

FELIXSTOWE TOWN COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL

Held on Wednesday 4th June 2014 at Felixstowe Town Hall

Present: Councillors Graham Newman (Mayor), Barber, Bird, Morris, Savage, Sennington, Sharman, Slemmings, Smith, Walker, Webb and Williams.

Also present: Ten members of the public.

63. PUBLIC QUESTION TIME

A member of the public sought clarification regarding perceived financial mismanagement including the overpayment of staff. The Mayor read a statement confirming that all overpayments had been identified and reclaimed excepting one related to a member of staff who had left the service of the Council and that this would be pursued. In line with guidelines and legislation, individual staff salaries at the levels concerned were not published. Regarding other, more detailed, queries, these were properly referred to the Town Clerk for detailed written response.

With the agreement of the Meeting, the Mayor suspended proceedings at 7.30 to allow input from members of the public who had, through no fault of their own, arrived late.

Advice was sought as to how residents of Undercliff Road and the surrounding area could voice their concerns regarding the noise of the Felixstowe Carnival and the music planned during the weekend. The Mayor invited Councillor Sennington to respond. Councillor Sennington said that she, along with Cllr Peter Coleman representing Suffolk County Council, was working on behalf of the residents and taking their concerns to Suffolk Coastal District Council which holds statutory responsibility for the relevant music license. Councillor Barber, as chair of the Felixstowe Carnival Association, pointed out that there is standing permission for at least 2 such events *per annum* and undertook to speak with concerned residents outside of the meeting.

A member of the public asked if the Town Council was minded to provide more cycle routes around Felixstowe especially around the town centre and Old Felixstowe. The Mayor pointed out that, in initiatives linked to the opening of the new Academy, cycle routes had been widened and further improvements were in the pipeline. Councillor Walker reported that the Shared Space Scheme in the town was a great success and very popular to the extent that, at weekends, all available spaces were regularly filled.

The Meeting reconvened at 7.37

64. PRAYERS

The meeting was opened with prayers by Captain Richard Walters, Salvation Army.

65. APOLOGIES

Apologies for absence were received from Councillors Deacon, Jan Garfield, Jon Garfield and Stokell.

66. DECLARATIONS OF INTEREST

Councillors Bird, Morris, Savage, Sennington, Sharman, Slemmings, Smith and Williams each declared a Local Non Pecuniary Interest as Members of Suffolk Coastal District Council.

Councillors Barber and Newman each declared a Local Non Pecuniary Interest as Members of Suffolk County Council.

Councillors Morris and Savage each declared a Local Non Pecuniary Interest as Members of the Salzwedel Association

Councillor Newman, Savage and Sennington each declared a Local Non Pecuniary Interest as Trustees of the Citizens Advice Bureau.

Councillor Barber declared a Local Non Pecuniary Interest as Chairman of Felixstowe Carnival.

67. REQUESTS FOR DISPENSATIONS FOR COUNCILLORS WITH A PECUNIARY INTEREST

No requests for dispensation had been received.

68. QUESTIONS TO THE MAYOR

No Members had tabled any questions for the Mayor.

69. MINUTES OF THE MEETING OF THE RECONVENED ANNUAL GENERAL MEETING HELD ON 21ST MAY 2014

The minutes of the reconvened Annual General Meeting of the Council held on 21st May 2014 were confirmed as a true record by those present and the Chairman was authorised to sign them accordingly.

70. MAYOR'S COMMUNICATIONS

The Mayor referred to a list of engagements: 09.05.2014 – Women's Cycle Tour, Felixstowe; 10.05.14 – Start the Scout Jamboree Walk; 10.05.14 – FOPWA Annual Anniversary Tea Party; 11.05.14 – Women's Cycle Tour, Bury St Edmunds; 14.05.14 – Inner Wheel 75th Anniversary Luncheon; 14.05.14 - Level2 AGM; 18.05.14 – Aldeburgh Mayor's Parade; 18.05.14 – Southwold Civic Service; 23.05.14 – Art Exhibition at Studio Bushfire; 24.05.14 – Open Beer Festival, White Horse Public House; 27.05.14 – Presentation to Felixstowe Branch of the RNLI.

The Mayor welcomed Peter Dow, Clerk to the Elmswell Parish Council who was substituting for the Interim Town Clerk and thanked him for agreeing to clerk the meeting.

The Mayor tabled a confidential report from Peter Jaggard MCIAT of Bury St Edmunds who had been engaged by Council to advise on tenders relating to the proposed bay window, roof and miscellaneous internal works to the Town Hall. In light of the urgency of the works, which must be executed prior to a June wedding, of the specialist nature of the contract and of the failure of 2 of the invited tenderers to quote, despite reminders, it was proposed by Cllr Savage, Seconded by Cllr Barber and

unanimously agreed that the one quote received, that from Messrs ING Building Ltd in the sum of £4,315.00 net of VAT, should, in line with the recommendation of Mr Jaggard, be accepted.

