

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 13 January 2016 at 7.30pm**

**PRESENT:** Cllr D Savage (Town Mayor)      Cllr S Gallant  
              Cllr Jan Garfield (Deputy Mayor)    Cllr T Green  
              Cllr N Barber                                    Cllr G Newman  
              Cllr S Bird                                        Cllr A Smith  
              Cllr P Coleman                                Cllr J Vartan  
              Cllr M Deacon                                 Cllr S Wiles  
              Cllr Jon Garfield

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs L Monsen (Mayor's Secretary)

**IN ATTENDANCE:** Ms H Greengrass (Felixstowe Forward Change Director)  
                          7 Members of the Public, 1 Member of the Press

**PUBLIC QUESTIONS**

A member of the public asked how the Town Council would respond to an appeal which had been lodged against the District Council's decision to refuse a planning application for up to 560 dwellings at land at Candlet Road. Council's Planning & Environment Committee had recommended to Suffolk Coastal District Council that the application be refused. Chairman of the Committee, Cllr A Smith, advised that the Committee's original comments would automatically be considered by the Planning Inspector and Committee would review the appeal documents at its next meeting to consider any further comments it may wish to submit.

Referring to the previous meeting and Council's resolution, to request that Suffolk Coastal District Council trial the removal of notices of prohibiting cycling on the Felixstowe prom for a period of no less than 12 months, a member of the public asked what the criteria would be for the assessment and monitoring of such a trial. The Clerk advised that Council had made the request in writing to Suffolk Coastal District Council but no response had been received that this time.

**PRAYERS**

The meeting was preceded with prayers by Rev. Diane Smith, Trinity Methodist Church, Felixstowe.

**385. APOLOGIES**

Apologies for absence were received from **Cllr S Bloomfield** and **Cllr K Williams**.

### **386. DECLARATIONS OF INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr S Gallant Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as Members of Suffolk County Council)

### **387. REQUESTS FOR DISPENSATION**

There were none.

### **388. QUESTIONS TO THE MAYOR**

There were none.

### **389. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 11 November 2015 be signed by the Mayor as a true record and adopted by the Council.**

### **390. MAYOR'S COMMUNICATIONS**

The Mayor referred to the following list of engagements:

Mayor's Charity Variety Concert	13 November 2015
Gala Launch of Spa Pavilion	14 November 2015
Felixstowe Academy Chamber Concert	18 November 2015
Re-opening of the Grosvenor Public House	20 November 2015
First Performance of the White Gables Choir	21 November 2015
Licensing & Installation of Revd Andrew Dotchin	26 November 2015
Funeral of Phil Hadwen	28 November 2015
Lighting Up of Felixstowe Christmas Lights	28 November 2015
Fairfield Nursery School Christmas Concert	1 December 2015
Christmas Tree Festival	1 December 2015
Christmas Visit to Merryfields Care Home	3 December 2015
Christmas Visit to Sanctuary Care	3 December 2015
Christmas Visit to Westcliff care Home	4 December 2015
Christmas Visit to Rowland House	4 December 2015
St Johns Victorian Christmas Market	5 December 2015
Christmas Visit to Margery Girling House	7 December 2015
Orwell District Scouts Christmas Carol Service	7 December 2015

Christmas Visit to Cotman House & Cotman Lodge	8 December 2015
Christmas Visit to Bellstone Care Home	8 December 2015
Christmas Visit to White Gables Care Home	9 December 2015
Felixstowe Lunch Club Christmas Lunch	9 December 2015
Christmas Visit to Foxgrove & Maynell Nursing Homes	9 December 2015
Christmas Visit to The Firs Nursing Home	10 December 2015
Christmas Visit to Brierfield Care Home	10 December 2015
Rose Care Client's Christmas Party	10 December 2015
Christmas Visit to St Mary's Nursing Home	11 December 2015
Christmas Visit to Highcliffe Nursing Home	11 December 2015
<i>Deputy Mayor – Bucklesham Grange Care Home Professional Thank You Day</i>	11 December 2015
Landguard Fort Christmas Event	13 December 2015
Felixstowe Friendly Visiting Service Christmas Lunch	15 December 2015
Christmas Visit to Yetton Ward House	16 December 2015
Christmas Visit to Mill Lane Nursing Home	17 December 2015
Christmas Visit to Coniston House	17 December 2015
Felixstowe Academy Christmas Concert	17 December 2015
Christmas Visit to Leopold Nursing Home	18 December 2015
FOPWA Christmas Party	18 December 2015
Mayor's Civic Carol Service	18 December 2015
Opening of Felixstowe Ice Rink	19 December 2015
River of Life Christmas Carol Celebration	20 December 2015
Felixstowe Leisure Centre Re-opening of Flume	21 December 2015
St Elizabeth Hospice Christmas Day Dip	25 December 2015
Felixstowe Hospital	25 December 2015
Salvation Army Lunch	25 December 2015
Wesel Association AGM	9 January 2016

