



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **EXTRAORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 20 April 2016** at **6.45pm** for the transaction of the following business:

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. Town Hall Repairs**
To consider repairs to the Town Hall as recommended by the Assets & Services Committee. **(Page 2)**
- 5. Flagpole**
To consider provisions for the installation of a flagpole as recommended by the Assets & Services Committee. **(Page 3)**
- 6. Ice Rink: Christmas 2016**
To consider the provision of a community ice rink for Christmas 2016. **(Page 3)**
- 7. Staffing Budget 2016/17**
To consider reapportioning the staffing budget as recommended by the Personnel Committee. **(Page 4)**
- 8. Closure**
To close proceedings and note that the next meeting is the Annual Council Meeting scheduled for 7.30pm on Wednesday 11 May 2016.

Councillor Doreen Savage, Mayor of Felixstowe

14 April 2016

AGENDA ITEM 4: TOWN HALL REPAIRS

Councillors will be aware that, during the works carried out last year, the front façade of the Town Hall was identified as potentially requiring significant structural work in order to address a weakness caused by erosion of the mortar between the bricks.

Professional advice has been sought which has confirmed that Council needs to take urgent action to effectively secure the building whilst a long-term solution is prepared. At its meeting of 6 April the Assets & Services Committee considered a report on this issue and has recommended that Council approve the funding required in order to undertake this urgent work as soon as practically possible (*Minute #543 of 2015/16 refers*).

The work being recommended involves shoring up the brick piers between the first floor windows with a steel mesh, rebuilding a small brick panel in the attic and replacing cracked windows whilst the scaffolding is up with a toughened/laminated glass.

Members have been provided with the structural engineer's report and a schedule of estimates is being sought in order that Council may consider a course of action and the funding approval for all necessary works to take place as soon as practicable.

As of 14 April 2016, following approved transfers in to Council's earmarked reserves, the 'Town Hall Maintenance' earmarked reserve stood at £113,892 with a further £7,821 in the 'Town Hall Capital Refurb' earmarked reserve. These funds may be considered as an appropriate source for the purposes described above.

The advice given states that by doing this work (before September 2016) Council should then have up to five years to undertake the rebuilding of the first floor brickwork to the front elevation. During which time Council should consider making further provisions to the Town Hall Maintenance earmarked reserve, investigate potential grant funding sources and set aside a suitable period in the future to pause operations at the Town Hall for the work to be carried out with minimal disruption.

Council is requested to consider the report on Town Hall Repairs, plus any further information presented at the meeting; and, a course of action and any funding required for all necessary works as it deems necessary

AGENDA ITEM 5: FLAGPOLE

At its meeting of 6 April, Council's Assets & Services Committee considered the principle of installing a flag pole in the Town Hall Gardens immediately adjacent to the Town Hall. The purpose of which to enable Council to fly the Union Flag, and other flags as appropriate, on approved occasions; or otherwise be able to fly a Town Council flag with the Felixstowe crest.

Committee recommended that a flag pole be installed adjacent to the Town Hall with the necessary funding to be authorised from Council's 'Enhancement & Promotional' Earmarked Reserve (*Minute #538 of 2015/16 refers*).

Quotes are being sought and it is estimated that the total funding required for the purchase and installation of a suitable flagpole, plus flags, is not likely to exceed £2,000

Council is requested to consider the recommendation of the Assets & Services Committee and any action it deems necessary.

AGENDA ITEM 6: ICE RINK: CHRISTMAS 2016

At its meeting of 11 November 2015, Council approved arrangements for the provision of a synthetic ice rink and other attractions at Great Eastern Square in the lead up to Christmas (*Minute #317 of 2015/16 refers*).

Funding for the rink was approved via Council's Community Fund Earmarked Reserve and the Youth Forum budget, supported by sponsorship received from the East of England Cooperative and donations from several Suffolk Coastal District Councillors via their Enabling Communities budgets.

Council received income from donations and sponsorship totalling £5,700. The rink itself cost £5,890. The event was well-received and a follow up meeting was held early this year with representatives from the Town Council and the Coop to consider plans for another ice rink in December on a similar basis.

Council has been offered the rink at the same price as last year provided that a deposit to secure the facility is paid in April.

The Civic & Community Committee is to meet subsequent to the Council meeting this evening and this matter is to be considered. Notwithstanding the fact that donations and sponsorship cannot be guaranteed at this time, should Council wish to put on a similar event again this year, consideration should be given to approving expenditure for the rink again from the 'Community Fund' Earmarked Reserve and potentially delegating authority to the Civic & Community Committee to oversee further arrangements for the event.

Council is requested to consider the principle of providing an ice rink this Christmas and authorising funding for the rink via the 'Community Fund' Earmarked Reserve.

AGENDA ITEM 7: STAFFING BUDGET 2016/17

At its meeting of 13 January 2016, Council approved the following staffing budget for the Financial Year 2016/17:

	Budget 2016/17		
Cost Centre	Salaries	Employer National Insurance	Employer Pension Contributions
Administration	153,788	10,773	35,525
Town Hall	13,177	196	-
Walton	2,944	-	307
Broadway House	9,437	-	1,499
Cemetery	82,575	6,707	19,157
Allotments	15,472	1,184	3,381

Council's Personnel Committee, with the benefit of full outturn figures for 2015/16, has reviewed the budget in line with known changes for 2016/17 to Employer National Insurance and Pension contributions. Personnel Committee subsequently recommended (*Minute #559 of 2015/16 refers*) that the staffing budget be reapportioned as follows (note: no net change to overall staffing budget):

	Recommended Revised Budget 2016/17		
Cost Centre	Salaries	Employer National Insurance	Employer Pension Contributions
Administration	153,788	14,408	37,057
Town Hall	10,815	47	-
Walton	2,164	1	335
Broadway House	8,096	3	1,635
Cemetery	81,391	7,523	19,697
Allotments	14,363	1,328	3,476

Council is requested to consider making the above adjustments to the staffing budget for 2016/17 as recommended by the Personnel Committee.