



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

Cllr M Jepson (Mayor of Felixstowe)
Cllr S Harkin (Deputy Mayor)
Cllr D Aitchison
Cllr N Barber
Cllr S Bird
Cllr S Bennett
Cllr M Deacon
Cllr S Gallant

Cllr T Green
Cllr M Morris
Cllr G Newman
Cllr M Richardson
Cllr D Savage
Cllr A Smith
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **ONLINE** on **Wednesday 13 January 2021** at **7.30pm**.

Public Attendance

Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend join via Zoom. Members of the public are invited to make representations or put questions to the Council during the public session.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.

Ash Tadjrishi
Town Clerk
8 January 2021

Moment of Reflection: Rt Revd. Charles Muggleston.

A G E N D A

- 1. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.
- 2. Apologies for Absence**
To receive apologies for absence.
- 3. Declarations of Interest**
To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest.
- 4. Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 25.
- 5. Confirmation of Council Minutes**
To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 11 November 2020 as a true record. **(Pages 4-10)**
- 6. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Page 11)**
- 7. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following Meetings:
 - a) Planning & Environment Committee 18 November 2020 **(Pages 12-15)**
 - b) Assets & Services Committee 25 November 2020 **(Pages 16-21)**
 - c) Planning & Environment Committee 2 December 2020 **(Pages 22-25)**
 - d) Finance & Governance Committee 9 December 2020 **(Pages 26-29)**
 - e) Planning & Environment Committee 16 December 2020 **(Pages 30-34)**
 - f) Civic & Community Committee 16 December 2020 **(Pages 35-38)**
- 8. Reports from Members appointed to Outside Bodies**
Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.
- 9. Coronavirus Lockdown Update**
To receive an operational update since the reintroduction of the national lockdown and to note any further information. **(Page 39)**

10. Felixstowe Forward Report – Beyond March 2021

To consider the report of the Felixstowe Forward Change Director on the proposal to extend funding for the partnership until December 2021.

(Pages 40-44)

11. Budget and Precept 2021/22

To consider and approve the Budget and Precept for the Financial Year 2021/22.

(Pages 45-48 and Appendices A-D)

12. Broadway House Maintenance

To authorise expenditure from the Broadway House Earmarked Reserve as recommended by the Assets & Services Committee.

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13. Meetings Calendar 2021/22

To consider a schedule of meetings for Council and its Committees for the Municipal Year 2021/22.

(Page 49 & Appendix E)

14. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows (note: Due to the current lockdown, the most recent schedule been signed off electronically by two signatories in the interim and will be presented to again Council once physically signed).

(Schedules attached at Appendix F)

Date	Voucher Nos.	Total Payment
16/11/2020	264 - 286	£5,364.42
30/11/2020	387 - 303	£43,157.09
14/12/2020	304 - 320	£10,239.69
31/12/2020	321-337	£43,056.12
	TOTAL	£ 101,817.32

15. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 10 March 2021.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held **ONLINE** on **Wednesday 11 November 2020** at **7.30pm**

PRESENT: Cllr M Jepson (Mayor of Felixstowe) Cllr T Green
Cllr S Harkin (Deputy Mayor) Cllr M Morris
Cllr N Barber Cllr G Newman
Cllr S Bennett Cllr M Richardson
Cllr S Bird Cllr D Savage
Cllr M Deacon Cllr S Wiles
Cllr S Gallant Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs L Monsen (Mayor's Secretary)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Finance Admin Assistant)
Mrs S Faversham (Business Services Officer)

IN ATTENDANCE: 7 Members of the public
Ms Helen Greengrass, Felixstowe Forward Change Director

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Major David Lennox, Felixstowe Salvation Army.

315. PUBLIC QUESTION TIME

A member of the public asked the Council about the new East Suffolk Council policy concerning parking restrictions in the town and the impact on the community. A Member of Council advised that ESC had developed the policy following consultation with businesses and other local stakeholder in order to encourage people into the town and increase the dwell time more shops are visited. The member of the public suggested that a medium term impact survey be carried out to evaluate the impact of the policy on the local business revenue stream.

316. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr D Aitchison**

317. DECLARATIONS OF INTEREST

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

Cllr M Jepson Cllr S Wiles		
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr N Barber Cllr M Deacon Cllr M Jepson Cllr M Morris		Local Non-Pecuniary (as Members of the Wesel Association)
Cllr M Deacon		Local Non-Pecuniary (as Member of the Salzwedel Association)

318. QUESTIONS TO THE MAYOR

There were none.

319. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 9 September 2020 be signed by the Mayor as a true record and adopted by the Council.

320. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council, highlighting the numerous Zoom conversations with the local businesses and community groups he had been having which were published online on the Town Council Facebook and twitter pages.

Council heard that this year's Christmas Light Up would be very different due to restrictions with no public involvement. The Mayor and Mayoress would be helping the Salvation Army with delivery to local residents of Christmas dinners on Christmas Day.

The Mayor told Council that it had been privilege to support Mrs Joan Rich during her fund-raising events for the NHS and in recognition of this a tree planting event had been held at Allenby Park. The Mayor thanked Cllr D Aitchison for also supporting the events.

The Remembrance events, although very different this year, had been fantastic and very moving. Members of the public who did attend adhered to social distancing rules.

The Mayor reported of the sad passing of Past Mayor, Mr Don Smith. Council recorded a moment of silence in respect of Mr Smith.

The Mayor then invited Cllr M Deacon to address the Council. Cllr Deacon paid tribute to Mr Smith who had been a respected Member of the Council, first elected in May 1995 and serving until May 2006, having been the Mayor of Felixstowe in 2004/05.

The Mayor thanked the Deputy Mayor, Cllr Sharon Harkin, for her support in attending engagements and for the online 'community conversations' with members of local community groups and voluntary organisations. These were being published on the Town Council's Facebook and twitter pages.

The Council thanked the Mayor for his report.

It was RESOLVED that the Mayor's communications be noted.

321. 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 9 September 2020
- b) Civic & Community Committee 16 September 2020
- c) Planning & Environment Committee 23 September 2020
- d) Assets & Services Committee 23 September 2020
- e) Planning & Environment Committee 7 October 2020
- f) Personnel Committee 7 October 2020
- g) Planning & Environment Committee 21 October 2020
- h) Civic & Community Committee 21 October 2020
- i) Finance & Governance Committee 28 October 2020
- j) Planning & Environment Committee 4 November 2020

322. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

There were none.

323. COUNCIL SERVICES UPDATE

The Clerk reported that the operations of the Council since the second lockdown commencing on 5 November 2020 were that the Town Hall staff were now working from home. All weddings had been rescheduled. The Cemetery and Allotments remained open and being operated in accordance with social distancing rules. A Coronavirus Bulletin had been delivered to all households providing information on advice and support. The Council's coronavirus grants scheme arrangements remained in place and had been promoted in the Coronavirus Bulletin and on the website. Remembrance Sunday went ahead following Government guidance.

It was RESOLVED that the update on Council services during the lockdown period be noted as received.

324. FELIXSTOWE BUSINESS IMPROVEMENT DISTRICT RESULT

Ms Greengrass reported that businesses and organisations in Felixstowe had voted in favour of taking more control over their future by setting up a Business Improvement District (BID).

Ballot results released by the independent scrutineer, Civica Election Services, revealed that 57% of all those who voted are in favour of the BID progressing. For the BID to be successful, a second trigger 'majority by rateable value' was also required and this was achieved with 61% of those who voted. It was anticipated that the BID will commence from April 2021 for a five year term and financed through a BID levy, the proceeds of which will be invested into the town centre and seafront on the additional projects that businesses have identified and set out in the Business Plan. Over the next five years, the BID will generate over £600,000 to be spent in the BID area.

Members thanked Ms Greengrass and her team for all their hard work.

It was RESOLVED that the action taken by Finance & Governance Committee to voting in favour of the BID on behalf of the Town Council be noted as approved; and the outcome of the BID ballot in accordance with the Declaration made on 11 November 2020, be noted.

325. FORWARD REPORT

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

Ms Greengrass reported that the case study featuring successful interventions around re-opening safely after the first Coronavirus lockdown had been submitted to the High Streets Task Force and was now live on their website. The businesses along the seafront had welcomed the opportunity to 'spill out' onto the grass verges along the prom. A seafront questionnaire had now been completed, garnering a huge response that had been overwhelmingly positive. Some businesses had indicated that they would like to discuss options to enable permanent continuation of the spill out.

In the past the plan was that memory dementia boxes were to go into the local cafés but because of Covid this had not happened so the boxes were now being distributed direct to families and the feedback had been very good.

A pilot project to meet the need for workspace in Felixstowe, where service providers can meet with the unemployed to provide face to face support was being explored. 'Covid-secure' work practices mean that many organisations are running out of space and unable to meet the demand for face to face activity. The intention was to use an empty town centre premises and to be visible in the location community to support the growing number of unemployed etc

A directory of local businesses who are still able to trade during lockdown was being collated and it was hoped that members of the public will be able to download this. In the next Town Council magazine there will be a feature on Christmas shopping in the town.

Ms Greengrass reported that East Suffolk Council were planning to locate a permanent, larger Tourist Information hut on the seafront instead of the two beach huts which would be situated on the site previously occupied by a concession.

Members asked if the new Visit Felixstowe Beach Hut Tourist Hut would still be manned by volunteers. Ms Greengrass confirmed this was correct.

