



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 13 January 2016 at 7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Rev Diane Smith, Trinity Methodist Church, Felixstowe.

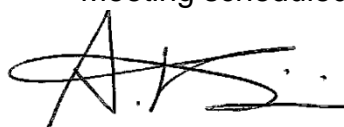
A G E N D A

1. **Apologies**
To receive apologies for absence.
2. **Declarations of Interest**
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
3. **Requests for Dispensation**
Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
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 Annual Council Meeting held on Wednesday 11 November 2015 as a true record. **(Pages 3-10)**
6. **Mayor's Communications**
To receive such communications as the Mayor may wish to lay before Council.
7. **Minutes of Committee Meetings**
To receive and adopt the minutes of the following meetings:
 - a) Planning & Environment Committee 18 November 2015 **(Pages 11-13)**
 - b) Finance & General Purposes Committee 25 November 2015 **(Pages 14-15)**
 - c) Planning & Environment Committee 2 December 2015 **(Pages 16-19)**
 - d) Planning & Environment Committee 16 December 2015 **(Pages 20-22)**
 - e) Civic & Community Committee 16 December 2015 **(Pages 23-25)**

- 8. Reports from Members appointed to Outside Bodies**
To receive any reports from Members appointed to represent the Town Council on outside bodies. *Members are requested to provide a written report to the Clerk at least two days prior to the meeting.*
- 9. Suffolk Local Policing Review**
Council is to consider any update and comment it wishes to make on the Suffolk Local Policing Review. **(Page 26 and Appendix A)**
- 10. Felixstowe Forward Report**
To consider the report of the Felixstowe Forward Change Director. **(Page 27 and Appendix B)**
- 11. Budget and Precept 2016/17**
To consider and approve the Budget and Precept for the Financial Year 2016/17. **(Pages 28-30 and Appendices C-F)**
- 12. Members Allowances and Expenses**
To consider recommendations from Finance & General Purposes Committee with regards to Members Allowances and the reimbursement of out-of-pocket expenses. **(Pages 31-32 & Appendix G)**
- 13. Meetings Calendar 2016/17**
To consider a schedule of meetings for Council and its Committees for the Municipal Year 2016/17. **(Page 33 & Appendix H)**
- 14. New Audit Regime**
To consider guidance on new arrangements for the commissioning of external audits. **(Page 34 & Appendix I)**
- 15. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix J)**

Date	Voucher Nos.	Total Payment
18/11/2015	320 - 339	£15,103.28
25/11/2015	340 – 350	£29,902.81
08/12/2015	351 – 365	£11,799.08
16/12/2015	366 - 373	£3,769.17
22/12/2015	374 - 380	£19,741.79
06/01/2015	381 - 405	£23,186.38
	TOTAL	£ 103,502.51

- 16. Closure**
To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 9 March 2016.



Ash Tadjrishi
Town Clerk
7 January 2016

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 11 November 2015 at 7.30pm

PRESENT: Cllr D Savage (Town Mayor) Cllr T Green
 Cllr Jan Garfield (Deputy Mayor) Cllr G Newman
 Cllr C Barham Cllr A Smith
 Cllr N Barber Cllr J Vartan
 Cllr S Bird Cllr S Wiles
 Cllr P Coleman Cllr K Williams
 Cllr Jon Garfield

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

IN ATTENDANCE: Inspector Roger Salmon (Felixstowe & Woodbridge Police)
 Ms H Greengrass (Felixstowe Forward Change Director)
 11 Members of the Public, 1 Member of the Press

PUBLIC QUESTIONS

Members noted concerns from a member of the public as to whether new business activities on the Beach Station site had submitted and receive planning permission for its use. Cllr A Smith advised that there was no extant permission for the type of use that was suspected to be occurring on the site and, as no planning application had been submitted, the planning department at Suffolk Coastal District Council were conducting an investigation and attempting to make contact with the operators.

A member of the public highlighted their concerns about the item on whether to recommend the removal of the byelaw prohibiting cycling on Felixstowe prom. The Mayor thanked the member of the public for their comments and advised that these would be considered during the debate on the item.

Responding to a comment from a member of the public on how the process by which Preferred Options for the Felixstowe Peninsula Area Action Plan had appeared to be largely anonymous, Cllr A Smith advised that the Preferred Options consultation document was the result of feedback from the Issues & Options consultation stage which recorded comments from the public, the Town Council and working groups comprising town, parish and district council representatives. The Plan would be developed further following analysis of the result of the current consultation stage.

PRAYERS

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

305. APOLOGIES

Apologies for absence were recorded from **Cllr S Bloomfield, Cllr M Deacon** and **Cllr S Gallant**.

306. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr P Coleman Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as Members of Suffolk County Council)

307. REQUESTS FOR DISPENSATION

There were none.

308. QUESTIONS TO THE MAYOR

There were none.

309. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 9 September 2015 be signed by the Mayor as a true record and adopted by the Council.

310. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements:

Reeve Lodge Tea Party	10 September 2015
Felixstowe in Flower Awards Evening	11 September 2015
Unveiling of Painting Boards at Trimley Station	13 September 2015
RB Media Garden Party	16 September 2015
Woodbridge Tide Mill	18 September 2015
Last Night on the Proms (Hattie Bennett)	19 September 2015
Battle of Britain Service & Parade, Bury St Edmunds	20 September 2015
<i>Deputy Mayor - Mayor of Hadleigh Civic Service</i>	20 September 2015
Suffolk County Scout AGM	24 September 2015
Seafarers UK Riverside Evening	25 September 2015
Felixstowe Carnival AGM	28 September 2015

