Officer)

333. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr Jon Garfield** and **Cllr D Savage**.

Apologies for lateness were received from **Cllr K Williams**.

334. DECLARATION OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllr K Williams	337a	Local Non-Pecuniary (as a resident of Gulpher Road)

335. REQUEST FOR DISPENSATION

There were none.

336. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes** of the **Planning & Environment Committee Meeting** held on **2 November 2016** be signed by the **Chairman** as a true record.

Cllr K Williams arrived at this point.

337. PLANNING APPLICATIONS

Committee considered the following **planning applications** received since the last meeting and **RESOLVED** to submit the following observations to **Suffolk Coastal District Council**:

a	DC/16/4127/COU Change of use of land for the storage of caravans Cowpasture Farm Gulpher Road
<p>Committee recommended REFUSAL. Whilst acknowledging that the Urban Fringe policy AP208 has limited life, Felixstowe is particularly vulnerable to change and AP208 asserts that:</p> <p><i>“proposals for new development or changes of use of land or buildings will be subject to the closest scrutiny against other policies of the Plan. When assessing individual proposals, special regard will be paid to their possible contribution towards a cumulative impact on the area. In this respect and, indeed, for all proposals, there should be no detrimental impact on the landscape, minimal loss of high quality agricultural land, and suitable access”</i></p> <p>Accordingly, Committee considered the proposals to be contrary to AP208 as the storage of caravans would be detrimental to this locally prominent and attractive landscape in the Urban Fringe.</p>	

b)	DC/16/4184/FUL and DC/16/4185/LBC Alteration of approved units 5 & 6 to form single dwelling, including minor alterations to existing structure and replacement of one window with patio doors. The Bartlet Undercliff Road
Committee recommended APPROVAL.	

c	DC/16/4479/FUL Proposed single storey rear extension to existing cartlodge Hill House Gulpher Road
Committee recommended APPROVAL.	

d	DC/16/4381/PN3 Prior Notification - Proposed change of use from offices to residential to provide 24 units including existing caretaker flat Cliff House Chevalier Road
Committee NOTED this Prior Notification.	

e	<p>DC/16/4522/FUL Remove existing manual doors from the shop front and replace with automated bi fold doors painted white RAL9010 64 Hamilton Road</p>
<p>Felixstowe Town Council is vigorously opposed to this application which contravenes, both in detail and in essence, the concept of the Felixstowe Conservation Area. The original Edwardian shops in Felixstowe are widely seen and accepted as being at the core of the town’s origin and heritage. These aspects are fundamental to the original creation of the Conservation Area itself. The WHSmith premises, previously for nearly a century Burt’s Grocery Store, represent the best surviving example of that heritage.</p> <p>We therefore regard that the insertion of intrusive and out of character white metal doors, rate panel and proposed ATM combine to destroy the very essence of the current appearance.</p> <p>We note that the application refers to existing doors as being “non-original” “metal power coated push double doors”. This is clearly not the case, as both by observation and local knowledge the doors are attractive panelled wood containing etched glass.</p> <p>Felixstowe Town Centre has recently been voted in the top 5 of the ‘rising star’ category in the Great British High Street awards for 2016. It is due to the combination of an excellent modern retail offer in the context of the attractive and original high street which contributes greatly to Felixstowe’s current strong economy.</p> <p>We would also refer to Paragraph 2.78 of the 2006 David Lock Associates report, “ A local strategy for Felixstowe Peninsula”, which states:</p> <p><i>“Felixstowe’s Edwardian shop fronts are one the town’s great architectural assets. Visitors’ perceptions of the town centre’s quality depend greatly upon the visual integrity of the high street and the degree of charm the shop fronts provide. This character is sensitive to intervention and therefore the graphic interpretation of shop front design, including colour, lettering style etc, needs to [be] handled with great care. An incentive scheme to improve fronts that fail to contribute positively to the aesthetic harmony of the street elevation should be considered, and we recommend that a single source professional design advisor is “on call” to guide future change.”</i></p> <p>For all the above reasons we believe this application should not be supported and recommend REFUSAL.</p>	

f	DC/16/4424/PN3 Part 3 GPDO Prior Notification - prior approval of change of use from offices (use class B1a) to up to 197 residential apartments (use class C3) including associated internal works. Anzani House, Anzani Avenue
Committee NOTED this Prior Notification.	

g	DC/16/4483/FUL Car Port & Store with 2m boundary fencing 15 Cliff Road
Committee recommended REFUSAL. In light of the 2.0m fence to the street frontage and, in particular, the requirement as a consequence of the decking for a 2.3m fence to the neighbouring property, the proposals were considered to be clearly in contravention of DM23.	

h	DC/16/4503/FUL Domestic Property changing attached garage to a domestic room with a 2nd storey above 8 Links Avenue
Committee recommended APPROVAL.	

i	DC/16/4387/FUL Conversion to nine letting room HMO 1 Granville Road
Committee recommended APPROVAL.	

j	DC/16/4400/FUL Proposed Two Storey Side Extension 37 Western Avenue
Committee recommended APPROVAL.	

338. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

339. SCDC RESPONSE TO FORMAL COMPLAINT

Committee considered the response received from the Chief Executive of Suffolk Coastal District Council to Committee's complaint dated 30 September 2016.

It was **RESOLVED** that the Clerk write to Suffolk Coastal District Council to:

- i. **reiterate the Town Council's concerns with regard to the application of the Scheme of Delegation and associated failures in the administration of planning matters; and,**
- ii. **request that, in their forthcoming review of changes made to the Scheme of Delegation in relation to the determination of planning applications, the concerns of local parish and town councils are fully considered.**

340. CORRESPONDENCE

- a) **Removal of BT Payphones.** Consultation letter from Suffolk Coastal District proposing the removal of 2 BT payphones at Junction of Church Lane & High Street IP11 9BQ and O/S 101 High Road West IP11 9AJ. **Committee had no objections to their removal and no interest in adopting the kiosks.**
- b) **SCDC Planning Portal Website Maintenance.** Committee was advised that work to upgrade to the SCDC website was scheduled to take place from Friday 25th to Tuesday 29th November. During this time there would be no access to the domain which deals with planning, building control and environmental services. **It was requested that the Clerk should seek an extension for comment by Committee on any applications which were not available for consideration within the consultation period as a result of the maintenance works.**

Committee NOTED the above correspondence.

341. CLOSURE

The meeting was closed at 12.23pm. The date of the next meeting was noted as being Wednesday 30 November 2016, 9.15am at Felixstowe Town Hall.

