

MINUTES of the **ANNUAL COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 20 May 2015 at 7.30pm

PRESENT: Cllr G Newman (Outgoing Town Mayor) Cllr Jan Garfield
Cllr D Savage (Deputy Mayor) Cllr Jon Garfield
Cllr S Bird Cllr T Green
Cllr S Bloomfield Cllr A Smith
Cllr P Coleman Cllr S Wiles
Cllr M Deacon Cllr J Vartan
Cllr S Gallant

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs L Monsen (Mayor's Secretary)
Mrs R Jones (Estates Officer)
Mrs D Frost (Finance Administration Officer)
Mrs S Faversham (Cemetery & Allotments Officer)

IN ATTENDANCE: 13 members of the Public.

PRAYERS

The meeting was preceded with prayers by Rev. Diane Smith, Trinity Methodist Church, Felixstowe.

1. ELECTION OF TOWN MAYOR

Town Mayor, Cllr Graham Newman, in the chair.

It was proposed by Cllr A Smith, seconded by Cllr S Wiles, that Cllr D Savage be elected as Town Mayor for the ensuing Municipal Year.

Following a vote it was RESOLVED that Cllr D Savage be elected Town Mayor for the ensuing Municipal Year 2015-16.

Cllr Savage was invested with the Mayor's Chain of Office and duly read out and signed the Declaration of Acceptance of Office.

Town Mayor, Cllr Doreen Savage, in the chair.

Councillor Savage thanked Cllrs A Smith and S Wiles for nominating her to the office of Mayor for 2015/16 and paid tribute to the outgoing Mayor, Cllr Graham Newman, for his year in office and fundraising efforts in support of his charities.

In her incoming announcement, the Mayor welcomed those Members who had been newly elected to the Town Council and those that had been re-elected. The Mayor named her charities for the Municipal Year 2015-16 as being the Felixstowe Sea Cadets and Felixstowe Citizens Advice Bureau.

The Mayor appointed Mrs Peggy Osborne as her escort.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr D Savage, seconded by Cllr G Newman, that Cllr Jan Garfield be elected as Deputy Mayor for the ensuing Municipal Year.

Following a vote it was RESOLVED that Cllr Jan Garfield be elected Deputy Mayor for the ensuing Municipal Year 2015-16.

Addressing the Council, the Deputy Mayor thanked Cllrs D Savage and G Newman for nominating her to the office and stated that she would do her best to support the Mayor during her term in office.

The Deputy Mayor appointed Cllr Jon Garfield as her consort.

3. COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE

Council RESOLVED to note that all Councillors had signed their statutory Declaration of Acceptance of Office as Members of Felixstowe Town Council prior to the meeting before the Town Clerk as the Proper Officer.

4. APOLOGIES

Apologies for absence were recorded from **Cllr N Barber, Cllr C Barham and Cllr K Williams**. It was noted that Cllr K Williams was attending the Queen's garden party at Buckingham Palace.

5. DECLARATIONS OF INTERESTS

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

It was RESOLVED that, for those Town Councillors attending meetings of the Town Council and its Committees who are also Members of Suffolk Coastal District Council or Suffolk County Council, their Local Non-Pecuniary Interest in this regard would be automatically recorded at each applicable meeting.

6. REQUESTS FOR DISPENSATION

There were none.

7. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 1 April 2015 be signed by the Mayor as a true record and adopted by the Council.

8. MINUTES OF COMMITTEE MEETINGS

Chairman of the Committee for 2014-15, Cllr A Smith, presented the Minutes of Council's Plans Committee meetings to Council:

It was **RESOLVED** that, subject to recording a Local Non-Pecuniary Interest for Cllr M Deacon in item 611 of the Plans Committee 8 April 2015, the Minutes of the following meetings be noted as received and adopted:

- a) Plans Committee 25 March 2015
- b) Plans Committee 8 April 2015
- c) Plans Committee 22 April 2015
- d) Plans Committee 6 May 2015

9. DELEGATION ARRANGEMENTS

Council reviewed those powers delegated to the Town Clerk in 2014-15 and considered proposed amendments for 2015-16.

It was **RESOLVED** that the scheme of powers delegated to the Town Clerk be approved as presented in the report and appended to the Minute Book 2015-16.

10. COUNCIL GOVERNANCE 2015/16

It was **RESOLVED** that the following governance documents be adopted by Council as presented in the report and appended to the Minute Book 2015-16:

- a) Terms of Reference 2015-16
- b) Standing Orders 2015-16
- c) Financial Regulations 2015-16
- d) Meeting Schedule 2015-16

11. APPOINTMENTS TO COMMITTEES

The Mayor referred Council to a schedule of proposed appointments to Council's Committees which had been tabled at the meeting.

