



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 June 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. Introduction to Civic & Community Committee**
To receive an introduction on the work of the Civic & Community Committee and note its Terms of Reference. *(Members have received these previously).*
- 5. CCTV Report**
To consider a report on CCTV and the Police report for the quarter January - March 2015 presented by Sgt. Peter Street, and decide on any necessary actions. **(Pages 3-4 & Appendices A-C)**
- 6. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 10 June 2015 and consider any actions deemed necessary. **(Page 4 & Appendix D)**

- 7. Annual Grants 2015/16**
To note the payments of Annual Grants as approved by Council. **(Page 5)**
- 8. Occasional Grants: Round 1 2015/16**
To consider applications submitted for the first round of Occasional Grants. **(Page 6)**
- 9. Felixstowe in Flower 2015**
To receive a report on arrangements for Felixstowe in Flower 2015. **(Page 7)**
- 10. Street Furniture**
To consider requests for the provision of street furniture and make any recommendations to Council. **(Page 8)**
- 11. Felixstowe Society – WWI Event (2018)**
To consider early proposals from Felixstowe Society for an event to commemorate the centenary of the end of World War One in 2018. **(Page 8)**
- 12. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 16 September 2015 at 7.30pm.



Ash Tadjrishi
Town Clerk
10 June 2015

For information (via email): All Town Councillors.
Sgt. 733 Peter Street
Local Press

AGENDA ITEM 5: CCTV REPORT

The Town Council provides for the upkeep of 9 CCTV cameras in Felixstowe through an 'inclusive of parts and maintenance' contract with STC Solutions who also provided the hardware. A brief synopsis of the installation is as follows:

June 2008: Original 4-Camera System Installed (No's: 1, 2, 3 & 4) as per the schematic at **Appendix A**.

Summer 2010: Additional 5 x Cameras Installed (No's: 5, 6, 7, 8 & 9)

2011: Digital Recorder upgraded as part of the contract to give increased recording time and a more modern interface allowing the number of monitors off the system to be increased and internet enabled for remote viewing capability.

The present contract agreement expires in July 2016. A maintenance report for 2014-15 was requested and provided by STC as follows:

4 routine service visits undertaken throughout the year. 2 men for 1 day plus cherry picker hire (cost £1,040 + VAT per visit).

11 emergency service visits have been attended to where physical site presence was required. 2 men for half-a-day plus cherry picker hire (cost £5,720 + VAT).

15 phone calls/requests dealt with fixed either by telephone or internet approx. 10 hours in total (cost £550 + VAT)

Equipment Replaced under Contract:

2 x Receiver Transmitter/Receiver Pairs (£1,750 + VAT per pair)
1 x Blue Control Box (£855 + VAT)

Had these items not been covered under the present contract the total net cost to the Town Council would have been £14,785. The maintenance cost under contract for the final 12 months has recently been paid, as per the budget, at £7,400 + VAT. It should be noted however that as maintenance and replacement is done on an 'as required' basis, the cameras may not need the same degree of attention every year.

STC Solutions have been instructed by Breheny to install 6 x additional cameras; 2 located around the Town Hall area (one directly attached to the Town Hall itself) and the other 4 in the gardens beyond the Spa Pavilion, including one viewing the South Cliff chalets. These will be going live over the next few months and will be added into the existing system monitored at the Police Station. Maps attached at **Appendix B**.

Whilst the Town Council is not responsible for the ongoing maintenance of these additional 6 cameras, there may be an opportunity to achieve some shared economies of scale with an overarching contract for maintenance of all 15 cameras in partnership with Suffolk Coastal District Council. The Clerk is making enquiries in this regard and will meet with STC Solutions and an officer from the District Council in due course to discuss further.

Sgt. Peter Street has provided a Police report for the quarter January – March 2015 (as shown at **Appendix C**). Sgt Peter Street will attend the meeting to present his report and answer any questions from Members about the current arrangements.

Committee is requested to consider the CCTV reports and decide on any action it deems necessary.

AGENDA ITEM 6: 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 10 June 2015 is provided below with a detailed report at **Appendix A**.

Summary Income & Expenditure by Budget Heading 10/06/2015

Month No : 3

Civic & Community Committee

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
301 Civic & Community	Expenditure	14,265	21,450	31,150	9,700		9,700	68.9 %
302 Section 137 Expenditure	Expenditure	0	6,800	22,100	15,300		15,300	30.8 %
303 Felixstowe in Flower	Expenditure	35	337	9,825	9,488		9,488	3.4 %
	Income	0	4,321	4,000	321			108.0 %
304 Communication	Expenditure	0	1,208	5,375	4,167		4,167	22.5 %
305 Community Fund Projects	Expenditure	0	12,797	41,866	29,070		29,070	30.6 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	14,300	42,591	110,316	67,725	0	67,725	38.6 %
	Income	0	4,321	4,000	321			108.0 %
	Net Expenditure over Income	14,300	38,270	106,316	68,046			

Committee is requested to consider the budget report to 10 June 2015 and decide any action it deems necessary.

AGENDA ITEM 7: ANNUAL GRANTS 2015/16

Council approved the following schedule of Annual Grants, totalling £6,800 for 2015/16 at its meeting of 4 February 2015 (Minute 478 of 2014/15 refers):

Organisation	Amount (£)
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 Trust	1,000
Landguard Partnership	1,000
Felixstowe Ferry Boatyard	200
Art on the Prom	500
Wesel Twinning Association	200
Salzwedel Twinning Association	200

The Clerk will provide an update to Committee on correspondence received from each of the organisations since the 2015/16 payments have been made.

Committee is requested to note the payment of Annual Grants 2015/16 and any update from the Clerk.