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 23 November 2016 at 7.30pm

PRESENT: Cllr G Newman (Chairman) Cllr Jan Garfield
Cllr S Bird (Vice-Chairman) Cllr D Savage
Cllr N Barber Cllr A Smith
Cllr M Deacon Cllr S Wiles
Cllr S Gallant Cllr K Williams

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

342. APOLOGIES FOR ABSENCE

No apologies for absence were received.

343. DECLARATIONS OF INTEREST

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

344. REQUESTS FOR DISPENSATION

There were none.

345. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 28 September 2016 be signed by the Chairman as a true record.

346. BUDGET MONITORING TO 31 OCTOBER 2016

Committee received the budget monitoring report to 31 October 2016.

A list of those items of expenditure exceeding budget estimates for the period by 10% or £500 was considered. Members discussed various elements of income and expenditure.

It was RESOLVED that the budget monitoring report to 31 October 2016 be noted with no other action required at this time.

347. INTERNAL AUDIT – QUARTER TWO

Committee considered the Internal Audit report for the period ending 30 September 2016. The Auditor found no issues to report and has commended Council for the way it is governed and managed. Committee discussed the Auditor's suggestion of a reduction in the frequency of Council's internal audits from quarterly to biannual.

It was RESOLVED that:

- i. the report of the Internal Auditor be noted;**
- ii. for the purpose of budget setting and in the next review of its internal financial controls in January 2017, Committee recommends to Council a reduction in the frequency of its internal audits to biannual.**

348. MAYORAL ALLOWANCE 2017/18

Committee discussed the Mayoral Allowance and potentially reducing this by £1,000, in order to increase the Civic Events budget so that Council is able to meet the cost of the Mayor's Civic Reception. Discussion took place regarding whether the Mayoral allowance was sufficient to defray the cost of the office of Town Mayor, it was agreed to review after one year and to request the forthcoming Mayor to input into the review process after their year in office.

Committee RESOLVED to recommend to Council that:

- i. the Mayor's Allowance for 2017/18 be set at £6,000 for the purpose of defraying the costs associated with the office of Town Mayor;**
- ii. a further £1,000 be added to the existing Civic Events budget to be put towards the cost of the Mayor's Civic Reception.**

349. BUDGET 2017/18 (First Draft)

Committee considered the papers showing a first draft full budget, including earmarked reserves requirements for 2017/18. Members also considered comparisons against the current-year budget, actual expenditure and projected outturn for the full year 2016/17.

The Clerk advised that Suffolk Coastal District Council had confirmed Felixstowe Town Council's tax base for 2017/18 to be 8,162.47. It was noted that the current year would be the final year in which the Local Council Tax Scheme grant would be received.

It was noted that the draft budget proposals for 2017/18 required a precept of £549,742. Using the confirmed tax base this would equate to £67.35 per Council Tax Band D equivalent ratepayer. It was noted that the Band D equivalent for the years 2016/17, 2015/16 and 2014/15 had also been £67.35.

On the basis that the budget estimates 2017/18 would result in a 0% change/nil tax increase to local residents, Committee recommended that the budget be referred to Council for approval.

Committee discussed reducing the proposed transfers in to the Community Fund Earmarked reserve to allow the Occasional Grants budget to be increased by a further £10,000 to £25,000 for 2017/18. It was agreed that this amendment, plus any adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change, be recommended to Council in January for final consideration.

Members recorded a vote of thanks to the Town Clerk and Finance Officer for their work on the budget estimates and their presentation.

Committee RESOLVED to recommend to Council that:

- i. the Occasional Grants budget be increased by £10,000 to £25,000 for 2017/18 with the funding being made available via a reduction in the proposed transfer to the Community Fund Earmarked Reserve; and,**
- ii. subject to the above amendment and any further adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change, the draft budget 2017/18 proposals be recommended to Council for approval as presented.**

350. PROPOSED MERGER OF SUFFOLK COASTAL & WAVENEY DISTRICT COUNCILS

Committee considered the information on the proposed merger of Suffolk Coastal and Waveney District Councils. Members were generally supportive of the proposals and clear about the financial benefit but were concerned about how this might affect the number of district councillor for Felixstowe and corresponding electoral wards.

It was felt that any decrease to the number of district councillors for Felixstowe would lead to an increase in the workload for those representing the town to a larger 'East Suffolk District Council'.

It was RESOLVED that the Town Clerk should respond to the consultation on the basis above.

351. SUFFOLK LOCAL POLICING REVIEW (SLPR) – REQUEST FOR FEEDBACK

The Town Council had been invited to feedback on the impact of the changes embedded since the Suffolk Local Policing Review (SLPR) in April.

Members were concerned that the changes had resulted in a significant detrimental effect on the policing cover provided to Felixstowe residents.

Committee remained unconvinced of the benefits of the SLPR since its introduction in April 2016 and considers it to be fundamentally flawed for all the reasons put to the PCC back in January 2016.

Members commented that the significant reduction in the staffing levels of the SNT, coupled with the reduction in late shift working, had resulted in a marked decrease in the visibility of community officers in the early evenings. In turn, this had led to corresponding increase in instances of Anti-Social Behaviour and criminal damage.

It was RESOLVED that the Town Clerk should respond to the PCC on the basis above with a request that the police presence be increased and a return of the response hub to Felixstowe.

352. CLOSURE

The meeting was closed at 21.20pm. The next meeting was noted as being scheduled for 25 January 2017 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 30 November 2016 at 9.15am

PRESENT: Cllr A Smith (Chairman) Cllr G Newman
Cllr Jon Garfield (Vice-Chairman) Cllr D Savage
Cllr S Bird Cllr S Wiles
Cllr S Gallant Cllr K Williams (*from item 357c*)
Cllr Jan Garfield

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: 1 Member of the Public.

PUBLIC QUESTIONS

A member of the public expressed concern that Suffolk Coastal District Council had approved the application for the construction of a new dwelling in the rear garden of 10 Crescent Road. The Chairman advised that the Town Council's Planning & Environment Committee had recommended refusal of that application and that a further application for that site for a variation of the conditions set by the District Council was on the agenda for consideration.

353. APOLOGIES FOR ABSENCE

Apologies for lateness were received from **Cllr K Williams**.

354. DECLARATION OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr A Smith Cllr S Bird Cllr S Gallant Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

355. REQUEST FOR DISPENSATION

There were none.

356. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 16 November 2016 be signed by the Chairman as a true record.

357. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a	DC/16/4633/VOC Variation of Conditions 2 & 8 of DC/16/2680 - (Construction of one no. two storey detached three bedroom house with two off street parking spaces and walled front garden. Creation of one no. off street parking space for host dwelling (which currently has no off street parking)). Part Rear Garden 10 Crescent Road
On the basis that approval of this Variation of Conditions application would further increase the density of development; and, in querying whether the proposed parking spaces are practical for actual use – especially the one obstructing the front door - Committee recommended REFUSAL in accordance with its previous comments for this site:	
a) the proposal, if approved, would result in a cramped form of development in contravention of policy DM7(a);	
b) the proposal, if approved, would result in extremely limited amenity space for both the existing host property and the proposed new dwelling, in contravention of Policy DM7(d). The new dwelling as a 3 bedroom property and the host dwelling as a substantial home of at least 3, if not 4 bedrooms are both suitable for family use, for which the amenity space in each case is wholly inappropriate.	

b	DC/16/4674/FUL Proposed three bay garage 184 Grange Road
Committee recommended APPROVAL.	

At this point in the meeting Cllr K Williams arrived.

c	DC/16/4683/FUL The property has an A3 license, I wish to add an A5 use to the property and include in this application a change of hours to 1100hr - 22.30hr. The opening hours of the property will match other businesses trading in the same parade of shops. The application was initially refused but we have been advised by the LPA to reapply based on the intended use of the property. 77 Undercliff Road West
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Committee recommended REFUSAL, in line with its previous comments to this application, on the grounds that in this situation an A5 use would adversely affect the amenity of the adjacent residential properties as outlined in District Council’s reason for refusal:

“...it is likely the proposal will give rise to noise and odour problems which will adversely affect the residential amenity of adjacent residential properties and it would be extremely difficult to locate any extract ventilation plant in a manner that does not lead to unreasonable noise or odour”

Similarly, Committee agree with the comments of the Head of Environmental Services:

“I consider that if this premise was permitted A5 use with increased opening hours, it is likely that it will give rise to noise and odour problems which will adversely affect the residential amenity of adjacent residential properties. In addition I consider it would be extremely difficult to locate any extract ventilation plant in a manner that does not lead to unreasonable noise or odour.”

We note that the letter from the applicant states that he wishes not only to prepare waffles (which is in accordance with existing A3 use) but also pancakes which contravene criteria for the requirement of extraction equipment as quoted in the conditional A3 permission and the applicants letter. Furthermore, the existing equipment does not have approval and was stated as being inadequate to prevent odour from adversely affecting neighbouring properties. If an A5 use were granted this could clearly be used in the future for any type of A5 use and hot food.

D	DC/16/3043/COU To convert existing chandlery to a tea room. Felixstowe Ferry Boatyard The Ferry
Committee recommended APPROVAL.	

e	DC/16/4600/FUL Proposed rear and side single storey extension 12 Holland Road
Committee recommended REFUSAL for reasons of loss of light amenity due to the proximity of the proposals to the adjacent property to the East.	

f	DC/16/4671/FUL Erection of rear single storey extension 30 Dellwood Avenue
Committee recommended APPROVAL.	

g	DC/16/4741/FUL Proposed First floor front extension 1 Surrey Road
Committee recommended APPROVAL.	

h	DC/16/4819/ADI 2no Fascia Signs 1no Projecting Roundel 66 Hamilton Road
Committee recommended APPROVAL.	

358. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

359. CORRESPONDENCE

- a) DC/16/2778/OUT - Land North of Walton High Street.** Committee were advised that amended plans for this application had been received. The amendment concerned the rebuild and refurbishment of the stable block. The Clerk advised he had consulted with the Chairman, who had in turn consulted with the three ward councillors involved. Following which the Clerk had responded on behalf of the Committee in the following way:

“Having confirmed in writing that the only change from the original documents is concerning the rebuild and refurbishment of the stable block, FTC are accordingly are happy to confirm that we welcome that, and would refer you to our original comments in respect of the application as a whole. We would ask that any approval decision contain a condition along the lines: “Approval is subject to the repair and reconstruction of barn 3 being undertaken and completed in accordance with the Heritage statement addendum.”

- b) DC/16/4539/TEL - Felixstowe Lawn Tennis Club.** Notification of a permitted development order for the installation of radio equipment ancillary

to existing telecommunications mast. Committee had no comments or objections.

- c) **Sizewell C – Stage 2 Consultation.** Notification of pre-application consultation running from 23 November – 3 February on proposals for Sizewell C and the invitation to send two representatives to a corresponding briefing event taking place on 6 December. The Chairman advised that he would be attending the briefing session on behalf of Suffolk Coastal District Council. Members instructed the Clerk to offer the places to all Town Councillors on a first-come-first-served basis.
- d) **DC/16/4483/FUL – 15 Cliff Road.** SCDC Planning Officer advised that, further to Committee's comments on the application, a revised scheme which sought to remove the 2m high frontage boundary fence and reduce the rear fence to 2m had been submitted. On this basis Committee was content to recommend approval.
- e) **ENF/2016/0338/USE, Alleged Use of Caravan for Permanent Residential Accommodation, Storage Land and Garage, Micklegate Road.** Confirmation that a Planning Contravention Notice had been served on the site owners in response to an alleged breach of planning permission.

Committee NOTED the above correspondence and approved the actions taken.

360. CLOSURE

The meeting was closed at 10.55am. The date of the next meeting was noted as being Wednesday 14 December 2016, 9.15am at Felixstowe Town Hall.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 14 December 2016** at **9.15am**

PRESENT: Cllr A Smith (Chairman) Cllr G Newman
Cllr Jon Garfield (Vice-Chairman) Cllr D Savage
Cllr S Bird Cllr S Wiles
Cllr Jan Garfield

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs R Jones (Estates Officer)

IN ATTENDANCE: 9 Members of the Public.

Prior to the start of the meeting the Chairman, Cllr Andy Smith advised Committee that this was Mrs Rosemary Jones' last day of employment with Felixstowe Town Council. Cllr Smith paid tribute to the Estates Officer for her service in support of the Town Council's consideration of planning matters over the past 18 years.

PUBLIC QUESTIONS

The Chairman instructed that the Estates Officer would be providing a summary of the proposed amendments for DC/16/3776/ARM at item 365i and would permit public comments at that stage, prior to Committee's consideration of that application.

361. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant** and **Cllr K Williams**.

362. DECLARATION OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr A Smith Cllr S Bird Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllr S Bird Cllr D Savage Cllr G Newman	365a	Local Non-Pecuniary (having previously awarded ECB/Locality Funding to the Football Club)
Cllr D Savage	365f	Pecuniary (as a close neighbour to the application property)

In declaring that her interest in item 365f was Pecuniary in nature, Cllr Savage advised that she should be leaving the chamber prior to and during the consideration of that item.

363. REQUEST FOR DISPENSATION

There were none.

364. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 30 November 2016 be signed by the Chairman as a true record.

365. PLANNING APPLICATIONS

In advance of consideration of item 365i (DC/16/3776/ARM) Committee heard representations from 5 members of the public outlining their reasons why they believed the application should be rejected.

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a	DC/16/4846/FUL New proprietary grand stand Felixstowe And Walton United Football Club Dellwood Avenue
Committee recommended APPROVAL.	
b	DC/16/4470/FUL To install a CCTV camera on a mast no higher than 10m in the Clifflands Car Park. Please see note 1 on the Addendum Clifflands Car Park Cliff Road
Committee recommended APPROVAL.	
c	DC/16/4801/FUL Proposed single-storey extension to rear of property 5 Picketts Road
Committee recommended APPROVAL.	
d	DC/16/4918/FUL Garage & Workshop at rear of garden (domestic purposes). Garden room extension. Amended pavement crossover. 2m boundary wall to rear. 93 High Road East
Committee recommended REFUSAL. Whilst Committee had no objections to the garden room, it considered that the oversized and intrusive garage and workshop would cause damage to neighbour amenity and would lead to the unacceptable vehicle movements in the garden area.	

e	DC/16/4788/FUL To widen existing vehicular crossover. To extend property to provide entrance porch and utility room. 50 High Road East
Committee recommended APPROVAL.	

At this point, Cllr D Savage left the room.

f	DC/16/4804/FUL Insertion of new window in east elevation. 20 High Beach
Committee recommended APPROVAL.	

At this point, Cllr D Savage returned.

g	DC/16/4946/FUL Proposed enclosure of ground floor canopy formed by first floor Martello Place Golf Road
Committee recommended APPROVAL.	

h	DC/16/4706/COU Change use from A1 to A3 2 Crescent Road
Committee recommended APPROVAL.	

i	DC/16/3776/ARM Submission of reserved matters pursuant to outline planning permission DC/13/3069/OUT for the creation of 198 no. one, two, three and four bedroom houses and apartments, plus associated roads, paths, driveways, car parking, landscaping and public open space. Land West Of Ferry Road Residential Centre Ferry Road
<p>Committee considered the amendments to the Outline permission based primarily on those documents available in the public domain via the SCDC website prior to the meeting, namely those posted with a date created of 6/12/16 and before.</p> <p>However, we were informed of some later exchanges and amended documents made available to our Estates Officer on the day prior to the meeting. These were not in the public domain and hence Committee Members have not been able to examine and consider</p>	

these prior to the meeting, or critically for public comments thereon to be received.

Committee has endeavoured to take account of this later information but this cannot be said to have been an adequately informed debate. We therefore most strongly request that no report is prepared by SCDC for their Planning Committee until final comments have been received both from the Town Council at its next meeting on 11th January 2017, in the light of any comments received from the public at that time, based on any documents available on the SCDC website until 4th January at the latest, and in the same form as those to be presented to the SCDC Planning Committee.

However, in respect of the changes as we currently understand them; with reference to our previously submitted comments, Committee was pleased to see the significant changes to the Public Right of Way which give it a much improved and safer environment.

In respect of our other 5 comments, whilst we welcome the small improvement in the relation to the location of plots adjacent to the eastern part of Estuary Drive, we see nothing else in the amended plan which would cause us to change our existing view of the proposal.

Furthermore, in relation to realignment of plots 191-195 (revised plan R) the represent a deterioration in the amenity to nos. 78 and 76 Ferry Road. Hence reinforcing our overall concern about the plan.

Committee remains unclear and uneasy about drainage proposals, a matter on which there is significant public concern in light of previous local flooding issues and we request the SCDC take those in to careful and very specific consideration in the their discussions with the drainage authority.

Having considered the revised layout as published (revision R) Committee took the view that this cannot reasonably considered to be a minor amendment to the previous reserved matters application and we therefore request that the applicant be required to resubmit a full and detailed Reserved Matters application.

j	DC/16/4870/TPO Goat Willow (TPO T2) - to be felled; impractical position, restricting amenity space. Animal Welfare Centre 333 High Street Walton
Committee had NO OBJECTIONS subject to the works taking place under the guidance of the District Council's Arboricultural Officer.	

366. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

367. CORRESPONDENCE

- a) DC/16/2778/OUT - Land North of Walton High Street.** Committee were advised that following consultation with the Chairman, the Clerk had not requested that this be referred to SCDC Planning Committee for consideration.

Committee NOTED the above correspondence and approved the action taken.

368. CLOSURE

Committee recorded a vote of thanks to Mrs Jones for her long service to the Council.

The meeting was closed at 11.56am. The date of the next meeting was noted as being Wednesday 11 January 2017, 9.15am at Felixstowe Town Hall.

In accordance with approved delegation arrangements it was noted that the Clerk would respond to any consultations on behalf of the Town Council's Planning & Environment Committee, following consultation with the Chairman and/or Vice-Chairman, should consultation close before the next Planning & Environment Committee meeting (*Minute #346 of 2015/16 refers*).

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 14 December 2016** at **7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr Jon Garfield
Cllr Jan Garfield (*ex-officio as Mayor*) Cllr S Wiles
Cllr P Coleman

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

369. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bloomfield, Cllr S Gallant** and **Cllr K Williams**.

370. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr P Coleman Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr J Garfield	374	Local Non-Pecuniary (as Member of ABLE Management Committee)

371. REQUESTS FOR DISPENSATION

There were none.

372. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 21 September 2016 be signed as a true record.

373. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 7 December 2016.

RESOLVED that the Budget Report to 7 December 2016 be received and noted as presented with no other action required at this time.