71. PLANS COMMITTEE

The receipt of the minutes of the meetings of the Plans Committee held on 14th May and 28th May 2014, which were on the table, was noted.

72. FINANCE AND GENERAL PURPOSES COMMITTEE

The receipt of the minutes covering items 38 - 51 of the meeting held on 21st May was noted with an amendment to remove the Highways Advisory Committee from the Committee list as it is an external body.

At this point, at 7.30, the Mayor, with the agreement of the Meeting, suspended the proceedings to allow further Members of the Public to join the meeting. Public Question Time was re-opened, as recorded above, and the Meeting resumed at 7.37.

73. TO CONSIDER THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE THAT THE DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES AND THE TERMS OF REFERENCE FOR COMMITTEES BE AMENDED

The following Amendments to the Finance & General Purpose Committee recommendation were agreed as follows:

1. Cllr Smith tabled proposed amendments to various specific elements of the texts to Agenda items 8,9 &10 which included the proposal that; '*Standing order 4 be amended accordingly in respect of Council committees*'. On the advice of the Acting Clerk, under Standing Order 27a it was Proposed by Cllr Williams, Seconded by Cllr Newman and agreed unanimously that Standing order 27b be suspended in relation to Agenda item 9, thus reflecting the clear wish of the Meeting that Cllr Smith's amendment could, legitimately, be tabled.
2. That the Constitution of the Planning Committee be changed to read, '*The Mayor (ex officio) and a maximum of 10 Councillors (maximum 11)*'.
3. That the Constitution of the Personnel Committee be changed to read, '*The Mayor (ex officio) shall be Chairman of the Personnel Committee*'.
4. That the Constitution of the Town Members' Committee be changed to read, '*Those Councillors who are not Members of Suffolk Coastal District Council*'.
5. That the Constitution of the Appeals Committee be changed to read, '*5 Councillors, who are not Members of the Personnel Committee*'.
6. That the Constitution of the Finance & General Purpose Committee be changed to read, '*A maximum of 15 Councillors*'.
7. Members agreed that, as a separate stand-alone entity independent of Council, the Highways Advisory Committee is an external body to which Council makes appointments and should, accordingly, be deleted from the list of Committees. It was further agreed that appointments be duly made to that committee and that Cllrs Jon Garfield, Morris and Smith should represent Council.

74. TO CONFIRM THE APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES AND TO ANY NEW COMMITTEES IN ACCORDANCE WITH STANDING ORDER 4 INCLUDING THE APPOINTMENT OF COMMITTEE CHAIRS AND VICE-CHAIRS

Members agreed the following appointments;

- a. **Cemetery and Allotment Committee** . Councillors Jan Garfield, Morris, Walker (Vice Chairman), Sennington, Sharman, Stokell and Webb (Chairman).
- b. **Plans Committee**. Councillors Bird, Deacon, Jon Garfield, Morris, Savage, Sennington, Smith (Chairman), Stokell (Vice Chairman), Webb, Williams and the Mayor of the Town Council (ex officio).
- c. **Premises Committee**. Councillors Jon Garfield, Morris, Sennington, Smith, Stokell (Chairman) , Walker and Webb (Vice Chairman).
- d. **Personnel Committee**. Councillors Deacon, Newman (Mayor Ex Officio, Chairman), Jan Garfield, Savage and Williams (Vice Chairman)
- e. **Town Members Committee**. Councillors Barber, Jon Garfield, Newman, Stokell (Chairman), Walker and Webb (Vice Chairman).
- f. **Appeals Committee**. Councillors Morris, Slemmings (Vice Chairman), Smith (Chairman), Stokell and Walker
- g. **Finance and General Purposes Committee**. Councillors Barber, Bird, Deacon, Jan Garfield, Jon Garfield, Morris, Newman, Savage, Sennington, Sharman, Slemmings (Chairman), Smith, Walker, Webb and Williams.
- h. **Finance Sub Committee** should consist of Councillors Barber, Jan Garfield, Savage, Sharman, Slemmings (Chairman), Smith, Stokell, Walker and Williams (Vice Chairman).
- i. **Community Engagement Group**. Councillors Barber, Deacon, Jan Garfield, Newman, Sharman, Sennington and Walker.
- j. **Recreation & Amenities Sub-Committee**. Councillors Barber, Deacon, Jan Garfield, Newman, Savage, Sharman, Sennington, Slemmings and Walker.

Under standing Order 3w, the Mayor sought and gained the approval of the Meeting to continue the meeting past the 2 hour deadline until 10pm when any and all outstanding Agenda items would be deferred until a reconvened meeting to be arranged before the end of June.

75. TO RECEIVE AND APPROVE THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2014

Members approved the accounts for the year end 31st March 2014.