Genesis Housing Association Macmillan Coffee Morning	29 September 2015
SCDC Chairman Civic Service	4 October 2015
St Elizabeth Hospice, Pigs Gone Wild Launch	8 October 2015
St Edmundsbury Suffolk Harvest Festival	11 October 2015
Landguard Photography Competition	15 October 2015
Walton Parish Nursing Celebration Service	18 October 2015
<i>Deputy Mayor - Stowmarket Civic Service</i>	18 October 2015
Felixstowe Travel Watch Members Meeting	20 October 2015
Twinning Visit to Wesel	22 - 26 October 2015
<i>Deputy Mayor – Landguard Rotary Charter Night</i>	22 October 2015
<i>Deputy Mayor - Launch of British Legion Poppy Appeal</i>	24 October 2015
<i>Deputy Mayor – Orwell District Firework Night</i>	24 October 2015
<i>Deputy Mayor - Felixstowe Sea Cadets – Trafalgar Day</i>	25 October 2015
Rotary Club Dinner at The Laydens	29 October 2015
Orchestra Live - Claire's Musical Party	30 October 2015
Brackenbury Gift & Craft Fair plus Launch of Scouts Christmas Post	1 November 2015
Port of Felixstowe: Completion of Berth 9 Extension	5 November 2015
Felixstowe Fairtrade Forum AGM	6 November 2015
Remembrance Day	8 November 2015

The Mayor highlighted the vast array of high quality events around the town which she had been able to attend. Remarking on the recent completion of the extension to Berth 9, the Mayor congratulated the Port of Felixstowe for their forward thinking as they were now able to berth two of the largest container ships end-to-end at same time.

Commenting on the twinning visit to Wesel, the Mayor formally recorded her thanks to the Mayor of Wesel for hosting the trip. Members heard how the civic party had been given a sobering tour of the centres which had been set up in Wesel to receive over 850 refugees from the crisis in Syria.

The Mayor also commented on the strong representation made by the various cadet forces at this year's Remembrance Sunday and the large turnout by local residents.

RESOLVED that the Mayor's engagements since 10 September 2015 be noted.

311. MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** that the Minutes of the following meetings be noted as received and adopted, subject to confirmation by committees as necessary:

- a) **Assets & Services Committee 2 September 2015**
- b) **Highways Advisory Committee 8 September 2015**
- c) **Planning & Environment Committee 9 September 2015**
- d) **Civic & Community Committee 16 September 2015**
- e) **Planning & Environment Committee 23 September 2015**
- f) **Finance & General Purposes Committee 23 September 2015**
- g) **Planning & Environment Committee 7 October 2015**
- h) **Assets & Services Committee 7 October 2015**
- i) **Personnel Committee 14 October 2015**
- j) **Planning & Environment Committee 21 October 2015**
- k) **Civic & Community Committee 21 October 2015**
- l) **Finance & General Purposes Committee 28 October 2015**
- m) **Planning & Environment Committee 4 November 2015**

312. REPORTS FROM MEMBERS ON OUTSIDE BODIES

There were none.

313. FELIXSTOWE POLICING

The Mayor welcomed Inspector Roger Salmon to the meeting. Inspector Salmon introduced himself to the Council stating that he was proud to hold the command of Felixstowe & Woodbridge and had previously held posts in Warwickshire and Ipswich. Inspector Salmon reported that whilst he was pleased that incidents of violent or drug-related crimes were lower in Felixstowe than the national average, the next few years would be a challenging time for local policing as the constabulary was required to deliver significant cost savings.

Members heard how, whilst burglaries, anti-social behaviour and vehicle crimes were dropping, the statistics showed an increase in some violent crime and sexual offences in the locality. Inspector Salmon attributed these increases in part to revised recording methods for violent crimes and a more sophisticated approach to the handling of sexual offences in recent years which had encouraged more frequent reporting.

Inspector Salmon concluded his report by outlining his aims for Felixstowe, which included forging links with Felixstowe Academy, exploring opportunities for working with local partners such as the Fire Station and the Felixstowe Volunteer Coast Patrol Rescue Service and coordinating a volunteer 'Speedwatch' scheme to address speeding issues.

Council recorded a vote of thank to Inspector Salmon for his report.

314. FELIXSTOWE FORWARD REPORT

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

Ms Greengrass updated Council with the progress report, highlighting several matters which were ongoing. It was reported that the tourism sub-group were working to support the town being resort-ready for the 2016 summer season and were overseeing the creation of a town map for visitors showing the coastline and main attractions of Felixstowe. Members noted the findings of a town centre audit confirming the range of retail provision in the town. This work was to be supplemented with a shoppers survey and footfall counts around the town if volunteers could be found to assist with this.

Members asked whether the process for booking the Triangle could be simplified. Ms Greengrass confirmed that this was being revised to cut red-tape for potential users, provide a clear steer on the need for appropriate risk assessments and to ease the process of applying for permits if required. Members requested that the street furniture at the Triangle be refurbished.

Referring to the forthcoming Premier Inn hotel, Ms Greengrass advised Members that there was expected to be around 25 new jobs resulting from the development, with approximately 50% available to those currently not in employment, education or training (NEET).

In response to a question on how Felixstowe Forward would be engaging with young people, Ms Greengrass advised that she had met with the new principal of Felixstowe Academy to build links there and had also attended the Council's Youth Forum to consult them on the type and format of questions that Felixstowe Forward should be asking.

Members thanked Ms Greengrass for her report and it was RESOLVED that the Felixstowe Forward update report be noted as received.

315. CYCLING ON THE PROM

Council considered the report and recommendation of the Finance & General Purposes Committee in relation to the byelaw prohibiting cycling on the prom (Minute #293 of 2015/16 refers).

Members debated a number of issues which had been raised, both in support and against the principle of permitting cycling on the prom.

The Mayor invited Inspector Salmon to comment and he advised that police and council resources required to successfully enforce the byelaw would be disproportionately high to the outcome. As such, this would not be in the public interest. Inspector Salmon confirmed that there were other tools available, including provisions within the Anti-Social Behaviour, Crime and Policing Act 2014, which could be used instead to support appropriate general policing of the prom.

Following further debate and a vote, it was **RESOLVED** that:

Suffolk Coastal District Council be requested to consider the removal of notices prohibiting cycling on Felixstowe prom for a period of no less than 12 months; and, pending an assessment of the success of this initiative, consider permitting and promoting safe and considerate cycling on the prom on a permanent basis.

