

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 13 March 2019 at 7.30pm**

**PRESENT:** Cllr G Newman (Mayor) Cllr Jon Garfield  
Cllr S Bird Cllr T Green  
Cllr P Coleman Cllr D Savage  
Cllr M Deacon Cllr A Smith  
Cllr S Gallant Cllr S Wiles  
Cllr Jan Garfield

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs L Monsen (Mayor's Secretary)

**IN ATTENDANCE:** 5 Members of the public  
1 Member of the Press  
Ms Helen Greengrass, Felixstowe Forward Change Director

**MOMENT OF REFLECTION**

The meeting was preceded with a moment of reflection from Diana Barnard, The Basic Life Charity, Felixstowe.

**517. PUBLIC QUESTION TIME**

A member of the public asked what action the Town Council were doing concerning the numerous A-Boards and other display equipment around the town obstructing the pathway. Members advised a letter would be going out to retailers asking them to remove the equipment as these were in contravention with the Highways Act (1980) Sections 137 and 148. Members of the public were encouraged to use the Highways reporting platform if problems persist.

A member of the public asked whether the Council was aware that motor homes were parking permanently on Undercliff Road opposite the Fludyer's hotel and also in Langer Road car park. Members advised that a traffic order would be needed before motor homes could be moved on which would impact on visitors and residents. Car parks are the responsibility of SCDC and overnight stays are not permitted other than at the Manor Terrace car park.

**518. APOLOGIES**

Apologies for absence were received from **Cllr N Barber, Cllr C Barham and Cllr S Bloomfield, Cllr M Jepson and Cllr K Williams.**

## **519. DECLARATIONS OF INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

## **520. REQUESTS FOR DISPENSATION**

There were none.

## **521. QUESTIONS TO THE MAYOR**

There were none.

## **522. CONFIRMATION OF COUNCIL MINUTES**

**RESOLVED** that the Minutes of the Ordinary Council Meeting held on 9 January 2019 be signed by the Mayor as a true record and adopted by the Council.

## **523. MAYOR'S ANNOUNCEMENTS**

The Mayor referred to the following list of engagements:

Launch of new Defib outside Broadway House	8 January 2019
Ipswich Tigers Badminton Presentation Evening	15 January 2019
Wesel Association AGM	19 January 2019
Volunteer Police and Emergency Services Cadet Annual Parade	20 January 2019
Churches Together United Service	20 January 2019
Mayor of Ipswich Charity Burns Night	27 January 2019
Bangladeshi Support Centre Winter Health Awareness Day	29 January 2019
Memorial Service at the Felixstowe Flood Memorial	31 January 2019
Bangladeshi Support Centre/Inspire Suffolk Tigers Badminton Tournament	3 February 2019
<i>Deputy Mayor – SCDC Reception</i>	7 February 2019

Barbergh District Council Chairmans Charity Civic Reception	8 February 2019
Suffolk Chinese Family Welfare Association New Year Show	9 February 2019
Anglo Chinese Cultural Exchange Chinese New Year show 2019	10 February 2019
Felixstowe Sea Angling Society visit to view new windows provided FTC Grant Scheme	15 February 2019
Clergy Coffee Morning	20 February 2019
Burying Ceremony of the Hold Time Project capsule	28 February 2019
Mayor of Diss Civic Service	3 March 2019
Felixstowe Flyer Breakfast Meeting	6 March 2019
Interview with Felixstowe Radio	6 March 2019
White Gables Nursing Home Charity Choir Concert	9 March 2019
Mid Suffolk Chairman's Charity Concert	10 March 2019
Flying the Flag for the Commonwealth	11 March 2019
Wesel Association AGM	11 March 2019

The Mayor commented on his very successful Charity event at Bombay Nite Indian Restaurant and thanked their staff for all their hard work. He thanked everyone for supporting the event which was to help raise funds for his two charities The Laydens and The Basic Charity.

The Mayor had visited the Felixstowe Sea Angling Society where they had used grant money from the Town Council to install new windows into their club house. It was a very interesting visit and he learnt about how sea fishing had changed in Felixstowe over the years.

The Mayor was pleased to attend the opening of the new Felixstowe Chamber of Trade & Commerce trial Business Hub this morning. This was to help and support new businesses in the town.