Members thanked Ms Greengrass for her comprehensive report.

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

326. CEMETERY MAINTENANCE

Members considered the recommendation of the Assets & Services Committee (*Minute #250 of 2020/21 refers*).

It was RESOLVED that:

- i. expenditure of £590 from the Cemetery Earmarked Reserve for the repair of the black roof outside the Cemetery Workshop be approved; and,**
- ii. expenditure of up to £3,112 from the Cemetery Earmarked Reserve for the repair of the sinking internal road near block M be approved.**

327. LGBCE CONSULTATION ON SUFFOLK COUNTY COUNCIL DIVISIONS

Members considered the recommendation of the Finance & Governance Committee (*Minute #300 of 2020/21 refers*).

It was RESOLVED to approve the response to the LGBCE to be submitted before the deadline of 23 November 2020.

328. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

Members considered the recommendation of the Finance & Governance Committee (*Minute #299 of 2020/21 refers*).

It was RESOLVED that:

- i. **it be noted that the Finance & Governance Committee has Approved and Accepted the Annual Governance and Accountability Return including Audit Certificate as presented; and,**
- ii. **it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 & the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 16 October until 2 November 2020.**

329. FTC/ESC JOINT LIAISON GROUP MEETING

The Town Clerk reported on the FTC/ESC Joint Liaison Group Meeting on 20 October 2020.

As referred to in the report, it was noted that the proposed leisure programme was still on course, with discussions with Sports England and the Football Foundation ongoing. There was £1.5-2.5 million available to bid for and the possibility of a further £500k for a 3G pitch. The current operator, Places Leisure, were helping to inform the District Council's business case for the new Leisure Centre. Discussions with Trinity College over the preferred leisure centre site were due to restart shortly following new personnel at Trinity and Bidwells the land agent.

The proposed plans for the former Deben School site were now available online. East Suffol Council anticipated a planning application by Spring 2021 with the first phase of development commencing later in the year. A community space was being proposed within the site which the Town Council would be invited to discuss with East Suffolk Council as to its use.

The South Seafront new café was progressing well with the new steel structure going up. The tenant was planning its internal fit out. The build was due to be completed by June 2021 and potentially open to the public from July.

With no additional space for memorial benches to be sold in Felixstowe, East Suffolk Council was considering a proposal for a memorial wall for plaques. A formal request for feedback from the Town Council would be forthcoming.

The Council was advised that the next Joint Liaison meeting would be held on 26 January 2021 and Members were asked to let the Town Clerk know of any matters they wished to be raised at this meeting.

It was RESOLVED that the FTC/ESC Joint Liaison Group meeting update be noted.

330. TOWN HALL CHRISTMAS TO NEW YEAR CLOSURE

Members noted the Town Hall would be closed to the public from Wednesday 23rd December 2020 and reopen on Monday 4th January 2021.

RESOLVED that it be noted that the Town Hall would be closed to the public from Wednesday 23rd December 2020 and would reopen on Monday 4th January 2021.

331. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
15/09/2020	189 – 204	£15,532.63
30/09/2020	205 – 224	£67,371.35
16/10/2020	225 – 244	£6,774.32
30/10/2020	245 – 263	£43,613.71
	TOTAL	£133,292.01

332. CLOSURE

The meeting was closed at 9.23pm. It was noted that the next Ordinary Meeting was scheduled for 13 January 2021 at 7.30pm.

AGENDA ITEM 6: MAYOR'S ANNOUNCEMENTS

The following Mayoral Engagements have been undertaken since the previous meeting:

Remembrance Sunday Service at the War Memorial	9 November 2020
Armistice Day Service at the War Memorial	11 November 2020
Zoom AGM Carnival	16 November 2020
Lions Club Christmas Light turn on	24 November 2020
Zoom Interview Felixstowe Fine Foods	27 November 2020
<i>Deputy Mayor - Zoom Community Conversation - David Hedges. Felixstowe Lions</i>	2 December 2020
<i>Deputy Mayor – Chairing Felixstowe Youth Forum</i>	2 December 2020
Message for Salvation Army DVD	3 December 2020
Photo with the Lions and author Toni	6 December 2020
Zoom interview with The Wine Boutique	8 December 2020
Suffolk Radio interview with Mark Murphy	9 December 2020
Zoom interview P&K Homes	11 December 2020
Christmas Network meeting with Salvation Army	11 December 2020
<i>Deputy Mayor - Zoom Community Conversation Major David Lennox . Salvation Army</i>	14 December 2020
Zoom interview Waffle Shack	15 December 2020
Zoom interview Alba Chiara Restaurant	16 December 2020
Radio Suffolk's Doorstep Singalong on the Town Hall Steps	16 December 2020
Opening of the Flagship Ground source heat pump	17 December 2020
<i>Deputy Mayor - Zoom Community Conversation - Victoria Petchey, My Window Art competition</i>	23 December 2020
Delivery of Christmas meals for the Salvation Army	25 December 2020

Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.

A	DC/20/4372/VOC Variation of Condition 1 of DC/16/3776/ARM - (Submission of reserved matters pursuant to outline planning permission DC/13/3069/OUT for the creation of 197 no. one, two, three and four bedroom houses and apartments, plus associated roads, paths, driveways, car parking, landscaping and public open space.) Land West Of Ferry Road Residential Centre Ferry Road
Committee recommended APPROVAL.	

B	DC/20/4389/OUT Outline Application (All Matters Reserved) - Demolition of Auction House and erection of 7 dwellings Diamond Mills Auction House Orwell Road
Committee recommended APPROVAL.	

C	DC/20/4400/TEL Proposed Telecommunications upgrade. Proposed 15.0m AGL Phase 8 Street Pole on new root foundation and associated ancillary works. Land And Verges At Junction Of Mill Lane And Garrison Lane
Committee recommended APPROVAL. However, whilst we have no objection in principle, this is a prominent site and we would ask consideration be given to the possibility of minimising the visual and physical clutter by potentially modifying the layout.	

D	DC/20/4300/FUL Rear ground floor extension, together with first floor side extension over double garage and dormer window over front door. Foundations for rear extension dug and poured (within permitted development). 7 Eastcliff
Committee recommended APPROVAL.	

E	DC/20/4386/FUL Garage extension Villa Bonita 58 Maybush Lane
Committee recommended APPROVAL, subject to consideration by the Conservation Officer.	

F	DC/20/4070/FUL Retrospective Application - Erection of 2no. pergola structures Land At Pavilion Court Hamilton Gardens
Committee recommended APPROVAL and believe this to be an attractive addition to this modern development.	

338. PLANNING DECISIONS

RESOLVED that the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

At this point, 11am, Cllr S Gallant left the meeting.

339. DC/20/1002/ARM LAND AT CANDLET ROAD

Committee considered a draft response to the amended proposals in the above application, which had been prepared under delegated authority by the Town Clerk and Planning Admin Asst. in consultation with Cllrs S Bird, A Smith and K Williams in line with the Committee's previous recommendations (*Minute #309A of 2020/21 refers*). Members thanked the group for their detailed attention to this matter.

RESOLVED that the response prepared under delegated authority be approved and submitted to East Suffolk Council.

340. EAST SUFFOLK COUNCIL CONSULTATIONS

The Clerk outlined each of the three consultations. It was noted that the deadline for submissions had been changed to 7 December. It was agreed that authority be delegated to a working group consisting Cllr A Smith (Chairman), Cllr S Bennett, Cllr M Jepson, the Town Clerk and the Planning Admin Assistant, be formed to review the consultations in greater detail and prepare a report with draft responses for Committee to consider at the next meeting.

RESOLVED that authority be delegated to a working group consisting Cllr A Smith (Chairman), Cllr S Bennett, Cllr M Jepson, Cllr K Williams, the Town Clerk and the Planning Admin Assistant, to review the consultations in greater detail and prepare a report with draft responses for Committee to consider at the next meeting.

341. AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT – INITIAL CONSULTATION

The Clerk gave an overview of an initial consultation being held on the Suffolk Coastal Affordable Housing Supplementary Planning Document (SPD) sought feedback on the content which should be included in the drafting of the document. It was noted that the deadline for responding was the 21 December.

RESOLVED to defer this item to the 16 December meeting.

342. UPDATE ON SIZEWELL C DCO APPLICATION

The Clerk advised that, since EDF had outlined a change in the freight transport strategy proposes for the Sizewell C project, there was now an additional 30 day consultation period for interested parties to review and register their interest in the planning application process. It was noted that a Joint Local Authority Group (JLAG) meeting to discuss the proposals was being held on 26 November and Cllr A Smith was asked to represent the Town Council at this meeting and report back to Committee thereafter.

It was RESOLVED that Cllr A Smith attend the JLAG meeting on 26 November and report back to the following Committee meeting.

343. CORRESPONDENCE

The following correspondence was NOTED as received:

i) DC/20/3303/FUL – 64 Constable Road

Members noted that the applicant had amended the plans to reduce the height of the parapet wall to which the Committee had objected. Whilst the reduction was more modest than desired, Committee was content to withdraw its objections.

ii) DC/20/3564/FUL – 91 Cliff Road

Members noted that the applicant had amended the plans to remove the proposed rear balcony and therefore the Committee was content to withdraw its objections.

iii) APP/X3540/D/20/3246271 – AP/20/0044/REFUSE - 6 Langdale Close

Committee noted the Appeal against ESC's decision to refuse this application had been dismissed.

