

MINUTES of the CIVIC & COMMUNITY COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 15 February 2023 at 7.30pm

PRESENT: Cllr S Wiles (Chairman)
Cllr D Savage (Vice Chairman)
Cllr D Aitchison
Cllr S Harkin (from item 395)
Cllr M Richardson

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Civic Events Officer)

IN ATTENDANCE: One member of the public (via Zoom)

390. PUBLIC QUESTION TIME

There were none.

391. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant, Cllr M Morris and Cllr K Williams.**

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

392. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Richardson Cllr S Wiles	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Wiles	All	Other registerable interest (as a Members of Suffolk County Council)

393. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 14 December 2022 be signed as a true record.**

394. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 31 January 2023.

RESOLVED that the **Budget Report to 31 January 2023 be received and noted as presented with no other action required at this time.**

395. ANNUAL TOWN MEETING AND CIVIC AWARDS 2023

Committee considered venues for the forthcoming Annual Town Meeting and Civic Awards evening on Wednesday 10th May at 7pm. Members agreed that the Orwell Hotel, where the event was held the previous year, felt a better suited, more prestigious venue for the award ceremony.

Cllr S Harkin joined the meeting at 19.43.

The Deputy Town Clerk reminded members that nominations for the Civic Awards were sought by 31 March 2023 and not many had been received so far. Members enquired as to whether a Councillor was able to nominate candidates, it was believed that this had been done in the past but not in recent years. The Deputy Town Clerk would seek clarification and advise all Members via email subsequent to the meeting.

Members discussed whether the Civic Awards should be considered as a biennial event. The Deputy Town Clerk reminded Members of the difficulties of attracting public to attend the Annual Town Meeting when the Civic Awards were held on a separate evening. It was agreed that this should be discussed in the new municipal year.

It was agreed that local schools, Level Two and cadet groups should be contacted to encourage more nominees for the HMS Ganges Youth Trophy Award.

It was RESOLVED that:

- i. the report on the Annual Town Meeting and Civic Awards 2023 be noted; and,**
- ii. The Orwell Hotel be booked as a venue for the Annual Town Meeting and Civic Awards evening on Wednesday 10th May at 7pm.**

396. EAST SUFFOLK AWARDS 2023

Members considered the report on the East Suffolk Awards 2023 and noted that Felixstowe had been shortlisted as a finalist for Community of the Year.

There was at least one additional place available ceremony at the awards ceremony and members agreed that the Deputy Town Clerk should take this place and join the Mayor, Deputy Mayor and Town Clerk at the event on 28th February.

It was RESOLVED that:

- i. the nomination for Felixstowe as Community of the year in the East Suffolk Awards 2023 be noted; and,**
- ii. the four representatives to attend be the Mayor, Deputy Mayor, Town Clerk and Deputy Town Clerk.**

397. FELIXSTOWE IN FLOWER 2023

Members received the report on Felixstowe in Flower arrangements for 2023 and noted that the date for the launch was being planned for Saturday 10th June at the Triangle. It was agreed that the Orwell Hotel should be used for the Award Ceremony which is planned to take place on Friday 22nd September.

Members recorded a vote of thanks to the Felixstowe Ferry Golf Club for their support in providing water.

Committee expressed some disappointment with the sustainable bedding along the seafront. The Deputy Town Clerk confirmed that the Town Council no longer contributes to the sustainable bedding but agreed to contact Norse to seek reassurance that the planting will be of an appropriate standard for the forthcoming season.

Members discussed the number of awards given and length of time that the award ceremony takes. It was agreed that the 'Highly Commended' certificates for schools should be awarded at school instead of at the ceremony. It was also suggested that there be just one group photograph taken at the end, with the opportunity for each winner to have their own photo taken with the Mayor either during or at the end of the ceremony.

Cllr D Savage had sponsored the Most Unusual Container competition for many years, however this category would not be continuing from this year. It was suggested that it be replaced with a Creative Arrangement category so that shop windows and other flower based, but potentially non-horticultural entries could be made. It was agreed that a more streamlined list of competitions be presented to the next Civic & Community Committee.

