

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 12 June 2019 at 7.30pm

PRESENT: Cllr N Barber (Mayor) Cllr T Green
Cllr M Jepson (Deputy Mayor) Cllr S Harkin
Cllr D Aitchison Cllr M Morris
Cllr S Bennett (*from item #56*) Cllr M Richardson
Cllr S Bird Cllr D Savage
Cllr M Deacon Cllr A Smith
Cllr S Gallant

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs L Monsen (Mayor's Secretary)
Mrs D Frost (Deputy Town Clerk)

IN ATTENDANCE: 6 Members of the public
1 Member of the Press
Inspector Sally Henderson, South East Locality Inspector
Sgt Peter Street, Felixstowe Neighbourhood Police Team
Ms Helen Greengrass, Felixstowe Forward Change Director
Ms Chloe Winlow, Felixstowe Communities Officer

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Rev Trevor Harris, Lead pastor, River of Life Church, Felixstowe.

48. PUBLIC QUESTION TIME

A member of the public spoke about climate change and the Government's recent commitment to the UK becoming net-zero carbon by 2050. However, it was felt that action should be taken sooner and Council was asked to consider joining several authorities in Suffolk in declaring a Climate Emergency. The Mayor advised that the Town Council was aware of the issues and would be considering its impact on climate change as part of its forthcoming Business Plan review.

49. APOLOGIES

Apologies for absence were received from **Cllr S Wiles** and **Cllr K Williams**.

Apologies for lateness were received from **Cllr S Bennett**.

50. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr T Green Cllr M Jepson Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

51. QUESTIONS TO THE MAYOR

There were none.

52. CONFIRMATION OF COUNCIL MINUTES

RESOLVED that the Minutes of the Ordinary Council Meeting held on 15 May 2019 be signed by the Mayor as a true record and adopted by the Council.

53. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

<i>Deputy Mayor – Felixstowe Youth Development Group AGM</i>	20 May 2019
World Record Presentation to Dean Gould	21 May 2019
Experiencing wearing the GERT suit for Dementia Week	23 May 2019
NSPCC Annual Meeting and Reception	23 May 2019
To start and finish the 24-Hour Static Cycle Challenge	25 May 2019
Southwold Civic Service	26 May 2019
Welcome Wesel Civic Party to Felixstowe	30 May 2019
Evening Meal with Civic Party	30 May 2019
Civic Reception	31 May 2019
Wesel Association Dinner Dance	31 May 2019
Afternoon Tea with Civic Party	1 June 2019
Wesel Association BBQ	1 June 2019

Deben Macmillan Challenge	6 June 2019
Commemoration of D-Day Invasion	8 June 2019
OVO Energy Women's Tour	10 June 2019
Flying the Flag for the Commonwealth	11 March 2019
Wesel Association AGM	11 March 2019

Following an explanation and photos about the GERontologic Test (GERT) suit from Cllr S Harkin, the Mayor explained that wearing the age simulation suit and glaucoma-replicating glasses around town had been both upsetting and extremely thought provoking.

The Mayor commented on the civic visit from Wesel the twin town of Felixstowe where over 50 Germans visited the town as part of the 45th Anniversary celebrations.

He thanked the local branch of the Royal British Legion for the D-Day Commemoration events over the weekend.

The Mayor spoke of an interesting conversation at the OVO Energy Women's Tour of Britain Event in Beccles and had indicated the potential for Felixstowe to host one of the key stages at next years race.

The Mayor thanked the Deputy Mayor, Cllr Mark Jepson, for his support attending engagements on his behalf and highlighted a number of forthcoming events including Suffolk Day, Felixstowe in Flower Launch, the Book Festival the Civic Service and his Civic Reception at Harvest House.

It was RESOLVED that the Mayor's engagements since the previous meeting, and the above communications, be noted.

54. 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) Planning & Environment Committee 22 May 2019**
- b) Finance & Governance Committee 29 May 2019**
- c) Planning & Environment Committee 5 June 2019**

55. WELCOME TO INSPECTOR SALLY HENDERSON

The Mayor welcomed Inspector Sally Henderson to the meeting and invited her to address the Council. Insp. Henderson explained that she had worked in a number of different roles within Suffolk but was enjoying her current post in the Safer Neighbourhood role within Felixstowe, Woodbridge and East of Ipswich.

Insp. Henderson highlighted some of the local issues being tackled around parking and anti-social behaviour and recent visits to vulnerable people in the area. It was reported that anti-social behaviour was anticipated to increase over the summer months as the evenings remained lighter for longer. The public were reminded that they should report all incidents to 101 so that they can be appropriately recorded.

The Mayor thanked Inspector Henderson for the update and invited Members to ask questions, directing that Member should also take in to account any queries arising from the PCSO report which was the next item on the agenda.

Members asked for clarification that the Town Council's funded PCSO post was above the usual establishment numbers on the policing team. Inspector Henderson confirmed that there were 6 establishments posts plus a Sergeant. Currently, there was one vacancy and one in the process of leaving. Members asked to be informed when the vacancy was filled.