344. CLOSURE

The meeting was closed at 11.59am. The date of the next meeting was noted as being Wednesday 2 December 2020, 9.15am.

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held ONLINE on
Wednesday 25 November 2020 at 7.30pm**

PRESENT: Cllr S Harkin (Chairman) Cllr G Newman
Cllr N Barber (Vice Chairman) Cllr M Richardson
Cllr D Aitchison Cllr D Savage
Cllr M Morris Cllr A Smith

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Financial Admin Assistant)

345. PUBLIC QUESTIONS

There were none.

346. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams**.

347. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

348. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 23 September 2020 be signed by the Chairman as a true record.

349. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 18 November 2020.

It was RESOLVED that the Budget Report to 18 November 2020 be received and noted, with no other action required at this time.

350. TOWN HALL UPDATE REPORT

The Deputy Town Clerk reported that there had been 14 weddings from 18 July to 1 November when the recent lockdown has now forbidden weddings for 4 weeks. During the months of September and October one regular hirer returned to the Town Hall. A QR code has been established to abide by new COVID-19 legal requirements. Once the second Lockdown started all members of staff are

now working from home with the Town Hall being used only for essential work, that cannot be carried out at home.

Committee considered the information gathered so far on renovating the Town Hall windows. They noted the report from the Conservation Officer at East Suffolk and the Deputy Town Clerk updated members on a specialist who had visited the day before who had also commented that the windows were in good condition, however, further investigations were to be made to ensure that the units would be suitable to keep using new double glazed sealed units inside. As the windows are quite large the sash windows may not take the weight so further calculations were to be made. Members agreed that compromise should be sought between keeping the building's historical aspect and being more environmentally friendly. Further detailed quotes will be sought and testimonies and samples will be brought to the next meeting in February.

Missing tiles on the rear of the Town Hall roof were reported, and quotes will be sought from contractors. The roof is not leaking and this work is not expected to be expensive. It is hoped that it will be able to be funded using the Repairs and Maintenance budget.

It was RESOLVED that:

- i. the Town Hall update report be noted; and,**
- ii. further quotes, testimonies and samples for the windows be brought to Assets & Services committee in February.**

351. WALTON COMMUNITY HALL UPDATE

Committee received the report on Walton Community Hall and noted that the four hirers that had returned to hire the hall in September and October all provided Covid risk assessments and had strict guidance on how to follow the government guidance.

The Deputy Town Clerk reported that 270mm of insulation had now been fitted in the attic space above the hall. During this process two small leaks were noted, a quote was being obtained and this repair can be funded using the Repairs and Maintenance budget. Committee also noted that emergency bars have been installed on all three emergency exits at Walton Community Hall.

Members viewed a photograph taken of the rear emergency exit which showed a wide gulley. Committee suggested that a grill to cover the gulley be further researched and the dustbins could then be moved onto the grill to enable a wide flat exit that could be used by wheelchairs. The Deputy Town Clerk will report back to committee on possible solutions.

It was RESOLVED that:

- i. the Walton Community Hall update report be noted; and.**

- ii. **options for the gulley by the emergency exit be brought to Committee.**

352. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report. The building is still currently not in use, due to Government Covid guidance. The kitchen and bathroom refurbishment is almost complete, and FOPWA are pleased with the design and quality of workmanship. All work is complete except redecoration which will be carried out inhouse and the repair of 3 windows. The soap dispensers in the four bathrooms are rusted and may also be considered for replacement. A final figure will be brought to committee but it is expected that the total for the renovations will be under £7,000.

Committee was informed that the fire alarm panel which is 15 years old is serviced annually and the previous week the engineer servicing it, found a fault that requires the replacement of the panel at a cost of £387.33 +VAT. This cost would cause an overspend on the Repairs and Maintenance budget, but due to the urgency of the work required Committee agreed that the work should be carried out and it be recommended to Council that this cost should come from the Broadway House Earmarked Reserves.

Members noted that the furniture left at the rear of Broadway House have now been removed, and the satellite dish has been relocated. Cigarettes are currently being dropped from the tenants living above and have caused some cigarette burns on the windows, Orwell Housing are investigating with the tenants and the situation will be monitored.

It was RESOLVED that the Broadway House update report be noted and it be recommended to Council that expenditure of £387.33 be approved via the Broadway House Earmarked Reserve to replace a faulty fire alarm panel.

353. CEMETERY UPDATE REPORT

Committee noted the Cemetery update report. Cemetery work is continuing as normal, with one member of staff absent for the second lockdown due to Government Covid guidance. Photographs of the new insulated suspended ceiling and new insulation were shown to Council. There is a delay on an electrical power tools trial day due to Covid.

The Deputy Town Clerk reported that Contractor B had requoted to match the specification of Company A at a cost of £1,995 to repair the sinking road and this work would be carried out as soon as possible.

Accidental damage to two headstones was reported to committee. The first repair had been agreed with the owner that we would cover 50% of the cost as it was unknown how the damage was caused. A BRAAM qualified stonemason had confirmed it was unlikely to have been caused by a digger, however, the

neighbouring grave had recently been dug. The cost which will be funded from the Repairs and Maintenance budget will be £225 +VAT.

Three quotes had been obtained for the damage to the York stone kerbs and headstone of a separate gravestone which had been caused by the digger digging a nearby grave. Council's Insurance Company had been contacted but as the headstone was not owned by Council a claim could not be made. Members requested that an enquiry be made with Council's insurers as whether a claim could be made via public liability insurance. If this is not possible then the cost of £985 should be spent on repairs and be funded by the Repairs and Maintenance budget.

It was RESOLVED that:

- i. the Cemetery Update Report be noted;**
- ii. investigations be made with Council's insurers as to whether a claim can be made on Public liability Insurance for the accidental damage caused to a gravestone.**

354. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments noting that they are as popular as ever. With the majority of allotment holders making payments in October, Committee received a report displaying their methods of payment, comparing this year's receipts with October the previous year. This year no cash was accepted due to COVID-safety, and allotment holders were encouraged to make BACS payments where possible. Not only did this facilitate payment, it also helped reduced costs from banking fees as all BACS payments received are free of charge whereas credit card transactions and bank charges for cheques/cash banked incur a cost. Members agreed that payment methods on allotments should be as accessible as possible as many of the older generation do not use online banking, however that payment by BACS should continue to be preferred.

It was RESOLVED that the Allotments update be noted.

355. COMMUNITY PUBLIC ACCESS DEFIBRILLATORS

The Deputy Town Clerk reported that two of the mild steel cabinets purchased in 2015 for the community access defibrillators were rusted, these cabinets have only a 2 year guarantee. Last year one of these cabinets at Sea Road had been replaced by a Polycarbonate cabinet, however, it was reported that this one had seemed to have suffered from some vandalism, despite its reputation for durability. Members considered Polycarbonate, stainless steel alternatives and also replacing the mild steel door and refurbishment quotes. Members agreed that when each Defibrillator cabinet requires replacing that they should be replaced with polycarbonate cabinets which have a 10 year guarantee. Members also suggested enquiring as to what cabinets other coastal locations use.

It was RESOLVED that:

- i. damage to the Community Public Access Defibrillators cabinet be noted;**
- ii. steel cabinets which should be replaced with Polycarbonate cabinets as and when they become rusted beyond serviceable use; and,**
- iii. the Deputy Town Clerk to investigate the type of cabinets used successfully in other coastal locations.**

356. ACCESSIBLE BEACH HUT PROJECT

Committee received a report on a proposed Accessible Beach Hut Project by East Suffolk Council, which had requested feedback from Felixstowe Town Council as to whether it would like any involvement in the proposed scheme. The new Accessible Beach Hut area will be sited on the existing trim trail site, with the trim trail being moved to an enhanced “active seafront area.” The new accessible beach hut could potentially be operated and/or maintained by the Town Hall through our caretaking staff. This would involve caretaking on a per-booking basis to make sure it is clean and tidy for the next user. In this event, a potential 50/50 split in income could be received between East Suffolk Council and ourselves.

A Member reported that the Disability Forum had also reviewed the plans and welcomed the accessibility of the site and the addition of Changing Places toilet facilities.

Committee welcomed the project but queried the accessibility of the site during winter months should the flood gate be closed and were interested to learn more about plans to ensure that the huts get rented to the people who really need them as a priority over other users.

It was RESOLVED that:

- i. East Suffolk Council be advised that, subject to further consideration and Council approval, the Town Council would be interested in working in partnership to provide caretaking services for the Accessible Beach Huts on completion of the project, for a trial period of up to 18 months on the basis of a split of the income; and,**
- ii. Further updates on the project and queries raised by Committee to be brought to committee as the project moves forward.**

357. DRAFT BUDGET CONSIDERATIONS

Committee considered first draft proposals for its element of the Council’s 2021-2022 budget and reviewed the accompanying notes to estimates in the report. It was noted that several figures were based on the previous year

2019/20 outturn, as Covid had potentially skewed figures in many areas. Members noted that a new budget cost centre code had been created called 'Parks and Recreation' with funds allocated for Repairs and Maintenance, Street Furniture and Play Equipment for the two new park areas that the Town Council were currently considering taking on. The Town Clerk reported that Personnel Committee had considered salary recommendations and plans were in place to recruit two new apprentices.

