

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 3 December 2014 at 7.30pm

PRESENT: Cllr G Newman (Town Mayor) Cllr D Savage (Deputy Mayor)
 Cllr N Barber Cllr M Sharman
 Cllr S Bird Cllr C Slemmings
 Cllr M Deacon Cllr A Smith
 Cllr Jan Garfield Cllr M Stokell
 Cllr Jon Garfield Cllr M Walker
 Cllr M Morris

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs L Monsen (Mayor's Secretary)

IN ATTENDANCE: One member of the Press, 21 members of the Public.

Prior to opening the meeting the Mayor advised that in order to meet the requirement of the Openness of Local Government Bodies Regulations 2014, Standing Order 3(l) would be suspended.

PUBLIC QUESTIONS

A member of the public asked whether extra parking would be provided in the Town in response to any additional need generated by the new flats at Cliff House. Cllr A Smith advised that the Ranelagh Road car park rarely achieved maximum occupation; however, were there to be sufficient sustained demand, it could theoretically support a single storey addition.

In response to a question on a recent planning application for a supermarket at Haven Exchange the Chairman of Plans, Cllr A Smith, advised that no formal approval had been given to the proposal at this time.

On a question regarding access to Coastal Communities Funding, Cllr A Smith advised that any project for Felixstowe which could be eligible for the fund should be forwarded to the District Council funding team, or the Town Clerk.

In response to a question on the Spa Pavilion, Cllr A Smith advised that discussions were still being held with a preferred bidder and that the District Council were optimistic for a positive announcement soon.

A member of the public thanked the Councillors and Staff for their hard work and wished everyone a Merry Christmas.

PRAYERS

The meeting was preceded with prayers by Rev. Mark Kichenside, Christ Church, Felixstowe.

398. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Sennington, Cllr C Webb and Cllr K Williams.

399. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Councillors S Bird, M Deacon, Jan Garfield, M Morris, D Savage, M Sharman, C Slemmings and A Smith each declared a Local Non-Pecuniary Interest in all items on the agenda as Members of Suffolk Coastal District Council.

Councillors N Barber and G Newman each declared a Local Non-Pecuniary Interest in all items on the agenda as Members of Suffolk County Council.

400. QUESTIONS TO THE MAYOR

There were none.

401. MINUTES OF THE PREVIOUS MEETING

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 24 September 2014 be signed by the Mayor as a true record and adopted by the Council.

402. MINUTES OF THE 5 NOVEMBER EXTRAORDINARY MEETING

It was RESOLVED that the Minutes of the Extraordinary Council Meeting held on 5 November 2014 be signed by the Mayor as a true record and adopted by the Council.

403. MAYOR'S COMMUNICATIONS

The Mayor referred to a list of engagements: 18.09.14-22.09.14 – Civic Visit to Wesel to celebrate the 40th Anniversary, Deputy Mayor, 19.09.14 – Seafarers Charity Concert, Deputy Mayor, 21.09.14 – Barts Bash, Felixstowe Ferry Sailing Club, 25.09.14 – NSPCC Annual Meeting, 28.09.14 – Waveney Annual Civic Service, 28.09.14 – Mayor of Ipswich Sunday Service, 02.10.14 – Rotary Club of Felixstowe Landguard Charter, 05.10.14 – Needham Market Civic Service, 12.10.14 – Suffolk Harvest Festival, 15.10.14 – Landguard Photographic Competition, 19.10.14 – Walton Parish Nursing Celebration Service, Deputy Mayor, 19.10.14 – Mayor of Stowmarket Civic Service, 21.10.14 – Travelwatch AGM, 25.10.14 – 2014 Poppy Appeal, 25.10.14 – Orwell District Scouts Firework Night, Deputy Mayor, 31.10.14 – Felixstowe Fairtrade Forum AGM, Deputy Mayor 02.11.14 – 7th Felixstowe Gift & Craft Fair and Launch of the Scout Christmas Card Scheme, 04.11.14 – Felixstowe Carnival Committee AGM, 09.11.14 – Remembrance Sunday, 11.11.14 – 2 Minute Silence at War Memorial, Deputy Mayor, 14.11.14 – Opening of new Maritime Transport Head Office, Deputy Mayor, 14.11.14 – Rainbows Tea

Party, 21.11.14 – Mayor’s Charity Dinner Dance, 23.11.14 – British Legion Christmas Bazaar, 23.11.14 – Centenary Celebration Service, St Edmundsbury Cathedral, Deputy Mayor, 23.11.14 - Mayor of Ipswich Multi Faith Civic Celebration, 26.11.14 – Mayor of Ipswich Charity Meal, 29.11.14 Felixstowe Lighting Up Day, 30.11.14 – Felixstowe’s Service of Diversity, 02.12.14 – Christmas Visit, Sanctuary Care, 02.12.14 – Christmas Visit, Rowland House, 02.12.14 Christmas Tree Festival, 03.12.14 Christmas Visit – Westcliff Care Home, 03.12.14 Christmas Visit – Leopold Nursing Home, 03.12.14 – Christmas Visit – Margery Girling House

The Mayor highlighted that the early firing of the maroon rocket on Remembrance Day, whilst unfortunate, was deemed necessary due to weather conditions at the time.