The Mayor thanked the Deputy Mayor, Cllr Tracey Green for her supporting attending engagements on his behalf.

**It was RESOLVED that the Mayor's engagements since the previous meeting, and the above communications, be noted.**

## **524. 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 16 January 2019**
- b) Finance & General Purposes Committee 23 January 2019**
- c) Planning & Environment Committee 30 January 2019**
- d) Assets & Service Committee 6 February 2019**
- e) Planning & Environment Committee 13 February 2019**
- f) Civic & Community Committee 20 February 2019**
- g) Planning & Environment Committee 27 February 2019**
- h) Highways Advisory Committee 6 March 2019**

## **525. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

No reports received.

## **526. FELIXSTOWE FORWARD REPORT**

Council received the report of the Felixstowe Forward Change Director, Helen Greengrass.

Ms Greengrass thanked the Town Councillors for their support over the last four years.

Ms Greengrass reported that there had been 32 meetings to discuss the proposed BID with local business in the town. Interest was increasing and BID Champions have been identified to be on the working group. There are also some drop ins planned.

Ms Greengrass confirmed that their Annual Engagement Event is to be held on 18 June at the Orwell Hotel. Also the Business to Business Exhibition is to be repeated on 6 November at the Orwell Hotel to coincide with East Suffolk Business festival.

Ms Greengrass reported that the application for £30k from the Coastal Revival Fund had been successful. New information boards and a clean-up of the furniture on the Prom will shortly be in process. This has also enabled the popular Martello Coast path leaflet to be updated.

Ms Greengrass confirmed that the application from the National Lottery Fund for £43,200 for the Landguard Partnership governance review has been successful.

**It was RESOLVED that the Felixstowe Forward progress report be noted as received.**

**527. PCSO REPORT (JANUARY AND FEBRUARY 2019)**

Council received the report of the Felixstowe Partnership Funded PCSO.

**It was RESOLVED that the Felixstowe Partnership Funded PCSO report and the SNT Newsletter for the months of January and February 2019 be noted.**

**528. ACTION PLAN 2019-20**

Council considered its Action Plan for 2019-20 as recommended by the Finance & General Purposes Committee.

The Clerk drew Council's attention to a small error in the Action Plan where it referred to Personal Development Plans (PDPs), which were only relevant to staff and not Members as the published version suggested.

Council agreed that the reference to Members PDPs be replaced with 'training opportunities'.

**It was RESOLVED that, with it being amended to show PDPs as being relevant to council staff only, the Council's Action Plan for the final year of the Council's Business Plan 2016/20 be approved.**

**529. MEMBERS ALLOWANCES & EXPENSES 2019-20**

Council considered the report and policy relating to Members' Allowances, the Mayor's Allowance and reimbursement of expenses.

**In accordance with the recommendations of the Finance & General Purposes Committee (*Minute #440 of 2018//19*) it was RESOLVED that:**

- i. Council will not introduce a Basic Allowance for its Members, and the office of Town Councillor is to remain unpaid;**
- ii. the Civic Events budget 2019/20 be increased by £2,000 and should be used for any recurring Mayoral activities/Civic Events and known expenditure which would normally come from the Mayoral allowance in order that VAT can be reclaimed where appropriate;**
- iii. the Members Expenses budget 2019/20 be increased by £1,000 to enable the Mayor to claim for travel/receipted expenditure in accordance with HMRC guidance;**
- iv. the Mayor's Allowance for 2019/20 be reduced from £6,000 to a total of £3,000 for the purpose of defraying other costs associated with the office of Mayor, with payment made following approval at Annual Council, on the basis of PAYE through the Council's payroll system; and,**

- v. **the Members' Allowances & Expenses Policy incorporating the above and enabling the Mayor (and Deputy Mayor as required) to be reimbursed for tax-deductible out-of-pocket expenses be approved as presented.**

### **530. HIGHWAYS ADVISORY COMMITTEE**

Council considered the report and recommendations of the Highways Advisory Committee, as presented by the Chairman of the Committee.

