



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 21 October 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 16 September 2015 as a true record. **(Pages 3-6)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 10 September 2015 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Annual Grants**
To review and consider the provision of Annual Grants for 2016-17 and make any recommendation as part of the draft budget to Council.

(Page 8)

- 7. Draft Budget Considerations 2016-17**
To consider first draft recommendations for the Civic & Community element of Council's budget for 2016-17. **(Page 8 & Appendices B &C)**
- 8. Community Public Access Defibrillator**
To consider the possibility of installing a defibrillator in a decommissioned phone kiosk and make any recommendation to Council. **(Page 9)**
- 9. Exclusion of Press and Public (Commercial Sensitivity)**
In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business about to be transacted (consideration of commercially sensitive information), it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
- 10. Floral Bedding Contract**
To consider proposals and appoint a contractor for the provision and maintenance of Floral Bedding for 2016/17. **(Page 10)**
- 11. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 16 December 2015 at 7.30pm.



Ash Tadjrishi
Town Clerk
15 October 2015

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

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 16 September 2015 at 7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr S Bloomfield
 Cllr S Gallant (Vice-Chairman) Cllr P Coleman
 Cllr C Barham Cllr T Green

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: Mr S Wyatt (Level Two Youth Project)
 Ms S Southernwood (Level Two Youth Project)
 Mr J Cresswell (FVCPRS)
 Sgt. 733 Peter Street (Felixstowe and District SNT)

75. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr Jon Garfield, Cllr J Vartan, Cllr S Wiles** and **Cllr K Williams**.

76. 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)

77. REQUESTS FOR DISPENSATION

There were none.

78. CONFIRMATION OF MINUTES

RESOLVED that the minutes of the Civic & Community Committee meeting held on 17 June 2015 be signed as a true record.

79. PRESENTATION: LEVEL TWO YOUTH PROJECT

The Chairman invited Mr S Wyatt and Ms S Southernwood from the Level Two Youth Project to address the Committee.

Mr Wyatt expressed thanks on behalf of the group and outlined how Level Two had benefited from the support given by the Town Council since it resolved to increase its funding provision in the current year.

Members heard that core funding support had given Level Two a platform from which to apply for further funding which had resulted in a significant grant award from the National Lottery for new work.

Ms Southernwood advised that the lottery grant would enable detached work, increased early intervention and an expanded mentoring provision. It was noted that the mentoring work had been evaluated by SCC and rated highly.

Members asked whether Level Two were consulted on new mental health strategies. Ms Southernwood advised that Level Two were identifying a gap in local provision which they could be in a position to fill.

Committee heard that the lottery funding would provide for 11 hours per week of additional paid and volunteer mentors who would be fully trained.

On a question from Members as to how contact with young people is identified and communicated, Ms Southernwood advise that sessions were delivered to Year 6 students at all seven junior schools in the area. Communication was through the Level Two website, social media and noticeboards at Felixstowe Academy. However, detached work allowed Level Two to work directly with young people wherever they happened to be, rather than being restricted to the drop-in sessions.

Ms Southernwood concluded the presentation by inviting Members to visit Level Two at a future date.

Committee recorded a vote of thanks to Mr Wyatt and Ms Southernwood for the presentation and expressed its appreciation for the valuable work carried out by Level Two.

RESOLVED that the report from the Level Two Youth Project be noted.

80. PRESENTATION: FELIXSTOWE VOLUNTEER COAST PATROL RESCUE SERVICE

The Chairman invited Mr J Cresswell from the Felixstowe Volunteer Coast Patrol Rescue Service to address the Committee.

Mr Cresswell expressed his thanks to the Town Council for encouraging him to begin the service many years ago and for its support ever since.

Members heard how FVCPRS was separate from the RNLI and the range of services carried out by the volunteer group which were not covered by the coastguard. Mr Cresswell advised that FVCPRS was able to be highly responsive during peak hours as there was no launch delay and a 12 hour patrol at weekends.

Mr Cresswell described the recent challenge of obtaining the necessary funding to continue the service and commented on the significant public support and campaigning across the town which had raised £9,000 to this date. Members were delighted to note that this support would guarantee a continued service for at least another year. However it was noted that there were still challenges

being faced which included finding long-term covered storage for the rescue boat and attracting new volunteers.

