

Our Ref: 30/LJM

24 June 2015

Dear Councillor

You are summoned to a meeting of the **Council** to be held at the **Town Hall, Felixstowe** on **Wednesday 6 August 2014 at 7.00pm** for the transaction of the following business preceded by:

- i. Public Question Time.
- ii. Prayers: Rev David White, St Johns Church, Felixstowe.

1. Apologies

To receive apologies and consider requests for approved absence.

2. Declarations of Interest

Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. To consider requests for Dispensations from Councillors with a Pecuniary Interest

Any Councillor with a pecuniary interest in a matter who wishes to be granted a dispensation to remain and speak during, or vote on, that matter, may apply for a dispensation in writing to the proper officer of the Town Council as soon as possible before the meeting which the dispensation is required. Applications may also be made at the Parish/Town Council meeting itself (if Parish/Town Councils have a standing item on the agenda to deal with dispensation requests and the nature of the interest has only become apparent to a Councillor at the meeting itself).

4. Questions to the Mayor

For the Mayor to respond to questions from Members in accordance with Standing Order 25.

5. Minutes of the Reconvened Council Meeting held Thursday 19 June 2014

To confirm the minutes of the reconvened Meeting of the Council held 19 June 2014 as a true record (**attached**).

6. Mayor's Communications

7. Minutes of Committee and Sub-Committee Meetings

To note the minutes of the following meetings (**attached**):

- a) Plans Committee - 11 June, 9 July and 23 July 2014

- b) Town Members Committee – 23 June 2014
- c) Personnel Committee – 26 June 2014
- d) Recreation and Amenities Sub-Committee – 16 Jul 2014
- e) Finance Sub-Committee – 16 July 2014
- f) Cemetery & Allotments Committee – 22 July 2014
- g) Finance & General Purposes Committee – 23 July 2014

8. Press and Media Policy

To review and decide Council's policy for dealing with the press and media **(attached)**.

9. Suffolk Coastal District Council Refuse Collection Service

To note the changes to the Suffolk Coastal District Council Refuse Collection Service **(attached)**.

10. Proposed Changes to the Suffolk County Council Children's Centres in Felixstowe

To consider and make any comment in response to a consultation on proposed changes to the Suffolk County Council Children's Centres in Felixstowe **(attached)**.

11. Consultation on the Community Rail Service Designation

To consider and make any comment on the consultation proposals for Community Rail Service Designation of two routes which comprise the East Suffolk Lines (Ipswich to Felixstowe/Lowestoft) **(attached)**.

12. Felixstowe Town Council Questionnaire

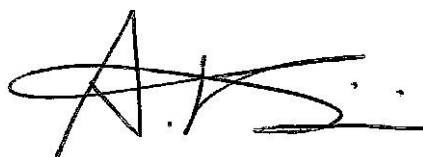
To consider and approve the final version of the proposed questionnaire for distribution **(attached)**.

13. Accounts for Payment

To approve the following payments made since the last meeting:

Date	Cheque Numbers	Amount £
11/06/2014	2719	£1,014.00
11/06/2014	2720 – 2721	£8,080.54
13/06/2014	2722 – 2728	£2,433.04
17/06/2014	2729 – 2739	£6,824.00
25/07/2014	2740 – 2754	£23,392.00
08/07/2014	2755 – 2765	£9,204.97
08/07/2014	2766	£1,000.00
16/07/2014	2767 – 2779	£4,108.20
16/07/2014	2780 Petty Cash	£231.24
22/07/2014	2781 – 2793	£5,513.31
	TOTAL	£61,801.30

14. Closure



Ash Tadjrishi Town Clerk

Felixstowe Town Council

Press and Media Policy

Preamble

This policy applies on those occasions when the Town Council, as a body corporate, is asked for a statement, a comment or information from the media, or as a body corporate issues a press release, or information to factually clarify/correct other comments published in the media. Media is defined as any activity “reporting” on the Town Council.

This policy does not, and is not intended to, apply when individual Councillors are contacted directly by the media for a personal comment/statement nor when individual Councillors contact the media with a personal statement. In such cases it should be made clear that is the individual’s own opinion/comment, not that of the Town Council.

Policy Statement

Felixstowe Town Council wishes to be open and transparent in the way it considers information and takes decisions. As a Town Council we will therefore proactively seek opportunities to publish information about our activities with the intention of raising awareness about what the Town Council is doing.

