

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.

Date: _____

Chairman: _____