

**MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 11 October 2023 at 7.30pm**

PRESENT: Cllr M Sharman (Chairman)
Cllr C Franklin (Vice Chairman) Cllr S Harkin
Cllr D Aitchison Cllr M Morris
Cllr J Candy Cllr B Price

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Ms H Miles (Communications Apprentice) *via Zoom*
Mr S Congi (Finance Administration Assistant) *via Zoom*

IN ATTENDANCE: None

215. PUBLIC QUESTION TIME

None.

216. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr A Folley**.

217. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr D Aitchison	223	Other registerable interests (as Chairman of the Felixstowe Branch of the Royal British Legion)
Cllr D Aitchison Cllr M Morris	222	Other registerable interests (as Trustees of the Felixstowe Relief Charity)

Having confirmed that his interest was directly affected by the matter on the agenda, Cllr Aitchison advised that he would leave the meeting prior to any debate and decision on the item regarding Remembrance.

Item 222 was unlikely to require any decisions regarding Felixstowe Relief Charity but if this changed then appropriate requirements to leave the meeting would be made.

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

218. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 13 September 2023 be confirmed as a true record.

219. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 5 October 2023.

RESOLVED that the Budget Report to 5 October 2023 be received and noted as presented with no other action required at this time.

220. DRAFT BUDGET CONSIDERATION 2024-25

Committee considered first draft proposals for its element of the Council's 2024-25 budget and reviewed the accompanying notes to the budget estimates in the report.

It was RESOLVED that the draft proposals for the Civic & Community element of the Council's 2024-25 budget be recommended, as per the report, to Council's Finance & Governance Committee for further consideration.

221. FELIXSTOWE IN FLOWER

Committee considered arrangements for the postponement of the Felixstowe in Flower Awards ceremony. Members agreed it was important to do something to recognise the winners of the competitions, and a thank you to the Sponsors should also be recognised.

It was RESOLVED that the Felixstowe in Flower Awards evening should be rearranged to take place at the Town Hall, this could be split into two parts, with the children being invited after school and adults to be invited later that evening. Refreshments to be provided. Suggested timing to be around the end of November.

222. COST OF LIVING

Members considered the £39,254.46 remaining funds in the Community Support Fund Earmarked Reserve and ways of helping the community with the cost of living crisis.

Cllr S Harkin gave an update, and confirmed that East Suffolk Council were meeting next Tuesday when there will be an update on what they have planned. Last year there were 12 projects but it is likely that this will be reduced. It is also likely that grants for the Warm Room scheme are reduced this year. Committee agreed that this fund should continue to build on the work being carried out by East Suffolk Council, by adding value to projects that were supported in Felixstowe last year and confirming with other local community groups that they do not require support to help with the cost of living.

To expedite the consideration of funding, Committee delegated authority to the Clerk to commit expenditure from the Council's Cost-of-Living funding support, in consultation with a small panel from the Civic & Community Committee, to include the Vice-Chairman Cllr C Franklin, Cllr J Candy, Cllr Harkin and Cllr Morris.

Committee also agreed that the 'Cost of Living' leaflet, produced and distributed throughout the town last year, should be repeated this year and Members asked that enough copies be printed to ensure availability of the leaflet to distribute amongst community stakeholders.

It was RESOLVED that:

- i. a leaflet, highlighting the availability of local cost-of-living support, for distribution to all IP11 addresses be produced. The cost of which to be authorised from the Cost-of-Living Support Earmarked Reserve; and,**
- ii. authority be delegated to the Town Clerk to commit expenditure from the Council's Cost-of-Living Support Earmarked Reserve, in response to funding requests, in consultation with a small panel from the Civic & Community Committee, to include the Vice-Chairman, Cllr Candy, Cllr Harkin and Cllr Morris.**

223. REMEMBRANCE SUNDAY

At this point in the meeting, 8.02pm, having declared an Other-Registerable Interest in the Royal British Legion, Cllr D Aitchison left the meeting.

Committee considered funding the post-Remembrance Sunday refreshments for service personnel, veterans and cadet staff to be held at the Felixstowe and Suffolk Bowls Club.

Members agreed that the Council should support this event.

It was RESOLVED that:

- i. a grant of £250 towards the refreshments offered to Service Personnel, Veterans and Cadet Staff after the Remembrance Sunday services be funded from the Occasional Grants budget, subject to the Occasional Grant application form being completed by the Royal British Legion; and,**
- ii. An extra £250 added to the 2024/25 budget for Annual Grants for the year 2024/25, subject to an Annual Grant application form being completed by the Royal British Legion for the year 2024/25.**

At this point in the meeting, 8.09pm, Cllr Aitchison returned.

224. TWINNING SALZWEDEL 30TH ANNIVERSARY

Committee noted the report on 2024 marking the 30th Anniversary of twinning with Salzwedel.

It was RESOLVED that:

- i. both the twinning partnerships be encouraged to use the funding to increase membership and broaden the reach of the benefits of twinning; and,**
- ii. the previously agreed increase in the Twinning budget should be sufficient to cover both the 50th Anniversary of twinning with Wesel and the 30th Anniversary of twinning with Salzwedel. However, if there was a particular event or requirement for funding that either associations required, they should be invited to apply for an Occasional grant.**

225. CLOSURE

The meeting was closed at 8.21pm. It was noted that the next meeting was scheduled to take place on Wednesday 13 December 2023 at 7.30pm.

Date: _____

Chairman: _____