316. COMMUNITY PUBLIC ACCESS DEFRILLATOR (CPAD)

Council considered the recommendation of the Civic & Community Committee for the provision and funding of a Community Public Access Defibrillator to be installed on the external wall to Felixstowe Library (Minute #283 of 2015/16 refers).

Noting that the Civic & Community Committee had previously considered the option of converting a glazed telephone kiosk at the Triangle, Members suggested that potential uses for the red phone box which had been moved to Hamilton Gardens should be explored at some point in the future.

It was RESOLVED that:

- i. a Community Public Access Defibrillator be purchased for installation the external wall of Felixstowe Library;**
- ii. up to £2,000 for the purchase and installation of the defibrillator and secure cabinet be authorised from the Town Council's Community Fund Earmarked Reserve; and,**
- iii. the Town Council undertakes to meet the cost of any ongoing maintenance or servicing of the equipment in future years, as indicated in the report.**

317. CHRISTMAS ICE RINK

Council noted the arrangements which had been confirmed for the provision of a synthetic ice rink and other attractions at Great Eastern Square in the lead up to Christmas.

The Clerk advised that Council's Youth Forum had voted to recommend that £1,000 from the Youth Forum budget be put towards the event.

It was noted that sponsorship from the East of England Cooperative and donations from District Councillors via their Enabling Communities budgets had now been received.

Members commented on the positive feedback which had already been received from local residents in response to this initiative. However, some

caution was expressed and it was suggested that if the event proved popular it should be reviewed to ensure financial viability for future years.

It was RESOLVED that the arrangements for the ice rink event be approved, with £1,000 towards the funding of the rink to be authorised via the Youth Forum budget and the remainder of the cost to be authorised from the Community Fund Earmarked Reserve.

318. BUDGET 2016-17 (DRAFT)

Council considered its draft budget for the Financial Year 2016/17 as recommended by the Finance & General Purposes Committee (Minute #294 of 2015/16 refers).

The Clerk advised that some minor adjustment would be likely before January as further information was able to be considered but that the net estimated income and expenditure would not change.

On the basis that the budget provided for a nil increase to the Band D equivalent council tax rate for 2016/17, it was RESOLVED that the Clerk finalise the budget for presentation and precept setting at the Council meeting of 13 January 2016.

319. EAST SUFFOLK LINES MEMBERSHIP

Council considered the invitation, from the Chairman of the East Suffolk Lines Community Rail Partnership, to join the East Line Group.

It was proposed that the Council join the group and Cllr G Newman was nominated as the Felixstowe Town Council representative on this additional outside body.

There being no other nominations, it was RESOLVED that Cllr G Newman be elected as the Town Council representative to the East Line Group of the East Suffolk Lines Community Rail Partnership.

320. FELIXSTOWE PENINSULA AREA ACTION PLAN PREFERRED OPTIONS CONSULTATION

Council considered its response to the Felixstowe Peninsula Area Action Plan Preferred Options Consultation and the comments presented in the report as recommended by the Planning & Environment Committee (Minute #301 of 2015/16 refers).

Following a further discussion and a vote, it was RESOLVED that the Clerk respond to Suffolk Coastal District Council on behalf of the Town Council, welcoming and endorsing the Preferred Options for the Felixstowe Peninsula Area Action, subject to comments as presented in the report.

321. ACCOUNTS AND AUDIT 2014/2015

Council noted that the External Audit for the Financial Year 2014/15 had been completed with no formal matters arising.

Members recorded a vote of thanks to the Town Clerk and the staff for their work in achieving an unqualified audit.

It was RESOLVED that:

- i. The Annual Return be approved and accepted as presented;**
- ii. It be noted that, in accordance with the Audit Commission Act 1998 Accounts and Audit (England) Regulations 2011, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 28 September to 13 October 2015.**

322. TOWN HALL CHRISTMAS TO NEW YEAR CLOSURE HOURS

Council NOTED that the Town Hall would be closed from Wednesday 23rd December 2015 and reopen on Monday 4th January 2016.

323. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
16/09/2015	227 - 249	£9,204.67
23/09/2015	250 – 260	£47,113.35
07/10/2015	261 – 280	£13,167.12
14/10/2015	281 - 287	£2,566.25
28/10/2015	288 - 305	£36,361.88
04/11/2015	306 - 319	£23,069.62
	TOTAL	£131,482.89

324. CLOSURE

The meeting was closed at 9.51pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 13 January 2016 at 7.30pm.

Date: _____

Town Mayor: _____

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 18 November 2015** at **9.15am**

PRESENT: Cllr A Smith (Chairman) Cllr Jon Garfield
 Cllr S Bird Cllr G Newman
 Cllr Jan Garfield Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs R Jones (Estates Officer)

325. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr S Gallant, Cllr D Savage** and **Cllr K Williams**.

326. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Member of Suffolk County Council)

327. REQUESTS FOR DISPENSATION

There were none.

328. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 4 November 2015** be signed by the **Chairman** as a true record.

329. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to Suffolk Coastal District Council:

a	DC/15/4319/OUT Outline proposal for one dwelling on land adjacent 7 Riby Road 7 Riby Road
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Committee recommended APPROVAL, subject to any full application being no more injurious to public amenity than this outline proposal.

b	DC/15/4251/FUL Infilling of existing boating lake and kart track, and new vehicular exit to provide additional car parking facility and grassed area, to also be used as a combined multi-purpose area. Boating Lake Site Sea Road
Committee welcomed this application and recommended APPROVAL. However, it is regrettable that the scheme is more modest than had been previously suggested by Suffolk Coastal District Council, in particular that the southern area of the site is presented as being primarily a car park, as opposed to an events space with car parking as an alternative use.	

c	DC/15/4304/CLE Certificate of Use for annexe A and Cottage B as use as two separate dwelling Units (C3 Use). 52 Maybush Lane
Committee NOTED this application.	

d	DC/15/4229/FUL Installation of external scooter store Yetton Ward House, Cricket Hill Road
Committee recommended REFUSAL due to the unacceptable loss of amenity to the immediately adjacent and other surrounding flats that this proposal would cause if approved. Committee believe that the proposals are in contravention of policy DM23 d) and e) and of “poor visual design and layout” in contravention of DM21 and DM21 e).	

e	DC/15/4268/FUL Proposed two dwellings on land to the rear of 1 & 3 Margaret Street fronting James Boden Close 3 Margaret Street
Committee recommended APPROVAL.	

f	DC/15/4343/FUL Proposed Two Storey Front Extension 3 Princes Gardens
Committee recommended APPROVAL.	

g	DC/15/3321/CCA Change of use from Children's Centre to AI shop. 26 & 26C Beach Station Road
Committee recommended APPROVAL.	

h	DC/15/4374/TCA To fell ornamental cherry to front of property 3A Constable Road
Committee objects to the felling of this tree and recommends that the District Council's Arboriculturalist consider whether the tree is appropriate for protection.	

330. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting.

331. CORRESPONDENCE

Committee NOTED the following items of correspondence:

- i. Notification that the Felixstowe Conservation Area is to be revised and updated to reflect changes in planning policy to provide a more detailed assessment of Felixstowe's character and appearance. This will also include a review the position of the boundary of the conservation area. *Members requested that SCDC's Senior Design and Conservation Officer be invited to attend a meeting of the Committee in the new year to advise further.*
- ii. Notification of application DC/15/4214 for a Lawful Development Certificate for an existing use in breach of a planning condition had been submitted for 16 Croutel Road. *Members noted that the planning condition breached related to the external cladding material used on the property and had no further comments.*
- iii. Notification that the revised process by which planning applications would be considered by the Suffolk Coastal District Council Planning Committee or under delegated authority to the Planning Officers was official launched on 16 November. The new process included the introduction of trigger points that would set in motion the need to consult the Town Council and District Ward Member(s) to ask if they wish to request that the case is referred to the planning committee. *Noting that in certain cases the Clerk would need additional authority from the Planning & Environment Committee in order to submit a referral Members requested that an item be brought to the next meeting to consider this.*

332. CLOSURE

The meeting was closed at 11.24am. The date of the next meeting was noted as being Wednesday 2December 2015, 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____

Committee discussed the Mayor's Allowance and it was agreed that this be retained at £7,000 to defray the cost of the office of Town Mayor. It was further agreed that the Mayor's Allowance should be paid in full to an account of the Mayor's choosing, upon taking the office and following the Council resolution at the Annual Council meeting. Once the allowance had been paid, the Town Council, its Members or Officers would have no access or responsibility for the funds which are solely provided for the purposes of defraying the cost of the Office of Town Mayor. However, the Mayor's Secretary would support the administration of the Mayor's Allowance at the direction of the Mayor, who would retain overall responsibility for how the funds are used.

Committee RESOLVED to recommend to Council that:

- i. Felixstowe Town Council does not seek to introduce a Basic Allowance for its Members, and the office of Town Councillor is to remain unpaid;**
- ii. the Mayor's Allowance for 2016/17 be set at £7,000 for the purpose of defraying the costs associated with the office of Town Mayor;**
- iii. incoming Mayors be advised that the Mayor's Allowance should be used to defray legitimate costs incurred by the Deputy Mayor when deputising for the Mayor in his/her absence; and,**
- iv. the draft policy framework by which Members are able to claim for out of pocket expenditure be approved.**

338. ACCOUNTS FOR OCTOBER 2015

Committee considered a detailed report showing income and expenditure against budget to 31 October 2015.

A full list of material variances was provided and Members discussed a number of matters relating to income and expenditure.

RESOLVED that the Accounts to 31 October 2015 be received and noted as presented with no other action required at this time.

339. CLOSURE

The meeting was closed at 8.45pm. The next meeting was noted as being scheduled for 27 January 2016 at 7.30pm.

Date: _____

Chairman: _____

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 2 December 2015** at **9.15am**

PRESENT: Cllr A Smith (Chairman) Cllr Jon Garfield
 Cllr S Bird Cllr G Newman
 Cllr S Gallant Cllr D Savage
 Cllr Jan Garfield Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs R Jones (Estates Officer)

IN ATTENDANCE: 1 Member of the Public

340. APOLOGIES FOR ABSENCE

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

341. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Member of Suffolk County Council)

Committee noted that the applicant named on application DC/15/4302/FUL, which was to be considered at item 344b, was a Member of Felixstowe Town Council. However as there were no disclosable pecuniary interests, or any other interests declared, all Members were able to consider this item.

Mrs R Jones advised Committee that application DC/15/4337/FUL, which was to be considered at item 344g, concerned proposals for a property adjacent to the boundary of her own residence. This being the case, Mrs Jones determined that she would leave the chamber prior to and for the duration of the consideration of that item.

342. REQUESTS FOR DISPENSATION

There were none.

343. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee Meeting held on 18 November 2015 be signed by the Chairman as a true record.

344. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a	DC/15/4493/FUL Construction of a new Commercial Trailer MOT Testing Station and associated offices/new vehicular access to Carr Road and hardstanding areas. R T J Trailers 16-18 Sunderland Road
Committee recommended REFUSAL and considered that the proposed use to be contrary to the principles of retained policy AP175 and the emerging policy in the Felixstowe Peninsula Area Action Plan for this location, both of which have, at their core, the objective of limiting HGV movements in the town east of the level crossing.	
b	DC/15/4302/FUL Change of use and two storey rear extension to redundant toilet block to form a residential unit 231 High Street Walton
Committee welcomed this application and the imaginative proposals to bring much need improvement to this site. Committee recommended APPROVAL in principle, but were concerned that the fenestration gives rise to unacceptable intrusion and loss of privacy between the proposed and existing buildings and would wish to see that issue addressed.	
c	DC/15/4647/FUL To demolish conservatory and kitchen extension. Erect family/kitchen as ground floor extension. 10 Newry Avenue
Committee recommended APPROVAL.	
d	DC/15/4007/FUL Installation of energy efficient climate control system including external wall mounted air conditioning units at rear of shop premises. Premises currently has no means of heating or cooling. 48-50 Hamilton Road
Committee recommended APPROVAL.	
e	DC/15/4355/FUL Change of use from office use to a Tattoo Studio (Sui Generis). 139-141 Hamilton Road
Committee recommended APPROVAL.	

f	DC/15/4579/FUL Construction of new build sports changing rooms and sports club facilities to replace existing building Felixstowe And Walton United Football Club Dellwood Avenue
Committee recommended APPROVAL.	