Inspector Henderson confirmed that the Safety Neighbourhood Team was just one part of the wider policing resources available to respond to incidents. There had been issues with drugs and street gangs in Kesgrave, however, this was not currently being reported as an issue in Felixstowe,

The Mayor asked that the police look particularly at parking issues at Cliff Road and Manor Road as parking was already a problem and would only get worst once the summer season started.

Members thanked Inspector Henderson for her, and the Safety Neighbourhood Team's, work in the town.

It was RESOLVED that the SNT Newsletter and report be noted as received.

At this point, 8.25pm, Cllr Bennett joined the meeting.

56. PCSO REPORT (MARCH TO MAY 2019)

Council received the report of the Felixstowe Partnership Funded PCSO.

Council was reminded that the PCSO would be available to the public at the Town Hall on the first Wednesday of each month and that Council's appointed representatives to the SNT could also be contacted as a way of reporting community priorities at the regular SNT meetings.

As discussed in the previous item, it was agreed that the PCSO should prioritise enforcement of illegal parking at Cliff Road, in addition to the town centre, when on duty.

It was RESOLVED that the Felixstowe Partnership Funded PCSO reports and the SNT Newsletters be noted for the months March to May 2019.

57. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

No reports received.

58. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass reminded Council of this year's Annual Engagement Event due to be held on 18th June at The Orwell Hotel. 110 attendees had registered to date and the focus would be on partnership, collaboration and the people that make Felixstowe such a great place to live, work and visit.

Ms Greengrass had just received confirmation that an application to the Heritage Action Zone fund could be applied for which could give access to up to £2 million for lasting improvements to heritage town centres.

A new website 'East Suffolk Means Business' had been launched which would signpost new businesses to relevant and appropriate organisations.

The Tesco token scheme for the Dementia Friends and Dementia Champions was still running and seemed to be very successful.

Ms Greengrass had just received the first draft of the new seafront information and interpretation boards which would be studied closely before final production.

It was reported that the South Seafront café project was being progressed by an ESC Working Group and any update will be reported to the Town Council in due course.

Members expressed concerns that, whilst the design of the café was excellent, finding a suitable tenant would be challenging. There was also a concern that the Coastal Communities Fund could have prioritised upgrading the other public areas along the south seafront Ms Greengrass confirmed she would take Members views back to the Working Group.

Ms Greengrass then introduced Ms Chloe Winlow, East Suffolk Council Communities Officer.

Ms Winlow told Council that her role, as one of ten Communities Officers across the district, was to work within Felixstowe to strengthen community ties by collaborating with outside groups such as the Felixstowe Care Home Action Group and activities within the town such as the Intergeneration event which over 140 local people attended. She had also secured £18,000 funding for a scheme to help end period poverty, a project initiated by Felixstowe Academy students.

Members discussed social prescribing where link workers are working from Howard House Surgery to help with social isolation within the town.

Ms Winlow confirmed that she would provide a regular report to Council as part of the Felixstowe Forward report.

Members thanked Ms Greengrass and Ms Winlow for their reports and welcomed Ms Winlow to her role.

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

59. ANNUAL RETURN 2018/19

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2018/19 as presented. The Clerk advised that the Notice of Audit would be displayed on the Town Hall noticeboard in accordance with the statutory requirements.

It was RESOLVED to:

- i. approve the Annual Return for the financial year ended 31 March 2019 (Section 1 – Annual Governance Statement) and authorise the Mayor and Town Clerk to sign the declaration on behalf of Felixstowe Town Council;**
- ii. approve the Annual Return for the financial year ended 31 March 2019 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council’s Responsible Finance Officer, and authorise the Mayor to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. note that there were no actions arising from the final Internal Audit Report for the Financial Year 2018-19 and, therefore, no action plan is required to be submitted with the Annual Return 2018/19 to the External Auditor.**

60. STATEMENT OF INTERNAL CONTROL 2019/20

Council considered the Statement of Internal Control for the year end 31 March 2020, as recommended by the Finance & Governance Committee on 29 May 2019. (*Minute #37 of 2019/20 refers*).

It was RESOLVED that the Internal Control Statement for the year 2019/20 be adopted.

61. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council reviewed the effectiveness of its internal audit arrangements, as recommended by the Finance & Governance Committee on 29 May 2019. (*Minute #34 of 2019/20 refers*).

It was RESOLVED that:

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,
- ii. in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a half-yearly and year-end audit on the basis of paras 4.14-4.17 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2019".

62. PARISH LIAISON MEETING – LOCAL EDUCATION MATTERS

Members discussed the invitation to send up to two Felixstowe Town Council representatives to a parish liaison meeting hosted by Suffolk County Council, involving SCC's Senior Planning and Infrastructure Office as well as local SCC and East Suffolk Councillors to discuss education matters in the peninsula.

It was RESOLVED that Cllrs M Morris and D Savage would attend the liaison meeting hosted by SCC at the Town Hall on 25 June 2019.

63. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
14/05/2019	29 – 55	£58,037.42
31/05/2019	56 - 81	£64,483.52
	TOTAL	£122,520.94

64. CLOSURE

The meeting was closed at 8.41pm. It was noted that the next meeting was the Ordinary Council Meeting at Felixstowe Town Hall, 7.30pm Wednesday 10 July 2019.

Date: _____

Town Mayor: _____