Procedures

Notes:

- (i) When the Mayor is unavailable the Deputy Mayor will take on any of the specified tasks and responsibilities.
- (ii) When the Town Clerk is unavailable the Technical Officer will take on any of the specified tasks and responsibilities.

(A) Requests from the Media

- 1. All staff should make the Mayor and/or the Town Clerk aware of all approaches from the media for interviews, statements or information.
- 2. Any request from the media will be discussed by the Mayor and Town Clerk and then forwarded to the most appropriate person - Mayor, Deputy Mayor, Committee Chair or Vice-Chair, Town Clerk or combination of those people to make a response on behalf of the Town Council.
- 3. Prior to its release, the Mayor and Town Clerk should be made aware of the broad content of any response.

(B) Response to published letters, articles, on-line comments, tweets, Facebook items

- 1. Every situation must be carefully assessed and in many cases a corporate response will not be appropriate.
- 2. Anyone seeing an article / item and thinking a corporate response may be needed should inform the Mayor and the Town Clerk.
- 3. In assessing whether or not a corporate response is appropriate the following will be

considered:

- Is the article / item in question factually accurate?
- Is the article / item expressing a personal view – and if so is that clearly stated?
- Would further discussion on the subject be constructive?

4. Any potential corporate response will be discussed by the Town Clerk and the Mayor and then forwarded to the most appropriate person - Mayor, Deputy Mayor, Committee Chair or Vice-Chair, Town Clerk or combination of those people to prepare a response on behalf of the Town Council.
5. Prior to its release the Mayor and Town Clerk should be made aware of the broad content of any corporate response where they were not involved in its preparation.

(C) Media Releases

1. The Town Clerk, Mayor and Committee Chairs will identify issues and stories that have the potential to be interest to the public.
2. The Town Clerk will draft corporate media releases consulting with the Mayor and Committee Chairs or any individual Councillor as appropriate.
3. An information copy of the final corporate media release will be sent to the Mayor and any Councillor who is quoted in the text.
4. Corporate media releases will be sent to relevant media outlets as determined by the Town Clerk following consultation with the Mayor.
5. A copy of the corporate media release will be posted on the Town Council's website.
6. A copy of the corporate media release will be sent to Councillors and staff.

(D) Media Training

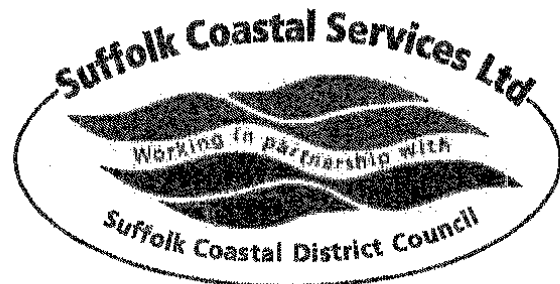
1. Opportunities will be made for the Mayor, Deputy Mayor, Chairs and Vice-Chairs of Committees and the Town Clerk to attend training in dealing with the media.

(E) Decision Making

1. The Town Council's Standing Orders (No 21) refer to relations with the press / media and the Town Council's policy - this media and publicity policy and procedures is the relevant policy.
2. Any decision about the content of corporate media releases or information to be supplied to the media or any response to any media item will be taken by the Town Clerk following consultation with the Mayor. (This delegation complies with the legislative restriction that an individual Town Councillor cannot make a decision on behalf of the Council.)

Ufford Park Offices, Yarmouth Road
Ufford, Woodbridge, Suffolk IP13 6ET
Tel: 01394 444000 Fax: 01394 444042
email: scsltd@suffolkcoastal.gov.uk

Mr Gordon Mussett
Interim Clerk of Felixstowe Town Council
Town Hall
FELIXSTOWE
IP11 2AG



Please ask for: Customer Services
Direct Dial: (01394) 444000

7 July 2014

Dear Mr Mussett

ESSENTIAL CHANGES TO THE WASTE AND RECYCLING COLLECTION SERVICE

Suffolk Coastal Services Ltd, which manages the Refuse Collection Service on behalf of Suffolk Coastal District Council, is making changes to the way in which the waste and recycling service is delivered throughout the District. One of the effects of these changes is that our waste and recycling collections will begin earlier, meaning that all residents will need to put their bin out by 6.00 am.

