



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

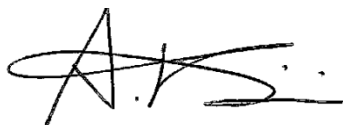
Cllr D Savage (Chairman)	Cllr Jon Garfield
Cllr S Gallant (Vice Chairman)	Cllr T Green
Cllr C Barham	Cllr J Vartan
Cllr S Bloomfield	Cllr S Wiles
Cllr P Coleman	Cllr K Williams

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 17 February 2016** 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 16 December 2015 as a true record. **(Pages 3-5)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 10 February 2016 and consider any actions deemed necessary. **(Page 6 & Appendix A)**
- 6. Community Public Access Defibrillator**
To note the installation of the CPAD at Felixstowe Library and to consider an offer from Felixstowe Rotary Club to fund two further installations. **(Page 6)**

- 7. Queen's 90th Birthday**
To consider event and opportunities to mark the 90th birthday of Her Majesty, Queen Elizabeth II. **(Page 7)**
- 8. Civic Awards 2016**
To consider arrangements for the Council's Civic Awards 2016. **(Page 7)**
- 9. Felixstowe & District Council for Sport and Recreation**
To consider correspondence received from the Felixstowe & District Council for Sport and Recreation in relation to potential use of Section 106 Sports funding. **(Appendix B)**
- 10. Felixstowe-Harwich-Shotley Ferry**
To consider the partnership agreement between local authorities and Harwich Harbour Ferry Services for the provision of a foot ferry service between Harwich, Shotley and Felixstowe. **(Page 8 & Appendix C)**
- 11. CCTV Maintenance Agreement**
To consider maintenance agreements for CCTV cameras owned by Felixstowe Town Council and Suffolk Coastal District Council. **(Pages 8-9)**
- 12. Suffolk Libraries Wifi**
To consider a request from Suffolk Libraries for funding towards the provision of wifi. **(Appendix D)**
- 13. Occasional Grants Policy**
To review Council's Occasional Grants Policy and make any recommendations to Council. **(Page 9 & Appendix E)**
- 14. Press & Media Policy**
To review Council's Press and Media and Social Media Policies and make any recommendations to Council. **(Page 10 & Appendix F)**
- 15. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 20 April 2016 at 7.30pm.



Ash Tadjrishi
Town Clerk
11 February 2016

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 16 December 2015 at 7.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: Cllr Jan Garfield

368. APOLOGIES FOR ABSENCE

There were none.

369. 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)

370. REQUESTS FOR DISPENSATION

There were none.

371. CONFIRMATION OF MINUTES

RESOLVED that the minutes of the Civic & Community Committee meeting held on 21 October 2015 be signed as a true record.

372. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 8 December 2015.

RESOLVED that the Budget Report to 8 December 2015 be received and noted as presented with no other action required at this time.

373. OCCASIONAL GRANTS: ROUND 2 2015/16

Committee considered completed applications for funding received prior to the 30 November 2015 deadline for the second round of Occasional Grants. The

total grant funding requested in this final round being £20,676 from a possible £9,785

Committee proposed that grants be awarded on the following basis:

Organisation	Award	Project/Purpose
6 th Old Felixstowe Scout Group	£1,845	Purchase of 2 patrol tents and 1 mess tent
Able Felixstowe	£1,000	To upgrade existing brick & wood floor in Community Hall in previously derelict building
Black & White Productions	£500	To support production costs of a 'Felixstory' play to coincide with the Heritage Open Weekend 2016
FACTS Felixstowe Area Community Transport Ltd	£2,000	To support 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	For provisions of coach education
Felixstowe Book Festival	£200	To support event costs for 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	£200	To replace one side of the Club House compound fencing required for security
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	To support production costs of 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 and the cleaning & refurbishment of tiles.
Total	£9,785	

RESOLVED that for the second round of Occasional Grants for 2015/16 a total of £9,785 be awarded and approved for payment on the basis of the schedule above.

374. FAIRTRADE FORUM BREAKFAST MEETING

Committee considered hosting a breakfast meeting for the Fairtrade Forum on Monday 7th March 2016 for representatives from local businesses and schools. It was noted that a producer from Kenya was scheduled to visit Felixstowe at this time and would be available to give a talk after the breakfast and answer questions.

Committee considered that the Town Twinning (4511/301) budget could provide a small contribution to the event as it was designed to support the building of relationship links with communities abroad and Council's international partnerships.