Members advised that Mr Cresswell consider how the governance of FVCPRS could be reviewed to open the door to further funding opportunities.

Committee recorded a vote of thanks to Mr Cresswell for the presentation and for the hard work by all at the Felixstowe Volunteer Coast Patrol Rescue Service.

RESOLVED that the report from the Felixstowe Volunteer Coast Patrol Rescue Service be noted.

81. CCTV REPORT

Sgt. Peter Street presented a CCTV report for the quarter April - June 2015. Members noted that there were now a total of nine volunteers monitoring the system. Some of the new cameras had been installed at the seafront gardens and were working well.

Sgt. Street advised that the CCTV contractor had provided a service report and training to the volunteers and it was noted that this would continue on a quarterly basis.

Members suggested that a site visit would be welcomed once all the new cameras were online and the upgrades to the system had taken effect. Sgt. Street agreed to liaise with the Town Clerk to arrange this in due course.

Committee recorded a vote of thanks to Sgt. Street for his report.

It was RESOLVED that the CCTV report for the quarter April - June 2015 be noted.

82. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 10 September 2015.

RESOLVED that the Budget Report to 10 September 2015 be received and noted as presented with no other action required at this time.

83. FELIXSTOWE-HARWICH-SHOTLEY FERRY

Committee received figures for ferry crossings for the period April-August 2015.

Members remarked on the increase to the number of passengers since the new operator had taken over the service and noted that additional crossings were being scheduled to meet demand.

RESOLVED that the report on the Felixstowe-Harwich-Shotley Ferry be noted.

84. COMMUNITY PUBLIC ACCESS DEFIBRILLATOR

Committee considered the provision of a CPAD in the telephone kiosk at the Triangle.

Members supported the principle of providing a CPAD, subject to confirmation that there were no other publically accessible Automated External Defibrillators (AEDs) in the town centre.

Following discussions around onward liability to Council for the kiosk, the Clerk was instructed to investigate further and bring an estimation of cost and alternative locations to Committee for consideration at the next meeting.

RESOLVED that a decision on this matter be deferred to the next meeting pending further information.

85. FLAG FLYING PROGRAMME

Committee considered the possibility of flying the Union Flag from the flagpole at Arwela Road on designated dates in 2016/17.

Members expressed concerns over the additional burden on staff and the risk to Council's reputation if a date was missed for any reason. It was suggested that there could be a local representative/group that may wish to take on the role of 'official flag raiser' and it was agreed that this should be investigated.

Members also agreed that flag-raising be limited to officially designated occasions in the first instance, with additional events considered separately as appropriate. It was noted that Council had recently resolved to participate in a national celebration of Commonwealth Day by raising the Commonwealth flag in March 2016.

It was RESOLVED that the Town Council follow the Government issued calendar of designated days for Union Flag flying from Municipal Year 2016/17.

86. CLOSURE

The meeting was closed at 9.27pm. The next meeting was noted as being scheduled for Wednesday 21 October 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 14 October 2015 is provided below with a detailed report at **Appendix A**.

Summary Income & Expenditure by Budget Heading 14-10-2015

Month No : 7

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
301 Civic & Community	Expenditure	23,486	31,150	7,664		7,664	75.4 %
302 Section 137 Expenditure	Expenditure	12,015	22,100	10,085		10,085	54.4 %
303 Felixstowe in Flower	Expenditure	7,019	9,825	2,806		2,806	71.4 %
	Income	4,850	4,000	850			121.3 %
304 Communication	Expenditure	2,915	5,375	2,460		2,460	54.2 %
305 Community Fund Projects	Expenditure	16,390	41,866	25,477		25,477	39.1 %
<u>INCOME - EXPENDITURE TOTALS</u>		61,824	110,316	48,492	0	48,492	56.0 %
	Income	4,850	4,000	850			121.3 %
	Net Expenditure over Income	56,974	106,316	49,342			

Committee is requested to consider the budget report to 14 October 2015 and decide any action it deems necessary.

AGENDA ITEM 6: ANNUAL GRANTS

Council provides on-going funding support for a number of local partner organisations each year.