At this point Mrs R Jones left the chamber.

g	DC/15/4337/FUL Proposed second storey side extension and detached carport 2 Walnut Close
Committee recommended APPROVAL.	

Mrs R Jones returned to the chamber.

h	DC/15/4588/FUL Erection of first floor bay and balcony and replacement windows to east elevation 8 Manor Terrace
Committee recommended APPROVAL.	

345. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting.

346. PLANNING & ENVIRONMENT COMMITTEE: DELEGATED AUTHORITY

Committee considered arrangements for delegating authority to the Clerk in the certain circumstances. The following arrangements were proposed:

Delegated Authority to the Clerk:

- (1) To submit referral requests on behalf of the Town Council's Planning & Environment Committee to the Suffolk Coastal District Council Planning Office outlining material planning reasons why the Chairman and Vice-Chairman of the District Council's Planning Committee should put the application before their committee for consideration.

Subject to:

- a) The referral notice having been forwarded via email to all Members of the Planning & Environment Committee for information;
- b) Consultation with the Chairman and/or Vice-Chairman of the Planning & Environment Committee;

- c) The original recommendation by the Planning & Environment Committee in respect of the application in question being maintained; and,
 - d) All Members of the Planning & Environment Committee being copied in on the emailed referral submission to the District Council for information.
- (2) To respond to consultations on behalf of the Town Council's Planning & Environment Committee following consultation with the Chairman and/or Vice-Chairman.

Authority limited to:

- a) Those occasions whereby it would not be possible to convene a meeting of the Council's Planning & Environment Committee before the consultation closes.

Committee RESOLVED that the above arrangements for the delegation of its authority to the Clerk be approved.

347. CORRESPONDENCE

The Clerk advised that SCDC's Senior Design and Conservation Officer had accepted the invitation to attend the 27th January 2016 meeting in order that Committee may consider proposals for reviewing Felixstowe's Conservation area.

Committee NOTED this information.

348. CLOSURE

The meeting was closed at 11.27am. The date of the next meeting was noted as being Wednesday 16 December 2015, 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 16 December 2015 at 9.15am

PRESENT: Cllr A Smith (Chairman) Cllr G Newman
 Cllr S Bird Cllr D Savage
 Cllr S Gallant Cllr S Wiles
 Cllr Jan Garfield Cllr K Williams
 Cllr Jon Garfield

OFFICERS: Mr A Tadjirishi (Town Clerk)
 Mrs R Jones (Estates Officer)

IN ATTENDANCE: Cllr P Coleman

360. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

361. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Member of Suffolk County Council)

362. REQUESTS FOR DISPENSATION

There were none.

363. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 2 December 2015 be signed by the Chairman as a true record.

364. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a	<p>DC/15/4581/FUL Apartment Building Including Garaging and Cycle Store The Bartlet Undercliff Road East</p>
	<p>Committee recommended APPROVAL. Committee considered this second application for the proposed apartment building and saw no reason to change its view from that submitted previously at its meeting of 1 July 2015:</p> <p><i>Committee recommended APPROVAL. Committee welcomed the design of the proposed new building which was sympathetic to the adjacent annex building and Bartlet complex and noted that the additional dwellings would not lead to any overall loss of parking across the site.</i></p> <p>Members carefully considered the reasons for refusal determined by the SCDC Planning Committee.</p> <p>In regard to reason 1; Committee contests the view that the new building, to any significant degree, would “encroach upon and erode the open setting of this Grade II_ listed building, to the detriment of its intrinsic character and significance”. Committee considers that the position towards the rear of the site, partially hidden by the sloping contour and some 18m away from the Bartlet, would present a minimal change to the setting, beyond that already incurred by the development as a whole. Furthermore, it is a very much greater separation than that already in place at the northern end of the development, again reducing the significance or scale of the visual effect.</p> <p>Overall, the Committee strongly held the view that the site as a whole, incorporating the proposed building, provides a sympathetic, harmonious design, balancing the overall view and enhancing the street scene as a very high quality combination of the modern and heritage elements of the development.</p> <p>In regards to reason 2; Committee noted and welcomed the contribution to affordable housing which was now being proposed in line with Policy DM2.</p>

b	<p>DC/15/2766/FUL Change of use from shop to dwelling. The unused shop is part of existing dwelling. 18 Manning Road</p>
	<p>Committee noted the additional hand-drawn layout plans and saw no reason to change its original comments, submitted on 9 September 2015:</p> <p><i>Committee carefully considered the application and had no objections to the change of use, subject to the applicant having demonstrated that the requirements of policy DM10 (Protection of Employment Sites) have been met; and, any future development of the site to be sympathetic to its setting within the Conservation Area.</i></p>

c	DC/15/4747/FUL To demolish kitchen extension and extend single storey to rear for sunroom and toilet 29 Church Lane
Committee recommended APPROVAL.	
d	DC/15/4666/FUL Change of use from tea room to A3 restaurant and A5 take-away. 5 Orwell Road
Committee recommended APPROVAL, subject to the applicant complying with the recommendations of the Environmental Health Officers with regards to ventilation and filtration equipment.	
e	DC/15/4789/FUL Garage to side of house 12 Beatrice Avenue
<p>Committee recommended REFUSAL. The combination of the length and roof design of this proposed extension would result in the unacceptable loss of daylight and general amenity due to its proximity to the habitable rooms of the neighbouring property which, being north-facing, already suffers from limited light. The relevance of this as emphasised by the neighbouring property's comment that they have felt it necessary to enlarge the windows to this elevation in response to previous extensions. Committee therefore consider this application to be in contravention of policies DM23(b)(c) and (e). Furthermore, Committee considers that the height of the roof line to be in contravention of policy DM21 where it relates to design aesthetics.</p>	

365. PLANNING DECISIONS

Committee NOTED the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting.

