

**ACTION PLAN WORKING GROUP NOTES**

Felixstowe Town Hall  
1.30pm, 17<sup>th</sup> October 2018

<b>Members in attendance:</b>
Cllr Steve Gallant Cllr Jan Garfield Cllr Doreen Savage Cllr Steve Wiles Mr Ash Tadjrishi (Town Clerk) Mrs Debbie Frost (Deputy Town Clerk)
<b>Apologies:</b>
Cllr Andy Smith Cllr Kimberley Williams

	<b>ITEM</b>	<b>Notes</b>	<b>Action by</b>
1.	Welcome and introduction	AT welcomed everyone to the group.  In lieu of a electing a chairman, it was agreed that AT would lead the meeting.	
2.	Scene Setting	The Working Group had been constituted by the Finance & General Purposes Committee to review the current Action Plan, which was deemed to be overly long and complex, and to report back with its recommendations.	
3.	Scope of the Action Plan Working Group	In scope:  To revise the Council's Action Plan, in accordance with the current Business Plan (2016-2020) and recommend to F&GP for onward referral to Council.  Agreed that the actions should be aspirational, but achievable and measurable. Actions should be based on Business Plan objectives which were not general administrative/regular activities.  Out of scope:  Any amendment to the current Business Plan which runs until May 2020 is out of scope for this Group. However, once the Action Plan has been revised, the Working Group could be re-formed by the new Council in May 2019 to review process and make preparations for the next Business Plan covering the years May 2020 – 2024.	
4.	Timeline	The following timeline was agreed:	

		<ul style="list-style-type: none"> <li>• <u>December 2018:</u> 2<sup>nd</sup> meeting of the Working Group</li> <li>• <u>January 2019:</u> Working Group finalise recommendations Recommendations to F&amp;GP for consideration and onward referral.</li> <li>• <u>March 2019:</u> Action Plan adopted by Council</li> </ul>	
5.	Action Plan	<p>It was noted that many Business Plan objectives had been achieved (<i>Appendix A</i>) which should be recorded as completed.</p> <p>Also noted that not everything we do needs to be in the Action Plan but needs to be more tangible.</p> <p>Format: Actions to potentially have a 'traffic light' approach with Red, Amber and Green ratings to aid monitoring and evaluation.</p> <p>Noted that the Local Council Award Scheme Quality Gold award accreditation lasts for 4 years until October 2021 and would be a matter for the next Business Plan Action Plan.</p> <p>Noted that the development of additional capacity at the Cemetery, and the effect this will have on the existing temporary allotment provision at the site, would be a matter for the next Business Plan Action Plan.</p> <p>Agreed to retain/hone the following from the current Action Plan:</p> <p><u>Training and Development</u></p> <p>Personal Development Plans created for Councillors and staff and monitor this annually. Training needs should be relevant to Council's aspirations. Councillors supported to continually develop appropriate knowledge, skills and confidence over their term of office, giving public assurance.</p> <p>Curate a range of Member-focused development events, workshops and networking opportunities for Council Members and staff relevant to</p> <p><u>Community Engagement</u></p> <p>Regular presentations from outside agencies on key matters of interest at Town Council Meetings.</p> <p>Full review of Terms of Reference (by May 2019) and</p>	

	<p>thereafter develop a public-friendly, plain English, constitution to encompassing Council's policies and regulations (by May 2020).</p> <p>Support development of Timebanking, Visit Felixstowe CIC and a Business Improvement District as a partner of Felixstowe Forward.</p> <p>Publish a new quarterly community magazine for distribution to all Felixstowe households from the Summer of 2019.</p> <p><u>Assets and Services</u></p> <p>Increase the use of Felixstowe Town Council assets in order to maximise income and minimise increases to Council Tax.</p> <p>Review operational costs to ensure best value for local residents.</p> <p>Support community-focused events at Council buildings in conjunction with other local organisations.</p> <p>Analyse local demand for allotment plots and respond to the level of need. Review holdings and future use of allotment sites.</p> <p>Review the District Council's Community Asset Register to ensure all Assets of Community Value are listed (e.g. playing field at Langley Avenue listed by FTC in 2014, expires in 2019 - review and renew that application).</p> <p><u>Felixstowe in Flower</u></p> <p>Make Felixstowe in Flower cost-neutral.</p> <p><u>Community Policing and Safety</u></p> <p>Improve the quality of CCTV provision both in terms of up-time and image quality.</p> <p>Address community policing needs – hold the PCC to account, ensure regular attendance at SNT/ASB meetings and invest in a PCSO to tackle local priorities such as parking enforcement.</p> <p><u>Planning &amp; Environment</u></p> <p>Identify local infrastructure projects and make recommendations to Council as to the use of receipts from the Community Infrastructure Levy (CIL). There will be a separate CIL Action plan to identify what we will achieve and</p>	
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		<p>strategic projects we can support.</p> <p><u>Play Equipment and Parks</u></p> <p>Consider opportunities for improvements to existing play and leisure facilities throughout the town and investigate additional opportunities for the development of new creative play projects, in consultation with the local community.</p> <p>Consider opportunities for asset-transfer from the District Council as a way to deliver capital improvements.</p> <p>Work with local groups to help improve community areas i.e. 'Friends of .... Park'</p> <p>Promote the need for Shared Space treatment to be completed along Hamilton Road between Orwell Road and Bent Hill and seek support from Suffolk County Council / Suffolk Coastal District Council to establish a positive course of action.</p> <p>Agreed that this form the basis of a new Action Plan for further discussion.</p>	
6.	AOB	<p>Clerk to obtain feedback from current councillors on training when organising training for the new term in May 2019.</p> <p>Noted that induction for new Members should cover the Community Emergency Plan (CEP) and guidance on Standing Orders rules of debate at meetings.</p>	<p><i>AT</i></p> <p><i>AT</i></p>
7.	Date of next meeting	10am on Wednesday 12 <sup>th</sup> December.	<i>DF</i>

**Appendix A: Business Plan Objectives achieved**

The following have been extracted as being completed actions, and should be recorded as such in the Action Plan/Business Plan:

- Promote the highest standards of openness and transparency by ensuring that as much information as possible is available online whilst protecting sensitive and confidential information through an effective Data Protection Policy – GDPR compliant.
- Set up a diary to regularly review the CEP to ensure it remains valid and up to date.
- Engaged with other agencies responsible for Emergency Plans affecting Felixstowe to ensure effective coordination.

- Planned and preventative maintenance for preservation of the Town Hall.
- Computer packaged bought to digitise cemetery burial records.
- Condition survey completed for the War Memorial.
- Created new Civic Awards/ Annual Town Meeting combined event with increased community participation.
- Annual Christmas event (ice rink) now established and in its fourth year
- Increased active promotion of the Occasional Grants scheme on the Town Council website, in newsletters and in the press.
- Developed the Town Council website providing information about the Town Council and also signposting people to other service providers.
- Expanded participation in Felixstowe in Flower
- Used The Armed Forces Weekend Legacy grant fund to help fund Remembrance Centenary events.
- Reviewed the management structure and staffing levels of the Council to better reflect the changing demands of services and the needs of residents and customers.
- Recruited an apprentice.
- Adopted a Single Use Plastic Policy/support plastic-free initiatives.

Not in this period but for a following Action Plan review:

- Retain the Gold award accreditation