

**MINUTES** of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 6 March 2024 at 7.30pm**

**PRESENT:** Cllr S Bennett (Mayor)  
 Cllr M Deacon (Deputy Mayor)      Cllr M James  
 Cllr D Aitchison                      Cllr M Morris  
 Cllr S Bird                                Cllr B Price  
 Cllr A Folley                            Cllr D Rowe  
 Cllr C Franklin                         Cllr M Sharman

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
 Mrs D Frost (Deputy Town Clerk)

**IN ATTENDANCE:** 1 member of the public (*in person*)  
 3 members of the public (*via Zoom*)  
 Ms S Hopkins, Level Two Youth Project  
 Ms L Cooper, Level Two Youth Project

**MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Ms Jill Mayes, Charity Worker, Christians Against Poverty and The Compass.

**445. PUBLIC QUESTION TIME**

None.

**446. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr J Candy, Cllr S Harkin, Cllr C MacGregor** and **Cllr S Wiles**.

**447. 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 S Bird Cllr S Bennett	All	Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett Cllr M Deacon Cllr A Folley	All	Other registerable interest (as Members of East Suffolk Council)
Cllr D Rowe	453	Other registerable interest (as Director of the Level Two Youth Project)
Cllr M Deacon Cllr A Folley	455	Other registrable interest (as Members of the Felixstowe-Wesel Association and Felixstowe-Salzwedel Partnership)

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.

#### **448. QUESTIONS TO THE MAYOR**

None.

#### **449. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Annual Council Meeting held on 10 January 2024 be signed by the Mayor as a true record and adopted by the Council.**

#### **450. MAYOR'S ANNOUNCEMENTS**

The Mayor addressed the Council and spoke about engagements since the previous meeting.

The Mayor highlighted his visit to Grange Primary School, at which he gave a talk on democracy. The DWP's 'quick chat' job fair at the Salvation Army had been a busy event. A memorable meeting with Females in Freight, supporting female workers in the port-related industry. The Mayor enjoyed attending the 100<sup>th</sup> birthday of a Felixstowe resident.

There had been a dignified and respectful commemoration of the 1953 North Sea Floods, supported by Langer School, which the Mayor was pleased to note had recently received a Good to Excellent Ofsted report.

The Mayor talked about his attendance at the BSC Multicultural charity event in Ipswich, an organisation which was seeking to work in Felixstowe.

The Mayor spoke of the health of the High Street, having officially 'opened' two new premises in the town since the previous meeting. Attending Pushchair Pitstop's new outreach in Kirton, noting that another would be taking place in Old Felixstowe soon. Felixstowe Hospital League of Friends Annual General Meeting, at which the prospect of hosting a new x-ray machine was discussed.

Mayor's charity events had included a successful quiz evening and the highly popular curry night.

The Mayor was moved by the powerful commemoration of the anniversary of the Russian invasion of Ukraine, and the raising of the Ukraine flag.

The Mayor gave details of the forthcoming run of charity events and encouraged Members to attend.

**It was RESOLVED that the Mayor's communications be noted.**

#### **451. MINUTES OF COMMITTEE MEETINGS**

It was **RESOLVED** that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) **Planning & Environment Committee 10 January 2024**
- b) **Finance & Governance Committee 17 January 2024**
- c) **Planning & Environment Committee 24 January 2024**
- d) **Planning & Environment Committee 7 February 2024**
- e) **Civic & Community Committee 14 February 2024**
- f) **Planning & Environment Committee 21 February 2024**
- g) **Assets & Services Committee 21 February 2024**

#### **452. REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

None.

#### **453. LEVEL TWO AT BEACH STREET**

The Mayor invited Ms Shez Hopkins and Ms Lucinda Cooper from Level Two Youth Project to address the Council.

Council heard about the range of work being carried out by Level Two and a new project based at Beach Street to engage even more young people.

The proposed multimedia and digital arts centre would offer young people the opportunity to access professional recording equipment.

In response to a question on sustainability and funding, Ms Hopkins advised that some funding for the project had already been secured and a good relationship with the owners of Beach Street had been established.

It was hoped that the project would be launched in the summer and would result in a total of four 40' containers, in keeping with the style of Beach Street and providing much needed community space in that area of Felixstowe.

The Mayor thanked Ms Hopkins and Ms Cooper for their engaging presentation.