366. CORRESPONDENCE

Committee NOTED that there was a consultation event being held at Felixstowe International College today from 3pm-6.30pm. This was in advance of an application being submitted to SCDC for an accommodation block on the college site.

367. CLOSURE

The meeting was closed at 10.30am. The date of the next meeting was noted as being Wednesday 13 January 2016, 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 16 December 2015 at 7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr T Green
 Cllr S Gallant (Vice-Chairman) Cllr J Vartan
 Cllr S Bloomfield Cllr S Wiles
 Cllr P Coleman Cllr K Williams
 Cllr Jon Garfield

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: Cllr Jan Garfield

368. APOLOGIES FOR ABSENCE

There were none.

369. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bloomfield Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)

370. REQUESTS FOR DISPENSATION

There were none.

371. CONFIRMATION OF MINUTES

RESOLVED that the minutes of the Civic & Community Committee meeting held on 21 October 2015 be signed as a true record.

372. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 8 December 2015.

RESOLVED that the Budget Report to 8 December 2015 be received and noted as presented with no other action required at this time.

373. OCCASIONAL GRANTS: ROUND 2 2015/16

Committee considered completed applications for funding received prior to the 30 November 2015 deadline for the second round of Occasional Grants. The total grant funding requested in this final round being £20,676 from a possible £9,785

Committee proposed that grants be awarded on the following basis:

Organisation	Award	Project/Purpose
6 th Old Felixstowe Scout Group	£1,845	Purchase of 2 patrol tents and 1 mess tent
Able Felixstowe	£1,000	To upgrade existing brick & wood floor in Community Hall in previously derelict building
Black & White Productions	£500	To support production costs of a 'Felixstory' play to coincide with the Heritage Open Weekend 2016
FACTS Felixstowe Area Community Transport Ltd	£2,000	To support refurbishment of existing specialist adapted vehicles (Wheelchair accessible). Purchase of replacement specialist vehicle due to withdrawal of vehicle by SCC. Continual running of specialist vehicle fleet (5 vehicles)
Felixstowe & Corinthians Youth Cricket Club	£540	For provisions of coach education
Felixstowe Book Festival	£200	To support event costs for fourth 2 day Book Festival in Felixstowe June 2016
Felixstowe Dementia Action Alliance	£1,000	To raise profile within the community, put on events, provide catering and "Dementia Friends" information session. Printing of questionnaires to gain information from people with Dementia & their carers
Felixstowe Sea Angling Society	£200	To replace one side of the Club House compound fencing required for security
Level Two Youth Project	£1,000	Towards cost of refurbishing kitchen facilities, to expand 'Healthy Eating' learning for young people aged 10-25
Music in Felixstowe	£1,000	To support production costs of performance in July 2016 involving at least 5 primary schools and other students from secondary schools
OFCA Old Felixstowe Community Association	£500	To replace flooring, worktops & broken cupboards and the cleaning & refurbishment of tiles.
Total	£9,785	

RESOLVED that for the second round of Occasional Grants for 2015/16 a total of £9,785 be awarded and approved for payment on the basis of the schedule above.

374. FAIRTRADE FORUM BREAKFAST MEETING

Committee considered hosting a breakfast meeting for the Fairtrade Forum on Monday 7th March 2016 for representatives from local businesses and schools. It was noted that a producer from Kenya was scheduled to visit Felixstowe at

this time and would be available to give a talk after the breakfast and answer questions.

Committee considered that the Town Twinning (4511/301) budget could provide a small contribution to the event as it was designed to support the building of relationship links with communities abroad and Council's international partnerships.

RESOLVED that the Town Hall host a Fairtrade Forum breakfast meeting on Monday 7th March 2016 from 7am-8.30am, the cost of providing refreshments for the event to be limited to £250 and funded via the Council's Town Twinning (4511/301) budget.

375. WEBSITE AWARD

The Chairman reported that the Town Council had been awarded Website of the Year at the Suffolk Association of Local Councils Annual General Meeting on 19th November.

It was noted that the Council's website had been selected for the top prize, above other town and parish councils across the county, in the Larger Council's category. The Clerk reported that the judges had commented on the abundance of information available, the number of features and the clean, eye-catching layout.

It was noted that a digital rosette highlighting the award had been provided and was displayed on the site. The Council also received a cheque for £100.

Committee considered ideas on how the cheque could be used to support the website further.

It was agreed that a competition be set up to find a new background image for the website with £100 awarded to the winning entrant and their image or photo used on the site. Other worthy entries could also be displayed on a digital gallery on the site.

RESOLVED that the Website of the Year Award be noted and the £100 prize be put towards a competition to find a new background image for the site.

376. CLOSURE

The meeting was closed at 9.40pm. The next meeting was noted as being scheduled for Wednesday 17 February 2016 at 7.30pm.

Date: _____

Chairman: _____

AGENDA ITEM 9: SUFFOLK LOCAL POLICING REVIEW

The Town Council has been advised that Suffolk Constabulary are about to embark on the next stage of their change programme, which involves a re-design of local policing. A special edition of 'Constables County' (Suffolk Constabulary's internal publication) was provided to Members giving an overview of the plans which were scheduled to take effect from April 2016 (**Appendix A**).

