

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 11 January 2017 at 7.30pm

PRESENT: Cllr Jan Garfield (Town Mayor) Cllr T Green
 Cllr N Barber (Deputy Mayor) Cllr M Jepson
 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
 Cllr Jon Garfield

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

IN ATTENDANCE: Ms H Greengrass (Felixstowe Forward Change Director)
 Mr J Brandon (Felixstowe Pierhead Construction Manager)
 6 members of the Public, 1 member of the Press.

PUBLIC QUESTIONS

A member of the public asked when the old signage along the prom would be changed as she had been challenged when cycling along the prom. The Clerk responded that the matter had been previously reported to SC Norse who were due to cover the few remaining out of date notices shortly.

A member of the public asked on whether the UK vote to leave the EU would affect the town's twinning arrangements with Wesel and Salzwedel. The Mayor responded that she had spoken with the Bürgermeisterin of Wesel, Ulrike Westkamp and had received assurance that this would make no difference.

PRAYERS

The meeting was preceded with prayers by Rev. Penny Brinkley, St Johns Church.

395. APOLOGIES

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

396. 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)
Cllr S Gallant Cllr M Jepson Cllr A Smith	405	Disclosable Pecuniary Interest (as owners of beach huts)

Having declared that their interests were Pecuniary in nature, Cllrs Gallant, Jepson and Smith advised that they would leave the Chamber prior to any discussion on, and throughout the consideration of, item 405.

397. REQUESTS FOR DISPENSATION

There were none.

398. QUESTIONS TO THE MAYOR

There were none.

399. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 9 November 2016 be signed by the Mayor as a true record and adopted by the Council.

400. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements:

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

Of the events attended since the previous Council meeting, the Mayor highlighted the Nick Barber Auctions event in aid of Children in Need which was very interesting and a worthwhile cause. The Mayor expressed her enjoyment seeing the sea of faces waiting for the lights to be switched on for the Lions Club Christmas Light Up Day. She had visited the Fairfield Infant School Christmas Concert where it had been lovely to see all the young faces singing. The 1st Old Felixstowe Brownies had performed the musical "Annie" which had been spectacular and the lead had a beautiful voice. The Mayor enjoyed the Churches Together 'Angel' Festival where she had to pick the 3 best drawings of angels which was extremely challenging. The Felixstowe Chamber breakfast at Level2 was superb and it was hoped that this event would happen again in 2017. The Town Council's Ice Rink event had been a great success again and was packed over the opening weekend. The Christmas Day Dip for St Elizabeth Hospice was very exciting all the swimmers were given Christmas hats which gave the impression of a sea of upside down Santas running into the ocean. The Mayor's Christmas visits to local Nursing Homes had been extremely busy and there was a noticeable rise in the number of residents with dementia since she had last visited the homes in 2013. All the staff work tirelessly and should be admired for their caring attitude.

The Mayor thanked her Deputy Mayor for attending Mayoral engagements in her absence.

The Mayor advised Council that the Felixstowe branch of the Royal British Legion's poppy appeal had raised a total of over £28,000.

Council noted that the Mayor had sent a salutation to Puerto Deseado, Argentina, who had recently commemorated their town's 430th anniversary. Sir Thomas Cavendish, who was born on the Felixstowe peninsula, had named the town after his vessel, the Desire. The Clerk advised that Puerto Deseado had offered to send a link to a video of their commemorations and he would forward this to Members once received.

It was RESOLVED that the Mayor's engagements since 10 November 2016, and the above communications, be noted.

401. 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) Personnel Committee 9 November 2016
- b) Planning & Environment Committee 16 November 2016
- c) Finance & General Purposes Committee 23 November 2016
- d) Planning & Environment Committee 30 November 2016
- e) Planning & Environment Committee 14 December 2016
- f) Civic & Community Committee 14 December 2016
- g) Personnel Committee 20 December 2016

402. REPORTS FROM MEMBERS ON OUTSIDE BODIES

Council received the report of Cllr G Newman, Town Council representative to the Suffolk Association of Local Councils (SALC).

Referring to his report on the recent SALC meeting he had attended, Cllr Newman remarked on the number of different issues raised by parishes in Suffolk in attendance. These issues were noted by SALC but did not seem to get actioned so it was felt that attending the meetings were of limited value. Cllr Newman advised Council that he was therefore going to suggest a course of action to SALC for issues raised to have a structured action plan where progress could be monitored closely.

Members thanked Cllr Newman for representing Council at the SALC meetings and RESOLVED that the outside body report be noted.

403. FELIXSTOWE FORWARD REPORT

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

It was noted that there was a meeting arranged with all local retailers to see what they would like to have run during the year in the town. It was also planned to condense this year's Christmas Campaign.

There was a slight increase in units on Crescent Road but the town had lost some national chains but had welcomed Adams Brewery Shop.

Good progress was being achieved for making Felixstowe a Dementia-Friendly town and it was hoped that this would be completed by March.

Helen Greengrass thanked all the volunteers for keeping the Visit Felixstowe Beach Hut Tourist Information points open during 2016, especially during the winter months.