374. OCCASIONAL GRANTS: ROUND 2 - 2016/17

Committee considered completed applications for funding received prior to the 30 November 2016 deadline for the second round of Occasional Grants. The total of grant funding requested in this first round being £10,325. The Finance Administration Officer advised that there was £7,275 available in the funding pot plus a further £275 which had been awarded tby the Committee and ring-

fenced for Felixstowe Volunteer Coast Patrol Rescue Service. Members were reminded that this award had been made subject to confirmation that a governance review of FVCPRS had been completed. As no confirmation had been provided and the award had not been claimed by FVCPRS it was agreed that the £275 award should be returned to the funding pot and made available to other eligible projects. This being the case the funding pot for this second round of grant application was confirmed as being £7,550.

Members asked that FVCPRS be advised that the occasional grant award had expired but their previously approved annual grant of £1,500 would still be available until 31 March 2017 subject to confirmation that their governance review had been completed.

Following consideration of all the eligible applications which had been received, Committee proposed that grants be awarded on the following basis:

ABLE

Awarded £1,350 towards replacing the electric boiler with a gas boiler at Layden's Community Café.

Access Community Trust

Awarded £100 towards Christmas food & toiletries for 16-24 year olds who were being supported by this charity in Felixstowe.

Eastern Edge Theatre Company

Awarded £200 towards the Guys & Dolls production to be staged at the Spa Pavilion in January involving 25 young people from ages 16-21.

Felixstowe Area Community Transport Ltd (FACTS)

Awarded £1,000 towards upgrading of specialist wheelchair adapted vehicles.

Felixstowe Book Festival

Awarded £500 towards author's fees, accommodation, hire of venue for the session for one of the internationally published and acclaimed authors and also to raise awareness about issues relating to dementia through life story work with people living with dementia in the local Community.

Felixstowe Secondary Schools' Archive

Awarded £1,500 towards purchasing suitable equipment to record oral histories of ex-staff and ex-students from secondary schools in Felixstowe and to develop a professional and attractive display of materials to assist requests from interested groups for talks to be delivered about the Archive of Secondary Education in Felixstowe.

Revitalise Respite Holidays

Awarded £500 towards providing essential breaks for disabled people and carers from Felixstowe.

Rotary Club of Felixstowe Landguard

Awarded £600 towards promoting the first of an annual Festival that will feature kite demonstrations, a large craft fair, plenty of activities for children and a static display of classic cars.

St Andrews Pre-School Group

Awarded £1,800 towards providing much needed equipment including Indoor climbing frame and safety mats, 2 Kindle Fire kids edition tablets, Maths puzzles and Small World figures (Modern day dolls house to include figures teaching children different job roles)

RESOLVED that:

- i. for the second round of Occasional Grants for 2016/17 a total of £7,550 be awarded and approved for payment on the basis of the schedule above; and,**
- ii. Felixstowe Volunteer Coast Patrol Rescue Service be advised that their occasional grant award had expired but their previously approved annual grant of £1,500 would still available until 31 March 2017 subject to confirmation that their governance review had been completed.**

375. REMEMBRANCE EVENTS

Committee received a verbal report on Remembrance events and services. Members agreed that St. John's Church had worked particularly well as the venue for the service this year and Committee requested that St. John's be invited to act as the host venue for the Remembrance service on an annual basis as the Parish Church for Felixstowe, with local clergy taking turns to conduct the service.

Members commented that the idea for local school children to attend the War Memorial to lay wreaths on Friday 11th November had been a very positive addition. It was noted that, aside from Kingsfleet, all the primary schools had been able to attend this time. Due to the increased number of organisations attending to lay wreaths on Remembrance Sunday, it was agreed that the process for collecting the wreaths and writing remembrance messages should be improved. The Clerk undertook to review this with the Town Hall staff in order to simplify the process.

RESOLVED that:

- i. St Johns Church be invited to consider being the permanent venue for Remembrance Sunday services;**
- ii. all primary schools be invited to lay wreaths on the 11th November again in future years;**

- iii. **the process for the collection of wreaths and writing of remembrance messages at the Town Hall be reviewed; and,**
- iv. **the Clerk liaise with the Royal British Legion to review arrangements for processing and forming up at the War Memorial.**

376. CHRISTMAS EVENTS UPDATE

Committee received and noted a verbal report on the Christmas events. It was noted that the ice rink would be opened by the Mayor at midday on Saturday 17th December. Attempts had been made to make the attractions more Christmassy and there was to be a 'down-hill skier' slide, a small train ride and a catering kiosk selling mulled wine and cider. The Salvation Army Band had agreed to play for the opening and a photographer from the East Anglian Daily Times was expected to attend. Cllr S Wiles advised that he had been proactive with promotion of the ice rink online.

Members commented that the Christmas Lights Switch On had been very well attended and a vote of thanks to the Lions Club of Felixstowe was recorded for the excellent job they had done with the lights and the event itself. Unfortunately one of the Lions Club members had sustained an injury to his leg as a result of an accident whilst the lights were being erected. The Clerk advised that the Lions Club had provided a copy of their accident report to the Town Council for information and would keep Members up to date.

Committee noted that the late night shopping initiative 'Felixstowe Unwrapped' was ongoing and it was suggested that representatives of those involved with Christmas events in Felixstowe should meet early in 2017 to consider a joint approach to promotion and organising events next year.

RESOLVED that the verbal report on Christmas Events be noted.

377. CLOSURE

The meeting was closed at 9.02pm. The next meeting was noted as being scheduled for Wednesday 15 February 2017 at 7.30pm.

**MINUTES of the PERSONNEL COMMITTEE meeting held at Felixstowe Town Hall
on Tuesday 20 December 2016 at 3pm**

PRESENT: Cllr Jan Garfield (Chairman)
Cllr K Williams (Vice-Chairman)
Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)

378. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr T Green**.

379. DECLARATIONS OF INTEREST

There were none

380. REQUESTS FOR DISPENSATION

There were none.

381. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 9 November 2016 be signed by the Chairman as a true record.

382. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

383. STAFFING MATTERS

Committee considered the confidential report on staffing matters and feedback from the members of the interview panel subsequent to interviews for three vacant posts at the Town Council held earlier that day.

Candidates for the posts of Deputy Town Clerk, Planning Administration Officer and full-time Caretaker had been interviewed and the panel had considered their applications.

It was RESOLVED that:

- i. the recommendations of the interview panel be approved and offers of appointments to the posts of Deputy Town Clerk, Planning Administration Officer and Caretaker be made to the preferred candidates; and**

- ii. **the report on staffing matters be updated to reflect the outcome of the above job offers and recommended to Council for approval.**

384. REVISED STAFFING BUDGET ESTIMATES 2017-18

Committee considered a report advising that the Council's staffing budget estimates for 2017-18 should be revised and reduced following a recent reorganisation of its staffing arrangements.