The Deputy Mayor reported on a visit to the Opening of the Maritime Transport Head Office in Felixstowe. It was noted that the Deputy Mayor had attended the Mayor of Ipswich Multi Faith Civic Celebration in November in place of the Town Mayor.

404. MINUTES OF COMMITTEE AND SUB-COMMITTEE MEETINGS

It was **RESOLVED** that:

The Minutes of the following meetings be noted as received:

- a) **Plans Committee: 1, 15, 29 October; 12 November 2014**
- b) **Premises Committee: 10 September; 19 November 2014**
- c) **Cemetery & Allotments Committee: 15 September; 18 November 2014**
- d) **Highways Advisory Committee: 16 September 2014**
- e) **Finance & General Purposes Committee: 17 September; 19 November 2014**
- f) **Finance Sub-Committee: 22 October 2014**
- g) **Personnel Committee: 22 October 2014**

405. OUTSIDE BODIES

No reports received.

406. FLORAL BEDDING CONTRACT FOR 2015

At its meeting of 19 November 2014, Council’s Finance & General Purposes Committee considered three quotations for the provision of floral bedding in 2015. It was noted that, due to orders for plants being required to be placed before the end of November, the Committee resolved to appoint the contractor and report this action to Council (Minute #382 of 2014/15 refers).

It was RESOLVED that the action taken by the Finance & General Purposes Committee at its meeting of 19 November, to award the floral bedding contract for 2015 to Norse’s Suffolk Coastal Services, be approved.

407. TOWN AND DISTRICT COUNCILS' LIAISON MEETINGS

Members noted the update report from Suffolk Coastal District Council on the Boating Lake area.

It was RESOLVED that, with the aim of improved liaison between the two authorities, biannual meetings between Members of Suffolk Coastal District Council and Felixstowe Town Council be held at the Town Hall.

408. TOWN HALL BUILDING REPAIRS

Council noted that the preferred approach recommended by the Premises Committee at its meeting of 19 November was for a revised specification and tender for works to be commissioned (Minute #367 of 2014/15), with further cost savings to be explored, for the project to repair the brickwork and windows to the front elevation of the Town Hall.

It was RESOLVED that:

- i. The commission of a revised specification and tender for works to make repairs to the brickwork and renovate the windows to the front elevation of the Town Hall be approved;**
- ii. Building Consultancy Services related to the work to be provided by Ashea, as per Phase 2 schedule of fees received in April 2014 totalling £1,750.00 (net);**
- iii. Contract instructions and tender documents to be prepared by Hyams QS Ltd. As per schedule of fees for the same set out in April 2014 totalling £3,800.00 (net); and,**
- iv. Expenditure for professional fees associated with the above to be approved and authorised to come from Council's Earmarked Reserve for Town Hall Maintenance (900/9065).**

409. INVESTMENT BOND

Council noted that a deposit of £200,000 in a one-year fixed-rate bond with Lloyds Bank at a gross interest rate 0.95% was due to mature on 13 January 2015.

It was RESOLVED that:

Subsequent to the maturation of the current bond and in accordance with the Investment Policy; the Clerk be authorised to invest £200,000 in a new one-year fixed-rate bond at the best rate available at time of investment.

410. NATIONAL PAY AWARD 2014-2016

Council noted that despite the pay award affecting all Town Council employees, this would not impact on the salaries budget for 2015/16 which was approved by the Personnel Committee at its meeting of 22 October (Minute #333 of 2014/15 refers).

It was RESOLVED that the National Pay Award 2014-2016 be noted.

411. COMMUNITY FUND

Members considered the purpose and provisions of the Council's Community Fund Earmarked Reserve.

Members agreed that it had been prudent financial planning to create the Community Fund as a contingency in order to support local services and activities which may face cuts from other authorities. However, as the full extent of such a need had not been realised, Members supported some amendments to the funding arrangement as referred to in the report which could be recommended to Council via the Finance & General Purposes Committee. If approved in due course, the changes would see a reduced funding uplift to the Community Fund in 2015/16 which would allow for an increase to the level of Occasional Grants funding. Funding the Level Two Youth Project via the Community Fund would be further considered by Finance & General Purposes as part of the budget recommendations to Council.

