

**MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 14 February 2024 at 7.30pm**

**PRESENT:** Cllr M Sharman (Chairman) Cllr A Folley  
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)  
Mrs S Faversham (Civic Events Officer)  
Miss H Miles (Communications Officer) via Zoom

**IN ATTENDANCE:** Cllr S Bennett (via Zoom)  
3 Members of the Public (via Zoom)

**402. PUBLIC QUESTION TIME**

None.

**403. APOLOGIES FOR ABSENCE**

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

**404. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

| <b>Member(s)</b>              | <b>Minute No.</b> | <b>Nature of Interest</b>   |
|-------------------------------|-------------------|---|
| Cllr A Folley<br>Cllr J Candy | All               | Other registerable interests (as Members of East Suffolk Council) |

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

| <b>Member(s)</b>               | <b>Minute No.</b> | <b>Nature of Interest</b>  |
|--------------------------------|-------------------|--|
| Cllr A Folley                  | 412               | Other registerable interest (as Hobbyist Journalist)               |
| Cllr A Folley<br>Cllr M Morris | 413               | Other registerable interests (as members of the Wesel Association) |

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.

#### **405. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 13 December 2024 be confirmed as a true record.**

#### **406. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 9 February 2024.

**RESOLVED that the Budget Report to 9 February 2024 be received and noted as presented with no other action required at this time.**

#### **407. ANNUAL TOWN MEETING AND CIVIC AWARDS 2024**

Committee discussed the report on the Town Meeting and agreed that Felixstowe School would be a good venue to return to for the Annual Town Meeting and Civic Awards Ceremony. Members were reminded to consider nominations for the civic awards, especially the Youth Ganges and Community award and help raise the profile through their community contacts. The awards are not given for people who are paid to do their job ie nurses but more for voluntary work in the community.

It was asked if the Communications Officer could send out a list of the winners of the last two years.

**It was RESOLVED that:**

- i. The report on the Annual Town Meeting and Civic Awards on Wednesday 8<sup>th</sup> May be noted; and**
- ii. The Communications Officer sends a list of the last two Civic Award winners to all members.**

#### **408. FELIXSTOWE IN FLOWER 2024**

Members received the Felixstowe in Flower report from the Civic Events Officer, who spoke about involving schools. Committee requested that the Golf Club is publicly thanked via a letter from the Mayor and that the Golf Club be considered as a hosting venue for the Award ceremony. The current date (to be confirmed) of October 17<sup>th</sup> could be in half term, so this should also be investigated.

**It was RESOLVED that:**

- i. The report on Felixstowe in Flower 2024 be noted; and**

- ii. **The Mayor writes a formal letter of thanks to the Felixstowe Ferry Golf Club to thank them for the use of the water for watering baskets for Felixstowe in Flower; and**
- iii. **The date and venue of the Awards ceremony be reviewed, in relation to the timing of half term for schools and to investigate whether the Felixstowe Ferry Golf Club could be a suitable venue.**

#### **409. CCTV UPDATE**

Committee received an update from the Deputy Town Clerk regarding a meeting that was taking place the following day, where the CCTV Working Group would be discussing suitable positions for the new cameras. It was confirmed that at the recent CIL Working Group meeting it was indicated that if any funding was required for the cameras then it could be taken from the CIL funds (as well as the CCTV Earmarked Reserve).

It was agreed that as part of the process the suggested locations would be emailed out to Civic and Community Committee members before writing the report to request funding.

All lampposts that the cameras would be connected to, will need to be surveyed by Suffolk County Council as the cameras weigh 11kg. There is also an issue in that the cameras cannot be erected on a pole that has signs attached, especially road signs.

**It was RESOLVED that:**

- i. **The CCTV update report be noted; and,**
- ii. **The Deputy Town Clerk circulates a map of suggested locations for the new cameras before a report is written to request funding.**

#### **410. HARWICH HARBOUR FERRY AGREEMENT FOR 2024**

Committee received the report on the Harwich Harbour Ferry Agreement for 2024. Members discussed accessibility and requested that an enquiry be made to the service provider as to what would be required to make the service more inclusive and accessible. It would be useful to know how many people have enquired about wheelchair access and what the obstacles are.

**It was RESOLVED that:**

- i. **The Harwich Harbour Ferry Agreement update report be noted; and,**
- ii. **The Deputy Town Clerk contacts the Ferry provider to enquire about accessibility for wheelchair users, how many people enquire about this, and what the obstacles are. Also whether a Beach Wheelchair could be a solution.**

#### **411. OCCASIONAL GRANTS POLICY**

Committee reviewed the Council's Occasional Grants Policy. It was suggested that the word unrelated is inserted in the line:

- A bank account requiring a minimum of two unrelated signatories.

**RESOLVED that the Occasional Grants Policy for 2024/25 be recommended to Council for adoption as presented with the above addition.**

#### **412. PRESS & MEDIA POLICY**

Committee reviewed the Council's Press & Media Policy. A minor change under the Policy statement - the second line is to be amended to read ' The Town Council will therefore proactively seek opportunities under the Policy ... etc'

Members also discussed the weekly update sent out by the Communications Officer, this is designed to update Members on what is happening or has happened and reflects events that Councillors should be made aware of. The Civic Events Officer will continue to update from Mayoral Forms where it asks whether all Councillors should be invited. Committee agreed that it should not be expanded to include all events that are happening in the town, just civic and events that Councillors should be made aware of.

**RESOLVED that the Press & Media Policy for 2024/25 be recommended to Council for adoption as presented with a minor grammatical change under policy statement.**

#### **413. TWINNING – FELIXSTOWE/WESEL 50<sup>TH</sup> ANNIVERSARY AND SALZWEDEL INVITATION**

Committee noted the report on twinning, and agreed that it would be good to encourage more young people to be involved.

Members considered the invitation to make an official visit to Salzwedel to mark the 30<sup>th</sup> anniversary of its partnership since 1994. Committee agreed that the cost of transport to and from Salzwedel should be funded from the twinning budget to cover the Mayor, Deputy Mayor and a member of staff.

**It was RESOLVED that:**

- i. The report on twinning be noted; and,**
- ii. The transport from Felixstowe to Salzwedel be funded for the Mayor, Deputy Mayor and a member of staff from the Twinning budget.**

**414. CLOSURE**

The meeting was closed at 9.13pm. It was noted that the next meeting was scheduled to take place on Wednesday 10 April 2024 at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_