Members considered the budget amount for play equipment but also recommended that money should be set aside into Play Equipment Earmarked Reserve to support the capital repair and replacement of such equipment as may be needed in future they arose. It was agreed that this should be included in the budget estimates to be reviewed by the Finance & Governance Committee.

It was RESOLVED that the draft proposals for the Assets & Services element of the Council's 2021-22 budget be recommended as presented to Council's Finance & General Purposes for further consideration; with a further provision being for funding being put aside in a Play Equipment Earmarked Reserve.

358. CLOSURE

The meeting was closed at 9.21pm. The next meeting was noted as being scheduled for Wednesday 24 February 2021 at 7.30pm.

A	DC/20/4513/FUL The proposal consists of 2 no. Semi-detached New Builds (4 no. 4 bedroom dwellings total) with private gardens and off-street parking. 106 Garrison Lane
<p>Committee considered this application and noted SCC Highways comments in respect of proposed parking and access arrangements. Committee believe that the proposed arrangement to be safer than a single large entranceway and that the car parking provision is acceptable given the location and its proximity to the town centre. Committee also noted the relationship of the proposed new dwellings to properties to the rear at Eagle Close and considered this to be satisfactory in the circumstances. With reference to SCLP Policy 11.1, we considered that the development’s relationship with neighbouring properties, to be acceptable. Committee therefore recommended APPROVAL.</p>	

B	DC/20/4547/PN3 Prior Notification - Conversion of the office building into 8no. self-contained flats. All flats would be dual or triple aspect. See Planning Statement and submitted plans Glenfield Court Glenfield Avenue
Committee recommended APPROVAL.	

C	DC/20/4611/FUL Proposed single storey rear extension with attached garage side extension 3 Church Road
Committee recommended APPROVAL.	

D	DC/20/4604/FUL Construction of a single storey rear extension 21 Wesel Avenue
Committee recommended APPROVAL.	

E	DC/20/4671/FUL Replacement of existing windows and doors to whole of rear of elevation. Replacement of existing windows and doors to first and second floors of front elevations. Installation of heat pump. 16 Beach Road East
<p>Committee recommended APPROVAL. We note and welcome the proposed installation of a ground source heat pump and its environmental benefits.</p>	

F	<p>DC/20/4677/TCA T1 Lime - re-pollard to previous pollard points to reduce overhang over garages and adjacent properties, and to reduce heavy shading. G1 2no. Sycamore - re-pollard to previous height of approx. 6m. to reduce overhang and shading over adjacent roads, paths and properties.</p> <p>108 Queens Road</p>
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</p>	

G	<p>DC/20/4678/TPO Mature Pine in rear garden - reduce canopy by 10-12ft (3-4m) to balance crown and make tree more stable.</p> <p>10 The Pines</p>
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural. Committee noted there were no supporting documents.</p>	

364. PLANNING DECISIONS

RESOLVED that the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

365. EAST SUFFOLK COUNCIL CONSULTATIONS

Committee received a draft response to each of the three consultations as prepared and presented by the delegated working group. With reference to the consultation on cycling and walking infrastructure, the Clerk advised that all Town Councillors had been invited to contribute the list of areas in need of improvement to before the 7 December deadline. With the addition of a reference for clarity on the ownership and legal status of the assorted footpaths and an improvement to gravelled surfaces along the prom, it was agreed that the response should be submitted, alongside the RAMS and SCI consultation responses, by the 7 December deadline.

A vote of thanks was recorded to Cllr A Smith, Cllr S Bennett, Cllr M Jepson, Cllr K Williams and the Town Clerk for their work in preparing the draft response.

RESOLVED that, subject to the additions above, the responses to the three East Suffolk Council consultations as prepared by the working group be approved and submitted on behalf of the Town Council by 7 December 2020.

366. UPDATE ON SIZEWELL C DCO APPLICATION

Cllr A Smith, as representative for the Town Council at the Joint Local Authority Group (JLAG) meeting and his attendance of the 17 November Suffolk Coast Forum, reported back and gave a brief overview of a change in strategy for

freight transport proposals to the Sizewell C Site. It was noted that EDF had not addressed the Town Council request that improvements be made to the Seven Hills junction.

There was however, significant change towards sea transportation with increasing potential for material to be brought in by sea: Plans were being considered to enhancing design of the permanent Beach Landing Facility (BLF); and providing a new, temporary additional BLF to reduce the rail and road shipping requirements.

Following discussion it was agreed that the draft response be approved, with inclusion of a reference to the need for the Seven Hills junction to be upgraded, and submitted to EDF.

Committee recorded a vote of thanks to Cllr A Smith for his work in preparing this response.

RESOLVED to submit amended response to EDF within the deadline of 21 December 2020.

367. CORRESPONDENCE

The Clerk reported:

- i) Temporary closures of footpaths at Roman Way and Barons Close to be carried out between 4/1/21 and 18/1/21 together with Western Avenue and Roman Way to be carried out 18/01/21 and 1/2/21
- ii) Temporary closure of a footpath at St Georges Road from 2/1/21 and 29/1/21 to enable repairs to a gas main.
- iii) In advance of the Planning Application a Public Consultation relating to the Deben High School site would be open from 7 December. Proposals will set out for sports facilities and residential units which are seeking public comment.

368. CLOSURE

The meeting was closed at 11.22pm. The date of the next meeting was noted as being Wednesday 16 December 2020, 9.15am.

MINUTES of the **FINANCE & GOVERNANCE COMMITTEE** meeting held online on **Wednesday 9 December 2020** at **7.30pm**

PRESENT: Cllr M Richardson (Chairman) Cllr M Deacon
Cllr T Green (Vice-Chairman) Cllr A Smith
Cllr S Bennett Cllr S Wiles
Cllr S Bird Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Finance Admin Assistant)

369. PUBLIC QUESTIONS

There were none.

370. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Harkin**.

371. DECLARATIONS OF INTEREST

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

As no Pecuniary declarations were made, there were no requests for dispensation.

372. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 28 October 2020 be signed by the Chairman as a true record, after an error in Councillor attendance be addressed.

373. BUDGET MONITORING TO 30 NOVEMBER 2020

Committee received the budget monitoring report to 30 November 2020. A report of any variance to budget estimates for the period greater than 10% or £500 was considered. It was reported that Vehicles/Tool Hire budget was somewhat higher than is typical at this time of year, this has been adjusted for next year's budget. Income for hirings both in Town Hall and Walton remain low due to the effects of the COVID-19 pandemic. The Deputy Town Clerk reported that bank interest rates had recently decreased from 0.3% to 0.01%,

which will result in significantly lesser income (from approximately £100 per month interest to just £3 month). Next year's budget estimates had been adjusted accordingly.

It was RESOLVED that the budget monitoring report to 30 November 2020 be approved, with no other action required at this time.

374. BUDGET ESTIMATES 2021/22

Committee considered the papers showing a first draft full budget, including earmarked reserves requirements for 2021/22. Members also considered comparisons against the current year budget, actual expenditure and projected outturn for the full year 2020/21.

Members discussed the budget proposal and agreed that Council should use existing funds to ensure a 0% increase to its portion of the council tax to help the community during this difficult period due to COVID-19. Members noted that to enable this to happen £97,416 was being proposed to be transferred from Council's General Fund to balance the budget. However, the Town Clerk advised that most of this transfer, £81,500, would be a contribution toward Earmarked Reserves. It was noted that the tax base was still to be confirmed by East Suffolk Council, but on the figures provisionally supplied, the required precept would be £591,140.84. Using the expected tax base of 8,341.20, this would equate to £70.87 per Council Tax Band D equivalent ratepayer, and a nil increase.

The Town Clerk highlighted that this was a comprehensive budget, enabling the Council to meet additional aspirations for new parks and play equipment, two new apprenticeships, as well as a fund for further community support to aid the recovery from covid-19. By using some of its reserves to mitigate the impact of the coronavirus on the tax base, these were able to be achieved with a 0% change to the Town Council's element of council tax for 2021/22.

It was RESOLVED that a recommendation be made to Council that, subject to updating the budget once the final tax base for Felixstowe had been confirmed by East Suffolk Council; and any further adjustments to be deemed appropriate by the Town Clerk which would not cause the total requirement to change, the draft budget 2021/22 proposals be approved as presented.

375. INTERIM INTERNAL AUDIT REPORT

The Deputy Town Clerk reported that the half-year audit had been completed virtually. Committee noted the recommendation that minuting the budget approved by Full Council would remove any doubt as to what budget was approved, and this will be carried out after the budget is approved by Full Council each January.

It was RESOLVED that:

- i. **the Interim Internal Audit Report for the period 1 April 2020 - 30 September 2020 be noted; and,**
- ii. **the Clerk will minute the budget approved by Full Council in the minutes each January upon Council approving the budget as detailed in the agenda.**

376. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2019/20.

It was noted that the CIL Annual Report would be published on the Council's website and sent to East Suffolk Council by the 31st December 2020 deadline.

Committee noted that a separate Earmarked Reserve fund was now being used to hold CIL, linking the funding to the year received.

Members agreed that a Working Group, consisting Cllrs M Richardson, S Bennett and A Smith, should be formed to facilitate consideration, by all Town Councillors, of projects that could be achieved with CIL funding.

