



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

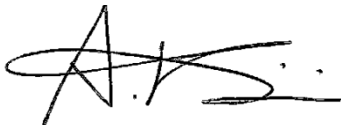
Cllr D Savage (Chairman)	Cllr Jon Garfield
Cllr S Gallant (Vice Chairman)	Cllr T Green
Cllr C Barham	Cllr M Jepson
Cllr S Bloomfield	Cllr S Wiles
Cllr P Coleman	Cllr K Williams

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 18 October 2017** at **7.30pm** for the transaction of the following business:

A G E N D A

- 1. Public Question Time**
Up to 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any relevant matters.
- 2. Apologies**
To receive apologies for absence.
- 3. 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.
- 4. 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.
- 5. Confirmation of Minutes**
To confirm the Minutes of Civic & Community Committee meeting held on 19 April 2017 as a true record. **(Pages 3-6)**
- 6. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 11 October 2017 and consider any actions deemed necessary. **(Page 7 & Appendix A)**

- 7. Felixstowe in Flower 2017 Report**
To consider a report following this year's Felixstowe in Flower events.
(Pages 8-9)
- 8. Floral Bedding Arrangements for 2018/19**
To consider arrangements for the provision of floral bedding for 2018/19.
(Pages 9-10)
- 9. PSPO Working Group Update**
To consider any update from the Public Space Protection Orders (PSPO) Working Group following a recent meeting.
(Page 10)
- 10. Suffolk Armed Forces Weekend Legacy Grant**
To consider setting up a Sub-Committee and any recommendations to Council on the administration of a grant fund to support local armed-forces related projects.
(Pages 10-11)
- 11. Launch of the Suffolk Poppy Appeal 2017 / Remembrance 2017**
To note arrangements for the launch of the 2017 Suffolk Poppy Appeal in Felixstowe and this year's Remembrance events.
(Page 12)
- 12. Draft Budget Considerations 2018-19**
To consider first draft recommendations for the Civic & Community element of Council's budget for 2018-19.
(Page 13 & Appendix B)
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 13 December 2017 at 7.30pm.



Ash Tadjrishi
Town Clerk
13 October 2017

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.

258. DISABILITY ADVICE SERVICE

The Chairman welcomed Mr Andrew Simpson, Trustee to the Disability Advice Service, to the meeting and invited him to address the Committee.

Mr Simpson explained how he had become a Trustee to DAS having initially been a client. Members heard that at their Annual Stakeholder meeting, DAS had identified an aspiration to raise the profile of their service with town and parish councils.

It was noted that DAS was a registered charity that had been established for 32 years and provided a specialist disability service for unique cases. DAS represented clients of all ages and Members heard that in Felixstowe over 22% of their clients were more than 60 years old.

DAS were seeking to build on their current partnerships with the Citizens Advice, SNAP Homegroup and the MS Society, in order to further increase awareness and capacity of the service. Mr Simpson advised that DAS had achieved a total increase of £2,307,000 in benefits to their clients in the Suffolk Coastal area in 2016, £0.5m of which was attributable to Felixstowe.

In response to questions from Members, Mr Simpson confirmed that DAS represented clients with a variety in severity of disability, both temporary and permanent, who would either be self-referring or coming to them via other agencies.

Members advised that DAS may be able to raise further awareness via the Emotional Wellbeing Hub that was due to be launched by Suffolk County Council in January 2018. Mr Simpson was also recommended to liaise with the integrated neighbourhood team.

The Chairman thanked Mr Simpson for attending the meeting.

RESOLVED that the briefing from Mr Andrew Simpson, Trustee to the Disability Advice Service, be noted.

259. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 13 September 2017.

RESOLVED that the Budget Report to 13 September 2017 be received and noted as presented with no other action required at this time.

260. ANNUAL GRANTS 2018/19

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 2018/19 budget:

As Annual Grants:

Art on the Prom	£1,250
Citizen's Advice Bureau	£1,500
Felixstowe Carnival	£1,500
Felixstowe Council for Sport and Recreation	£200
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort	£1,000
Wesel Twinning Association	£200
Salzwedel Twinning Association	£200
Total	£7,350

Through Community Fund Projects:

Level Two	£10,000
Landguard Partnership	£1,000
Harwich Harbour Ferry Services Partnership	£1,000
Total	£12,000

261. CCTV REPORT Q1 2017/18

Committee considered a report on CCTV. Members confirmed that, following attendance at a recent meeting held at the police station, the system was running well.

Members offered to promote the opportunity for further volunteer CCTV operators to be trained by the police in using the system via Social Media.

A visit to a CCTV control room at Worstead Park was being planned for Members later in the year to demonstrate how other systems were being used.

