

FELIXSTOWE TOWN COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL

Held on Wednesday 5th February 2014 at Felixstowe Town Hall

Present: Councillors Jan Garfield (Mayor), Barber, Bird, Deacon (except part item 436 and item 437), Jon Garfield, Morris (except part item 436 and item 437), Newman, Savage, Sennington, Sharman (except part item 436 and item 437), Slemmings, Smith, Stokell (except part item 436 and item 437), Walker (except part item 436 and item 437) and Williams (except part item 436 and item 437).

Also present: Six members of the public and the press.

405. PUBLIC QUESTION TIME

A member of the public complained that despite Suffolk Coastal District Council issuing a statutory notice to tidy the site, the garage site rear of 70-78 Langer Road remained very untidy. Councillor Smith, in his District Council capacity, agreed to raise the matter with Suffolk Coastal District Council.

A member of the public, noting that Suffolk Coastal District Council was having to retender for the work on the Seafront Gardens enquired whether it was possible to amend the project to include proposals previously submitted by the Town Council and was advised that it was not possible to do so as the funders, Heritage Lottery Fund, would only fund the scheme as previously submitted.

406. PRAYERS

The meeting was opened with prayer by Captain Richard Waters, Salvation Army.

407. APOLOGIES

An apology for absence was received from Councillor Webb.

408. DECLARATIONS OF INTEREST

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

Councillors Barber and Newman declared a Local Non Pecuniary Interest as Members of Suffolk County Council.

Councillors Savage, Stokell and Walker declared a Pecuniary Interest as holders of Exclusive Rights of Burial in the Cemetery.

Councillor Smith declared a Local Non Pecuniary interest as having relatives in the Cemetery.

Councillor Barber declared an interest as Trustee of the Carnival Association.

409. REQUESTS FOR DISPENSATIONS FOR COUNCILLORS WITH A PECUNIARY INTEREST

Councillors Savage, Stokell and Walker sought, and were granted dispensation lasting until the next elections, to remain, speak and vote on matters relating to the Cemetery, in which they had a pecuniary interest. Council further agreed to extend this dispensation to Councillor Webb in his absence.

Councillor Barber sought, and was granted dispensation, to remain, speak and vote on matters related to the Carnival Association.

Councillor Newman indicated that he had no pecuniary interest as a Member of Suffolk County Council and therefore would remain, but abstain from speaking and voting, on matters related to the Fire Service.

No other requests for dispensation had been received.

410. QUESTIONS TO THE MAYOR

No Members had tabled any questions for the Mayor.

411. MINUTES OF THE MEETING OF THE COUNCIL HELD ON 4th DECEMBER 2013

The minutes of the Meeting of the Council held on 4th December 2013 were confirmed as a true record by those present and the Chairman was authorised to sign them.

412. MAYOR'S COMMUNICATIONS

The Mayor referred to a list of engagements: 05.12.2013 – Christmas visit to Brierfield; 05.12.2013 – The Firs, Christmas Light up Afternoon; 05.12.2013 – Christmas visit to Leopold Road Nursing Home; 06.12.2013 – Orwell District Scouts, Carol Service; 07.12.2013 – Victorian Christmas Market; 07.12.2013 – Mayor's Charity Christmas Concert; 08.12.2013 – Mayor's Charity Christmas Fair; 09.12.2013 – Maidstone Infants School, Christmas Play; 10.12.2013 – Christmas visit to the Abbeyfield Society; 10.12.2013 – Christmas Tree Festival at the Salvation Army; 11.12.2013 – Christmas visit to the Firs; 11.12.2013 – Christmas visit to Bellstone; 11.12.2013 – Haverhill Town Council Carol Service; 12.12.2013 – photo opportunity to launch Stage 3 of the Women's Cycle Tour; 12.12.2013 – Christmas visit to White Gables; 15.12.2013 – Chairman of Waveney District Council, Carol Service, Deputy Mayor; 16.12.2013 – Christmas visit to Westcliff Nursing Home; 16.12.2013 – Christmas visit to Foxgrove Retirement Home; 16.12.2013 – Christmas visit to Maynell House; 16.12.2013 – Service of Thanksgiving for Nelson Mandela; 17.12.2013 – Christmas visit to Cotman Lodge and Cotman House; 17.12.2013 – Christmas visit to Mill Lane Nursing Home; 18.12.2013 – Christmas visit to St Mary's Nursing Home; 18.12.2013 – Christmas visit to Yetton Ward House; 18.12.2013 – Christmas visit to Coniston House; 19.12.2013 – Dedication of Memorial to mark the sinking of the European Gateway; 19.12.2013 – Christmas visit to Leading Lives; 19.12.2013 – Rotary Club of Felixstowe, Christmas lunch; 19.12.2013 – Felixstowe Academy, Christmas Concert, Deputy Mayor; 20.12.2013 – Felixstowe Old People's Welfare Association, Christmas Party and Draw; 20.12.2013 – Mayor's Carol Service; 22.12.2013 – Stowmarket Town Council, Carol Service; 22.12.2013 – Mayor of Hadleigh, A Festival of Carols and Readings, Deputy Mayor; 25.12.2013 – Christmas Day Dip in aid of St Elizabeth Hospice; 25.12.2013 – Christmas Day visit