The Mayor thanked Members for supporting her Charity Variety Concert held at the Felixstowe International College which had received many compliments.

Commenting on the relaunch of the Spa Pavilion, the Mayor was pleased to report that the theatre had also enjoyed a successful pantomime season and encouraged everyone to continue to support the venue.

The Mayor thanked her Escort, Mrs Peggy Osborne, for supporting her throughout the busy Christmas schedule, especially during the visits to local nursing homes. The Mayor congratulated all the organisers of the Landguard Fort Christmas Event which had been a special occasion with over 1,200 people attending. The ice rink in the town centre had also proved to be very popular and the Mayor hoped that this would become an annual event.

Council formally recorded the sad passing of the much loved and respected local resident, Phil Hadwen, who had been a fundamental part of Felixstowe.

**RESOLVED that the Mayor's engagements since 13 November 2015 be noted.**

### **391. MINUTES OF COMMITTEE MEETINGS**

**It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:**

- a) Planning & Environment Committee 18 November 2015
- b) Finance & General Purposes Committee 25 November 2015
- c) Planning & Environment Committee 2 December 2015
- d) Planning & Environment Committee 16 December 2015
- e) Civic & Community Committee 16 December 2015

### **392. REPORTS FROM MEMBERS ON OUTSIDE BODIES**

There were none.

### **393. SUFFOLK LOCAL POLICING REVIEW**

The Mayor reported that, despite further details being provided at an earlier meeting with the Police and Crime Commissioner for Suffolk (PCC), Mr Tim Passmore, Councillors remained concerned by a number of changes proposed by the recent local policing review. Cllr S Gallant was invited to address the Council

Cllr Gallant outlined the extent of the proposals and advised Council that plans to relocate the Felixstowe response hub to Police HQ in Martlesham could have the greatest impact on the visibility of local police staff.

Members were concerned that the range of proposals, if implemented, would significantly reduce proactive patrol capacity within the town, visible police presence and, in turn, public confidence.

Council considered its response to the Suffolk Local Policing Review, with a specific assurance to be sought that, as a minimum, the PCC consider retaining the police Response Hub in Felixstowe. Members also requested that any future plans for relocation of the police station include the capacity for a Response Hub on site, either in the short or longer term.

**RESOLVED that the response to the Local Policing Review be submitted to the Police & Crime Commissioner for Suffolk.**

### **394. FELIXSTOWE FORWARD REPORT**

Council received the report of the Felixstowe Forward Change Director, Helen Greengrass.

Ms Greengrass updated Council with the progress report on the Town Improvement Plan, highlighting that the Triangle bookings had increased since the review of the booking process making it more user friendly and as requested the process will be put on the Triangle noticeboard. A Business Confidence Survey was being circulated and the results would be reported in due course. The Landguard Fort Trust had secured £28k from the Coastal

Revival Fund which would be used for more scoping work toward the Heritage Lottery Fund bid. Town Map pads would be going to the next Tourism sub-group meeting to be signed off and printed for distribution before the Easter break.

Council was reminded that Felixstowe Forward was co-hosting the Green Forum event on 30<sup>th</sup> January at Old Felixstowe Community Association to help coordinate a single approach to environmental and green issues. Bookings for this event were very encouraging.

Ms Greengrass confirmed that the Seafront Gardens were now complete and a 10 year maintenance plan had been put in place. There would be a management plan for acquiring Green Flag status for the gardens.

Ms Greengrass updated the Council on recent staff changes. It was noted that Moira Chapman was leaving on 31<sup>st</sup> January 2016 and Clare Baker would be joining Felixstowe Forward on 1<sup>st</sup> April 2016 to provide additional support to the team and its tourism agenda.