The Constabulary has stated that it is working towards bridging a significant funding gap by April 2020. On this basis, the Suffolk Local Policing Review was undertaken to identify how policing services can be redesigned to better respond to today's demands and to deliver required savings. A recent strategic assessment carried out by the police evidence a significant departure from 'traditional crime' and a new emphasis on protecting vulnerable people and specialist crime such as cyber-crime.

For Felixstowe, the plans include the withdrawal of the public access desk within the police station and a reduction of SNT staff to one Sergeant, two Constables and four daytime working PCSOs. The current establishment is one Sergeant, five Constables and seven PCSOs.

The proposed loss of the Kesgrave SNT base is also likely to put additional pressure on SNT resources in neighbouring areas such as Ipswich East and Felixstowe.

Additionally, the proposals will see the removal of a Felixstowe-based response team.

Following concerns raised by Members of the Town Council, the Police and Crime Commissioner for Suffolk, Tim Passmore, will be meeting with Town Councillors to discuss the issues in further detail prior to the Council meeting.

A verbal update will be given at the meeting and Council is requested to consider and decide on any response it wishes to make to the Suffolk Local Policing Review.

AGENDA ITEM 10: FELIXSTOWE FORWARD REPORT

Council is requested to receive the update report of the Felixstowe Forward Change Director, Helen Greengrass.

Members are provided the progress report on the Town Improvement Plan to the end of December 2015 (**Appendix B**) and verbal feedback on items of particular note including:

Felixstowe Forward staffing changes

Reference: 1.4 Business Confidence Survey

Reference: 1.4 The Triangle (all information has been reviewed and an invitation to book in 2016 has been widely circulated)

Reference: 1.7 £28k secured from Coastal Revival Fund for Landguard Fort

Reference: 2 The work of the emerging community sub group

Reference: 3 The work of the tourism sub group

Reference: 4 Progress Update on Seafront Gardens, Landguard Fort, Landguard Reserve, Martello Park, Boating Lake, PierHead Development

Council is also requested to note that the next Felixstowe Forward Newsletter, informing the wider public, was due to be circulated mid-December and has been delayed due to resource issues.

Council is requested to receive the Felixstowe Forward report and make any recommendations it considers appropriate.

AGENDA ITEM 11: BUDGET & PRECEPT 2016-17

Council is requested to consider and approve the budget estimates for the Financial Year 2016/17, based on the draft budget approved by Council at its meeting of 11 November 2015 (Minute #318 of 2015/16 refers).

The following amendments to the draft version which was presented to Council have been incorporated in the finalised budget at **Appendix C**:

Code	Description	First draft Estimates 2016-17	Final Estimates 2016-17
101 Finance & General Purposes			
4040	Travel & Expenses	500	1,600
4441	Telephone & Internet	6,000	6,600
4466	Catering Sundries	300	0
4500	Elections Expenses	3,500	0
201 Town Hall			
4040	Travel & Expenses	50	0
4155	Cleaning Materials	100	0
4466	Catering Sundries	0	500
202 Walton			
4155	Cleaning Materials	100	0
204 Cemetery			
4155	Cleaning Materials	150	0
4446	Mobile Phones	865	480
301 Civic & Community			
4530	Civic Events	400	600
4600	CCTV	5,988	9,980
303 Felixstowe in Flower			
4512	Engraving/Sign Writing	400	500
	Sub-Total Expenditure	18,353	20,260
201 Town Hall			
1001	Weddings	6,000	6,600
1030	Leases, Rents & Licences	7,546	5,463
204 Cemetery			
1130	Memorials	8,500	9,200
1160	Admin Fees	500	700
301 Civic & Community			
1800	Agency Income	0	3,990
	Sub-Total Income	22,546	25,863
	Total Income-Expenditure	4,193	5,603
	Variance to first draft estimates 2016/17		£1,500

There has also been a commensurate adjustment to increase the annual amount put in to the Election Expenses Earmarked Reserves by £1,500 (from £3,500 to £5,000 annually) to cover the cost of at least one full election and one possible by-election in any given 4-year cycle.

The appendix also shows an updated current-year expenditure and projected outturn for the full year to 31 March 2016, with a comparison against the previous year. Notes to the budget estimates are provided at **Appendix D**.

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

Suffolk Coastal District Council has confirmed that Felixstowe Town Council's tax base for 2016/17 will be 7,978.43.

2016/17 will be the last year in which the Local Council Tax Scheme grant will be received. The amount due in 2016/17 has been confirmed by Suffolk Coastal District Council as being £19,363.90.

Councillors will note that the final budget estimates presented provide for the following, which requires the same net precept amount as approved at the 11 November meeting:

	Budget 2015/16	Budget 2016/17
Total Expenditure Requirement	£632,958	£626,720
Less Estimated Income	£118,871	£112,628
Less Contribution from General Fund	£450	0
Add NET Contribution to Earmarked Reserves	£42,884	£42,619
Gross Requirement	£556,521	£556,711
Less Transition Grant	£34,160	£19,364
Net Precept Required	£522,361	£537,347
Band D Equivalent Properties	7755.92	7978.43
Council Tax per Band D	67.35	67.35
% change 2015/16 to 2016/17		0.00%

Council is therefore requested to consider:

- i. **Approving and adopting the Felixstowe Town Council Budget for 2016/17 as set out in the report;**
- ii. **Approving the 2016/17 Precept demand to Suffolk Coastal District Council of £537,347 (representing a 0% increase cost to Band D equivalent Council Tax payer) on the following basis:**

Band D rate		£67.35
Multiplied by tax base	x	7978.43

Precept of: £537,347

Transition grant of: £19,364

Thus making the final demand: £556,711

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

AGENDA ITEM 12: MEMBERS ALLOWANCES & EXPENSES

In accordance with Local Authorities (Members' Allowances) (England) Regulations 2003, town and parish councils have the power to pay Members a Basic Allowance and reimburse expenses for travel and subsistence allowance.

Felixstowe Town Councillors have not requested to receive the Basic Allowance and are unpaid volunteers.