It was noted that the Town Mayor was an ex-officio Member of all Committees with full voting rights unless otherwise formally appointed as a Councillor.

It was **RESOLVED** that membership of Committees, Chairmen and Vice-Chairmen be as follows for the ensuing Municipal Year 2015/16:

FINANCE & GENERAL PURPOSES COMMITTEE (12 Members)

Cllr Graham Newman (Chairman)

Cllr Stuart Bird (Vice-Chairman)

Cllr Doreen Savage (*ex-officio as Chairman of Civic & Community Committee*)

Cllr Nick Barber (*ex-officio as Chairman of Assets & Services Committee*)

Cllr Steve Gallant

Cllr Andy Smith

Cllr Christina Barham

Cllr Jan Garfield

Cllr Steve Bloomfield

Cllr Steve Wiles

Cllr Mike Deacon

Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (10 Members)

Cllr Doreen Savage (Chairman)

Cllr Steve Gallant (Vice-Chairman)

Cllr Steve Wiles

Cllr Peter Coleman

Cllr Jon Garfield

Cllr Josh Vartan

Cllr Christina Barham

Cllr Tracey Green

Cllr Steve Bloomfield

Cllr Kimberley Williams

ASSETS & SERVICES COMMITTEE (10 Members)

Cllr Nick Barber (Chairman)

Cllr Jan Garfield (Vice-Chairman)

Cllr Peter Coleman

Cllr Jon Garfield

Cllr Andy Smith

Cllr Josh Vartan

Cllr Stuart Bird

Cllr Tracey Green

Cllr Graham Newman

Cllr Mike Deacon

PLANNING & ENVIRONMENT COMMITTEE (10 Members)

Cllr Andy Smith (Chairman)

Cllr Jon Garfield (Vice-Chairman)

Cllr Nick Barber

Cllr Steve Gallant

Cllr Doreen Savage

Cllr Steve Wiles

Cllr Stuart Bird

Cllr Graham Newman

Cllr Jan Garfield

Cllr Kimberley Williams

PERSONNEL COMMITTEE (5 Members)

Cllr Doreen Savage (*Chairman - ex-officio as Town Mayor for 2015/16*)
Cllr Jan Garfield (*Vice Chairman – ex-officio as Deputy Mayor for 2015/16*)
Cllr Graham Newman (*ex-officio as Town Mayor for 2014/15*)
Cllr Tracey Green
Cllr Kimberley Williams

APPEALS COMMITTEE (5 Members)

Cllr Andy Smith (Chairman)
Cllr Steve Gallant (Vice-Chairman)
Cllr Nick Barber
Cllr Jon Garfield
Cllr Mike Deacon

HIGHWAYS ADVISORY COMMITTEE (3 FTC Members)

Cllr Steve Wiles
Cllr Jon Garfield
Cllr Steve Gallant

YOUTH FORUM (3 FTC Members)

Cllr Doreen Savage
Cllr Josh Vartan
Cllr Christina Barham

12. APPOINTMENTS TO OUTSIDE BODIES

The Mayor referred Council to a schedule of proposed appointments to Outside Bodies which had been tabled at the meeting. The nominations incorporated the addition of three other Outside Bodies – Level Two Youth Project (2 FTC representatives), Freight Quality Partnership (1 FTC representative) and the Fairtrade Forum (1 FTC representative) which had not been included in the schedule in the agenda report.

In consideration of the nominations, it was noted that Cllr S Gallant was expected to be appointed as a Suffolk Coastal District Council representative to the Felixstowe Peninsula Area Action Plan Working Group. It was proposed and duly seconded that, provided that Cllr S Gallant's appointment to this group be confirmed by SCDC, Cllr K Williams to be appointed as a Town Council representative to in his place. It was further proposed that, should Cllr S Gallant not be appointed by SCDC, the appointment of the Town Council representatives to the Felixstowe Peninsula AAP Working Group be delegated to the Clerk, in consultation with Cllr A Smith and Cllr M Deacon.