Also, in some areas, the day that the collection takes place will change. This change will come into force during the week beginning 21st July 2014. It is also important to note that, with the exception of Christmas and New Year, collections continue as normal on Bank Holidays.

These changes have been introduced as part of a reorganisation of how our collections are made. This enables the Council to make significant savings in the cost of its refuse collection without the need for job losses or a reduction in the service offered to residents.

More information will be sent to residents soon, with bin hangers put on residents' bins to inform them of their new collection day and also the earlier time. However, we would be grateful if you would let your residents know that these changes are coming by way of any communications that you may have in your town, for instance, newsletters or notice boards.

Additionally, in your area, there are changes to the collection schedule (i.e. the week the grey-lidded or blue-lidded/brown bins are collected). The affected households will also receive a separate notification letter advising them of the changes.

We will also be informing the local press, radio stations and other Town and Parish Councils of these changes, to ensure maximum coverage, and hence to achieve a smooth transition into the new arrangements and to minimise disruption to the service.

We appreciate that changes on this scale can cause confusion to some householders, therefore during the first month's collection we will have additional resources to hand to deal with any issues arising and to ensure that all households continue to receive their full refuse and recycling service.

As a Local Council we anticipate that you may well receive enquiries from residents regarding these changes. Therefore, to assist with such enquiries and to save unnecessary correspondence, we would suggest the following order of response:


1. In the first instance, refer the enquirer to their bin hanger and/or letter received;
2. If still not resolved, refer to them to the "Bin collection day finder" on the SCDC website, www.suffolkcoastal.gov.uk
3. If still not resolved, please ask them to telephone the Suffolk Coastal Services Customer Services Helpline on 01394 444000 or e-mail scs@ncsgrp.co.uk

If a householder is still unsure of which colour bin to put out on their collection day, we would advise that they be told to put out all three bins and we will empty the appropriate one(s) for that week.

Thanking you in advance for your understanding and cooperation in communicating and promoting these essential changes to any of your residents who may contact you regarding this.

If you have any queries please call us on 01394 444000.

Yours faithfully



Mark Emms
Managing Director
Suffolk Coastal Services

Proposed Changes to the Suffolk County Council Children's Centres in Felixstowe

Council is to note the proposal to merge Sea Breeze Children's Centre on Beach Station Road with The Oaks Children's Centre on Grange Road. The grounds for this proposal are given by SCC as follows:

- Sea Breeze is located on a busy junction with limited parking, which makes it difficult for families to access the centre.
- The majority of families already attend The Oaks, with some other services being delivered from other locations close to the centre and at Langer Primary School.
- The Oaks is around 0.9 miles from Sea Breeze and has adequate on-site parking. There is also a regular public bus service.
- The Oaks is open 35 hours each week (Monday-Friday), four hours each week in the evening and four hours each weekend.
- The Oaks provides a comprehensive range of services including health visiting, midwives, specialist services, local community and voluntary groups.

Full details of the consultation can be found here: <http://www.suffolk.gov.uk/your-council/decision-making/consultations/consultation-children-s-centre-services-across-suffolk/> and Members have been given a copy of the consultation document under separate cover.

The closing date for responses is Thursday 16 October 2014. Consultation responses are to be analysed and reported to Suffolk County Council's Cabinet Meeting in December 2014. It is proposed that, should they be approved, changes would begin to be implemented from April 2015.

Council is requested to consider and decide any comment it wishes to submit in response to this consultation.

Consultation on the Community Rail Service Designation

Consultation is underway on the Community Rail Service Designation of two routes which comprise the East Suffolk Lines (Ipswich to Felixstowe/Lowestoft) – as shown in the map on the following page.

Department for Transport proposals are to designate the two routes which comprise the East Suffolk Lines each as a community rail service.

Designation is intended to improve the financial performance, value for money and social value of the railways to help make sure of their long term future.