Within the current budget a small provision has been made for Travel & Expenses so that individual Councillors may be reimbursed reasonable expenses incurred whilst travelling to training courses or conferences as an appointed representative of the Council. However, in recent years no claims have been made and there is no guidance for Members as to the process by which they may be reimbursed.

Section 15(5) of the Local Government Act 1972 provides that Parish and Town Councils may pay its Mayor "*for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.*" The Mayoral Allowance is expected to defray the costs associated with the office of Town Mayor such as:

- Travelling to functions that the Mayor has been invited to in his/her capacity as Mayor
- Making monetary contributions to local charity and community organisations
- Supporting the Mayor's chosen charity/charities
- To cover other costs of attending functions (e.g. purchase of raffle tickets, poppy collections)
- To provide suitable outfits to wear to official functions
- Hospitality/Reception costs
- One off events held by the Mayor

The Mayor's Allowance of £7,000 has been held at the same amount since at least 2011/12. Payment of the allowance will be authorised by formal resolution of the Town Council at its Annual Meeting in May.

Council's Finance & General Purposes Committee considered these provisions at its meeting of 25 November and resolved to recommend the following to Council (Minute #337 of 2015/16 refers):

- i. Felixstowe Town Council does not seek to introduce a Basic Allowance for its Members, and the office of Town Councillor is to remain unpaid;
- ii. the Mayor's Allowance for 2016/17 be set at £7,000 for the purpose of defraying the costs associated with the office of Town Mayor;
- iii. incoming Mayors be advised that the Mayor's Allowance should be used to defray legitimate costs incurred by the Deputy Mayor when deputising for the Mayor in his/her absence; and,

- iv. the draft policy framework by which Members are able to claim for out of pocket expenditure be approved.

Committee also considered how support may be offered to new Mayor's in the administration of their allowance.

It was agreed that the Mayor's Allowance should be paid in full to an account of the Mayor's choosing, upon taking the office and following the Council resolution at the Annual Council meeting. Once the allowance has been paid, the Town Council, its Members or Officers will have no access or responsibility for these funds which are solely provided for the purposes of defraying the cost of the Office of Town Mayor.

However, the Mayor's Secretary will support the administration of the Mayor's Allowance at the direction of the Mayor, who shall retain overall responsibility for how the funds are used.

Council is requested to consider its approval of the recommendations of the Finance & General Purposes Committee; the process by which support may be offered to new Mayor's in the administration of their allowance; and, to adopt the Members' Expenses Policy attached at Appendix G.

AGENDA ITEM 13: MEETING SCHEDULE 2016/17

A draft Meeting Schedule for the 2016/17 Municipal Year is attached at **Appendix H**.

Aside from Planning & Environment (Wednesdays 9.15am), Youth Forum (4-5pm) and Highways Advisory Committee (2pm), all meetings are scheduled to commence on at 7.30pm on Wednesdays.

The schedule has been based on the meetings cycle which was approved by Council at its meeting of 4 February 2015 (Minute #482 of 2014/15 refers). However, Council is requested to consider one amendment for consideration, as indicated below, to reduce the number of Assets & Services Committee meetings from 6 to 5.

Replacing the two meetings that would have taken place in October and December with a single meeting in November avoids a congested schedule of 8 consecutive weekly meetings throughout September and October:

Annual Parish Meeting (1 per year): 2nd Wednesday in May each year (13 days following election day in the year of elections).

Annual Council Meeting (1): Held directly after Annual Parish Meeting.

Council (6): 2nd Wednesday in the months of June, July, September, November, January and March.

Finance & General Purposes (10): 4th Wednesday each month except August and December.

Assets & Services (6) (5): 1st Wednesday in the months of June, September, ~~October, December,~~ November, February and April.

Civic & Community (6): 3rd Wednesday in the months of June, September, October, December, February and April.

Personnel (2): 2nd Wednesday in the months of October and April.

Wednesdays at 9.15am

Planning & Environment (25): Fortnightly on Wednesdays, except during the Christmas break.

Other meetings

Youth Forum (6): Held in January, March, May, June, October, November

Highways Advisory Committee (2): Held in September and March.

Appeals Committee: Arranged if and when required.

Council is requested to consider and decide its Meeting Schedule for 2016/17.

AGENDA ITEM 14: NEW AUDIT REGIME

Council is requested to note the establishment of a sector-led body, the Smaller Authorities' Audit Appointments Limited, to procure audit for smaller authorities (Parish and Town Councils with an income of less than £6.5m) and for the management of these audit contracts for a period of 5 years. This company was set up on behalf of the Department for Communities and Local Government by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA). The Audit Commission ceased to exist on 1 April 2015.

The Local Audit and Accountability Act 2014 requires that from 2017, smaller authorities will appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally. Auditing procedures remain unchanged.

Following the inaugural board meeting on 16 December 2015, the Smaller Authorities' Audit Appointments Limited board stated their intention for audit fee rates will not exceed those applicable for the 2014/15 financial year (£1,300 for Felixstowe Town Council).

The Town Council will be automatically opted in to the new body unless it chooses to opt-out by 31 March 2016. The next chance to opt out will be in five years' time. A small fee, estimated to be less than £100, will be charged for to cover the whole five year period and will be payable before the start of the new audit arrangements in 2017/18.

Should the Town Council choose to opt out, it must make its own arrangements with auditors, which will include but is not limited to the following:

- establishing an Auditor Panel;
- following a statutory appointment process set out in regulations;
- appointing an auditor by 31 December 2016;
- providing the sector-led body with the contact details of the auditor.

SALC have advised that the Department for Communities and Local Government has indicated that alternative arrangements for procurement and appointment of external auditors could be 'at a likely considerably higher cost'.

Further information is included at **Appendix I** (*note that the opt-out deadline date in the appendix is stated to be 31 January 2015, however this has since been revised*).

Council is requested to:

- i. Note the establishment of a sector-led body, the Smaller Authorities' Audit Appointments Limited, to procure audit for smaller authorities from 2017; and,**
 - ii. Consider and decide whether to take part, or opt-out of the scheme.**
-