

Cllr M Sharman	512	Other registerable interest (as Chairman of Felixstowe and District Council for Sport and Recreation)
Cllr M Sharman	512	Other registerable interest (as a subscriber of FACTS)
Cllr A Folley Cllr M Morris Cllr M Sharman	512	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.

506. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 14 February 2024 be confirmed as a true record.

507. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 31 March 2024.

The Deputy Town Clerk explained this was not the final year end figures as adjustments were still to be made, but it is very close to where the year 2023/24 will finish at.

The debt for the Orwell Hotel was considered by members and committee agreed that an application should be made to the small claims court for the recovery of this debt. The Deputy Town Clerk explained that Council had previously recovered a debt via this route a few years ago, there is a small cost involved in the application which gets paid back if successful.

It was RESOLVED that :

- i. the Budget Report to 31 March 2024 be received and noted as presented; and,**
- ii. an application to the small Claims Court should be made against the Orwell Hotel for the debts amounting to £1,256.67.**

508. LOVE GREEN FELIXSTOWE LAUNCH

Committee considered the report on the Love Green Felixstowe launch. Members were pleased that the initiative, which came from Council's Climate Emergency Working Group and the Felixstowe Climate Action Group, was coming to fruition with the launch and a larger event 30 August – 2 September 2024. Love Green

Felixstowe was also part of Council's draft Business Plan, so Members were pleased to support it.

Committee agreed to help fund the Love Green Felixstowe launch on 20 April with a contribution of £1,500, conditional that any profits made from the sale of the T-shirts should be put towards the Love Green Felixstowe weekend and that Council's support is acknowledged in all publicity and at the event with Felixstowe Town Council banners. Members approved funding via the Community Support Earmarked Reserve.

Members discussed whether accounts should be sought, but it was clarified that this is not a grant but a contribution to an event that Felixstowe Town Council is involved in. A Member asked if Committee could review its Annual Grants, and other payments and create an overall grants policy. This would be in addition to the Occasional Grants Policy. The Deputy Town Clerk confirmed that this could be discussed at a future meeting, before reviewing Annual grants and payments for the following year, which takes place at the September Civic & Community Committee meeting.

It was RESOLVED that:

- i. £1,500 be made as a contribution to the Love Green Felixstowe Launch; using the remaining funds in the grant budgets for the year 2023/24 and the balance of £840 from the Community Support Earmarked Reserve; and,**
- ii. a report be brought back to committee to re-consider the application criteria for all grants including any annual payments to organisations; and,**
- iii. an invitation be sent for the Love Green Felixstowe Launch to all members of the wider Climate Action Group.**

509. ANNUAL TOWN MEETING AND CIVIC AWARDS 2024

Committee discussed the report on the Town Meeting and Civic Awards 2024 due to take place on Wednesday 8th May.

RESOLVED that the report on the Annual Town Meeting and Civic Awards be noted.

510. FELIXSTOWE IN FLOWER 2024

Members received the Felixstowe in Flower report from the Civic Events Officer, who spoke regarding using Felixstowe Ferry Golf Club as a hosting venue for the Award ceremony. Initial investigations revealed that the venue could accommodate 80 seated around tables or 100 seated in rows. Once numbers have been calculated then a decision will be made as to whether the venue will be suitable.

RESOLVED that the report on Felixstowe in Flower 2024 be noted.

511. CCTV UPDATE

Committee received an update from the Deputy Town Clerk regarding a meeting that was due to take place with Synectics the chosen maintenance contractor and provider of the CCTV with East Suffolk Council. This meeting, due to take place in the next couple of weeks, will help to provide cost details of the maintenance contract required for the CCTV cameras alongside monitoring costs via the 24/7 monitoring centre ran by East Suffolk Services in Lowestoft.

Members discussed the fact that East Suffolk Council have given notice to cease the maintenance contract on their 6 cameras located in the Seafront Gardens. Committee agreed that it was important that visitors and residents feel safe and that Felixstowe Town Council should continue their part of the maintenance agreement which is renewed on a quarterly basis requiring one month's notice.

RESOLVED that the CCTV update report be noted and updates will be forwarded to committee as soon as they are available.

512. ANNUAL GRANTS AND OTHER PAYMENTS

Committee noted a report from the Lion Club of Felixstowe, and that the following had been allocated funds from the budget agreed at the ordinary council meeting of 10 January 2024 (*Minute #173 & #223 ii 2023/24 refers*).

It was RESOLVED that payment of the following Annual Grants and other payments for the year 2024/25 be approved:

i. £8,000 towards the provision of the 2024 Christmas lights to the Lions Club of Felixstowe

ii. Annual Grants

Art on the Prom	£3,000
Citizen's Advice	£3,000
FACTS	£2,500
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£3,500
Felixstowe Council for Sport and Recreation	£300
Felixstowe Coast Patrol	£2,000
Landguard Fort	£1,000
Royal British Legion	£250
Salzwedel Twinning Association	£200
WAMFest	£2,000
Wesel Twinning Assoc.	£200

Total **£19,950**

iii. As Partnership Projects:

Level Two	£10,000
Harwich Harbour Ferry Services Partnership	£1,000
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Total	£11,000

513. THE COMMEMORATION OF THE REIGN OF QUEEN ELIZABETH II AND CORONATION OF KING CHARLES III

Committee considered the report on the proposal of using two of the recently planted trees as a way of commemorating the reign of Queen Elizabeth II and of the coronation of King Charles III. There are two trees recently planted in Gosford Way Park which were ideally situated and would just need two plaques engraved.

It was RESOLVED that:

- i. two plaques are purchased, to be erected by the two new trees in Gosford Way Park to commemorate the reign of Queen Elizabeth II and the Coronation of King Charles III; and,**
- ii. the Mayor be invited to officiate at a small ceremony erecting the plaques, an article be written for the Council magazine and details posted on social media.**

514. SIGNAGE TO COMMUNITY ASSETS

Committee discussed signage to some of the main Town Council assets such as Allenby Park and the Flood Memorial. Although signage can be useful, it was agreed that the majority of people will look online for the location of facilities such as parks and also for the Flood Memorial. Parks and the Flood Memorial are regular features of the Quarterly magazine.

For visitors it would be useful to have Allenby Park listed on the Visit Felixstowe website as well as Seaton Road Park and Walton Rec as they are due for refurbishment this year.

It was RESOLVED that:

- i. signage would not be sought at this time;**
- ii. Visit Felixstowe be asked to include a page on their website which encapsulates all parks; and,**
- iii. Articles continue to be published regarding Town Council owned community assets.**

514. COMMUNITY ENGAGEMENT STRATEGY 2024-25

Committee reviewed the Council's Community Engagement Strategy as presented for the year 2024-25.

A Member suggested that there is reference made to the Business Plan as a further method of engagement with the community.

A Member also suggested several minor typographical changes to the document. These changes would be made and sent by email to all Members of the Committee for review with 'tracked changes'.

RESOLVED that the Community Engagement Strategy be recommended to Council for adoption for 2024-25, subject to the minor changes being incorporated.

515. CLOSURE

The meeting was closed at 8.31pm. It was noted that the next meeting was scheduled to take place on Wednesday 12 June 2024 at 7.30pm.

Date: _____

Chairman: _____