AGENDA ITEM 8: OCCASIONAL GRANTS: ROUND 1 2015/16

Committee is to consider the applications received for Round 1 of the Occasional Grant awards from the following organisations:

Organisation	Grant funding amount applied for	Project/Purpose
Felixstowe Radio & TV	£5,330	£2,400 Building of 2 Studios / £1,780 Building of disabled toilet / £1150 Moving of aerial to new location
The Hope Trust	£350	Purchase of new laptop for Pastoral Workers
Suffolk Accident Rescue Service (SARS)	£350	Equipping new SARS responders & upgrading existing equipment
Art on the Prom	£800	2 Art activity tents
Felixstowe Book Festival	£1,000	To support core costs of the Book festival
Suffolk Young People's Health Project	£3,047.20	Counselling for young people from Felixstowe
The Lions Club of Felixstowe	£1,500	Heart Screening project for Young Persons
Felixstowe Hockey Club	£2,145	Volunteer Development Courses
Felixstowe and District Horticultural Society	£150	Annual Show 2015 - towards venue hiring costs
Felixstowe Friendly Visiting Service	£ FTC to decide	To help towards the cost of coach hire, lunches and teas for the elderly
Total requested	£14,672	

There is a total of £15,000 in the Occasional Grants budget available for Committee to award to eligible organisations in 2015/16. As this is the first of two funding rounds Committee is expected to ordinarily limit the total awarded at this stage to £7,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. It should be noted however that the overall total awarded in the full year 2015/16 cannot exceed £15,000 without 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 1 applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make.

AGENDA ITEM 9: FELIXSTOWE IN FLOWER 2015

This year marks the 30th Anniversary for Felixstowe in Flower. The annual event began back in the summer of 1985 and was designed by the Town Council to involve the whole community in making Felixstowe a more beautiful place. A variety of free to enter competitions are open to residents and business in the town. Competitions include private gardens, allotments, floral containers, commercial premises, residential homes, public houses, hotels and guest houses.

All judging will take place in the summer and prizes will be awarded to the best entries in all the competition categories at the Felixstowe in Flower Awards ceremony.

Preparation for the event begins in March with the Felixstowe Girl Guides giving their support to the community by filling envelopes with sponsorship forms, competition entries and letters and then hand delivering them to some of the local businesses in Hamilton Road. We have kept our prices for hanging baskets and tubs at the same price since 2010. Hanging baskets are £50.00 for the first with each additional one only £30.00 each. Tubs and troughs are £65.00 each. The cost covers the purchase, installation, maintenance and watering of the displays plus any sponsor's name to identify who is supporting the event.

All the baskets and tub displays are put in place by the 16th June - the day of the Felixstowe in Flower launch. Watering responsibilities are shared between Suffolk Coastal Norse services and our own grounds staff, from 13th June.

To provide and maintain all the flowers, tubs and baskets for the event costs just under £10,000. Therefore any donations or sponsorship goes towards mitigating these costs.

Donations and Sponsorship totalling £4,502 was received in 2014/15 towards the event and thus far, £4,321 has been received in 2015/16.

The Port of Felixstowe has always been a strong supporter of the event, providing £1,000 towards promotional activities in 2014/15 and £1,500 in years prior.

A very welcome donation of £2,000 was received this year from the East of England Co-op, who also provided Sunflower seeds for all the school children to participate in the Tallest Sunflower competition and growbags for the schools competition. The Mayor has attended local schools to talk about Felixstowe in Flower and inspire the children to grow a sunflower and enter the competition.

Competition winners for gardens, allotments and schools at the Felixstowe in Flower are honoured at the Felixstowe in Flower Awards ceremony which will take place on 15th September. In previous years this has been held at Brackenbury Leisure Centre. This, and other venues, are being considered for the event this year.

Committee is requested to consider the update on Felixstowe in Flower.

AGENDA ITEM 10: STREET FURNITURE

The Council has received requests to fund the provision and installation of bins at the following locations:

- a) Litter bin at the new Trim Trail, Sea Road
- b) Fido (dog waste) bin at the junction of Maybush Lane/Foxgrove Lane

The cost for purchase and installation of a Fido bin is £183+VAT with a litter bin being £200+VAT. Committee has a total of £800 available for the provision of bins in 2015/16 and any approval from the Committee would be subject to Suffolk Coastal District Council accepting responsibility for the ongoing costs of emptying of them as part of the service provided by Suffolk Coastal Norse.

Further to the request for bins above, Council has received a request for a bench to be installed at the Gosford Way green.

Enquiries have been made with Suffolk Coastal Norse who are seeking to clarify ownership of the land and the relevant authority to place a bench. Prices vary on the provision and installation however the cost has been indicated as being £900 - £1,300 dependent on the type of bench.

There is no funding in the budget for benches, however, Council's Recycling Credits Reserve has been used in the past for the purchase of street furniture (bins) and currently stands at £3,540. Approval for expenditure from Earmarked Reserves must be authorised by Council.

Committee is requested to consider and decide whether to approve the provision of bins and any recommendation to Council for the provision of a bench as above.

AGENDA ITEM 11: FELIXSTOWE SOCIETY WWI EVENT (2018)

Felixstowe Society are giving early consideration towards preparation for a significant event in 2018 which will commemorate 100 years since the end of World War One. No formal plans have been made at this point, however the Society are seeking support, in principle, for a Cavalry charge to be held in one of the town's open spaces. This could potentially be held on the 3rd weekend in September 2018, on either Walton Recreation Ground (preferred first choice), the Grove or Harpers Recreation Ground.

Council will be kept apprised of any plans and further information will be provided closer to the time.

Committee is requested to consider supporting the event in principle and advise Felixstowe Society of any comments with regards the suggested locations.