to Felixstowe Community Hospital; 25.12.2013 – Christmas Day visit to the Salvation Army; 30.12.2013 – opening of Simone’s Hairdresser’s in Hamilton Road; 11.01.2014 – Wesel Association, Annual General Meeting; 14.01.2014 – visit to Highcliffe House; 16.01.2014 – Felixstowe and Haven Ports Seafarers’ Service, Annual General Meeting; 17.01.2014 – Memorial Service for Malcolm Minns; 19.01.2014 – Churches Together in Felixstowe, Service for Christian Unity; 01.02.2014 – Felixstowe Swimming Club, Presentation Evening; 01.02.2014 – Conservative Club, Centenary Dinner, Deputy Mayor; 03.02.2014 – interview with Felixstowe Radio.

413. PLANS COMMITTEE

The receipt of the minutes 345 - 351, 357 - 365 and 366 - 371 of the meetings held on 11th December 2013 and 8th and 22nd January 2014 was noted.

RESOLVED that the report of this Committee be approved.

414. NEWSLETTER EDITORIAL COMMITTEE

The receipt of the minutes covering items 352 – 356 of the meeting held on 6th January 2014 was noted.

RESOLVED that the report of this Committee be approved.

415. FINANCE AND GENERAL PURPOSES COMMITTEE

The receipt of the minutes covering items 372 - 390 of the meeting held on 22nd January 2014 was noted.

416. BUDGET 2014/2015

The Council agreed to set a precept of £508,420. The Council agreed to pursue the projects as recommended by the Finance & General Purposes Committee, namely:-

- a) Erection of flags of nations along the route of the womens’ cycle race – subject to external funding
- b) Establishing a cycle hire facility jointly with a local company - subject to external funding
- c) Providing pre-race entertainment at the womens’ cycle race – from Promotions Budget
- d) Providing en-route promotional displays at the womens’ cycle race – from Promotions Budget

417. OCCASIONAL GRANT APPLICATIONS

The Council agreed to confirm the occasional grants as recommended by the Finance & General Purposes Committee:-

Organisation	Amount of Grant Awarded
Avenues East (Optua East Anglia)	£100
Disability Advice Service (East Suffolk)	£100
Felixstowe Book Festival	£100
Felixstowe Friendly Visiting Service	£200
Home-Start Suffolk Coastal	£300
Level Two	None (Annual Grant of £1,000 and £2,000 from Community fund already given in 2013/14)
Felixstowe Carnival and Airshow	It is recommended that a sum of £2,500 is underwritten from the Enhancement and Promotion fund.
National Coastwatch	£350
Suffolk Accident Rescue Service	£350
Suffolk Young People's Health Project (4YP)	£100
Walton Parish Nursing	£100

The Council confirmed the award of £4,000 to Level 2 from the Community Fund 2014/15.

The Council further agreed to review the budgetary provision for occasional grants.

418. POLICY CHANGES REFERRED FROM ALLOTMENTS & CEMETERIES SUB-COMMITTEE HELD ON 26th NOVEMBER 2013

The Council agreed to adopt the revised policies for allotment tenancy discounts, and memorial benches in the Cemetery, as recommended by the Finance & General Purposes Committee.

419. ESTABLISHMENT OF A WORKING GROUP TO DISCUSS A COMMITTEE STRUCTURE REVIEW

The Council agreed to establish a Working Group comprising the Mayor, Chairs and Vice-Chairs of Finance & General Purposes Committee, and Plans Committee and Councillors Deacon and Williams.

