



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 J Vartan
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 16 December 2015** at **7.30pm** for the transaction of the following business:

A G E N D A

- 1. Apologies**
To receive apologies for absence.
- 2. 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.
- 3. 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.
- 4. Confirmation of Minutes**
To confirm the minutes of the Civic & Community Committee meeting held on 21 October 2015 as a true record. **(Pages 3-5)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 8 December 2015 and consider any actions deemed necessary. **(Page 6 & Appendix A)**
- 6. Occasional Grants: Round 2 2015/16**
To consider applications submitted for the second round of Occasional Grants. **(Pages 7-8)**
- 7. Fairtrade Forum Breakfast Meeting**
To consider hosting a breakfast meeting at the Town Hall on Monday 7 March 2016. **(Page 8)**

8. Website Award

To note that the Council was awarded Suffolk Association of Local Councils
'Website of the Year' for 2015. **(Verbal Report)**

9. Closure

To close proceedings and confirm the date of the next meeting scheduled for
Wednesday 21 February 2016 at 7.30pm.



Ash Tadjrishi
Town Clerk
9 December 2015

For information (via email): All Town Councillors.
Local Press

AGENDA ITEM 4: MINUTES OF PREVIOUS MEETING

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 21 October 2015** at **7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr Jon Garfield
 Cllr S Gallant (Vice-Chairman) Cllr T Green
 Cllr S Bloomfield Cllr J Vartan
 Cllr P Coleman Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)

276. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr C Barham** and **Cllr K Williams**.

277. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bloomfield Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)

278. REQUESTS FOR DISPENSATION

There were none.

279. CONFIRMATION OF MINUTES

RESOLVED that the minutes of the Civic & Community Committee meeting held on **16 September 2015** be signed as a true record.

280. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 14 October 2015.

RESOLVED that the **Budget Report to 14 October 2015** be received and noted as presented with no other action required at this time.

281. ANNUAL GRANTS

Committee reviewed the annual funding provided by the Town Council to the a number of local partner organisations.

It was noted that the Felixstowe Volunteer Coast Patrol Rescue Service had experienced a financially challenging year. It was also noted that FVCPRS was

investigating possible governance models which could later provide access to wider funding opportunities.

Members agreed that there should be no change to the annual grant schedule for 2016/17 and it be set as follows:

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
Landguard Partnership	£1,000
Felixstowe Ferry Boatyard	£200
Art on the Prom	£500
Wesel Twinning Association	£200
Salzwedel Twinning Association	£200
	<hr/>
	£6,800

RESOLVED that a provision for Annual Grants totalling £6,800 be recommended for inclusion in the draft budget for 2016/17 on the basis of the schedule above.

282. DRAFT BUDGET CONSIDERATIONS 2016-17

Committee considered first draft proposals for its element of the Council's 2016-17 budget.

It was noted that Council's Personnel Committee had reviewed staff salaries at its meeting of 14 October 2015 and these had been included in the proposals.

The Clerk advised that printing and distribution costs for the Town Council's newsletter had been confirmed to be held the same for 2016/17 and the estimates could be updated to reflect this.

Members noted that annual hosting costs for the Town Council's new website was over £300 less than the previous provider. The Clerk advised that the budget estimate had therefore been reduced accordingly. Members considered whether a provision should be made for any in-year design changes and agreed that the budget for the website should be set at £1,350.

RESOLVED that, subject to updating cost estimates for the Council's newsletter and website, the draft proposals for the Civic & Community element of the Council's 2016-17 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.

283. COMMUNITY PUBLIC ACCESS DEFIBRILLATOR

Members considered the provision of a Community Public Access Defibrillator (cPAD) in the town centre and possible locations. Following a debate, it was agreed that the Clerk approach the Library to ascertain whether it would be permissible to install a cPAD on an external wall of the building as this would allow the defibrillator to be fully accessible and easily located.

RESOLVED that it be recommended to Council that, subject to approval from Felixstowe Library, a community access public defibrillator be purchased by the Town Council and installed on an external wall of the library.

284. EXCLUSION OF PRESS AND PUBLIC (COMMERCIAL SENSITIVITY)

It was RESOLVED that, in accord with the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted due to commercial sensitivity, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

285. FLORAL BEDDING CONTRACT

Committee considered quotations for the provision and maintenance of floral bedding plants for the year 2016/17. Members noted that Council's present service provider had supplied a competitive quotation for the works at the same cost as the current year.

It was therefore RESOLVED that Suffolk Coastal Norse be contracted for the provision and maintenance of Floral Bedding for 2016/17.

286. CLOSURE

The meeting was closed at 9.25pm. The next meeting was noted as being scheduled for Wednesday 16 December 2015 at 7.30pm.

Date: _____

Chairman: _____

AGENDA ITEM 5: 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 8 December 2015 is provided below with a detailed report at **Appendix A**.