RESOLVED that the Q1 2017/18 CCTV report be noted as received.

262. HARWICH HAVEN FERRY SERVICES : PARTNERSHIP AGREEMENT

Committee noted that the existing partnership agreement was coming to an end and considered potential future arrangements.

It was agreed that the principle of extending the current agreement on the same terms for a further two years should be supported.

The Clerk was asked to make enquiries with Harwich Town Council to establish their potential involvement with the project.

Members asked whether a contribution towards a launching/landing point at Felixstowe might be an appropriate use of Community Infrastructure Levy funds. The Clerk advised that this could be an appropriate use if permission for such a project were to be supported by the relevant authorities. Proposed sites for this were subject to complex land ownership and port-affected matters.

It was RESOLVED that the Clerk represent the Town Council at the forthcoming meeting of the Harwich, Shotley and Felixstowe Ferry Partnership with a view to supporting a further two-years funding towards the Partnership on similar terms.

263. SUFFOLK DAY 2018

Committee considered the Council's participation in Suffolk Day 2018.

RESOLVED that the Council should participate in Suffolk Day on 21st June 2018 by the raising of the St. Edmunds flag; and, that Committee would consider further ideas towards this event in due course.

264. EXCLUSION OF PRESS AND PUBLIC (SENSITIVE INFORMATION)

Committee considered that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the sensitive nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

265. CIVIC MOURNING PROTOCOL

Members considered the draft Civic Mourning Protocol as presented.

RESOLVED that the Civic Mourning Protocol be approved as presented; and, authority be delegated to the Town Clerk to obtain any necessary items for the purpose of Civic Mourning and arrange for a review of the Protocol each year.

266. CLOSURE

The meeting was closed at 9.45pm. The next meeting was noted as being scheduled for Wednesday 18 October 2017 at 7.30pm.

AGENDA ITEM 6: 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 13 October 2017 is provided below with a detailed report at **Appendix A**

Summary Income & Expenditure by Budget Heading 13-10-2017

Month No : 7

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Of Budget
301 Civic & Community	Expenditure	31,854	27,136	37,330	10,194		10,194	72.7 %
	Income	3,992	3,000	7,992	-4,992			37.5 %
302 Section 137 Expenditure	Expenditure	22,096	17,710	31,150	13,441		13,441	56.9 %
303 Felixstowe in Flower	Expenditure	8,902	5,184	9,440	4,256		4,256	54.9 %
	Income	6,718	5,388	4,000	1,388			134.7 %
304 Communication	Expenditure	5,512	2,804	5,798	2,994		2,994	48.4 %
305 Community Fund Projects	Expenditure	41,779	37,288	41,866	4,578		4,578	89.1 %
	Income	6,500	0	0	0			0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	110,142	90,122	125,584	35,462	0	35,462	71.8 %
	Income	17,210	8,388	11,992	-3,604			69.9 %
	Net Expenditure over Income	92,932	81,734	113,592	31,858			

Committee is requested to consider the budget report to 13 October 2017 and decide any action it deems necessary.

AGENDA ITEM 7: FELIXSTOWE IN FLOWER 2017 REPORT

Felixstowe in Flower began this year in March with the 1st Girl Guides of Felixstowe collating our mail out of all the Competitions, School and Sponsorship forms. They also planted all the sunflower seeds which were given away as plants at the Felixstowe in Flower Launch Event.

The Mayor and Chairman of the Civic & Community Committee attended local schools to promote the Sunflower competition which attracted 30 entrants this year the highest number so far.

This year we held the launch on Saturday 17th June at the Felixstowe Triangle. It was a great success with FTC giving away freebies, plus the “Councillors’ Floral Tub” competition which was judged by the members of public. Councillors’ entries were then replanted around the flagpole for all to enjoy.

A few changes to the launch for next year are being considered, such as adding plant stalls, inviting The Fuchsia and Horticultural Society to attend and invite the Co-op to provide a pop-up tea & coffee stall. In-house music will be provided.

It is suggested that once all the Felixstowe in Flower mail shot goes out in March 2018, that we start to visit all local schools with the Mayor to encourage more schools to enter the competitions. We will also visit businesses in Hamilton Road, the seafront and Walton offering them the chance to sponsor a basket/tub at 2017/2018 prices. Sponsoring the floral displays is a good value way to show support for the community and promote their business. Any sponsors signed up by the launch will have their plaque displayed on a ‘wall of fame’ at the event.

