



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr D Savage (Chairman)
Cllr S Gallant (Vice Chairman)
Cllr C Barham
Cllr S Bloomfield
Cllr P Coleman

Cllr Jon Garfield
Cllr T Green
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 19 October 2016** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Civic & Community matters.

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. Confirmation of Minutes

To confirm the Minutes of the Civic & Community Committee meeting held on 21 September 2016 as a true record. **(Pages 3-6)**

5. Civic & Community Budget Report

To receive the Civic & Community Budget report to 7 October 2016 and consider any actions deemed necessary. **(Page 7 & Appendix A)**

6. Felixstowe in Flower Report

To consider a report following this year's Felixstowe in Flower events.

(Page 8)

7. Draft Budget Considerations 2017-18

To consider first draft recommendations for the Civic & Community element of Council's budget for 2017-18.

(Page 9 & Appendix B)

8. Mayor's Civic Service

To agree a standard protocol for the setting of the date of the Mayor's Civic Service (*the proposal being annually on the third Sunday in June*).

9. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 14 December 2016 at 7.30pm.



Ash Tadjrishi
Town Clerk
7 October 2016

For information (via email): All Town Councillors
Local Press

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 21 September 2016 at 7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr Jan Garfield (Mayor *ex-officio*)
 Cllr S Gallant (Vice-Chairman) Cllr T Green
 Cllr P Coleman Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: Mr P Grant (Landguard Partnership Project Officer)

232. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr C Barham, S Bloomfield, Cllr Jon Garfield** and **Cllr K Williams**.

It was noted that **Cllr Josh Vartan** had recently stood down from Council.

233. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr D Savage	238	Local Non-Pecuniary (as a representative on the Landguard Partnership and trustee to Felixstowe Citizens' Advice)
Cllr S Gallant	238	Local Non-Pecuniary (as a member of the Felixstowe Carnival Committee)
Cllr Jan Garfield	238	Local Non-Pecuniary (as Treasurer to the Felixstowe Carnival Committee)

234. REQUESTS FOR DISPENSATION

There were none.

235. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 15 June 2016** be signed as a true record.

236. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 14 September 2016.

In response to a question on the reason for the website budget being £1,350 in the current year when compared to previous years' costs, the Clerk advised that the basic costs of hosting the new website was less than half that of the old site, being £350 rather than £798, however an allowance of £1,000 for in-year enhancements to the website had also been included. The Clerk advised that he was in discussion with Suffolk County Council's Infolink service to explore dynamic ways in which a community hub for Felixstowe organisations could be hosted on the Town Council's site.

RESOLVED that the Budget Report to 14 September 2016 be received and noted as presented with no other action required at this time.

237. ARMED FORCES WEEKEND/DARELL'S DAY 2017

The Chairman invited Paul Grant, Landguard Partnership Project Officer, to present the report on the Armed Forces Weekend/Darell's Day 2017.

Mr Grant highlighted the opportunity to raise the profile of Felixstowe in hosting this significant event.

Committee roundly endorsed the event but were keen to ensure that no imposition would be put on the armed forces to provide resources over the weekend. Mr Grant confirmed that the event would be designed in order that service personnel could specifically attend and enjoy the weekend.

It was RESOLVED that it be recommended to Council that Felixstowe Town Council support the staging of entertainments and a firework display as part of Felixstowe Armed Forces Weekend Event 2017, to the sum of £18,000.

238. CCTV REPORT

The Chairman gave a verbal report on a meeting held earlier that day at the Police Station with the Cllr S Gallant, the Town Clerk, Sgt. Peter Street, Helen Greengrass, Clark Skates of STC Solutions and John Brinkley, one of the CCTV volunteers.

It was noted that the meeting had been held to discuss improvements to the functionality and reliability of the existing CCTV infrastructure and the practicalities involved with the move to the Fire Station in the near future, as well as considering longer-term aspirations such as infra-red lighting and mobile CCTV cameras.

The contractor had agreed to an action plan relating to the above and Committee noted that it would receive further reports on the effectiveness of the CCTV system during the year.

RESOLVED that the CCTV report be noted.

239. WEBSITE PHOTO COMPETITION

Committee received a presentation of over 40 photos which had been entered in to the website photo competition. A shortlist of 4 photos was selected and the Clerk was asked to create a mock-up of the shortlist with the homepage layout overlaid so that Members could see how the photos would appear on the webpage.

RESOLVED that the Clerk send mock-ups of the shortlisted photos to Committee Members; and, pending being advised of the winning photo by Members via email, be delegated the authority to make arrangements for the awarding of the £100 to the winner.

240. CLEAN FOR THE QUEEN CHARITY CHEQUE

RESOLVED that the £20 received from SC Norse for Council's participation in the Clean for the Queen initiative be awarded to the Felixstowe Sea Cadets for their assistance with the 'Town Council Clean Team' on the day.

241. ANNUAL GRANTS

Committee considered applications for on-going funding support from a number of local partner organisations.