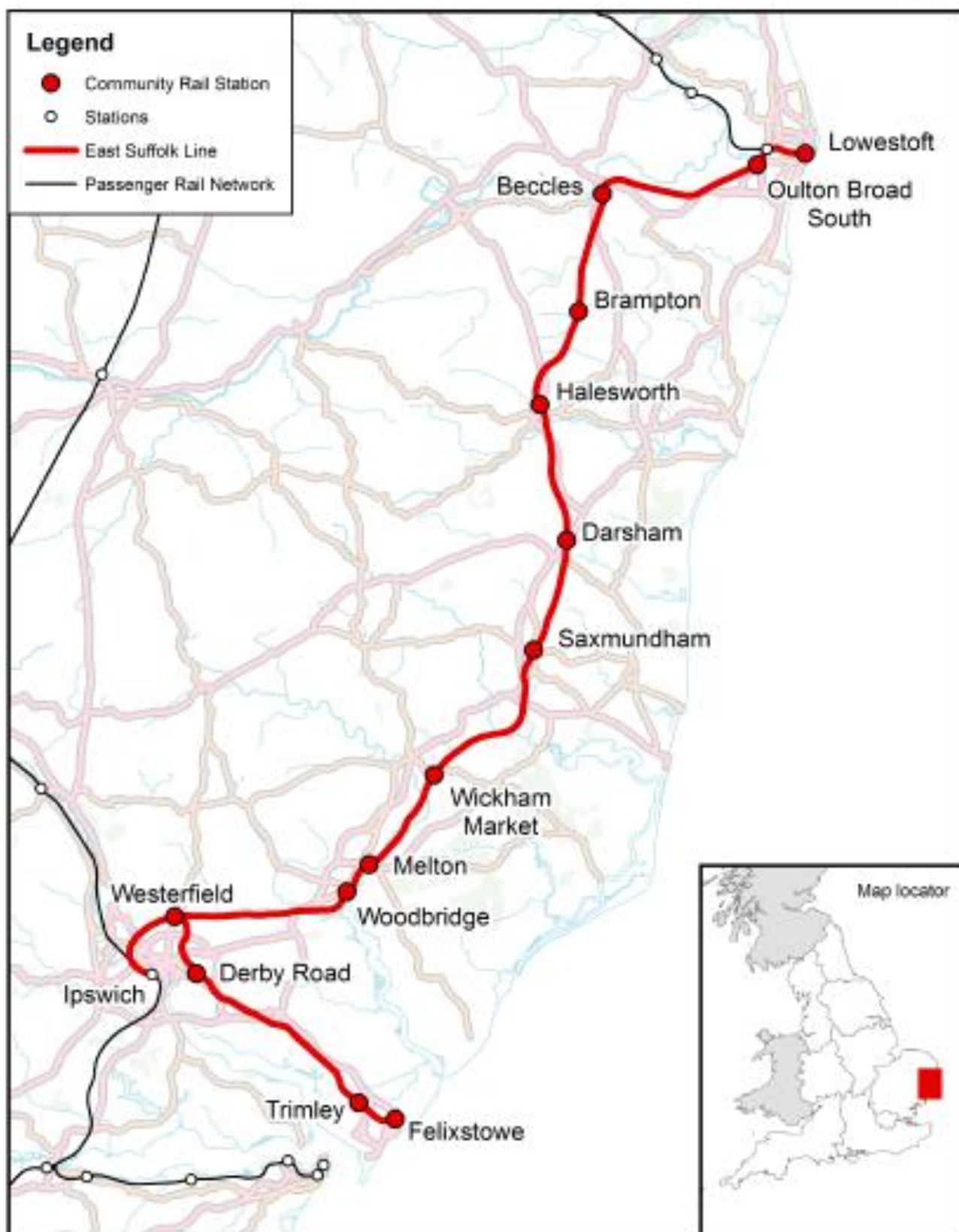
Community Rail

East Suffolk Lines (Ipswich–Lowestoft/Felixstowe)

Service designation 2014



Department
for Transport



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Department for Transport gisu1112|373

This is a short consultation involving key local and rail industry stakeholders. Full details are attached and available on the Department's website at:

<https://www.gov.uk/government/consultations/east-suffolk-lines-community-rail-designation>

Felixstowe Town Council is invited to submit any views or comments by Friday, 5th September 2014.

Council is requested to consider and decide any comment it wishes to submit in response to this consultation.

Felixstowe Town Council Questionnaire

At its meeting of 22 July 2014, Council's Questionnaire Working Party agreed the Felixstowe Town Council Questionnaire as found on the following pages.