It was RESOLVED that:

- i. **the Community Infrastructure Levy Annual Report for 2019/20 be approved as presented and published on the Council's website before 31st December 2020 and sent to East Suffolk Council, and;**
- ii. **a Working Group, consisting Cllrs M Richardson, S Bennett and A Smith, should be formed to facilitate consideration, by all Town Councillors, of projects that could be achieved with CIL funding, reporting back to Committee in due course.**

377. DATA PROTECTION OFFICER

Committee noted that Council had been accurately complying with GDPR regulations with the help of a Data Protection Officer (DPO), however, the DPO had now relocated and was no longer offering the service. As Section 7(3) of the DPA 2018 infers that Parish/Town Council do not need to appoint a DPO, members agreed that a DPO will not be reinstated. It was agreed that Town Hall staff will continue this duty in house as many now have a very good knowledge of GDPR and very few of Council's operations pose a significant risk of data breach.

It was RESOLVED that:

- i. **a Data Protection Officer is no longer required, data protection audits will continue to be carried out inhouse by Town Hall staff; and,**

- ii. **The DPO details will be removed from the ICO website and from Council's Data Protection Policy and Privacy Notice.**

378. WICKER FAMILY

Committee considered the reinstatement of the Victorian Wicker Family at the Felixstowe Seafront Gardens, costing £2,500 and funded from the New Community Projects budget under the auspices of the Civic & Community Committee. Committee warmly welcomed the reinstatement of the Wicker Family, believing it brought character and life to the Seafront Gardens.

It was RESOLVED that the replacement of the Wicker People be approved and funding be made via the Civic & Community Committee's New Community Projects budget.

379. IT AND CONFERENCING

The Town Clerk reported updates on Town Council's IT and Conferencing developments, including a proposed migration to a dedicated Council Cloud Server. This will streamline many functions and facilitate telecommunications via VOIP software, the annual costs of which will be offset by the existing telecommunications contract ending in early March 2021.

Upgrade of equipment will be funded by the sum previously agreed by Council of £40,000 which has been transferred from the General Fund Reserves to the IT Earmarked Reserve. The Clerk had also been discussing with Members the type of hardware, software and support that would be required to assist them in their roles.

Members agreed that the project should be progressed in accordance with the costs reported.

It was suggested that the cost of full Adobe Acrobat software, which allows PDF documents to be edited and marked up, also be investigated.

It was RESOLVED that the report on IT and Conferencing be noted and the migration to cloud computing and telecommunications be approved in accordance with the costs provided in the report, with further updates to be brought to Committee on the upgrading of conferencing facilities and hardware, plus the potential use of Adobe Acrobat, in due course.

380. CLOSURE

The meeting was closed at 8.52 pm. The next meeting was noted as being scheduled for Wednesday 20 January 2021 at 7.30pm.

A	DC/20/4734/FUL New dwelling with new vehicular access Brackenbury House Marcus Road
Committee recommended APPROVAL	

B	DC/20/4735/FUL New dwelling Brackenbury House Marcus Road
<p>Committee recommended REFUSAL and consider the proposal to contravene SCLP11.1 b, c(i) and c(ii) in respect of the local character, scale and layout within its surroundings.</p> <p>Committee considered that, should the existing permission for DC/19/2434/OUT at Fourwinds be built out, approval of this application would also be injurious to the street scene in contravention of SCLP11.1 c(iv).</p> <p>Furthermore, Committee are concerned that the proposal would contravene policies SCLP 11.2 a and e in respect of privacy and overlooking from the adjacent property on Marcus Road, formerly part of The Postern, approved under DC/17/1512/FUL and the amenity of the wider environment.</p>	

C	DC/20/4836/FUL Conversion of house to five apartments Tehidy House 65 Orwell Road
<p>Committee recommended APPROVAL. In light of having considered NPPF para 10, in respect of the presumption in favour of sustainable development and para. 172 in respect of preserving and enhancing the conservation area, Committee felt the application was acceptable.</p>	

D	DC/20/4672/FUL Reinstatement of natural slate roof covering (replacement interlocking concrete tiles)together with removal of existing chimney stacks, replacement of existing rooflights and replacement fascias, soffits and bargeboards and rainwater goods. Reinstatement of painted timber balcony over front bay window, new fence to replace front wall. 16 Beach Road East
<p>Having considered relevant policies for the conservation area under NPPF para. 172 and SCLP11.5 we welcome this comprehensive and sympathetic upgrade to this property in this important element of the conservation area. Committee recommended APPROVAL.</p>	

E	DC/20/4640/FUL Single Storey outbuilding located at the rear of the property. Anura 37 St Andrews Road
Committee recommended APPROVAL	

F	DC/20/4322/FUL Conversion of existing conservatory into a sun lounge 46 Brook Lane.
Committee recommended APPROVAL	

G	DC/20/4938/VOC Variation of Condition 1 of DC/14/1574/VOC - Variation of condition no.2 of C/89/1932 - Amendment of planning conditions to allow occupation (for holiday purposes only) of Suffolk Sands Holiday Park between 1st March and 14th February in the following year Suffolk Sands Caravan Park Carr Road
Committee recommended APPROVAL	

H	DC/20/4804/VOC Variation of Condition No. 7 of C/89/2256 Date of Decision: 13/03/1990 - Ministerial guidance has indicated that to LPA's should be sympathetic to the seasonal extension of holiday parks in order to support and sustain the tourism industry as a result of COVID-19. - Variation of condition 7 of permission C.89/2256 to allow caravans to be used for human habitation between 15th January and the end of February 2021 Felixstowe Beach Holiday Park Walton Avenue
Committee recommended APPROVAL	

I	DC/20/5008/TCA T1 Ash - 25% crown reduction T2 Sycamore - remove T3 Sycamore - remove front heavy leading stem. T4, T5 Sycamore - pollard. Overall trees have outgrown the garden space. Regrowth from stumps will assist stability of steep bank. The Lodge South Hill
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

J	DC/20/4995/TPO T1 Turkey Oak - to be felled for the following reasons: Alleged cause of asthma and eczema on residents and neighbours. Blockage of light Damage to cars Damage to roof and gutters Unspecified
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	<p>damage to foundations Light restriction to solar panels Risk of harm from falling debris or leaf slippage. 9 Melford Way</p>
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer, but would ask for consideration for suitable replacement planting.</p>	

At 10.58am Cllr S Gallant left the meeting.

386. PLANNING DECISIONS

RESOLVED that the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

387. AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT – INITIAL CONSULTATION

The Clerk outlined the initial consultation document in which ESC were seeking feedback on what its Affordable Housing Supplementary Planning Document (SPD) should include which is being updated from a 2004 document. The Committee discussed and responded to the questions posed. Once adopted SPDs are material considerations in the determination of planning applications.

IT WAS RESOLVED that the responses would be collated and the sent out to the Committee for approval by end of 18 December to be submitted before the deadline of 21 December 2021.

At 11.10 am Cllr K William left the meeting.

At 11.25am Cllr M Jepson left the meeting

388. HISTORIC ENVIRONMENT SUPPLEMENTARY PLANNING DOCUMENT CONSULTATION

The Clerk notified the Committee of a Consultation on Historic Environment Supplementary Planning Document which would be brought back to Committee on 13 January for consideration.

RESOLVED that the consultation be noted and brought back to the Committee on 13 January 2021 for further consideration.

389. DELEGATED AUTHORITY

RESOLVED that authority be delegated to the Town Clerk in consultation with the Chairman and/or Vice-Chairman, to respond to any planning matters that would otherwise be out of time for a response by the next scheduled meeting.

390. CORRESPONDENCE

The Town Clerk reported the following under correspondence:

- i) **Bloor Homes ref. Forthcoming Application for Walton North.**
An invitation from Bloor Homes to provide a briefing to Councillors prior to formal submission of a reserved matters application for development at Walton North. It was agreed that the Clerk should liaise with Bloor to arrange a briefing via Zoom for earlier in the new year.

- ii) **Deben High School development.** The Town Clerk advised that East Suffolk Council was holding a pre-application consultation on its proposals to develop the former Deben High School site. It was agreed that a formal response would be made once the application had been submitted and Committee was keen to see how the energy conservation and efficiency measures were to be included in the plans, together with enhancing connectivity and ensuring access to public transport.

- iii) **LGBCE Boundary Review of Suffolk County Divisions.** The Clerk advised that it was anticipated that Committee was pleased to note that the new parish warding arrangements proposed as an outcome of the County Divisions review were anticipated to come in to force by the next Town Council elections in May 2023.

391. CLOSURE

The meeting was closed at 12.11pm. The date of the next meeting was noted as being Wednesday 13 January 2021, 9.15am. The Chairman wished all a Merry Christmas and a Happy New Year.

**MINUTES of the CIVIC & COMMUNITY COMMITTEE meeting held Online on
Wednesday 16 December 2020 at 7.30pm**

PRESENT: Cllr S Wiles (Chairman) Cllr S Harkin
Cllr D Savage (Vice-Chairman) Cllr M Morris
Cllr S Bennett Cllr G Newman
Cllr S Gallant Cllr M Richardson

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)

392. PUBLIC QUESTION TIME

There were none.

393. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams**.

394. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Gallant Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr D Savage	397	Local Non-Pecuniary (as a Trustee to Music in Felixstowe)

395. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 9 December 2020 be signed as a true record.