It was RESOLVED that at this stage the following should be included as part of the recommendations for the 2017/18 budget:

As Annual Grants:

Felixstowe Council for Sport and Recreation	£200
Citizen's Advice Bureau	£1,500
Felixstowe Carnival	£1,000
Landguard Fort	£1,000
Landguard Partnership	£1,000
Art on the Prom	£750
Wesel Twinning Association	£200
Salzwedel Twinning Association	£200
Total	£5,850

Through the Community Fund:

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

242. LITTER AND DOG WASTE BINS

Committee considered recent requests for the provision of additional dog waste bins.

It was RESOLVED that, subject to confirmation by SC Norse that the bins would be maintained and serviced by their waste collection team, dog waste bins be approved for installation at the following locations:

- i. 25l Fido bin just inside the park gates at Allenby park;**
- ii. 50l Fido at Ferndown Road;**
- iii. 25l Fido bin at Ferry Road where the bungalows end and the fields begin;**
- iv. 25l Fido bin at grass area at the junction/roundabout Colneis Rd/Beatrice Avenue; and,**
- v. SC Norse requested to reuse the existing 25l Fido bin at Ferndown Road at one of the other three locations above; and,**
- vi. the cost of reinstalling the 25l Fido bin plus the cost of the new 50l and two other new 25l Fido bins approved as quoted.**

243. CLOSURE

The meeting was closed at 9.40pm. The next meeting was noted as being scheduled for Wednesday 19 October 2016 at 7.30pm.

AGENDA ITEM 5: CIVIC & COMMUNITY BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Civic & Community part of Council's budget. A summary of the position to 7 October 2016 is provided below with a detailed report at **Appendix A**.

Month No : 6

Civic & Community Committee

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
301 Civic & Community	Expenditure	27,550	26,425	32,380	5,955		5,955	81.6 %
	Income	0	3,992	3,990	2			100.1 %
302 Section 137 Expenditure	Expenditure	22,068	12,750	22,100	9,350		9,350	57.7 %
303 Felixstowe in Flower	Expenditure	9,070	4,119	9,550	5,431		5,431	43.1 %
	Income	6,133	5,718	4,000	1,718			143.0 %
304 Communication	Expenditure	5,032	2,445	5,585	3,140		3,140	43.8 %
305 Community Fund Projects	Expenditure	41,779	15,491	41,866	26,375		26,375	37.0 %
	Income	5,700	3,000	0	3,000			0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	105,499	61,230	111,481	50,251	0	50,251	54.9 %
	Income	11,833	12,710	7,990	4,720			159.1 %
	Net Expenditure over Income	93,665	48,520	103,491	54,971			

Committee is requested to consider the budget report to 7 October 2016 and decide any action it deems necessary.

AGENDA ITEM 6: FELIXSTOWE IN FLOWER REPORT

This year we added an additional 11 self-watering planters (Holestar planters) to the shared space area which really enhanced Hamilton Road. These containers required fewer plants than the wicker baskets yet gave a good display. As they are self-watering containers, we decided to trial watering the planters on an every other day basis. Despite it having been a particular warm and a dry summer the plants stayed healthy and looked stunning for longer.

On this basis the Committee could consider replacing the remaining 44 wicker baskets with the Holestar wrap around planters. This would require an initial investment of around £1,500 plus cost of installing brackets on the lamp post. However, if Committee so chose, it could cease the additional watering carried out under contract Suffolk Coastal Norse, saving the Town Council around £3,456 per year. This could be trialled for next year and reviewed.

All baskets were displayed from the middle of June until the end of September.

Donations and Sponsorship received £5,718.00 which again includes a generous donation from East of England Co-operative of £2,000.00 and £750 from the Port of Felixstowe. We will be receiving £350.00 from the Trinity College and £500.00 from Felixstowe Forward (Felixstowe Seafront Garden Project, Heritage Lottery fund) for the sponsorship of the new baskets in Hamilton Road. Next year these baskets will be offered to local businesses to sponsor promoting their business with a plaque.

The annual awards evening was held at Felixstowe Academy on Friday 16th September and was very successful. This year we combined second and third prizes in to 'runners up' awards and also ensured that the children received their awards first. This worked well and kept the award giving section to a total of 50 minutes, which proved to be a good length of time.

Members are asked to consider how we can better promote the competitions for gardens schools, allotments and hotels. The Mayor visited all schools in 2015, and this was welcomed and encouraged more schools to enter and also school children to enter the Sunflower competition. The competitions are usually advertised in our newsletter, website, visit Felixstowe and spotlight magazine.

Further promotion could be made through other sources and it has been suggested that some members may like to do a leaflet drop to neighbours who have an interest in gardening. Another way to promote would be the use Felixstowe radio/TV.

Committee is requested to consider the Felixstowe in Flower Report and decide on any changes to the arrangements for 2017.

AGENDA ITEM 7: DRAFT BUDGET 2017-18

Committee is to consider draft budget estimates for the Financial Year 2017-18 and to make any recommendations to Finance & General Purposes Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current-year expenditure and a comparison against the previous year at **Appendix B** notes to the budget estimates accompany this.

A projected outturn for the full year to 31 March 2017 will be brought to the meeting.

Committee is requested to consider first draft recommendations for the Civic & Community element of Council's budget for 2017-18.