SCDC Asset Management were to identify a resource for the noticeboards around the town to be upgraded and tenders would be going out to get this completed.

Helen Greengrass had visited Felixstowe Academy to run an Awareness course for the Year 12 Business Studies class.

Cllr M Jepson congratulated Felixstowe Forward on the Seafront Gardens and how well they looked.

Cllr T Green asked Helen Greengrass who had the responsibility of collating the information of the organisations for the community portal. Helen Greengrass confirmed that it was the responsibility of the individual organisation to provide the correct information.

Cllr S Wiles asked whether more could be done to remove out of date banners and posters from the town. Ms Greengrass advised that the principle of charging a deposit alongside permissions to erect banners and posters was being explored as an incentive for their removal by the owners once they were no longer valid.

Cllr M Deacon expressed disappointment with the loss of the Hot Rods car rally event for 2017 and enquired as to whether Felixstowe Forward could liaise with the organisers to establish if appropriate arrangements could be put in to place to bring them back in the future. Ms Greengrass advised that her team was already in contact with the organisers of the event to explore this.

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

404. FELIXSTOWE PIERHEAD DEVELOPMENT UPDATE

The Mayor invited Mr Julian Brandon, Construction Manager for the Pierhead development to update Council on progress with the works. Mr Brandon acknowledged how important the new pier head building would be to Felixstowe and thanked the Council for giving him the opportunity to update on the progress of the new build. A progress report was distributed showing build milestones. Members noted that the construction team had been able to recycle 98% of the old building to make the ramp which has enabled them to work unaffected by the tides.

Members thanked Mr Brandon for attending the meeting and providing the update and commented on the positive community engagement offered by the developers and the relative tidiness of the works site.

The Mayor asked whether a site visit could be arranged for Members as the development took shape and Mr Brandon confirmed that this could possibly be held sometime in March or April 2017.

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

At this point in the meeting, Cllrs S Gallant, M Jepson and A Smith left the chamber.

405. CONSULTATION: SCDC BEACH HUTS

Council considered the report on SCDC's six-week Beach Huts consultation, running until 17 February 2017 asking for responses to its recommendations to convert all the current beach hut site licences into longer term leases and the proposed charges.

Members agreed that, in order to consider the matter in more depth and issue a response in time for the consultation deadline, that authority to provide a

response on behalf of the Town Council should be delegated to the 25 January 2017 Finance & General Purposes Committee.

In advance of that meeting the Clerk was asked to request from Suffolk Coastal District Council a copy of the letter of instruction from SCDC to the author of the report and a copy of the full report itself. Members gave an undertaking to respect the confidentiality of these documents if SCDC deemed that such elements were to be so considered.

RESOLVED that the matter be referred to the 25 January 2017 meeting of the Finance & General Purposes Committee; and, the authority to respond to the SCDC Beach Huts Consultation prior to the deadline of 17 February 2017 to be delegated to that committee.

Cllrs S Gallant, M Jepson and A Smith returned to the chamber.

406. MAYORAL ALLOWANCE 2017/18

Council considered the recommendation of the Finance & General Purposes Committee.

RESOLVED that, in accordance with the recommendation of the Finance & General Purposes Committee (*Minute #348 of 2016/17*):

- 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.**

407. BUDGET AND PRECEPT 2017/18

Council received the finalised version of the 2017/18 Budget and Precept, in accordance with the recommendations of the Finance & General Purposes Committee meeting of 23 November 2016 (*Minute #349 of 2016/17 refers*) and considered the further amendments as proposed.

Council gave a vote of thanks to the Committee and its staff for their work in producing a budget which provided for all of Council's activities at no increased cost to the local taxpayer.

It was RESOLVED that:

- i. The Felixstowe Town Council Budget for 2017/18 be adopted as set out in the report;**
- ii. the 2017/18 Precept demand to Suffolk Coastal District Council of £549,742 be approved (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. the Clerk be instructed to submit the information required by Suffolk Coastal District Council.

408. MEETINGS CALENDAR 2017/18

Council considered the draft meeting schedule for the 2017/18 Municipal Year as presented which had been based on the current year's cycle.

Members requested that a digital copy be emailed to all Councillors for reference.

Subject to correcting the date of a Planning & Environment and Civic & Community Committee date in September to read Wednesday 20 September 2017, it was RESOLVED that the 2017/18 Calendar of Meetings be adopted as per the schedule presented.

409. APPOINTMENTS TO COMMITTEES

Council considered the vacant seat on the Civic & Community Committee, Assets & Services Committee and Youth Forum.

It was RESOLVED that Cllr Mark Jepson be appointed to the Civic & Community Committee, Assets & Services Committee and Felixstowe Youth Forum.

410. ACCOUNTS FOR PAYMENT

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

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

411. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Council 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 they were instructed to withdraw.

412. STAFFING MATTERS

Council considered the confidential report on matters relating to a recent staffing restructure.

It was RESOLVED that the actions taken by the Personnel Committee be endorsed, with the new staffing structure and costs associated with its implementation to be approved as presented in the report.

413. CLOSURE

The meeting was closed at 8.55pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 8 March 2017.

Date: _____

Town Mayor: _____