396. CORONAVIRUS GRANTS APPLICATIONS

Committee noted the following application which had been approved via email and that the remaining grant fund currently now stood at £9,738.64. This would now be made available for the Occasional Grant scheme, as discussed in the next item:

356 (Felixstowe) Squadron Air Training Corps

Amount requested: £1,680

Project: IT Equipment for virtual training and events

RESOLVED that the Coronavirus Grant application update report be noted as approved, with no other action required at this time.

397. OCCASIONAL GRANTS 2020/21

Committee considered completed applications for funding received prior to the 30 November 2020 deadline, for the sole round of Occasional Grants for the year 2020/21 due to the requirement of Coronavirus grants throughout the year. The total of grant funding requested in this second round being £18,800.

The Town Clerk advised that there was £9,738.64 available in the funding pot for this round of grant applications.

Following consideration of all the eligible applications which had been received, Committee proposed that grants be awarded on the following basis:

Felixstowe and Corinthians Cricket Club

£1000 towards new floorboards and cladding as part of the refurbishment of the Grounds Hut at Deben High School.

Felixstowe Area Community Transport (FACTS)

£2,000 towards transporting elderly and those with medical conditions to and from Ipswich Hospital.

Felixstowe Creative Arts Trust (F-CAT)

£350 ring-fenced once match funding is in place, towards exhibition display boards and exhibition tables.

Landguard Fort

£1,500 towards project DRIVE which aims to enhance the visitor experience for all persons with physical disabilities, and for volunteers also facing mobility challenges.

Majestic Voices

£500 towards technical recording software and Perspex screens to enable the group to continue through COVID restrictions.

Music in Felixstowe

£500 towards the cost of live-streamed performances during the pandemic.

Rural Coffee Caravan

£238 towards the cost of purchasing slow cookers for distribution to homes in need in Felixstowe.

Suffolk Mind

£1,050 towards the cost of a telephone support service for those struggling with mental health in Felixstowe.

WAM Fest

£1,000 ring-fenced towards a community arts festival to celebrate International Women's Day on 6 March 2021 subject to COVID restrictions nearer the time.

RESOLVED that for the round of Occasional Grants for 2020/21 a total of £8,138 be awarded and approved for payment on the basis of the schedule above; and the remaining £1,600.64 be kept for any urgent Coronavirus applications that may come in before 31 March 2021.

398. BLUE FLAG 2021

Committee noted the report detailing the application process for the renewal application for the 2021 Blue Flag and Seaside Award.

RESOLVED that approval be given for funding the 2021 Blue Flag and Seaside Award at a cost of £799 +VAT from the New Community Projects budget.

399. FELIXSTOWE FORWARD

Members received a verbal update on the arrangements for Felixstowe Forward, following the Sponsor Group meeting that took place earlier that week.

It was RESOLVED that the Felixstowe Forward update be noted.

400. SEAFRONT LIGHTING

Members noted a letter received from East Suffolk Council in respect of the festoon lighting on the prom which was anticipated to reaching the end of serviceable life in approximately 5 years. Committee was pleased to be approached before the project is initiated and agreed that it was a great opportunity to consider something spectacular but also energy efficient and resilient for the seafront.

Members suggested it would be useful for a representative of East Suffolk Council to attend a future Civic & Community Committee meeting to discuss options and possible funding sources, for example, the potential for commercial sponsorship.

RESOLVED that the Town Clerk responds to thank East Suffolk Council for the opportunity to be part of the discussions around the seafront lighting and to invite a representative from East Suffolk Council to attend the Civic & Community Committee once further information on the project is available.

401. MEMORIAL WALL

Members noted a letter from East Suffolk Council giving information about the new policy for Commemorative Benches and the suggestion of an option to create a memorial wall in a suitable sea front location to meet demand, such as the wall space near to The Hut in the Seafront Gardens. Committee discussed an alternative option of having plaques in the Shelters but had concerns that wherever the memorial plaques were, flowers and memorial ornaments could

be left in those areas which could cause problems. Some Members felt that a memorial wall was more suited to a Cemetery than the seaside but Committee accepted that there was clear interest in having plaques to commemorate a favourite place such as 'by the sea.' Members were keen to ensure that any money raised from a memorial wall be used to maintain the area.

Members requested that this item be brought back to Committee for further discussion.

RESOLVED that the Town Clerk will respond to East Suffolk Council with Members initial thoughts and a formal response will be sent upon further discussion at the next meeting.

402. CLOSURE

The meeting was closed at 9.49pm. The next meeting was noted as being scheduled for Wednesday 17 February 2021 at 7.30pm.

AGENDA ITEM 9: CORONAVIRUS LOCKDOWN UPDATE

Council is requested to note the following operational update since the reintroduction of a national lockdown in response to the coronavirus pandemic.

Please see <https://www.gov.uk/guidance/national-lockdown-stay-at-home> for advice on what you can and cannot do during this time.

Council meetings

- Current rules do not permit Council meetings to take place physically currently. Therefore, all meetings will continue online, via Zoom, in accordance with recent practice.

Town Hall

- Town Hall staff (includes the Felixstowe Forward team and Registrars) have resumed working from home arrangements, though will attend the Town Hall for any essential work that cannot be done from home.
- Government advice for wedding ceremonies is that they should only take place in exceptional circumstances, with a maximum of 6 people, including the couple themselves. We are liaising with the Registrars for any upcoming weddings which should not take place unless there are exceptional circumstances. For example, an urgent marriage where one of those getting married is seriously ill and not expected to recover, or is to undergo debilitating treatment or life-changing surgery.
- The Town Hall will therefore be closed to the public during the lockdown period. Room hire is only available for activities that are exempt from the general restrictions and able to be delivered in a covid-secure way.
- Phones will remain operational as usual and answered 8am-4pm Mon-Fri.

Cemetery and Allotments

- Felixstowe Cemetery remains open, however staff on site are maintaining social distancing rules and are not available for non-essential face-to-face meetings at this time.
- Allotment tenants are still able to access their allotments with advice to follow government guidance at all times.

Walton Community Hall

- All regular hires are suspended at this time. We are liaising with any groups whose activities are exempt from the general restrictions and can be delivered in a covid-secure way

Broadway House

- Remains closed since March 2020.

We have updated the coronavirus page on the FTC homepage here:

<https://www.felixstowe.gov.uk/covid-19-coronavirus-update/>

Council is requested to note the operational update and any further report relating to the national lockdown.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT – BEYOND MARCH 2021

The Change Director, Helen Greengrass, provides the following report on proposed arrangements for Felixstowe Forward, beyond March 2021.

Introduction

Felixstowe Forward was established in 2015 as a time-limited body to enable economic and community development within the town. This enabling function is the key feature that set it apart from its predecessor body, Felixstowe Futures.

The initiative was established as a partnership between East Suffolk Council and Felixstowe Town Council, the sponsoring bodies, with support and engagement from Suffolk County Council, Port of Felixstowe, Community Action Suffolk and Felixstowe Chamber of Trade and Commerce. These bodies formed the Felixstowe Forward Sponsor Group – the partnership’s governing board.

An initial funding agreement between East Suffolk Council and Felixstowe Town Council for the partnership covered the period April 2015 – March 2018, followed by a subsequent agreement covering the April 2018 – March 2021 period. Since the expiration of the current funding agreement is fast approaching this paper sets out East Suffolk Council’s position, subject to East Suffolk Council Cabinet approval, on the future of the partnership post March 2021.

Background

To guide the work of Felixstowe Forward (FF) a Felixstowe Town Improvement plan was produced which focused on enabling activity in the following areas:

- Business / town centre engagement
- Community enablement/ engagement
- Resort promotion
- Strategic support for wider, predominantly physical developments e.g. South Seafront public realm enhancements
- Management and development of the Landguard Peninsula

In order to progress this work a small team was established, led by Helen Greengrass, Felixstowe Forward Change Director.

Achievements

During the course of its six-year existence Felixstowe Forward has consistently delivered against its original enabling objectives. The following highlights the key achievements of the partnership since its inception in 2015.

Deliver a place-based initiative for Felixstowe, actively involving the public, commercial and voluntary sectors

- Established the Felixstowe Forward Sponsor Group and achieved Coastal Community Team status following the production/ submission of an Economic Plan to MHCLG

- Hosting annual engagement events to identify priorities, undertake community consultation and showcase achievements
- Secured £168.2k of external funding to support a range of capital and revenue projects supporting visitor economy and community development

Better integrate local economic development, regeneration and community enabling in a more sustainable way

- Developed and established strong links with businesses, community organisations and visitor attractions
- Supported the establishment of the Felixstowe Peninsular Community Partnership
- Achieved 'Rising Star' award in 2016 British High Street Awards
- Felixstowe Integrated Neighbourhood Team is evolving into an effective partnership
- Established Felixstowe as a dementia friendly town

Achieved Business Improvement District (BID) status

Following the undertaking of a feasibility study, town and seafront business engagement, production of detailed business plan FF and business partners secured a successful BID ballot in November 2020, despite a challenging business environment. This will result in a £600k+ investment by businesses over 5 years to deliver projects against 3 priorities – Local and Visitor Marketing and Promotion, Car Parking/Public Transport and Signage and Business Support. The BID will be operational from April 2021.

