

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 24 September 2014 at 7.30pm

PRESENT: Cllr G Newman (Town Mayor) Cllr D Savage (Deputy Mayor)
 Cllr A Smith Cllr M Deacon
 Cllr Jon Garfield Cllr Jan Garfield
 Cllr S Bird Cllr M Walker
 Cllr C Webb Cllr N Barber
 Cllr M Sharman Cllr M Morris
 Cllr J Sennington Cllr K Williams

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

IN ATTENDANCE: One member of the Press, 10 members of the Public.

Prior to opening the meeting the Mayor advised that in order to meet the requirement of the Openness of Local Government Bodies Regulations 2014, Standing Order 3(I) would be suspended.

PUBLIC QUESTIONS

In response to a question on whether Council was likely to be supportive of a planning application for development of up 500 homes in Felixstowe, the Mayor advised that Council's Plans Committee could only comment on planning applications once they had been submitted.

In response to a public question on any potential closure of the Tourist Information Centre, the Mayor advised that the Council was to consider an item relating to this within the agenda for the evening's meeting.

PRAYERS

The meeting was preceded with prayers by Rev. Mark Reid, Maidstone Road Baptist Church.

280. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C Slemmings and Cllr M Stokell.

281. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Councillors S Bird, M Morris, D Savage, J Sennington, M Sharman, A Smith, K Williams and Jan Garfield each declared a Local Non-Pecuniary Interest in all items on the agenda as Members of Suffolk Coastal District Council.

Councillors N Barber and G Newman each declared a Local Non-Pecuniary Interest in all items on the agenda as Members of Suffolk County Council.

282. REQUESTS FOR DISPENSATIONS

There were none.

283. QUESTIONS TO THE MAYOR

There were none.

284. MINUTES OF THE PREVIOUS MEETING

It was RESOLVED that the Minutes of the Ordinary Meeting of the Council held on 6th August 2014 be signed by the Mayor as a true record and adopted by the Council.

285. MAYOR'S COMMUNICATIONS

The Mayor referred to a list of engagements: 08.08.14 – Salzwedel Association BBQ, 09.08.14 – Mayor's Charity 1940s Afternoon Tea, 10.08.14 – Garden Open Day for Age Concern, 13.08.14 – Felixstowe Photographic Society Summer Exhibition, Deputy Mayor, 13.08.14 – 19.08.14 Mayor's 100 mile Charity Walk, 20.08.14 – Opening of Mural at Briarfield Care Home, Deputy Mayor, 30.08.14 – Opening of Leopold Nursing Home Summer Fete, 07.09.14 – Opening of Art on the Prom, 07.09.14 – Welcome Service for Newly Appointed Minister to Trinity Methodist Church, Seaton Road, Kirton and Trimley, 10.09.14 – Felixstowe Fuchsia Prize Giving, 12.09.14 – Official Opening of the Heritage Weekend, 16.09.14 – Felixstowe in Flower Awards, 18.09.14-22.09.14 Civic Visit to Wesel to celebrate the 40th Anniversary of the twinning with Wesel.

The Mayor commented on the success of the recent Heritage Open Days, when the Town Hall had been open to the public and a presentation on the history of the hall delivered.

The Mayor thanked fellow Councillors and staff for the coordinated response to the recently cancelled Gypsy and Traveller Short Stay Stopping Sites consultation.

286. MINUTES OF COMMITTEE AND SUB-COMMITTEE MEETINGS

The Mayor invited Cllr A Smith, Chairman of Council's Plans Committee, to give a verbal update on recent Plans Committee meetings.

Members were invited to comment on any matters contained within the minutes of the meetings presented to Council.

It was RESOLVED that:

The Minutes of the following meetings be noted as received:

- a) Plans Committee – 6 and 20 August, 3 and 17 September 2014**
- b) Finance Sub-Committee – 20 August 2014**

287. OUTSIDE BODIES

Council received the following report from Cllr J Sennington on the Felixstowe District Nightsafe Partnership:

The Felixstowe Nightsafe Partnership meets at quarterly intervals and meetings are held in one or another of the licensed premises. The committee is made up of representatives of most of the night-time economy businesses (pubs, clubs, members' clubs and some restaurants and take-away outlets in the town and Trimley). It is well attended and is supported by a Police Community Safety Officer, Suffolk Coastal CSO and Licensing Officers. A representative of the Street Pastors usually attends. I attend as Felixstowe Town Council representative.