Members noted that, whilst the revised staffing structure had not been initiated on the basis of cost-saving, efficiencies with the new arrangements were estimated to save £9,061 over the next financial year with commensurate savings in following years.

It was RESOLVED that the revised staffing budget estimates be recommended to Council in January as presented in the report.

385. CLOSURE

The meeting was closed at 3.07pm. The next meeting was noted as being scheduled for Wednesday 12 April 2017 at 7.30pm.

AGENDA ITEM 8: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the report of Cllr G Newman, representative to the Suffolk Association of Local Councils (SALC) following his attendance at a recent meeting as below:

I attended the SALC Area Meeting held on 12th December 2016 with my fellow Town Councillor Doreen Savage.

Several issues were discussed, which I will bring to Council's attention, and we received a presentation from Supt. Jen Powell, Suffolk Police, on matters such as:

- *Difficult financial position. Net revenue budget £114m, 1098 officers and 107 PCSOs. Reduction of 98 police officer and 60 PCSOs in the past 18 months*
- *2017, 2018 will have to save an extra £1m each year, rising to £1.2m in 2020.*
- *Council Tax rise of a minimum of 2% per annum going forward.*
- *Current radio service being replaced, plus born-worn video for every officer.*
- *Big drive to move to more digital processes*
- *New Police & Crime plan first draft issued on their web site*
- *On line and domestic abuse rising inexorably – plus burglary, criminal damage, etc.*
- *Safer neighbourhood teams work with wider community, esp. drugs, mental health services etc. Maybe further changes ahead*
- *20% increase in demand – big pressure on 101 service. Still average answering time 176 secs (cf the 30 seconds it used to be)*
- *Ways of measuring crime are changing, so not possible to compare past with current*
- *Nearly on target for 20min rural, 15min urban response time.*
- *Keen on fostering volunteering, also working with partners, e.g. health (e.g. in Kirkly, Lowestoft)*
- *Citizens in policing – specials, police cadets and volunteers – part of East Suffolk Partnership*
- *Volunteers in back office functions, helping with cadets, drugs testing, transport services, community speed watch, on horses – also specials. Concept of "Parish Specials". 51,000 hours of duty in a year, about £1m-worth.*
- *Trying to work with youth to prevent troubles later.*
- *Helps Police cope with peaks in demand and improves diversity in communities.*

Attendees present expressed a number of concerns, amongst which was the growing number of volunteers being required in all types of statutory services.

I will provide a further update at the Council meeting. Cllr G Newman

Council is requested to receive the above report and any other update from Cllr G Newman.

AGENDA ITEM 9: FELIXSTOWE FORWARD REPORT

Council is requested to receive the update report as submitted by the Felixstowe Forward Change Director, Helen Greengrass.

Report of Helen Greengrass, Felixstowe Forward Change Director:

The Felixstowe Forward progress report is at **Appendix A**. Council is asked to note:

- 1.4 A meeting is planned for 18 January 6pm at the Town Hall for everyone involved in the 2016 Christmas campaign. Councillors are welcome to attend.
- 1.4 The 2016 benchmarking of the town centre has been completed and is attached (**Appendix B**). There are no major surprises and the overall impression is of a small but positive change in the town centre.
- 2.3 Current statistics on Felixstowe Dementia Friends and Champions are included in the report. Good progress is being made to being recognised as a dementia friendly town by March 2017.
- 6.1 Helen Greengrass attended presentations by University of Suffolk, Year 1 events and tourism students who had chosen Felixstowe as a case study. Copies of their presentations have been requested and may be of interest to Councillors.

Council is requested to receive the Felixstowe Forward report and make any recommendations it considers appropriate.

AGENDA ITEM 11: CONSULTATION: SCDC BEACH HUTS

Suffolk Coastal District Council is asking for views on how beach hut services should be run in the district.

The six-week consultation, running until 17 February 2017, asks the public to consider the recommendations to convert all the current beach hut site licences into longer term leases and the proposed charges.

This follows a decision in December's Cabinet meeting, which considered the review of the beach hut service to identify any service efficiencies and to consider further income generation opportunities.

The review was launched in support of the current East Suffolk Business Plan, which contains a specific action to 'Increase the number of beach huts provided in the District by at least 10%'.

The two main drivers of the beach hut review are to increase equality by increasing the opportunities for residents to have access to a beach hut, while also maximising the income generated from this resource to invest in core services, therefore reducing the burden on the Suffolk Coastal tax payer.

Following the results of the consultation, a revised report will be brought to Cabinet to consider.

All responses need to be completed and returned by **5pm on Friday 17 February 2017**.

Financial Background

(Source: <http://www.eastsuffolk.gov.uk/assets/News/SCDC-Beach-Hut-Review-Financial-Background.pdf>)

Since 2010, the government has reduced funding for local government in England as part of its plan to reduce the financial deficit.

Suffolk Coastal District Council operates within a challenging financial environment. It has an annual budget of about £12million. Around £7million comes from Council Tax.

Grant income from the Government has dropped from £7.4million in 2010/11 to £2.2million in 2015/16. By 2020 the central Government grant support is predicted to be zero.

The District's economy is very strong. So, in recent years, the Council has benefited from what is called 'incentivised income', through Business Rate Retention and New Homes Bonus, but these income streams are quite unpredictable and influenced by wider economic factors and government policies.

Suffolk Coastal has successfully managed to maintain its frontline services and continues to make significant investments in its communities.

Working with Waveney District Council, the two Councils have been leading the way nationally and in Suffolk by entering into a shared services arrangement. Together, the Councils delivered a

combined saving of over £16m by 2015/16 by becoming more efficient, reducing staffing and operational costs.

In addition, the Council has made significant Capital investments in the District, notably over £16m in Felixstowe since 2011, with further investment plans of up to £19m by 2020.

However, despite the efficiencies already achieved, more needs to be done to address the remaining budget deficit of £3.4m in 2017/18 and £4.8m by 2019/20 if no actions were taken.

One of the ways the Council makes up the difference is by charging for certain services, such as the provision of beach hut sites.

Suffolk Coastal has put in place a strong Business Plan, which provides the Council with a long term framework to reduce its dependency on central Government grants and help it become financially self-sufficient. One of the key components of its financial self-sufficiency objective is for the Council to increase the income it generates. Fees and charges are a significant source of income and crucial to maintaining the extent and quality of the key services it provides.