**Members thanked Ms Greengrass for her report and RESOLVED that the Felixstowe Forward update report be noted as received.**

### **395. BUDGET AND PRECEPT 2016/17**

Council received the finalised version of the 2016/17 Budget and Precept, the draft of which had been approved at the Ordinary Council meeting of 11 November 2015 (Minute #318 of 2015/16 refers).

Council gave a vote of thanks to the Committee and its staff for their work in producing a budget which provided for all of Council's activities at no increased cost to the local taxpayer.

**It was RESOLVED that:**

- i. The Felixstowe Town Council Budget for 2016/17 be adopted as set out in the report;**
- ii. the 2016/17 Precept demand to Suffolk Coastal District Council of £537,347 be approved (representing a 0% increase cost to Band D equivalent Council Tax payer) on the following basis:**

<b>Band D rate</b>		<b>£67.35</b>
<b>Multiplied by tax base</b>	<b>x</b>	<b>7,978.43</b>
<b>Precept of:</b>		<b>£537,347</b>
<b>Transition grant of:</b>		<b>£19,364</b>
<b>Thus making the final demand:</b>		<b>£556,711</b>

- iii. the Clerk be instructed to submit the information required by Suffolk Coastal District Council.**

### **396. MEMBERS ALLOWANCES AND EXPENSES**

Council noted that the Finance & General Purposes Committee had considered provisions for Members Allowances and Expenses at its meeting of 25 November 2015.

**RESOLVED that, in accordance with the recommendation of the Finance & General Purposes Committee (Minute #337 of 2015/16 refers):**

- i. no Basic Allowance would be introduced, and the office of Town Councillor would remain unpaid;**
- ii. the Mayor's Allowance for 2016/17 be set at £7,000 for the purpose of defraying the costs associated with the office of Town Mayor;**
- iii. incoming Mayors be advised that the Mayor's Allowance should be used to defray legitimate costs incurred by the Deputy Mayor when deputising for the Mayor in his/her absence; and,**
- iv. the draft Members' Expenses Policy be approved as presented and adopted.**

### **397. MEETINGS CALENDAR 2016/17**

Council considered the draft meeting schedule for the 2016/17 Municipal Year and it was noted that, except for a reduction in the number of Asset & Services Committee meetings from 6 to 5, this had been based on the current year's cycle.

Members proposed that Council's Finance & General Purposes Committee also be requested to consider reviewing the frequency of its meetings.

**It was RESOLVED that the 2016/17 Calendar of Meetings be adopted as per the draft schedule, subject to Council's Finance & General Purposes Committee reviewing the frequency of its meetings.**

### **398. NEW AUDIT REGIME**

The Clerk advised that the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA) had established a sector-led body (the Smaller Authorities' Audit Appointments Limited) to procure audit services for smaller authorities (Parish and Town Councils with an income of less than £6.5m) and to manage these audit contracts for a period of 5 years.

Members noted that, whilst auditing procedures would remain unchanged, from 2017 the Local Audit and Accountability Act 2014 required smaller authorities to appoint auditors through a 'sector led body'. Alternatively, Council was able to opt out of these arrangements and appoint auditors locally.

SALC had advised its members that the Department for Communities and Local Government had indicated that alternative arrangements for procurement and appointment of external auditors could be at a likely considerably higher cost.

**RESOLVED that:**

- i. **the establishment of a sector-led body, the Smaller Authorities' Audit Appointments Limited, to procure audit for smaller authorities from 2017 be noted; and,**
- ii. **Felixstowe Town Council to automatically join the scheme in order that external audit services may be procured for the Council by the sector-led body.**

**399. ACCOUNTS FOR PAYMENT**

It was **RESOLVED** that the schedule and payment of accounts be received and approved as follows:

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
18/11/2015	320 - 339	£15,103.28
25/11/2015	340 – 350	£29,902.81
08/12/2015	351 – 365	£11,799.08
16/12/2015	366 - 373	£3,769.17
22/12/2015	374 - 380	£19,741.79
06/01/2015	381 - 405	£23,186.38
	<b>TOTAL</b>	<b>£ 103,502.51</b>

**400. CLOSURE**

The meeting was closed at 9.06pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 9 March 2016 at 7.30pm.

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Date: \_\_\_\_\_

Town Mayor: \_\_\_\_\_