The group also has a sub-committee made up of responsible members who are asked to decide on banning issues. The partnership has worked well, receives important advice, information and updates of any changes in licensing laws etc. The Community Safety Officer is always available to offer advice and act on any problems the group may have.

The Suffolk Coastal CSO ensures the group is aware of sessions available in conflict management training and other useful training courses and encourages attendance where possible.

The number of licensed premises signed up to the scheme has slowly grown as licensees become more and more aware of the necessity of supporting each other during the later hours of the night-time economy.

Council noted the report and concerns expressed by Members on the lack of a more senior Police presence at the District Nightsafe Partnership meetings. The Clerk was asked to liaise with Cllr J Sennington and write to the Police and Crime Commissioner to request that a more senior Police Officer attend the Partnership meetings.

288. ACCOUNTS AND AUDITS 2013/14

Council noted that the External Audit for the Financial Year 2013/14 had been completed with no formal matters raised. Follow up action had been taken by the Clerk to address two issues raised in the supplementary report and Members heard that the minute book for 2014/15 was up to date, appropriately signed and initialled with pages numbered consecutively, in accordance with the Local Government Act 1972, Sch 12, Para. 41(2).

Members recorded a vote of thanks to the Town Clerk, Interim Clerk and staff for their work in achieving an unqualified audit.

It was RESOLVED that:

- i. The Annual Return be approved and accepted as presented;**

- ii. **The Issues Arising Report be noted and that the actions taken by the Clerk in order to address the matters raised be approved; and,**
- iii. **It be noted that, in accordance with the Audit Commission Act 1998 Accounts and Audit (England) Regulations 2011, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 13th – 28th August 2014.**

289 LEISURE STRATEGY – DRAFT OPEN SPACE, SPORTS AND PITCH ASSESSMENTS

Council considered the process for reviewing the above assessments and submitting comments by 30 September 2014.

It was RESOLVED that authority be delegated to the Town Clerk, Cllr M Sharman and Cllr D Savage to respond on behalf of the Council.

290. BOUNDARY COMMISSION REVIEW

Council noted the report of the Boundary Commission Review where it related to wards within Felixstowe.

Members considered the venues proposed as polling stations for Felixstowe to be suitable for the required purposes. The locations were deemed to be sensible and Members were pleased to note that no schools were listed as this would mean that elections would no longer disturb the school day. Members advised that doors should be held open for accessibility to St John's Meeting Room, Orwell Road in the South Ward.

It was therefore RESOLVED that:

- i. **The Final Recommendations of the Boundary Commission Review of local wards be noted; and,**
- ii. **The Clerk be instructed to pass on Council's comments on the location of Polling Stations in Felixstowe to Suffolk Coastal District Council.**

291. RESTORATION OF COUNCIL ARTWORK

Council noted that £2,329 had been received following the sale of surplus artwork at auction.

It was RESOLVED that:

- i. **Expenditure to restore various paintings and pictures owned by the Council be authorised in accordance with Minute 437 2013/14 to a limit of £2,329; and,**
- ii. **Any remaining funds to be transferred to Council's Earmarked Reserve 900/9025 'Repairs & Renewals' at year end.**

292. CIVIC REGALIA

Council considered repairs required to restore the Civic Regalia.

It was RESOLVED that:

- i. Expenditure of up to £500 be authorised in order to repair the Deputy Mayor's badge of office;**
- ii. Expenditure of up to £2,000 be authorised in order to repair the Mayor's Chain of office; and,**
- iii. Funding for the above items be approved from Council's Earmarked Reserve 900/9025 'Repairs & Renewals'**

293. SEAFRONT FLAGS

Council considered the removal of the flags on the seafront. Though Members commented that the flags had been a positive addition to the seafront during the FIFA World Cup, they had been installed on a temporary basis and due to recent deterioration they would now need to be removed.

It was RESOLVED that funding for removal of the seafront flags be approved from Council's Earmarked Reserve 900/9015 'Enhancement & Promotional' to the value of £1,200.

294. RECOMMENDATIONS FROM FINANCE & GENERAL PURPOSES COMMITTEE

Council considered recommendations from the Finance & General Purposes Committee as detailed in the report.