The Council provides a wide range of services to its communities, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as those for statutory fees, are set by Government statute and outside the Council's control.

The Council's policy for its non-statutory services is to review Fees and Charges each year and the current policy on fees and charges states:

"Increase existing fees and charges on a market forces basis whilst having regard to the Council's policies and objectives. As a minimum, fees and charges should be increased by price inflation. The Council will also review opportunities to introduce new fees as appropriate".

The recently launched East Suffolk Business plan sets financial self sufficiency as a strategic aim and this contains a specific action to "Increase the number of beach huts provided in the District by at least 10%."

In complying with the Council's approved Business Plan and Medium Term Financial Strategy, and as part of its overall financial planning process, a comprehensive review of the beach hut service has been undertaken to fully understand how the portfolio operates, to identify any service efficiencies and to consider further income generation opportunities and ensure value for money for the taxpayer.

Beach Hut Service Review

To view the full publicly available part of the review report, please see our website <http://apps.eastsuffolk.gov.uk/committeeminutes/> and click on 06/12/2016 Cabinet.

The key recommendations were to:

- Develop additional beach huts in existing and new locations;
 - Convert all current and new site licences onto longer-term leases (from annual licences);
- and,

- Introducing some new sites and converting some existing beach hut sites to a 'try before you buy' basis.

Key Points from Suffolk Coastal's Beach Hut Service Review

- The Council currently license plots of land to beach hut owners and permits the siting of beach huts on these sites. The rent charged relates specifically to the sites, not the beach huts, and it is not directly related to the market value of the land asset because application of a market rent review has not been applied to reflect the land value of the sites. The standard licensing arrangement, and the management processes that support it, have been in place since the decision was made to license beach huts to beach hut owners on an annual basis. The beach hut review recommends that this process should be revised.
- The review proposes to revise the way existing beach huts are managed by offering current beach hut licence holders a 10-year commitment for the site on which they currently reside, through a lease.
- The review undertakes a thorough market analysis exercise and concludes that the current annual license fees do not represent the market value of the land asset. This is due to sporadic increases and periods of low, or no, inflation. The review compares other Councils' service and pricing models and although the strategy within many of these models varies; i.e. some look to provide leases for the land and hut whereas others provide shorter leases with no option to transfer the asset, overall, it concludes that the comparable rates for the Suffolk Coastal area should be increased significantly alongside the current licencing arrangements.
- The report proposes that the rent will be subject to annual 10% rental increases for the first eight years of the term and then increase by RPI in the last 2 years of the term.
- Example: Brackenbury Cliffs (Standard) @ £350 rental (2016) with 10% per year uplift
 - 2017 - £385
 - 2018 - £423
 - 2019 - £465
 - 2020 - £512
 - 2021 - £563
 - 2022 - £619
 - 2023 - £681
 - 2024 - £750

On average, this equates to an average increase of £40 in Year 1. This rental figure includes annual ground maintenance fees

- Beach hut owners that licence sites in Manor End currently pay the lowest site fees in Felixstowe. The Suffolk Coastal beach hut review identified that this area of Felixstowe has seen major local redevelopment in the past five years and therefore proposes to increase charges by 20% in the first year, to reflect the new surroundings and increased desirability (20% rent increase in year 1, then 10% increases for 7 years before 2 years of inflation by RPI).

- Existing beach hut owners are being offered a 10-year commitment from Suffolk Coastal. Those that choose not to sign up to this would be asked to remove their hut from the site it currently resides before their licence terminates.
- The review has proposed there is an initial lease premium (minimum of £7k) for new sites, but this will not be applied to any agreement granted to existing beach hut licence holders for the duration of the proposed 10-year commitment. The lease premium will be applied should the Council choose to renew any lease at the end of the 10-year commitment period.
- The report recommended that if existing beach hut owners sell their beach hut during the period of the initial lease term, the new owner will not pay the £7,000 lease premium until the start of the term following the remainder of the 10 year commitment term transferred from the original owner.
- The review of existing arrangements has highlighted a number of improvement opportunities. For example the average beach hut in Felixstowe is currently sold for anywhere between £10-21k, when this sale takes place Suffolk Coastal only charges a £32.64 admin fee to terminate the former beach hut owner's licence, and grant a new one to the new beach hut owner. In line with the recommendations of the report, this would look to change to an assignment fee that equals three times the annual rent.

Council is requested to consider any response to this consultation by 17th February 2017.

AGENDA ITEM 12: MAYORAL ALLOWANCE 2017/18

Section 15(5) of the Local Government Act 1972 provides that Parish and Town Councils may pay its Mayor “*for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.*” Felixstowe Town Council provides an allowance to the Mayor as a contribution towards total expenses to defray the costs associated with the office of Mayor of Felixstowe such as:

- Travelling to functions that the Mayor has been invited to in his/her capacity as Mayor
- Making monetary contributions to local charity and community organisations
- Supporting the Mayor’s chosen charity/charities
- To cover other costs of attending functions (e.g. purchase of raffle tickets, poppy collections)
- To provide suitable outfits to wear to official functions
- Hospitality costs
- One off events held by the Mayor

The Mayor is free to administer the Mayoral Allowance as he/she considers appropriate. Once the Mayoral Allowance is paid to the Mayor, it is the Mayor’s responsibility to account for its expenditure and not the Council’s. However, the Mayor’s Secretary records all civic engagements undertaken by the Mayor, which are reported to each Council meeting; and, at the discretion of the Mayor, is able to support the administration of their allowance.

Amongst other events, it has been customary for the Mayor to directly fund the following:

- Mayor’s Civic Reception (full event cost)
- Annual Council Meeting (drinks and buffet)
- Christmas Refreshments at the Town Hall (usually held after the last Planning & Environment Committee meeting in December)
- Christmas Cards
- Mayor’s Charity Ball (full event cost)

From its own budget, the Council directly finances events which are deemed to be of a civic nature and not instigated by the Mayor. E.g.:

- Annual Civic Service
- Twinning
- Remembrance Services/Wreaths
- Civic Christmas Carol Service
- Civic Awards
- One-off Council events (e.g. Queen’s 90th Birthday Tea Party in June 2016)

It is recognised that, where it may be charged, VAT is not recoverable on expenditure made directly by the Mayor in the day-to-day carrying out the duties of their office.