It was RESOLVED that:

- i. the Felixstowe Ferry Golf Club be thanked for their support in supplying water for Felixstowe in Flower;**
- ii. the dates of the Felixstowe in Flower Launch and Awards Ceremony be noted;**
- iii. the Deputy Town Clerk contacts Norse to ask for their plans for the sustainable bedding on the seafront;**
- iv. a more streamlined Award Ceremony be planned with the competition entries re-considered and a report be given to the next Civic & Community Committee on 12 April 2023;**
- v. the 'Most Unusual Container' competition be replaced with a 'Creative Arrangement' category to enable shop windows and other flower based but non-horticultural entries to enter; and,**
- vi. A 'Coronation' theme be added to this year's competition categories.**

398. CORONATION OF KING CHARLES III

Members received the report detailing plans received so far for the Coronation of King Charles III over the weekend of 6 May 2023.

The Deputy Town Clerk confirmed that there was £8,009.62 left in the Earmarked Reserve from the Queen's Platinum Jubilee. Members agreed that this fund should now be used for the celebrations marking the Coronation of King Charles III.

Committee agreed that bunting should be purchased to dress the Town Hall and when further details of the 'Lighting up the Nation' moment are released it be considered whether the Town Hall could be lit up or another prominent building in Felixstowe.

Committee would like to encourage the community to take part in this year's 'Big Lunch' and would be happy to use the Earmarked Reserve for this purpose. An article will be included in the Spring Magazine asking people to let us know what they are planning so that these funds can be used.

Members requested that a meeting is facilitated with Felixstowe BID, the Lions and Wool Baa to let them know that this money is available to help with any celebrations they may be planning, i.e. Big Lunch or large screen to view the Coronation.

It was RESOLVED that:

- i. the report on the Coronation of King Charles III be noted; and,**
- ii. a 'call out' article is placed in the Town Council Spring Magazine asking people to let us know how they are planning to mark the Coronation of King Charles III and that funds may be available to help;**
- iii. a meeting is facilitated with Felixstowe BID, the Lions, Wool Baa and any other interested party to let them know that there is money available to help with any celebrations that they are planning;**
- iv. the Earmarked Reserve, currently standing at £8,009.62 used for the Queen's Platinum Jubilee is now renamed and used to fund the marking of the Coronation of King Charles III; and,**
- v. the Town Hall is dressed for the weekend with bunting and/or consideration is made to lighting it up as part of the 'Lighting up the Nation' moment on Sunday 7 May 2023.**

399. COMMEMORATIVE WALL

Committee considered the report on the Commemorative wall and the concept design document which showed details of the project and proposed location.

Members agreed that it was a very interesting concept and would like East Suffolk Council to come to the next Civic & Community meeting with further information and proposed costs.

Members liked the design of the memorial in that it was low and not blocking the view. However, there were concerns over whether there would be a demand for the 500 commemorative plaques, bearing in mind problems FTC have had with finding interested parties to purchase the leaf plaques on the Memorial Tree at Felixstowe Cemetery. There was a discussion about the area chosen and the general consensus was that the area isn't used for much but possibly contemplation as people do sit there, and members questioned whether it was the right place for it.

It was RESOLVED that:

- i. The report and concept design document on a Commemorative Wall be noted; and**
- ii. East Suffolk Council be invited to attend the next Civic & Community meeting to give Committee further information and costings of the project.**

400. HARWICH HARBOUR FERRY AGREEMENT FOR 2023

Members received the Harwich Harbour Ferry Partnership agreement.

RESOLVED that Harwich Harbour Ferry Agreement for 2023 be noted.

401. OCCASIONAL GRANTS POLICY

Committee reviewed the Council's Occasional Grants Policy.

RESOLVED that the Occasional Grants Policy for 2023/24 be recommended to Council for adoption as presented with no changes.

402. PRESS & MEDIA POLICY

Committee reviewed the Council's Press & Media Policy.

RESOLVED that the Press & Media Policy for 2023/24 be recommended to Council for adoption as presented with no changes.

403. CLOSURE

The meeting was closed at 8.41pm. The next meeting was noted as being scheduled for Wednesday 12 April 2023 at 7.30pm.

Date: _____

Chairman: _____