It is proposed that the questionnaire be sent out before the end of August with a deadline for responses to be received by 1 October 2014 in order that Council review the findings at its meeting of 3 December 2014.

Council is requested to consider and approve the final version of the proposed questionnaire for distribution and the time frame for this project.

«Name»
 «Address_1»
 «Address2»
 «Address3»
 «Postcode»

Dear Resident

Felixstowe Town Council is consulting on the range of services and events currently provided in the Town. You have been selected to be among a small sample of local residents to submit your feedback in the questionnaire below. By doing this, you will help shape policies and inform important decisions which affect Felixstowe.

Please fill out the questionnaire on the following pages and return via the prepaid envelope by 1 October 2014

For each service/event listed, please mark whether you think they are: **A** (Essential) **B** (Desirable) **C** (Unimportant). If you are unaware of this service in Felixstowe, please also mark with an **X**. In the following columns, please indicate whether you think the Town Council *is* responsible for providing it, and whether you think the Town Council *should be* responsible for providing it.

EXAMPLES

The first entry below means that:

- You think Bingo is essential
- You do not think that the Town Council is responsible for running Bingo
- You do not think the Town Council should be responsible for running Bingo, or contribute towards running costs.

The second entry means that:

- You think Adult Education Services are desirable but do not know if any are provided in the town.
- You do not know if the Town council is responsible for Adult Education Services.
- You think that the Town council should be responsible for Adult Education Services, or contribute towards running costs.

Service	I think this service/event is...	I think the Town Council <u>is</u> responsible for this service/event	I Think the Town Council <u>should</u> be responsible for this service/event or contribute towards it
Bingo	A	No	No
Adult Education Facilities	BX	Don' t Know	Yes

QUESTIONNAIRE

Service	I think this service/event is...	I think the Town Council is responsible for this service/event	I Think Town Council <u>should</u> be responsible for this service/event or contribute towards it
Adult Education Facilities			
All-Night Street Lighting			
Allotments			
Ambulance Station			
Beach Huts & Chalets			
Bingo			
Bus Services			
Car Parks			
Carnival			
CCTV			
Cemetery			
Children's Play Areas			
Christmas Lights			
Cinema			
Coast Watch			
Community Centres			
Community Transport / Dial-a-Ride			
Cycle Routes			
Dock Viewing Area & Café			
Dog Warden			
Events at the Triangle			
Events on the Seafront			
Farmer's / Gardener's Markets			
Felixstowe Coast Patrol			
Felixstowe Community Hospital (The General)			
Fire Station			
Fireworks Displays			
Floral Planting			

Service	I think this service/event is...	I think the Town Council is responsible for this service/event	I Think Town Council <u>should</u> be responsible for this service/event or contribute towards it
GP Surgeries			
Grass-Cutting of greens and verges			
Hanging Baskets			
Landguard Area and Fort			
Leisure Centres			
Library			
Litter Picking			
Markets			
Old People's Welfare Centre			
Parking Enforcement			
Parks and Open Spaces			
Pavement Maintenance			
Police Station			
Public Footpaths			
Public Toilets			
Recycling Centre			
Recycling Collections			
Refuse Collection			
Roads Maintenance			
Sea Defences			
Sea Front Amusements			
Seafront Decorative Lighting			
Skateboard Park			
Spa Gardens			
Spa Pavilion			
Special Commemorative Events			
Sports Clubs			
Street Lighting			
Street Trees			

Service	I think this service/event is...	I think the Town Council is responsible for this service/event	I Think Town Council <u>should</u> be responsible for this service/event or contribute towards it
Swimming Pool			
Theatre and Dance			
Tourism			
Tourist Information Centre			
Town Centre Retail			
Town Twinning			
Train Services			
Youth Clubs			
Youth Organisation			

Please feel free to provide any additional comment in the box below (whether relating to one of the services above or any other comment you may wish to make):

Please indicate your age group by ticking one of the following boxes:

15-24 25-34 35-44 45-54 55-64 65 +

Any information provided in this questionnaire may be used to inform Council policies and could be published. However, no individuals will be identified.

Thank you for taking the time to complete this questionnaire. Felixstowe Town Council will publish the findings in due course, once the deadline for completed replies has passed.

If you have any queries please feel free to contact us at the Town Council Office.