76. TO RECEIVE AND APPROVE THE ANNUAL RETURN TO THE EXTERNAL AUDITOR INCLUDING APPROVING THE GOVERNANCE STATEMENT

Members approved the Annual Return to the External Auditor including approving the Governance Statement to be signed by the Mayor and RFO as appropriate.

77. RECEIVE THE REPORT OF THE INTERNAL AUDITOR AND CONFIRM ACTION IN RESPECT OF THOSE MATTERS RAISED

Members considered the report from the Internal Auditor. A discrepancy in Paragraph 4, 'Budgetary controls', was noted. Consequently, the Town Clerk is to be asked to confirm with the auditor that the amount to be retained as a council tax reduction localisation reserve is, in fact, £69,904 rather than the £74,904 as stated.

78. TO CONFIRM THE APPOINTMENT OF THE SUFFOLK ASSOCIATION OF LOCAL COUNCILS AS THE INDEPENDENT INTERNAL AUDITOR FOR 2014/2015

Members agreed to the appointment of the Suffolk Association of Local Council as the Independent Internal Auditor for 2014/2015.

79. TO CONSIDER THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE THAT THE COUNCIL CONVENE A MEETING TO REVIEW THE USE OF A BOARDS IN THE TOWN CENTRE

Members agreed that a meeting be convened in the Town Hall including traders, councillors, County Council officers and representatives of disability groups to review the use of A Boards in the Town Centre.

80. TO CONSIDER AND APPROVE THE RECOMMENDATIONS OF THE WORKING PARTY ON PLAY/LEISURE/OUTDOOR SPORT IN RESPECT OF THE PROVISION OF A TRIM TRAIL

Members considered and approved in principle the provision of a trim trail on the site of the former donkey rides area on the seafront.

81. TO AGREE THE DELEGATION OF GRANTS FOR TOWN TWINNING

Members agreed to delegate the decision of grants for Town Twinning to the Town Clerk in consultation with the Mayor.

82. TO CONSIDER THE PAYMENT OF RECURRING AND OTHER GRANTS

Members agreed to make the grants payments for 2014/15 to:

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

It was also agreed that a Working Party be established to determine a future grants policy incorporating recommendations as tabled.

83. TO CONSIDER AND COMMENT ON THE DRAFT COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE ISSUED BY SUFFOLK COASTAL DISTRICT COUNCIL

Members deferred this item and requested further information from the Interim Town Clerk to come to an interim meeting to be called in time to accommodate the consultation deadline.

84. TO CONSIDER AND COMMENT ON THE DRAFT STATEMENT OF COMMUNITY INVOLVEMENT ISSUED BY SUFFOLK COASTAL DISTRICT COUNCIL

Members noted that this item was tabled for information only and requested further information from the Interim Town Clerk.

85. NOTE THE CURRENT FINANCIAL POSITION

Members commented on the need for more clarity in the presentation of the figures as tabled. The financial position was duly noted with the request that F&GP might ratify the situation regarding the sponsorship of floral arrangements for Felixstowe in Flower as differentiated from funding for floral bedding.

86. NOTE THE IMPLICATIONS OF THE LOCAL GOVERNMENT TRANSPARENCY CODE 2014 AND THE ACTIONS TAKEN TO IMPLEMENT ITS REQUIREMENTS

Members noted the implications of the Local Government Transparency Code 2014 and the actions taken to implement its requirements.

87. TO REVIEW ARRANGEMENTS, INCLUDING ANY CHARTERS AND AGENCY AGREEMENTS, WITH OTHER LOCAL AUTHORITIES AND REVIEW CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES

Members noted that Council has not entered into any Charters or other agency agreements with other local authorities and reviewed, without comment or modification the Council's contribution to SCDC of £20,000 towards the running costs of Felixstowe Futures in an extant agreement to expire 31.03.15.

88. TO REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

This item was deferred to a next meeting of the full Council.

89. TO CONSIDER THE RECOMMENDATION FROM FINANCE & GENERAL PURPOSES COMMITTEE REGARDING THE COUNCIL'S OBLIGATIONS IN RESPECT OF ITS TREE STOCK AND AGREE APPROPRIATE MEASURES TO REDUCE RISKS

This item was deferred to a next meeting of the full Council.

90. TO AGREE TO ADDRESS THE COUNCIL'S LAND REGISTRATION ISSUES

This item was deferred to a next meeting of the full Council.

91. APPROVE THE CHEQUE LISTS FOR PAYMENT

This item was deferred to a next meeting of the full Council.

92. TO RECEIVE REPORTS FROM REPRESENTATIVES ON EXTERNAL BODIES

This item was deferred to a next meeting of the full Council.

93. TO RECEIVE FEEDBACK ON THE PROPOSED QUESTIONNAIRE AND APPROVE ITS FINAL VERSION

This item was deferred to a next meeting of the full Council.

94. CLOSURE

The meeting was closed at 10 p.m.

Date: _____

Town Mayor: _____