Summary Income & Expenditure by Budget Heading 08/12/2015

Month No : 9

Civic & Community Committee

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
301 Civic & Community	Expenditure	25,205	31,150	5,945		5,945	80.9 %
302 Section 137 Expenditure	Expenditure	12,198	22,100	9,902		9,902	55.2 %
303 Felixstowe in Flower	Expenditure	8,165	9,825	1,660		1,660	83.1 %
	Income	6,133	4,000	2,133			153.3 %
304 Communication	Expenditure	3,621	5,375	1,755		1,755	67.4 %
305 Community Fund Projects	Expenditure	37,288	41,866	4,578		4,578	89.1 %
	Income	5,083	0	5,083			0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>							
	Expenditure	86,476	110,316	23,840	0	23,840	78.4 %
	Income	11,217	4,000	7,217			280.4 %
	Net Expenditure over Income	75,259	106,316	31,057			

Committee is requested to consider the budget report to 8 December 2015 and decide any action it deems necessary.

AGENDA ITEM 6: OCCASIONAL GRANTS: ROUND 2 2015/16

Committee is to consider the applications received for Round 2 of the Occasional Grant awards from the following organisations:

Organisation	Grant funding amount applied for	Project/Purpose
6 th Old Felixstowe Scout Group	£2,000	2 Patrol Tents and 1 Mess Tent
Able Felixstowe	£1,000	Upgrade existing brick & wood floor in Community Hall in previously derelict building
Black & White Productions	£1,000	Felixstory2 – Felixstowe Society have approached them to produce a Felixstory Play to coincide with the Heritage Open Weekend 2016
FACTS Felixstowe Area Community Transport Ltd	£5,000	Refurbishment of existing specialist adapted vehicles (Wheelchair accessible). Purchase of replacement specialist vehicle due to withdrawal of vehicle by SCC. Continual running of specialist vehicle fleet (5 vehicles)
Felixstowe & Corinthians Youth Cricket Club	£540	Coach education
Felixstowe Book Festival	£1,000	The fourth 2 day Book Festival in Felixstowe June 2016
Felixstowe Dementia Action Alliance	£1,000	To raise profile within the community, put on events, provide catering and “Dementia Friends” information session. Printing of questionnaires to gain information from people with Dementia & their carers
Felixstowe Sea Angling Society	£1,627	Refurbish kitchen, update toilet fittings & replace one side of the Club House compound fencing required for security
FSALG Felixstowe Society of Allotment & Leisure Gardeners	£1,100	To purchase Weed Suppressant matting & weed-killer to maintain prepared plots weed free for new tenants.
Felixstowe Swimming Club	£849	Laptop to allow better visual presentation of detailed video analysis of swimmer’s underwater strokes to aid teacher’s study
Headway Suffolk	£1,190	Electronic tablets for satellite service at Felixstowe Library to aid rehabilitation and return to work
Level Two Youth Project	£1,000	Towards cost of refurbishing kitchen facilities, to expand ‘Healthy Eating’ learning for young people aged 10-25

Music in Felixstowe	£1,000	Fourth performance in July 2016 involving at least 5 Primary Schools and other students from Secondary Schools
OFCA Old Felixstowe Community Association	£500	To replace flooring, worktops & broken cupboards. Cleaning & Refurbishment of tiles.
Revitalise	£354	A respite break from Revitalise for one disabled resident of Felixstowe and their carer
Rotary Club of Felixstowe Landguard	£300	To purchase and install a bench seat & 8-10 bird nesting boxes in consultation with Woodland Trust at Abbey Grove Woodland
Suffolk Young People's Health Project (4YP)	£1,216	Counselling for young people from Felixstowe
Total requested	£ 20,676	

The Town Council provided a total of £15,000 for Committee to award to eligible organisations through Occasional Grants in 2015/16. Committee considered applications and awarded grants totalling £5,215 at the first round at its meeting of 17 June 2015. The total available for Committee to award in this second and final round is £9,785. Whilst Committee is not obliged to award all the available funding, the overall total awarded in the full year 2015/16 cannot exceed £15,000 without further approval from Council.

Members have been provided with copies of the Town Council's Grants Policy, the individual application forms and supporting documentation.

Committee is requested to consider the above Round 2 applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make.

AGENDA ITEM 7: FAIRTRADE FORUM BREAKFAST MEETING

The Town Council has been invited to host a breakfast meeting for the Fairtrade Forum when a producer from Kenya visits in the new year. The Assets & Services Committee approved the use of the Town Hall Chamber as a venue but has recommended that, as the requirements would also involve the provision of refreshments at the event, the Civic & Community Committee consider the twinning budget as a potential source of funding for the event (*Minute 358 of 2015/16 refers*).

The Town Twinning (4511/301) budget is provided to support the building of relationship links with communities abroad and Council's international partnerships.

Committee is therefore requested to consider and decide whether to host a Fairtrade Forum breakfast meeting and approve an appropriate sum for this event which has been provisionally scheduled for Monday 7th March 2016 at 7-8.30am.