Ongoing support to physical development schemes

- Town Centre, South Seafront and North Felixstowe Garden Neighbourhood scheme
- Completion of Felixstowe Seafront Gardens project including delivery of an activity plan and final evaluation report (cited as exemplary by the HLF).
- Secured Green Flag and Green Heritage Awards and further established 'Friends of the Seafront Gardens'

Visitor Destination Marketing and Promotion of Town and event

- Established 'Visit Felixstowe - Great Days by the Sea' as the recognised tourism brand for Felixstowe
- Established Visit Felixstowe Tourist Information Beach Huts manned by 40+ volunteers and welcomed c 10,000 visitors pa
- Secured 2020 Blue Flag and Seaside award
- Supported major town events such as Suffolk Armed Forces weekend

Co-ordinating the management and development of the Landguard Peninsula

- Supported a major governance review which will result in formation of the Landguard Community Trust

Interim options

East Suffolk Council will be undertaking an extensive review of its approach to supporting and funding place-based initiatives during the first half of 2021. The review will take into account the other place-focused initiatives that have evolved during the current Felixstowe Forward funding agreement, such as the East Suffolk Strategic Plan, Community Partnerships, the East Suffolk Towns Initiative and Smart Towns, as well as engaging closely with Town/ Parish Councils and other local bodies to ensure a collaborative approach to the review.

The review will report back in the summer of 2021 with a set of recommendations for a new approach that will be in place from the beginning of 2022. In light of this, and a consensus amongst partners, closing FF in March 2021 would be detrimental to supporting and completing its key enabling objectives.

Subject to East Suffolk Council Cabinet approval it is proposed to extend funding for the partnership until December 2021 with a focus on transitioning the functions of FF during this period.

Transition of Felixstowe Forward during April – December 2021

Discussions between the partner bodies have concluded that bringing Felixstowe Forward to a close at the end of March 2021, as originally anticipated, would not be beneficial in supporting and completing the key strands of its enabling work and would not allow sufficient time to implement a timely exit strategy. Instead, it is proposed that there be a transition period between April and December 2021 to allow FF to fully complete its enabling objectives as originally set out. This will focus on the following of key areas and ensure that all current areas of activity are effectively transitioned to another organisation, partnership, or structure:

Felixstowe BID

In November 2020, businesses within the proposed BID boundary voted in favour of establishing a BID from April 2021. FF was instrumental in co-ordinating and enabling the businesses within this area to develop the BID proposal and organising the BID ballot process. Between now and April there is a need to formally establish the BID company, appoint directors, establish the executive board, agree governance and management arrangements, scope out the initial projects and appoint a BID Manager. Since the BID will be a brand new organisation, as of the beginning of April, it is felt that ongoing support from the Change Director during the April – Dec period, whilst the organisation is 'finding its feet' will give the BID the best possible start during its first 8 months.

Due to the economic impact of the Covid pandemic and similar to other towns, 2021 promises to be a challenging year economically for Felixstowe. The establishment of the BID and the support of the FF Change Director during 2021 will provide businesses in the town with every opportunity to develop and implement a recovery strategy. It will also provide capacity to embed other town-based initiatives such as 'People & Places' and Smart Towns.

Visit Felixstowe

There has been a long-held ambition that should there be a positive BID ballot result this would result in the Visit Felixstowe brand being hosted and managed by the Felixstowe BID. Since one of the BID's key priorities will be visitor marketing and promotion it is natural that the brand would be hosted by this new body. In order to ensure a smooth transition it is proposed that the Change Director and the Marketing & Events Officer continue to support the evolvement of Visit Felixstowe during the April – December period.

Community Enabling activity

The FF Change Director has worked closely with the Communities Officer responsible for the Felixstowe Peninsular Community Partnership area to enable community-led activity to tackle local priorities. The Community Partnership launched with a workshop in November 2019 and, although it was paused at the height of the pandemic, is now meeting regularly virtually, and allocating funding to tackle the three priorities agreed at the workshop. This Community Enabling role has been focussed on the Covid-19 response over recent months and supporting the main organisations in the town as they in turn support the most vulnerable in the community to access food, prescriptions and support with isolation/loneliness, mental health and financial hardship. Continuing FF to December 2021 would enable this work to be further strengthened as the Community Partnership evolves.

Landguard Partnership

The Landguard Partnership has recently undergone a major governance review which has resulted in the recommendation and agreement that the Landguard Community Trust be established to manage, develop, and enhance the Landguard Peninsula. It is anticipated that the trust will be operational during the summer of 2021 and as a result it is proposed that the Change Director continues to provide support to the Landguard Project Officer during this critical time to ensure a smooth and successful transition to the new Trust body.

Events Management

East Suffolk Council is considering the adoption of a new online events management application system which would significantly reduce officer time required to manage these applications and make the process more efficient for the user. The intention is to have the new system in place for the beginning of the new tourism season in April 2021. If adopted this will result in a review of current East Suffolk Council staffing associated with events management. Felixstowe hosts a large proportion of the events which take place on East Suffolk Council owned land and this proposal represent a significant change, it is therefore proposed that the Change Director oversees the implementation and initial operation of this new system and provides support to the events management officer(s).

Conclusion

The 'transition option', provides the capacity required to ensure the completion of FF's enabling activity. This activity relates to its original remit and covers the areas of

business engagement/ promotion/ development, destination marketing and the future maintenance and enhancement of the Landguard peninsula. In addition, it provides additional support alongside the Economic Development team to develop and implement Covid 19 economic recovery plans. At the same time, this option recognises that the partnership was established as a time limited body and provides the opportunity for a new approach to place-based collaborative working from 2022. This summary provides the rationale for ESC's position which will be subject to East Suffolk Council Cabinet approval.

FF will bring to the March Felixstowe Town Council meeting a celebratory review and report on FF achievements over the 6 year period which will also inform East Suffolk Council extensive review of its approach to supporting place-based initiatives.

Note: The estimated cost to Felixstowe Town Council to extend the Felixstowe Forward initiative to December 2021 is £15,000 based on a pro-rated calculation of the current annual cost. This has been provisionally included in the Town Council budget for 2021/22 which will be considered during the following agenda item.

Council is requested to consider the report on the proposal to extend funding for the partnership until December 2021, and any feedback to East Suffolk Council.

AGENDA ITEM 11: BUDGET AND PRECEPT 2021/22

Council is requested to consider and approve its budget estimates and Precept for the financial year 2021/22.

Each relevant section of the budget has been considered and reviewed by Council's Assets & Services, Civic & Community and Personnel Committees and incorporated within a full draft which was considered by the Finance & Governance Committee.

East Suffolk Council is required to calculate the tax base by 31st January each year for the financial year ahead. In normal years, there is very rarely any difference between the tax base that is initially provided and the final approved figures. However, this year with the impact of Covid-19 the calculation of the tax base has been subject to a very high degree of uncertainty, both in respect of the factors affecting the tax base and the Government's response to these.

As far as the factors affecting the tax base are concerned, the two key areas of concern that have affected the tax base are rising numbers of Local Council Tax Reduction Scheme (LCTRS) reliefs and anticipated reduced collection rates.

As a result of these uncertainties, East Suffolk Council recalculated the council tax base in early January 2021 following the Provisional Local Government Finance Settlement. Consequently, the council tax base information provided to the Finance & Governance Committee in December was indicative only until final figures could be confirmed.

East Suffolk Council has now confirmed that the tax base for Felixstowe Town Council for the year 2021/22 will be 8,488.90 band D equivalent properties. Whilst this is a net increase on the 2020/21 tax base, and an improved position compared with the indicative tax base figures provided in October, the tax base remains negatively impacted by the increased LCTRS reliefs and the use of a reduced collection rate in the tax base calculation.

As a result of this impact, major precepting authorities will receive a Local Council Tax Support Grant allocation proportionate to their share of the council tax bill in the district, based on the increase in the value of LCTRS reliefs in the year between the October 2019 CTB1 and October 2020 CTB1 returns, together with an allowance for forecast increases at a national level.

As a billing authority, the East Suffolk Council grant of £370,000 includes an element relating to the reduction in tax bases experienced at town and parish level. Based on the town and parish council proportion of the average council tax bill, the ESC Cabinet at its meeting on 5th January 2021 decided to allocate this element, £110,000, to town and parish councils. The proportion of allocation to be received by Felixstowe Town Council will be a grant payment of £7,476.00.

The Finance & General Purposes Committee requested that the full draft budget be prepared on the basis of a 0% increase on the Town Council's element of the local council tax, using Council's reserves to meet any projected net shortfall for 2021/22 (*Minute #303 of 2020/21 refers*).

To freeze the Town Council's portion of council tax at 0% change (i.e. the same £70.87 charge per Band D property as 2020/21) a precept of £601,608.34 would need to be requested.

In accordance with the recommendation of the Finance & Governance Committee meeting of 9 December 2020 (*Minute #374 of 2020/21 refers*) the budget and precept has been updated in view of the above and is presented to Council for consideration at **Appendix A** showing current-year expenditure, a projected outturn for the full year to 31 March 2021 and a comparison against the previous year.

Notes to the budget estimates are provided at **Appendix B**.

Proposals for movements, reallocations and transfers to Earmarked Reserves are shown at **Appendix C** with corresponding notes at **Appendix D**.