420. QUESTIONNAIRE TO SELECTED FELIXSTOWE HOUSEHOLDS

The Council agreed to establish a small Working Group comprising the Town Clerk, and Councillors Jon Garfield, Smith and Williams with delegated authority to agree and circulate the questionnaire.

421. REVIEW OF THE TOWN COUNCIL'S GOVERNANCE AND RISK MANAGEMENT

The Council reviewed its governance and risk management strategy and agreed, subject to the following minor amendments in the Internal Controls for Self-Managed Risks:-

- a) in paragraph 2(b) inserting "and budget" before "minutes"
- b) in paragraph 2(b) amending "2" to "3"
- c) in paragraph 2(c) inserting "and job descriptions" and "contracts of employment"

The Council agreed to adopt a policy of all Councillors receiving training following each full election, and continued training throughout their term of office.

The Council further agreed to nominate three members to attend area meetings of the Suffolk Association of Local Council and nominated Councillors Barber, Jon Garfield and Morris as their representatives.

422. PRESENTATIONS TO COUNCIL AND COMMITTEES

The Council considered the paper recommending that presentations be made to the Council and Committees during the course of the meetings, and asked the Town Clerk to represent the paper based on the views of the discussion.

423. DISCLOSURE BARRING SERVICE CHECKS

The Council noted the advice that, based on current services and practices, no members nor staff were required to undergo Disclosure Barring Service Checks.

424. POLICY FOR PRE-COUNCIL GROUP MEETINGS

The Council agreed that 100% discount would be granted to its political groups wishing to hire rooms at the Town Hall for group meetings immediately before a meeting of Full Council or a Council Committee.

425. FINANCIAL REGULATIONS

The Council reviewed and agreed to adopt the revised Financial Regulations.

426. SUFFOLK FIRE & RESCUE SERVICE INTEGRATED RISK MANAGEMENT PLAN 2014 – 2017

The Council reviewed and agreed to accept the Integrated Risk Management Plan 2014-2017.

427. FELIXSTOWE FIRE STATION CONSULTATION

The Council agreed to respond that “the Town Council is unconvinced that the financial savings to be gained by the withdrawal of all full-time officers from Felixstowe Fire Station outweigh the real risk to lives and property and accordingly calls upon Suffolk County Council to cancel this proposal”.

428. BABERGH DISTRICT COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT

The Council agreed to comment and request that a further bullet point be inserted in paragraph 4.2 as follows:-

“Towns/Parishes abutting Babergh District Council, but in neighbouring authorities will be notified in the event that a major, or strategic, planning application is received in a Babergh Parish abutting that authority’s area.”

429. SNOW CLEARANCE BY THE COMMUNITY PAYBACK TEAM

The Council agreed the recommendation from the Finance & General Purposes Committee to accept this offer and the Town Clerk was asked to draw up a procedure.

430. SOUTH SEAFRONT MANAGEMENT OPTION

The Council agreed the recommendation from the Finance & General Purposes Committee that the Council not proceed further in exploring the South Seafront management option.

431. EXCLUSIVE RIGHTS OF BURIAL CERTIFICATES

The Council agreed the recommendation from the Finance & General Purposes Committee that the Council write to Exclusive Burial Rights holders whose Certificate as expired offering them the opportunity to renew those rights.

432. EXCLUSION OF PRESS AND PUBLIC

The Council, in accord with the Public Bodies (Admissions to Meetings) Act 1960, agreed that, 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 were instructed to withdraw

433. CCTV SCHEME

The Council considered the confidential report and agreed to write off the current debt, to fully fund the maintenance of the CCTV system, and to write to all businesses in the area covered by the CCTV system seeking financial contributions towards its ongoing maintenance.

434. NEW SALARY STRUCTURE

The Council agreed to adopt the new salary structure.

435. BACK-DATING OF REVISED SALARIES

The Council agreed to backdate the introduction of the new salary structure to 1st June 2013.

436. STAFFING MATTERS

Councillors Deacon, Morris, Sharman, Stokell, Walker and Williams left the meeting during consideration of this item.

The Council agreed to settle the matters as recommended by the Personnel Committee, subject to minor amendments to the statement of terms and future reference.

437. DISPOSAL OF SURPLUS ARTWORK

The Council agreed to dispose of the surplus artwork and earmark any monies received for long-term conservation of the remaining artwork.

438. CLOSURE

The meeting was closed at 10.49 p.m.