It was RESOLVED that:

- i. The total cost of providing litter and dog waste bins of £428.00 (as per Minute 161, Recreation & Amenities Sub-Committee) to be funded from Council's 'Recycling Credits Reserve' fund;**
- ii. Expenditure from the 'Recycling Credits' reserve fund for the removal of the spoil heap at the Cemetery, to a maximum of £1,200 be approved (as per Minute 169, Cemetery & Allotment Committee); and,**
- iii. Approval to fund the software for the digitisation and computerisation of Cemetery records from the 'IT Computer Replacement Fund' be deferred to the next Ordinary Meeting.**

295. HERITAGE LISTING OF 91-95 UNDERCLIFF ROAD WEST

Following a debate it was moved that the Council apply for National Heritage Listing of 91-95 Undercliff Road West, as referred from Finance & General Purposes Committee of 17 September 2014 (Minute 276). On a majority vote the motion was carried.

It was therefore RESOLVED that the Council make an application for English National Heritage Listing of 91-94 Undercliff Road West.

296. FELIXSTOWE TOURIST INFORMATION CENTRE – MOTION FROM CLLR M SHARMAN

Council considered a Motion from Cllr M Sharman. Following a debate it was moved that the motion be adopted as presented and a recorded vote was requested.

On the proposal that the Motion be adopted as presented all Members present voted in favour.

It was therefore RESOLVED that the motion be adopted and submitted to Suffolk Coastal District Council as follows:

Felixstowe Town Council recognises that the existing Felixstowe Tourist Information Centre in its present location provides a first class service both to local people and to visitors and has done so on Felixstowe seafront for at least eighty years.

The Town Council accordingly asks Suffolk Coastal District Council to ensure that in the event of a relocation of Felixstowe Tourist Information Centre that there is no reduction in the days and hours of opening or in the services that it currently provides.

297. TRIM TRAIL – FORMER DONKEY RIDES SITE

Council received an update from Cllr A Smith and the Town Clerk on the proposal for a Trim Trail on the former Donkey Rides site.

It was noted that Suffolk Coastal District Council had agreed to support the project in principle, on the basis of licensing the use of the land to the Town Council for the purposes described. The Town Clerk was working in partnership with officers from the District Council in order that the project be progressed.

It was RESOLVED that the Town Clerk be delegated the authority to take any necessary action to progress the project and report back to Council in due course.

298. TOWN COUNCIL WEBSITE

Council considered its website and the proposals put forward to improve the current site.

It was RESOLVED that:

- i. Council would seek to provide an improved website in line with the aspirations set out in the report;**
- ii. The Clerk be instructed to invite quotations from three web design companies, to include the Council's current provider and a local design company if possible; and,**
- iii. The Clerk to bring an update report for Council to consider once quotations had been received.**

299. DATA RETENTION POLICY

It was RESOLVED that the Data Retention Policy be adopted as presented with immediate effect.

300. TOWN HALL CHRISTMAS TO NEW YEAR CLOSURE HOURS

In response to a Member's question, the Clerk confirmed that staff would be required to use their Annual Leave entitlement in order to take time off over the Christmas period.

It was RESOLVED that the Town Hall be closed to the public from Wednesday 24 December 2014 and reopen on Monday 5 January 2015.

301. ACCOUNTS FOR PAYMENT

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

Date	Cheque Numbers	Amount £
29/07/2014	2794 - 2798	£790.95
05/08/2014	2799 – 2808	£12,091.00
20/08/2014	2809 – 2825	£5,260.97
02/09/2014	1-10	£13,359.53
22/07/14-31/8/2014	11-26	£36,607.90
17/09/2014	27-46	£9,517.76
	TOTAL	£77,628.11

302. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

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

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

303. STAFFING MATTERS

Members considered a report relating to contracted weekly hours and overtime accrued by a member of the Council's staff in recent weeks.

It was RESOLVED that:

- i. Payment of 12 hours at plain time be approved for the staff member;**
- ii. The remaining balance of 26 hours worked be taken as TOIL (Time Off In Lieu) at such times as may be approved by the Town Clerk; and,**
- iii. Personnel Committee be requested to consider and decide any proposal to revise terms and conditions, including contracted weekly hours, for this and other staff members as it deems appropriate within the current year budget.**

304. CLOSURE

The meeting was closed at 10.30pm. It was noted that the next Ordinary Meeting was scheduled for 3rd December 2014 at 7.30pm.

Date: _____

Town Mayor: _____