**It was RESOLVED that the presentation from Level Two at Beach Street be noted.**

#### **454. QUARTERLY 'PUBLIC REALM' DROP IN MEETINGS**

Council noted the report on a new arrangement from East Suffolk Council to engage with the Town Council its delivery of public realm management.

In response to a question on the success criteria from the pilot programme, the Clerk confirmed that there would be a report on a pilot scheme at the first meeting, on 20<sup>th</sup> March.

Members were pleased to note the arrangements for the quarterly drop-in sessions.

**It was RESOLVED that the arrangements for the FTC/ESC Quarterly Drop In Meetings for Public Realm Maintenance be noted.**

#### **455. TOWN TWINNING**

Council received the report on twinning.

**It was RESOLVED that the Twinning report be noted.**

#### **456. COMMUNITY INFRASTRUCTURE LEVY WORKING GROUP UPDATE**

Council received an update on CIL and Members were keen to support the Play Area Improvements, noting that this will be further considered by the Finance and Governance Committee before coming back to Council in June

Members were supportive, in principle, of an x-ray machine at Felixstowe Hospital but would seek a commitment from the NHS trust as to the commitment for staffing and hosting the machine locally. Ownership of the equipment will be key as assurance would be required that the equipment wouldn't be moved elsewhere away from Felixstowe.

The CCTV project is progressing, and currently discussions are taking place with East Suffolk Council regarding the placement of their cameras and the chosen supplier with regards to ongoing maintenance costs.

Real Time Bus indicators were discussed, and it was agreed that the High Street Improvement Grant scheme may be better placed to fund these. This will be investigated and reported back to the CIL Working Group.

The Town Clerk gave an update on a meeting held with Lowestoft to discover how they went about their Neighbourhood Plan. The timescale for completing a Neighbourhood plan can be 2 – 3 years as a minimum. An outside consultant would be required to help with the process. The main question Council should explore is 'What does Council want to achieve by doing a Neighbourhood Plan?' This will be investigated further and reported back to Council.

**It was RESOLVED that the CIL report be noted.**

#### **457. EARMARKED RESERVES EXPENDITURE**

Council noted the report on Council's Committees approved Earmarked Reserve spending.

**It was RESOLVED that the Earmarked Reserve expenditure report be noted.**

**458. YEAR END BALANCES AND EARMARKED RESERVE TRANSFERS**

Council received the report on Year End balances and Earmarked Reserve transfers.

**It was RESOLVED that the report on the projected outturn for the year 2023/24 and the Earmarked Reserve transfers be noted.**

**459. OCCASIONAL GRANTS POLICY 2024/25**

Council considered its Occasional Grants Policy for 2024/25 as recommended by the 14 February 2024 Civic & Community Committee (*Minute #411 of 2023/24 refers*).

**RESOLVED that the Occasional Grants Policy for 2024/25 be approved and adopted as presented in the report.**

**460. PRESS & MEDIA POLICY 2024/25**

Council considered its Press & Media Policy for 2024/25 as recommended by the 14 February 2024 Civic & Community Committee (*Minute #412 of 2023/24 refers*).

**RESOLVED that the Press & Media Policy for 2024/25 be approved and adopted as presented in the report.**

**461. INSURANCE ARRANGEMENTS 2024/25**

Council considered its insurance arrangements for 2024/25 as per the recommendation of the Finance & Governance Committee (*Minute #381 of 2023/24 refers*).

**It was RESOLVED that the Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2024/25.**

**462. INVESTMENT POLICY & STRATEGY 2024/25**

Council considered its Annual Investment Policy & Strategy for 2024/25 as updated to reflect current investments as recommended by the Finance & Governance Committee (*Minute #380 of 2023/24*).

**RESOLVED that the Investment Policy & Strategy for 2024/25 be approved and adopted as presented in the report.**

**463. ACCOUNTS FOR PAYMENT**

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
15/01/2024	375 - 398	£20,156.04
31/01/2024	399 - 415	£50,087.21
15/02/2024	416 - 429	£10,688.70
29/02/2024	430 - 443	£54,577.50
	<b>TOTAL</b>	<b>£135,509.45</b>

**464. CLOSURE**

The meeting was closed at 9.15pm. It was noted that the next meeting is the Annual Council Meeting scheduled for Wednesday 15 May 2024 at 7.00pm.

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

Town Mayor: \_\_\_\_\_