Members will note that the budget estimates presented provide for the following:

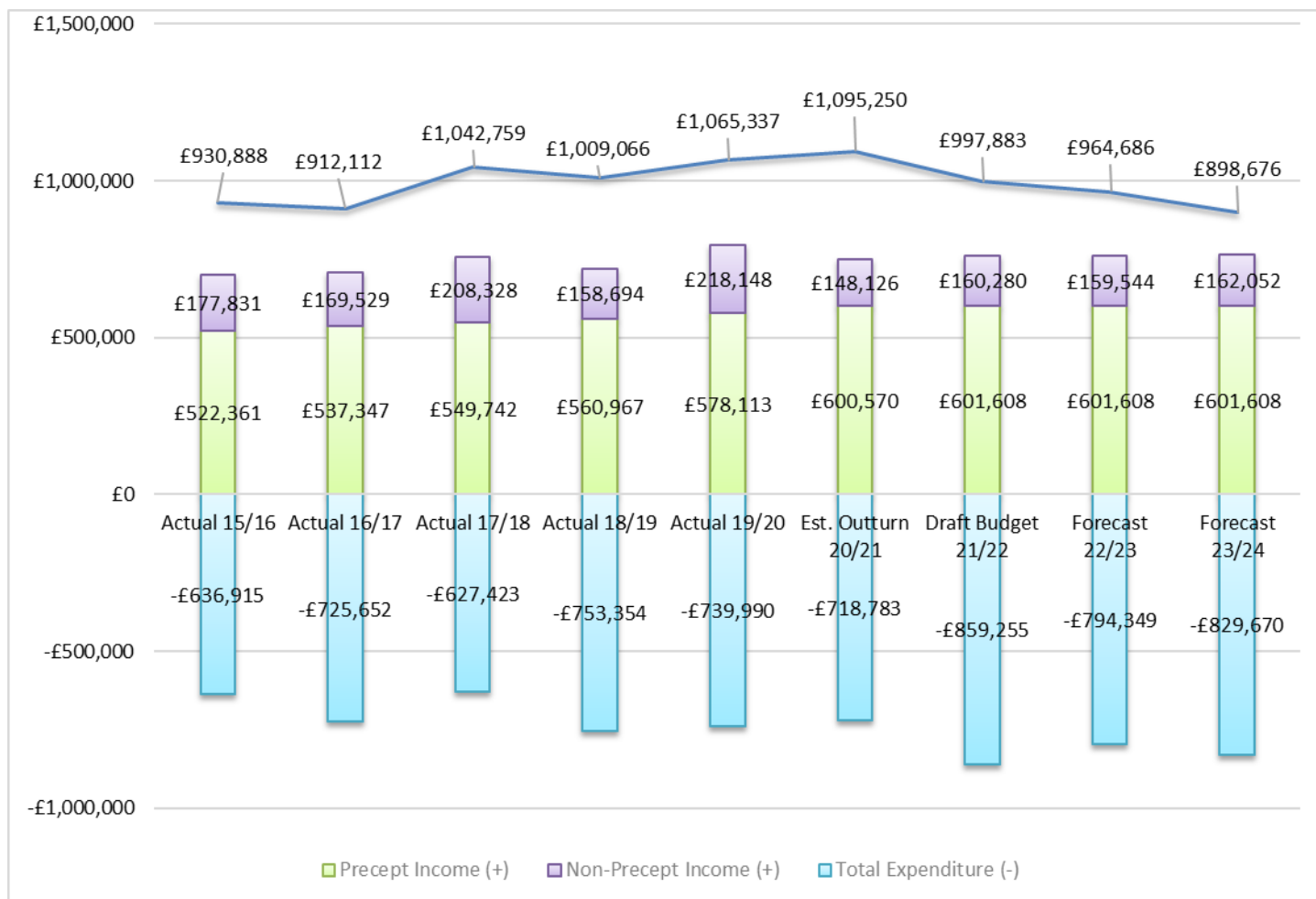
	Budget 2020/2021	Draft 2021/22 budget
Estimated Total Expenditure Requirement	£734,630	£759,861
Add on Contribution to Earmarked Reserves	£51,027	£81,500
Less Estimated Income	£162,420	£152,804
Less Contribution from General Fund	0	£79,473
Less Contribution from Earmarked Reserves	£22,667	0
Less LCTS Grant		£7,476
Gross Precept Requirement	£600,570	£601,608
Band D Equivalent Properties	8,474.25	8,488.90
Annual Council Tax charge per Band D	£70.87	£70.87
% change 2020/21 to 2021/22		0%

Council will also note that the draft budget reallocates a portion of the General Fund towards Earmarked Reserves rather than requiring this contribution from the precept in 2021/22.

To give Members an idea of how this may impact on yearend balances, should the tax base and precept remain the same, a projection has been calculated as follows:

TOTALS	Actual 2019-20	Est. Outturn 2020-21	Draft Budget 2021-22	Forecast Budget 2022-23	Forecast Budget 2023-24
General Reserves (c/f)	385,601	396,491	369,028	289,555	235,415
Earmarked Reserves (c/f)	623,465	668,846	726,222	708,328	729,271
TOTAL RESERVES (c/f balance)	1,009,066	1,065,337	1,095,250	997,883	964,685
Transfers from GF to Earmarked reserves	81,272	101,020	81,500	56,500	56,500
Expenditure (budget)	704,099	675,139	759,861	758,792	772,175
Expenditure (est. Earmarked Reserves)	35,891	43,644	99,394	35,557	57,495
Income (non-Precept)	218,148	148,126	160,280	159,544	162,052
Precept	578,113	600,570	601,608	601,608	601,608
General Reserves (balance 31 March)	396,491	369,028	289,555	235,415	170,400
Earmarked Reserves (balance 31 March)	668,846	726,222	708,328	729,271	728,276
<i>Surplus (+) Shortfall (-)</i>	<i>56,271</i>	<i>29,913</i>	<i>-97,367</i>	<i>-33,197</i>	<i>-66,010</i>
TOTAL RESERVES (closing balance)	1,065,337	1,095,250	979,940	964,685	898,676

The graph below shows how precept, income and expenditures over the years have – and are estimated – to affect the end of year balances (blue line):



Council is therefore requested to consider:

- i. Approving and adopting the Felixstowe Town Council Budget for 2021/22 as set out in the report as follows:

Total Budgeted Expenditure: £759,861

Total Budgeted Income: £761,888

- ii. Approving the 2021/22 Precept demand to East Suffolk Council of £601,608.34 (representing a 0% increase cost to Band D equivalent Council Tax payer) on the following basis:

Band D rate		£70.87
Multiplied by tax base	x	8,488.90

Thus a Precept demand of: £601,608.34

- iii. Instructing the Clerk to take any necessary action due and submit any information required by East Suffolk Council in this matter.

AGENDA ITEM 12: BROADWAY HOUSE MAINTENANCE

Council's Assets & Services Committee has overseen recent work to refurbish the kitchen at Broadway House. During a recent annual inspection, it was found that the fire alarm panel, which is 15 years old, requires replacement at a cost of £387.33+VAT. This cost would cause an overspend on the Repairs and Maintenance budget, but due to the urgency of the work it was agreed that the work should be carried out and Council be recommended to authorise the expenditure via the Broadway House Earmarked Reserve.

In accordance with the recommendation of the Assets & Services Committee (*Minute #352 of 2020/21 refers*), Council is therefore requested to approve expenditure of £387.33 from the Broadway House Earmarked Reserve to replace a faulty fire alarm panel.

AGENDA ITEM 13: MEETINGS CALENDAR 2021-22

The draft Meetings Calendar for the 2021/22 Municipal Year is attached at **Appendix E**.

The calendar is based on the following regular schedule:

Annual Council Meeting (Number of meetings: 1): 7pm on the 3rd Wednesday in May.

Council (6): 7.30pm on Wednesdays of 9 June, 7 July, 8 September, 10 November, 12 January and 9 March.

Finance & Governance (6): 7.30pm on Wednesdays of 26 May, 14 July, 27 October, 8 December, 19 January and 23 March.

Assets & Services (5): 7.30pm on Wednesdays of 23 June, 22 September, 24 November, 23 February and 27 April. (4th Weds of those months)

Civic & Community (6): 7.30pm on Wednesdays of 16 June, 15 September, 20 October, 15 December, 16 February and 20 April. (3rd Weds of those months)

Personnel (2): 6pm on Wednesdays of 6 October and 6 April.

Planning & Environment (25): Fortnightly on Wednesdays, with a recess in August and at Christmas.

Annual Town Meeting (Number of meetings: 1): 7pm on the 2nd Wednesday in May.

Other meetings TBC:

Youth Forum (6): 4-5pm on dates in January, March, May, June, October, November *to be confirmed with local schools*.

Appeals Committee: Arranged if and when required.

As several Town Councillors are dual or triple-hatted and Members of other authorities, this schedule of meetings has been compared to the most recently available schedule of meetings for East Suffolk council and Suffolk County Council.

There is currently one clash of meetings between the Finance & Governance Committee and a Full East Suffolk Council meeting on 26 May.

All scheduled Full Council and Cabinet meetings of Suffolk County Council commence at 2pm and do not clash with any Town Council meetings. Some committees meetings commencing at 10am may clash with the Town Council's Planning & Environment Committee but it is not known which (if any) of these will impact on local County Councillors.

Council is requested to approve its Meetings Calendar for 2021/22.