Any old wicker baskets that remained were replaced with the ‘Holestar’ wrap-around planters this year giving the Council a total of 226 self-watering planters/baskets. As all the planters are in self-watering containers this year we trialled watering just 3 days a week, cancelling the remaining days with where the watering was carried out by Suffolk Coastal Norse. The plants stayed healthy and despite the hot weather no additional watering was required. This trial was felt to be another success, saving the Town Council £3456.05 +VAT.

In previous years a plaque could be displayed by one basket or in the middle of two. Now with the new holster style it is considered more suitable to display a single plaque on each lamppost. Prices have been kept the same since 2010 offering prices at:

- Floral Hanging Basket(s) at a cost of £50.00 inc. VAT (£30.00 for each additional basket sponsored)
- Flower Tubs/Troughs at a cost of £65.00 inc. VAT each.

Costs are inclusive of VAT and cover the purchase, installation, maintenance and watering of your displays plus a sponsor’s name plaque indicating their support.

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

For the baskets themselves, it was felt the flowers did very well this year after a slow start. It was suggested that begonias could perform well in hanging baskets as they trail over and these have been used in the past.

FLORAL HANGING BASKETS	Number of Sponsors	Net Sponsorship
1 @ £50 each	20	£833.33
2 @ £80	18	£1,200.00
3 @ £110	2	£183.33
TUBS/TROUGHS		
1 @ £65	16	£866.67
2 @ £130	2	£216.67

Donations and Sponsorship received this year is estimated to outturn around £6,000. This includes a generous donation from East of England Co-operative of £2,000, net sponsorship of £108.33 due to be received plus a donation from Trinity College of £500.00 and £250.00 from the Port of Felixstowe for the installation, maintenance and watering of the Port's 50th Anniversary floral display.

The annual awards evening was held at Felixstowe Academy on Friday 15th September and was another successful event with the children and schools receiving their trophies before the adult prize-giving. The awards section of the programme was concluded in around 50 minutes. This year, most of the awarding of the trophies was sponsored by those presenting the prizes, by either covering the cost of engraving or providing a unique prize to the category winners.

Committee is requested to consider the Felixstowe in Flower Report and decide on arrangements for 2018.

AGENDA ITEM 8: FLORAL BEDDING ARRANGEMENTS FOR 2018/19

Town Council provides year-round floral bedding along a section of the seafront in the form the chevron beds and promenade beds close to the War Memorial and raised beds in Town Centre and at the Triangle. Suffolk Coastal Norse carries this out under contract which includes all the maintenance, watering and deadheading that is required as well as weekly inspections. Norse has been asked to consider planting different plants such as a mix of pansies, and polyanthus.

Some difficulties were experienced this year with the spring bedding at the triangle, which will reflect in £390 being credited back to the Town Council. Due to this, SCN have quoted for polyanthus in a dazzling rainbow of yellow, pink, white red, and blue as they believe this will give the Town a much better display over the winter/spring months. The quote £11,801+VAT for 2018/2019 compares to £10,866+VAT for the current year, based on provision of Polyanthus which cost slightly more than wallflowers.

Committee may consider replacing one of the flower beds at the Triangle with annual carpet bedding as used for the Port's 50th logo this year. Alternatively, a hardy carpet bedding is claimed to last for 3–5 years with patching up as required and would be an all year round feature. The Town Crest could be a nice feature to the area. Quotes for both types have been obtained from Instaplant which suggest a cost between £700-£2,000 depending on the type and size of bedding. Installation would be carried out by the FTC grounds maintenance team.

Committee is requested to consider the report on Floral Bedding and decide on any arrangements for 2018.

AGENDA ITEM 9: PSPO WORKING GROUP UPDATE

Civic & Community Committee is tasked with considering any recommendations as to the possible wider application of Public Space Protection Orders (PSPOs) for Felixstowe (*Minute #502 of 2016/17 refers*).

The Civic & Community Committee set up a small Working Group, comprising Cllrs P Coleman, S Gallant, T Green and D Savage, to consider the various opportunities and potential issues around PSPOs (*Minute #577 of 2016/17 refers*).

At its most recent meeting the Working Group reviewed the SCDC consultation on proposed Public Space Protection Orders which will impose requirements on dog owners including prohibiting dogs from certain areas, requiring owners to clean up after their dogs on most open land, and also requiring dogs to be kept on a lead in certain defined areas. The recommendations of the Working Group were considered by Council at its meeting of 13th September 2017 in order to approve a response by the consultation deadline.

A further meeting of the PSPO Working Group is planned for 18th October, immediately prior to this Civic & Community Committee meeting. It is anticipated that Members will be able to provide a verbal update on the Working Group's approach to the next phase in considering whether any new or additional PSPOs could be beneficial to Felixstowe.

Committee is requested to consider any update from the PSPO Working Group following their earlier meeting.