Council's Finance & General Purposes Committee considered the Mayoral Allowance, which had been set at £7,000 since at least 2011/12. Committee recommended reducing this by £1,000, in order to increase the Civic Events budget by the same amount so that the burden of cost of the Mayor's Civic Reception – annually recurring and more civic in nature – is transferred to Council, which is able to recover VAT if incurred.

Further discussion took place regarding whether the total Mayoral allowance was still sufficient to defray the cost of the office of Town Mayor, it was agreed to review this after one year and to request the forthcoming Mayor to input into the review process after their year in office.

Payment of the Mayor's Allowance is made following formal resolution by the Town Council at its Annual Meeting in May.

Council is therefore requested to approve the recommendation of the Finance & General Purposes Committee (*in accordance with Minute #348 of 2016/17*) as follows:

- i. the Mayor's Allowance for 2017/18 be set at £6,000 for the purpose of defraying the costs associated with the office of Town Mayor;**
 - ii. a further £1,000 be added to the existing Civic Events budget (raising it to a total of £1,700 for 2017/18) to be put towards the cost of the Mayor's Civic Reception.**
-

AGENDA ITEM 13: BUDGET AND PRECEPT 2017/18

Council is requested to consider and approve the budget estimates and Precept for the Financial Year 2017/18, based on the first draft budget recommendations of the Finance & General Purposes Committee meeting of 23 November 2016 (*Minute #349 of 2016/17 refers*).

The following additional amendments to the recommended version have been incorporated in the finalised budget at **Appendix C**:

Code	Description	Original Estimates 2017-18	Updated Estimates 2017-18
101 Administration			
4000	Employee Salaries	162,155	160,404
4001	Employer National Insurance	15,562	15,418
4002	Employer Pension Contributions	38,458	36,496
4122	Electricity	1,830	2,150
4461	Subscriptions	3,335	3,135
201 Town Hall			
4000	Employee Salaries	11,392	22,904
4001	Employer National Insurance	188	1,314
4002	Employer Pension Contributions	0	806
4150	Cleaning (contractor)	4,850	0
4155	Cleaning Materials	0	1,000
202 Walton			
4000	Employee Salaries	2,347	2,686
4001	Employer National Insurance	20	225
4002	Employer Pension Contributions	369	161
203 Broadway House			
4000	Employee Salaries	8,925	4,545
1030	Leases, Rents & Licences	1,375	2,000
4001	Employer National Insurance	99	381
4002	Employer Pension Contributions	1,802	273
4170	Repairs & Maintenance	0	1,000
204 Cemetery			
4002	Employer Pension Contributions	20,727	13,981
205 Allotments			
4002	Employer Pension Contributions	3,658	2,467

The appendix also shows an updated current-year expenditure and projected outturn for the full year to 31 March 2017, with a comparison against the previous year. Notes to the budget estimates are provided at **Appendix D**.

Proposals for movements, reallocations and transfers to Earmarked Reserves are shown at **Appendix E** with corresponding notes at **Appendix F**.

Suffolk Coastal District Council has confirmed that Felixstowe Town Council's tax base for 2017/18 will be 8,162.47.

The current financial year 2016/17 is the last year in which the Local Council Tax Scheme grant will be received. This shortfall of £19,364 has been mitigated in part by small increase to the tax base, creating a funding gap of total of £6,969. Rather than increase the tax charge, this has been met via rebalancing Earmarked Reserves.

Councillors will note that the final budget estimates presented provide for the following, which requires the same net precept amount as approved at the 23 November meeting:

	Budget 2016/17	Budget 2017/18
Total Expenditure Requirement	£626,720	£645,559
Less Estimated Income	£112,628	£123,574
Less Contribution from General Fund	0	0
Add NET Contribution to Earmarked Reserves	£42,619	£27,757
Gross Requirement	£556,711	
Less Transition Grant	£19,364	0
Net Precept Required	£537,347	£549,742
Band D Equivalent Properties (tax base)	7978.43	8162.47
Council Tax per Band D	67.35	67.35
% change 2016/17 to 2017/18		0.00%

Council is therefore requested to consider:

- i. **Approving and adopting the Felixstowe Town Council Budget for 2017/18 as set out in the report;**
- ii. **Approving the 2017/18 Precept demand to Suffolk Coastal District Council of £549,742 (representing a 0% increase cost to Band D equivalent Council Tax payer) on the following basis:**

Band D rate		£67.35
Multiplied by tax base	x	8162.47
Thus a Precept demand of:		£549,742

- iii. **Instructing the Clerk to take any necessary action and submit any information required by Suffolk Coastal District Council in this matter.**

AGENDA ITEM 14: MEETINGS CALENDAR 2017/18

A Meetings Calendar for the 2017/18 Municipal Year is attached at **Appendix G**.

Aside from Planning & Environment (Wednesdays 9.15am), Personnel (4pm), Youth Forum (4-5pm) and Highways Advisory Committee (2pm), all meetings are scheduled to commence on at 7.30pm on Wednesdays.

The calendar is based on the following schedule:

Annual Parish Meeting (1 per year): 2nd Wednesday in May each year (13 days following election day in the year of elections).

Annual Council Meeting (1): Held directly after Annual Parish Meeting.

Council (6): 2nd Wednesday in the months of June, July, September, November, January and March.

Finance & General Purposes (6): 4th Wednesday in the months of May, July, September, November, January and March.

Assets & Services (5): 1st Wednesday in the months of June, September, November, February and April.

Civic & Community (6): 3rd Wednesday in the months of June, September, October, December, February and April.

Personnel (2): 2nd Wednesday in the months of October and April.

Wednesdays at 9.15am

Planning & Environment (25): Fortnightly on Wednesdays, except during the Christmas break.

Other meetings

Youth Forum (6): Dates TBC in January, March, May, June, October, November

Highways Advisory Committee (2): Held in September and March.

Appeals Committee: Arranged if and when required.

Council is requested to approve its Meetings Calendar for 2017/18.

AGENDA ITEM 15: APPOINTMENT TO COMMITTEE SEATS

Due to a Casual Vacancy arising, last year Cllr Mark Jepson was elected as a Town Councillor to the South Ward via a by-election held on 10 November 2016.

There remains last year one vacant seat on each of the following committees:

- Civic & Community Committee
- Assets & Services Committee
- Youth Forum

The full schedule of appointments to Committees and Outside Bodies will be considered by Council at its Annual Meeting on 10 May 2017.

In the meantime, Council is requested to consider and the appointment of a Member to the seats vacated by the former Councillor.