Annual Grants for 2016/17 have been provisionally included in the 2016/17 budget estimates to the same level as in the current year 2015/16 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

Committee is requested to consider the provision of Annual Grants and make any recommendation for inclusion as part of the draft budget recommendations to Council.

AGENDA ITEM 7: DRAFT BUDGET 2016-17

Committee is to consider draft budget estimates for the Financial Year 2016-17 and to make any recommendations to Finance & General Purposes Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current-year expenditure and projected outturn for the full year to 31 March 2016 and a comparison against the previous year. **Appendix B.** Notes to the budget estimates are provided at **Appendix C.**

Based on projected outturn for the current year, we expect to achieve a small saving against net budgeted expenditure within the Civic & Community section. With some costs expected to see a small increase for next year it is proposed that the budget be set accordingly. Staff costs have been updated, following the recommendations of Council's Personnel Committee meeting of 14 October 2015. Finance & General Purposes Committee will consider the whole budget provision for Council at its meeting of 28 October 2015.

Committee is requested to consider first draft recommendations for the Civic & Community element of Council's budget for 2016-17.

AGENDA ITEM 8: COMMUNITY PUBLIC ACCESS DEFIBRILLATOR

Subsequent to the previous meeting the Clerk has made further enquiries in to the possibility of providing a community public access defibrillator (cPAD). The only cPAD in Felixstowe know at this time is located on the external wall of the East of England Coop at 279-281 High Street, Walton. There may be other Automated External Defibrillators (AEDs) in the town centre but these are believed to be in commercial ownership and, whilst the owners of these units would be likely to make them available for use in an emergency, they would not normally be advertised to the public.

At the previous meeting, Committee was asked to consider taking over the BT telephone kiosk at the Triangle and converting this for use as a cPAD point. Members were keen to learn more about the ongoing liability of this option but, whilst the conversion of the kiosk and installation of an AED was expected to be in the region of £2,000-£2,500, it has not been possible to estimate onward maintenance costs. It can be expected that the kiosk would require regular cleaning, which could be undertaken at a small cost, but refurbishment or repairs to the steel or glass panels are likely to be significantly more expensive. The kiosk would also require some visual treatment to identify it as a cPAD location. This could be achieved by the application of bespoke vinyl labels and a local design company has been in contact with a low-cost option for this.

Alternatively, Committee may wish to consider other locations for a cPAD which may offer a straightforward, lower-cost installation and potentially need less ongoing maintenance than this particular telephone kiosk. A secure wall-mounted box containing a cPAD does not require much space and can be installed internally or externally providing power is available. Two other locations have been suggested; the external wall of the public toilets at Crescent Road car park, and Felixstowe Library.

Both locations are publically accessible with power available. Early discussion with the library has indicated that there may be an opportunity to locate the cPAD indoors. This would reduce maintenance costs further and lessen the potential for vandalism. The library is in an ideal, centrally located, position in the town. It is community-focused, open all week and easy to find. Formal permission would be required before a cPAD could be installed but such a scheme would provide a clear benefit to the staff and users of the library alike.

Several options for cabinets and AEDs are available but, to give an indication of cost, a steel cabinet for indoor/outdoor applications plus a fully automatic Lifepak CR Plus defibrillator can be purchased for around £1,430+VAT and comes with an 8 year warranty. Installation and basic training in the use of the AED would be additional separate costs but are unlikely to be prohibitive if provided locally. Onward maintenance is expected to be minimal, aside from replacement pads and batteries at approximately £85+VAT every 2.5+ years.

Committee is therefore requested to consider the possibility of providing a Community Public Access Defibrillator in the town centre and make any recommendation to Council it deems appropriate.

AGENDA ITEM 10: FLORAL BEDDING CONTRACT

Committee is requested to review the contract for the provision and maintenance of Floral Bedding to ascertain whether best value is being provided by the contractor most recently engaged to supply and maintain the beds. Three potential contractors (including the current) have been invited to provide a quote to the same specification as previous years in order that Members may consider whether the provision is competitively priced and best value is being achieved.

Following any resolution to exclude the Press and Public at this point, the Clerk will provide Members with the quotes received for undertaking this service.

To meet the timeframe, Committee is requested to consider these proposals and appoint a contractor for the provision and maintenance of Floral Bedding for 2016/17.