**Council RESOLVED to:**

- i. **formally dissolve the Highways Advisory Committee at the end of the 2018/19 Municipal Year;**
- ii. **instructed the Finance & General Purposes Committee to make provisions for the consideration for appropriate highway matters within the scope of the Planning & Environment Committee's Terms of Reference as part of its review of all Terms of Reference before they are recommended to Annual Council in May 2019;**
- iii. **approve the Minutes of the Highways Advisory Committee meeting held on 6 March 2019 as presented earlier and authorised the Mayor to sign them as a true record.**

### **531. FELIXSTOWE PLAY AREA PROJECT**

Council considered the report on the Felixstowe Play Area Project as presented by the Chairman of the Civic & Community Committee and the recommendations therein.

**It was RESOLVED that:**

- i. **the application and acceptance of Enabling Communities Grant funding for £6,481.99 for the purposes of the Play Area Project be approved;**
- ii. **expenditure towards the project of £27,807.79 and £27,000 respectively from the Town Council's CIL and Play Equipment Earmarked Reserves be authorised;**
- iii. **the underspend from the Occasional Grants budget totalling £5,938 be authorised to be put towards the project; and,**
- iv. **the principle of divesting the ownership of the Gosford Way play area/open space and Allenby Park from the District Council to the Town Council, be approved, pending project completion and subject to the Council's satisfactory consideration of all other relevant matters.**

### **532. SCDC/FTC WORKING GROUP**

Council considered the report of the SCDC/FTC Joint Working Group. Following a discussion it was agreed once the new East Suffolk Council is adopted the working group should instead be named the Felixstowe Town Council/East Suffolk Council Joint Forum.

**It was RESOLVED that the report of the SCDC/FTC Joint Working Group be noted as received.**

### **533. FELIXSTOWE PIER PLAZA IMPROVEMENT**

Council considered the report on a project being promoted by Pier Amusements Felixstowe Ltd. (PAFL) and a District Councillor to sandblast clean the block paving within the Pier Plaza area.

It was noted that the Town Council was invited to apply for a grant from the District Councillor's Enabling Communities Budget to enable the project to be completed at no net cost to the Town Council.

Following a discussion it was agreed that Council would support the opportunity.

**It was therefore RESOLVED that:**

- i. an application for £1,700 from Cllr A Smith's SCDC Enabling Communities Budget be made; and,**
- ii. on receipt of this grant and corresponding invoice from PAFL the expenditure to enable these works to the Pier Plaza to be undertaken be authorised.**

### **534. INSURANCE ARRANGEMENTS**

Council considered its insurance arrangements for 2019/20 as per the recommendation of the 23 January 2019 Finance & General Purposes Committee (*Minute #439 of 2018/19 refers*).

**RESOLVED that the arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2019/20.**

### **535. INVESTMENT POLICY & STRATEGY 2019/20**

Council considered its Annual Investment Policy & Strategy for 2019/20 as recommended by the 23 January 2019 Finance & General Purposes Committee which had been updated to reflect current investments (*Minute #438 of 2018/19 refers*).

**RESOLVED that the Investment Policy & Strategy for 2019/20 be approved and adopted as presented in the report.**

### **536. OCCASIONAL GRANTS POLICY 2019/20**

Council considered the Occasional Grants Policy as recommended by the 20 February 2019 Civic & Community Committee (*Minute #491 of 2018/19 refers*). Members agreed to change the eligibility criteria wording to read: "Ongoing revenue expenditure, such as rent, utility bills, wages, insurance costs; other than to enable the start-up of a new initiative or in other exceptional circumstances."

**RESOLVED** that, subject to updating the eligibility criteria as discussed, the Occasional Grants Policy for 2019/20 be approved and adopted as presented in the report.

### **537. PRESS & MEDIA POLICY 2019/20**

Council considered the Press & Media Policy as recommended by the 20 February 2019 Civic & Community Committee (*Minute #492 of 2018/19 refers*).

**RESOLVED** that the Press & Media Policy for 2019/20 be approved and adopted as presented in the report.

### **538. 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>
15/01/2019	369 – 402	£13,600.43
30/01/2019	403 – 420	£37,594.83
19/02/2019	421 – 440	£7,601.46
28/02/2019	441 – 450	£35,575.41
	<b>TOTAL</b>	<b>£94,372.13</b>

### **539. CLOSURE**

The meeting was closed at 9.12pm. It was noted that the next meeting was the Annual Council Meeting at Felixstowe Town Hall, 7pm Wednesday 15 May 2019.

It was also noted that the Annual Town Meeting would be held at Felixstowe Academy at 7pm on Wednesday 8 May 2019.

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

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