It was also noted that authority to release funding from any of Council's Earmarked Reserves would require a resolution from Council.

It was RESOLVED that funding provision to the Community Fund Earmarked Reserve be reviewed annually as part of the budget setting process each year.

412. COMMITTEE STRUCTURE AND TERMS OF REFERENCE 2015/16

Council considered changes to its Committee Structure and associated Terms of Reference as recommended by the Finance & General Purposes Committee at its meeting of 19 November 2014 (Minute #377 of 2014/15 refers).

It was RESOLVED that

- **Changes to the Council's Committee Structure and associated Terms of Reference, as recommended by the Finance & General Purposes Committee and presented in the report, be approved and adopted; and,**
- **These changes to come in to force with effect from Annual Council on 20 May 2015.**

413. BEYOND FELIXSTOWE FUTURES

Council considered the formation of a new place-based initiative to build on the elements of partnership working fundamental to the, soon to be expiring, Felixstowe Futures programme.

It was noted that, alongside a commitment from SCDC to a further 3 years of £75,000 annual funding to support the initiative, the key elements of the proposed new approach would be to:

- Disband the current FF arrangements by the end of March 2015;
- Establish a new initiative which retains a focus on Felixstowe;
- Create a new, more strategic vehicle, with a clearer purpose i.e. a focus on how to create a more sustainable and vibrant town both for the people of Felixstowe and its symbiotic neighbouring communities;
- Adopt a “strategic and enabling” approach to achieving economic and community development objectives;
- Focus on the initiation, development and co-ordination of strategic economic and community development;
- Have much broader engagement and involvement with communities of interest relevant to this remit;
- Develop a business plan clearly setting out priorities and the activity required to achieve these objectives; and,
- Appoint a ‘Felixstowe Co-ordinator’ to drive forward the activity of this new body supported by the current Project Support Officer and Marketing & Events Co-ordinator

It was RESOLVED that

- i. The outline proposal for a new place based approach to Felixstowe be approved;**
- ii. £20,000 be committed each year for the three financial years 2015/16, 2016/17 and 2017/18, with expenditure approved from the Community Fund Earmarked Reserve, to support the new initiative;**
- iii. A redesigned ‘Felixstowe coordinator’ role for the new group to be jointly recruited with SCDC; and,**
- iv. Councillors D Savage and M Deacon be elected to a preliminary working group of up to 6 town, district and county councillors. working with SCDC to develop an operational model for the new group.**

414. LAND AT CANDLET ROAD/TREETOPS

Council noted that following a development appraisal of the site, Suffolk County Council were preparing to offer a parcel of land at Candlet Road/Treetop shown in the report for sale on the open market. The land had previously come to the

attention of the Town Council as being one of the sites included in the County Council's cancelled Gypsy and Traveller Short Stay Stopping Sites Consultation.

Following a debate it was RESOLVED that the Clerk update Members as and when any further information on the sale of the land was known, with no further action at this time.

415. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
24/09/2014	47 - 55	£3,859.01
30/09/2014	56 – 69	£45,255.31
14/10/2014	71 – 94	£6,594.65
22/10/2014	95 - 108	£19,772.59
28/10/2014	109 - 116	£10,832.98
11/11/2014	117 - 138	£5,717.94
19/11/2014	139 – 143	£1,158.31
25/11/2014	144 – 151	£18,959.57
	TOTAL	£ 112,150.36

416. EXCLUSION OF PRESS AND PUBLIC (COMMERCIAL SENSITIVITY)

The Mayor advised that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

RESOLVED that the Press and Public be excluded and they were instructed to withdraw.

417. TOWN COUNCIL WEBSITE

Council considered project proposals and quotes received from three potential providers of the new Town Council website.

Following a review of the proposal documents Members agreed that the Town Council's website should aspire to be a comprehensive local resource tool and support a positive view of the town.

It was RESOLVED that:

- i. R1 Digital Media be invited to provide the new Town Council website as per the terms outlined in their proposal document;**

- ii. **Funding for the project be approved to a limit of £8,000 from Council's Earmarked Reserves 9045/900 'Website Redesign' and 9015/900 'Enhancement & Promotional'; and,**
- iii. **The Clerk be delegated the authority to take all necessary action to progress the project in order that the new website be ready for launch by 31 March 2015.**

418. CLOSURE

The meeting was closed at 8.40pm. It was noted that the next Ordinary Meeting was scheduled for 4th February 2015 at 7.30pm.

Date: _____

Town Mayor: _____