RESOLVED that the Town Hall host a Fairtrade Forum breakfast meeting on Monday 7th March 2016 from 7am-8.30am, the cost of providing refreshments for the event to be limited to £250 and funded via the Council's Town Twinning (4511/301) budget.

375. WEBSITE AWARD

The Chairman reported that the Town Council had been awarded Website of the Year at the Suffolk Association of Local Councils Annual General Meeting on 19th November.

It was noted that the Council's website had been selected for the top prize, above other town and parish councils across the county, in the Larger Council's category. The Clerk reported that the judges had commented on the abundance of information available, the number of features and the clean, eye-catching layout.

It was noted that a digital rosette highlighting the award had been provided and was displayed on the site. The Council also received a cheque for £100.

Committee considered ideas on how the cheque could be used to support the website further.

It was agreed that a competition be set up to find a new background image for the website with £100 awarded to the winning entrant and their image or photo used on the site. Other worthy entries could also be displayed on a digital gallery on the site.

RESOLVED that the Website of the Year Award be noted and the £100 prize be put towards a competition to find a new background image for the site.

376. CLOSURE

The meeting was closed at 9.40pm. The next meeting was noted as being scheduled for Wednesday 17 February 2016 at 7.30pm.

AGENDA ITEM 5: CIVIC & COMMUNITY BUDGET REPORT

A summary of the position to 10 February 2016 is provided below with a detailed report at **Appendix A**.

Summary Income & Expenditure by Budget Heading 10/02/2016

Month No : 11

Civic & Community Committee

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
301 Civic & Community	Expenditure	25,475	31,150	5,675		5,675	81.8 %
302 Section 137 Expenditure	Expenditure	22,068	22,100	32		32	99.9 %
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	4,326	5,375	1,049		1,049	80.5 %
305 Community Fund Projects	Expenditure	39,084	41,866	2,782		2,782	93.4 %
	Income	5,500	0	5,500			0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>							
	Expenditure	99,118	110,316	11,198	0	11,198	89.8 %
	Income	11,633	4,000	7,633			290.8 %
	Net Expenditure over Income	87,485	106,316	18,831			

Committee is requested to consider the budget report to 10 February 2016 and decide any action it deems necessary.

AGENDA ITEM 6: COMMUNITY PUBLIC ACCESS DEFIBRILLATOR

On 4th February 2016, a Community Public Access Defibrillator was purchased and subsequently installed eternally at Felixstowe library. The defibrillator was purchased by Felixstowe Town Council following approval at the Ordinary Council meeting of 11 November 2015 (*Minute #316 of 2015/16 refers*).

The device is operational and has been registered with the East England Ambulance Service. Since this time, Felixstowe Rotary Club has advised that they are interested in purchasing two additional defibrillators and cabinets for community access use at seafront locations. The Rotary Club has offered to provide these to the Town Council and has asked us to consider the locations and make the necessary arrangements.

Committee is requested to consider and decide whether to accept two additional CPADs from the Rotary Club and, if so, decide on possible locations for their installation.

AGENDA ITEM 7: QUEEN'S 90th BIRTHDAY

The Queen turns 90 on 21st April this year and a number of parish and town councils around the country will be lighting beacons to mark the occasion. National commemorations will centre on her official birthday weekend in June with a mass street party on the Mall called The Patron's Lunch, a service of thanksgiving at St. Paul's Cathedral and the traditional Trooping the Colour ceremony.

On the 4th to 6th March people are being urged to clean up their neighbourhoods as part of a national clean-up day, Clean up for the Queen.

Plans are being considered to hold a celebratory event in the Spa Gardens over the weekend of 23rd and 24th April. The Town Council's Youth Forum would like to join this event and contribute £1,000 from its budget towards elements of the celebrations; ideas presently include the public dance lessons of various styles from key periods of Her Majesty's life.

Separately, it has been requested that Council consider ways to improve the condition of the roundabout at High Road East/West. There could be opportunities to do this, either as part of the plans to celebrate the Queen's birthday, or as a longer-term initiative.

Committee is requested to consider the request of the Youth Forum and any other opportunities for Council to mark the Queen's 90th Birthday.

AGENDA ITEM 8: CIVIC AWARDS 2016

Felixstowe Town Council recognises contributions to the community made by individuals, young people and organisations in the town at its annual Civic Awards evening. At the event several awards are presented:

Mayor's Awards: Presented to up to 5 local people for their personal contribution to the community.

HMS Ganges Youth Trophy: Presented to a local young person (aged 21 or younger) or organisation supporting young people in Felixstowe.