AGENDA ITEM 10: SUFFOLK ARMED FORCES WEEKEND LEGACY GRANT

As a result of the money raised to put on the 2017 Suffolk Armed Forces Weekend Event there is £10,796 remaining which is currently being held by Suffolk Coastal District Council. At the post event briefing the event organising committee agreed in principle that these funds should be set aside as a legacy of the event whereby military-related charities and not-for-profit organisations could apply for funds that would benefit Armed Forces personnel, their families, veterans and cadet

organisations that live, are stationed or operate in the Felixstowe and the Suffolk Coastal District area. In addition applications which support WW1 centenary events in 2018 could also be considered.

After further discussion it was suggested that Felixstowe Town Council may be best placed to administer the fund as part of a locally-run grants programme. If the Town Council is amenable to the idea, Suffolk Coastal District Council would transfer the funds to the Town Council.

Although there was an aspiration for the fund to become a long-term legacy of the 2017 Suffolk Armed Forces Weekend event, it was accepted that this was more likely to be a one off grant scheme for projects taking place during 2017 and 2018, or until the money has been used.

Whilst the Town Council contributed the most to the event, the funding available originates from a number of sources and this should be reflected in any communication about the scheme.

The Town Council's Finance & General Purposes Committee considered the proposals and has referred this to the Civic & Community Committee for further consideration and onward referral to Council, making the following recommendations:

- Given the short-term nature of the fund and the timing, coinciding with the centenary year of the end of the First World War, it is recommended that a responsive application process be introduced to attract a wide number of applicants throughout the year. Committee is requested to consider the formation of a 'Suffolk Armed Forces Weekend Legacy Fund Sub-Committee' with the authority to review applications as they are received and make grant awards.
- To maximise the number of projects that can be supported, the Finance & General Purposes Committee has recommend that an indicative cap of £500 be suggested to applicants, with authority for the Sub-Committee to award larger amounts depending on the need and nature of the project.
- The Civic & Community is recommended to receive regular updates on projects for which applications had been received and any grants awarded.
- Applications should be made using a modified version of the Town Council's existing Occasional Grant application form which would also reflect the nature of the funding available and recognise the contribution made by Suffolk Coastal District Council and others who supported the 2017 Suffolk Armed Forces Weekend event.

Committee is therefore requested to consider setting up a Sub-Committee and any recommendations to Council on the administration of a grant fund to support local armed-forces related projects.

AGENDA ITEM 11: LAUNCH OF THE SUFFOLK POPPY APPEAL **2017 / REMEMBRANCE 2017**

Felixstowe has been chosen to host the launch of the Suffolk Poppy Appeal this year.

The Launch will take place on Saturday 28th October when a parade will march from bank corner to the Triangle to be received by the Suffolk Deputy Lord Lieutenant, the Mayor of Felixstowe and the RBL Suffolk Community Fundraiser for the Poppy Appeal.

All Councillors and members of the public are welcome to attend.

This year Armistice Day falls on Saturday 11th November and the two minute silence will be observed in the usual way at 11am at the War Memorial, Undercliff Road West. Last year many of our local schools sent young representatives to participate in Armistice Day. As it falls on a Saturday this year it is unlikely that many schools will be able to attend. Therefore an invitation has been sent to all local schools to participate in a separate moment of reflection at the War Memorial on Friday 10th November 2017.

We hope that each school would feel able to send at least two student representatives for this short occasion to assemble at the War Memorial at 10.45am for a short introduction followed by a moment of silent reflection at 11am. Following the reflection, the schools are invited to lay wreaths and return to the Town Hall for light refreshments.

Our extended civic arrangements are planned as usual for Remembrance Sunday, which this year falls on Sunday 12th November.

The Civic Remembrance Service will be held at St Johns Church, Orwell Road, Felixstowe at 9.45am, following which, everyone will gather for the Act of Remembrance at the War Memorial around 10.50am prior to the observance of two minutes' silence at 11am. Wreaths are laid by the civic party who then receive a march past the Town Hall from the uniformed services.

Following the Civic Remembrance services on Sunday 12th November, a short service will also be held at Felixstowe Cemetery, Langley Avenue at Midday.

The Clerk will update Members with detailed arrangements at the meeting.

Committee is requested to note arrangements for the launch of the 2017 Suffolk Poppy Appeal in Felixstowe and this year's Remembrance events

AGENDA ITEM 12: DRAFT BUDGET CONSIDERATIONS 2018-19

Committee is to consider draft budget estimates for the Financial Year 2018-19 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.

Committee is requested to consider first draft recommendations for the Civic & Community element of Council's budget for 2018-19.