Subject to the arrangements provided in the approved proposal above, it was therefore RESOLVED that the Felixstowe Town Council Members be appointed to Outside Bodies for the ensuing Municipal Year 2015/16 as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Jan Garfield 2. Cllr Doreen Savage
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Felixstowe Forward	1. Cllr Doreen Savage 2. Cllr Steve Gallant
Suffolk Libraries Industrial and Provident Society (IPS)	1. Cllr Tracey Green
Felixstowe Nightsafe	1. Cllr Steve Gallant
Felixstowe Old People's Welfare Association	1. Cllr Jan Garfield Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr Andy Smith 2. Cllr Doreen Savage 3. Cllr Mike Deacon
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon 2. Cllr Doreen Savage Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Jon Garfield 3. Cllr Steve Wiles Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Jon Garfield
Haven Ports Welfare	1. Cllr Mike Deacon
Landguard Partnership	1. Cllr Doreen Savage
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Jan Garfield 2. Town Mayor (<i>ex-officio</i>) 3. Town Clerk (<i>ex-officio</i>)
Safer Neighbourhood Team	1. Cllr Jan Garfield 2. Cllr Doreen Savage 3. Cllr Kimberley Williams 4. Cllr Nick Barber 5. Cllr Steve Gallant
Emergency Schemes	1. Cllr Steve Gallant 2. Cllr Andy Smith
Felixstowe Peninsula Area Action Plan Working Group	1. Cllr Jan Garfield 2. Cllr Stuart Bird 3. Cllr Steve Wiles 4. Cllr Kimberley Williams 5. Town Clerk
Level Two Youth Project	1. Cllr Josh Vartan 2. Cllr Christina Barham
Freight Quality Partnership	1. Cllr Andy Smith
Fairtrade Forum	1. Cllr Jon Garfield

<p>Felixstowe Combined Charities (comprising the De la Roche and Felixstowe Widows Charity, Felixstowe War Memorial Cottages and King George VI Coronation Memorial Homes)</p>	<p>None new appointments required at this time, trustees are:</p> <ol style="list-style-type: none"> 1. Mike Stokell 2. Cllr Jon Garfield 3. Joan Sennington 4. Norman Berry (<i>via Rotary</i>) 5. Revd. Caroline Allen (<i>ex-officio as Vicar of Walton Church</i>) 6. Cllr John Goodwin (<i>ex-officio as President of Royal British Legion</i>)
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13. AUTHORISATION OF SIGNATORIES

RESOLVED that Council's Authorised Signatories be appointed as follows:

BANK SIGNATORIES

Cllr Doreen Savage
Cllr Jan Garfield
Cllr Graham Newman
Cllr Stuart Bird
Cllr Andy Smith
Cllr Jon Garfield

QUARTERLY BANK RECONCILIATION SIGNATORY

Cllr Nick Barber

OPEN CREDIT AGREEMENT

RFO plus Finance Administration Officer and Cemetery & Allotments Officer are authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

14. REVIEW OF ASSET REGISTER

It was **RESOLVED** that the Council's Asset Register be approved as presented and appended to the Minute Book 2015-16.

15. REVIEW OF INSURANCE PROVISION

Following a review of the insurance provision as presented in the agenda report, it was **RESOLVED** that the adequacy of arrangements for insurance cover in respect of all insured risks be confirmed for 2015-16.

16. REVIEW OF SUBSCRIPTIONS

Following a review of subscriptions to organisations it was **RESOLVED** that the subscriptions for 2015-16 be approved as presented in the agenda report.

17. COUNCIL COMPLAINTS PROCEDURE

It was **RESOLVED** that the Council's Complaint Procedure be approved and adopted without amendment for 2015-16.

18. FREEDOM OF INFORMATION

It was **RESOLVED** that the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 be approved and adopted without amendment for 2015-16.

19. PRESS & MEDIA POLICY

It was **RESOLVED** that the Council's Press & Media Policy be approved and adopted without amendment for 2015-16.

20. ACCOUNTS FOR PAYMENT

Council noted that the schedule included the transfer of £200,000 on 10 April 2015 to a one-year fixed term bond with Nationwide at an interest rate of 1.2%, in accordance with Minute #409 of 2014/15.

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

Date	Voucher Nos.	Total Payment
25/03/2015	286 – 305	£50,036.21
31/03/2015	306 - 325	£34,528.28
	Sub-Total 2014/15	£84,564.49
10/04/2015	1 - 17	£204,921.73
22/04/2015	18 - 30	£13,341.44
06/05/2015	31 - 51	£35,632.87
	Sub-Total 2015/16	£253,896.04
	TOTAL	£338,460.53

21. CLOSURE

The meeting was closed at 8.17pm. It was noted that the next Ordinary Meeting was scheduled for 10 June 2015 at 7.30pm.

Date: _____

Town Mayor: _____