The Community Award: Presented to recognise the contribution to the community by a local organisation.

The Mayor will also make a presentation of the final amount raised during her Mayoral year to her chosen charities.

Nominations will be considered on Thursday 31st March 2016. The date for the awards evening is provisionally scheduled for 7pm on Wednesday 4th May 2016.

Members are requested to confirm the arrangements for the Civic Awards 2016.

AGENDA ITEM 10: FELIXSTOWE-HARWICH-SHOTLEY FERRY

Harwich Harbour Ferry Services has requested that Council consider renewing the annual partnership agreement on a two-yearly basis. According to the operator, this longer-term agreement would provide more options to enable a better service.

Council understands that there is to be a new ferry brought in to service later in the year, capable of transporting 58 passengers at a time. Current information shows that passenger numbers are almost 3,000 higher than the previous best season.

The agreement at **Appendix C** outlines the terms of the partnership and sets out a timetable which offers up to 34 crossings per day. In previous years the ferry offered up to 23 crossings a day.

Felixstowe Town Council, under provision 4.6.1 of the agreement would be required to pay £1,000 contribution towards the running costs of operating the service for the 2016 season and 2017 season, or such sum as may otherwise be agreed.

This level of funding for the 2016 season was recommended by Committee for inclusion in the budget for 2016/17 and subsequently approved by Council in January.

Pending approval by all other local authorities in the partnership, the agreement would need to be reviewed again during the 2017-18 financial year.

Committee is requested to consider whether to enter in to a two-year agreement as set out in Appendix C for the provision of the foot ferry service and authorise the Clerk to sign the agreement.

AGENDA ITEM 11: CCTV MAINTENANCE AGREEMENTS

Committee considered the provision of CCTV at its meeting of 17 June 2015 (*Minute #79 of 2015/16 refers*).

In accordance with the instructions of Committee, the Clerk, in consultation with Sgt. Peter Street and Cllrs D Savage and S Gallant, liaised with officers of the District Council to establish provisions for an overarching contract for maintenance of the full complement of 15 CCTV cameras on a shared basis.

Nine cameras are owned by Felixstowe Town Council. An additional six cameras were purchased by the District Council and have now been installed at various locations within the Seafront Gardens area.

An annual fee to provide full service and maintenance of all cameras and associated equipment was provided by the supplier as part of a three-year (to July 2019) agreement. Costs for this were considered by Committee and recommended for inclusion in the budget for 2016/17 with subsequent approval by Council in January.

SCDC has agreed that the Town Council should manage the maintenance contract on its behalf and has undertaken to compensate Council for 40% of the cost of such a contract on the basis that it retains ownership of 6 of the 15 cameras.

Compared to the current agreement, expiring in June this year, the net saving to Council is projected to be £3,601 over the three-year term:

	CCTV Maintenance 2013-16 (6 Cameras)	CCTV Maintenance 2016-19 (15 Cameras)
Total Cost	£21,565	£29,940
Less SCDC contribution (40%)	-	£11,976
Net Three-Year Cost	£21,565	£17,964

A contract agreement between SCDC and FTC relating to the management, monitoring and maintenance of the CCTV cameras in the seafront gardens has been prepared and is ready for signing.

Committee is requested to confirm the arrangements for maintenance of CCTV cameras, owned by both Felixstowe Town and Suffolk Coastal District councils; and, delegate authority to the Clerk and Chairman of the Committee to sign the agreement.

AGENDA ITEM 13: OCCASIONAL GRANTS POLICY

The Civic & Community Committee is responsible for considering and awarding small grants to eligible organisations as set out by Council's Occasional Grants Policy.

The policy is intended to provide clear and comprehensive guidance to anyone who may be interested in applying for grants from the Town Council; as well as a framework for Members when considering applications.

The policy is published to raise the profile of the availability and provision of grants from the Town Council.

Council has approved a provision of £15,000 towards Occasional Grants in 2016/17. Applications will be considered by Committee at two stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £7,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2016/17 cannot exceed £15,000 without approval from Council.

The current policy is attached at **Appendix E** for review.

Committee is requested to review the Occasional Grants Policy and make any recommendations to Council for adoption.

AGENDA ITEM 14: PRESS & MEDIA POLICY

Council approved its Press & Media Policy in August 2014 and a supplemental Social Media Policy in February 2015. Both are due for review and are attached at **Appendix F**.

Committee is requested to review these policies, consider whether the Social Media Policy should be incorporated within the overall Press & Media Policy the draft Social Media Policy and make any recommendations to Council for adoption.
