



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 8 July 2015** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.**
- ii. **Prayers:** Capt. Richard Waters, Salvation Army, Felixstowe.
Please note that following Prayers, Council will observe one minute's silence to remember victims of the Tunisian beach attack of 26 June 2015.

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. **Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 25.
5. **Confirmation of Council Minutes**
To confirm the minutes of the Annual Council Meeting held on Wednesday 10 June 2015 as a true record. **(Pages 3-7)**
6. **Mayor's Communications**
To receive such communications as the Mayor may wish to lay before Council.
7. **Minutes of Committee Meetings**
To receive and adopt the minutes of the following meetings:
 - a) Planning & Environment Committee 3 June 2015 **(Pages 8-10)**

- b) Assets & Services Committee 3 June 2015 **(Pages 11-14)**
- c) Planning & Environment Committee 17 June 2015 **(Pages 15-17)**
- d) Civic & Community Committee 17 June 2015 **(Pages 18-21)**
- e) Finance & General Purposes Committee 24 June 2015 **(Pages 22-23)**

8. Reports from Members appointed to Outside Bodies

To receive any reports from Members appointed to represent the Town Council on outside bodies. *Members are requested to provide a written report to the Clerk at least two days prior to the meeting.*

9. Committee Recommendations to Council

To consider any recommendations made to Council by its Committees. **(Page 24 & Appendix A)**

10. Felixstowe Forward Report

To receive and update report from the Felixstowe Forward Change Director. **(Appendix B)**

11. Felixstowe Sports Hub

To receive a report from the SCDC Leisure and Countryside Manager on progress made on the Felixstowe Sports Hub project. **(Pages 25-27)**

12. Civic Memorabilia

To consider provisions for Civic Memorabilia. **(Page 28)**

13. Accounts for Payment

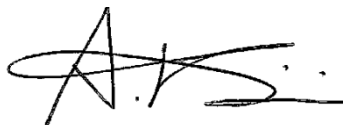
To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedule attached at Appendix C)

Date	Voucher Nos.	Total Payment
31/05/2015	80 – 106	£43,482.00
10/06/2015	107 – 121	£39,384.87
24/06/2015	122 – 145	£37,501.15
01/07//2015	146 - 149	£11,679.18
	TOTAL	£132,047.20

14. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 9 September 2015.



Ash Tadjrishi
Town Clerk
1 July 2015

Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as Members of Suffolk County Council)
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54. REQUESTS FOR DISPENSATION

There were none.

55. QUESTIONS TO THE MAYOR

There were none.

56. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 20 May 2015 be signed by the Mayor as a true record and adopted by the Council.

57. MAYOR'S COMMUNICATIONS

The Mayor referred to the following list of engagements since taking office on 20 May 2015:

- 1 June 2015: Maidstone School (Felixstowe in Flower)
Causton School (Felixstowe in Flower)
- 2 June 2015: Fairfield School (Felixstowe in Flower)
Kingsfleet School (Felixstowe in Flower)
- 3 June 2015: St. John's Ambulance Building (Unveiling memorial plaque at dedication)
- 4 June 2015: Felixstowe Nursery (Felixstowe in Flower)
Cautley House (Topping Out ceremony for the new homes as part of the Bartlet redevelopment)
Felixstowe Academy (Celebration of 25 years in Felixstowe of Bombay Nite)

Referring to these engagements, the Mayor spoke of the warm reception she had received at each of the events and

RESOLVED that the Mayor's engagements since 20 May 2015 be noted.

58. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be noted as received and adopted:

- a) Finance & General Purposes Committee 27 May 2015

59. REPORTS ON OUTSIDE BODIES

No reports received.

60. RECOMMENDATIONS FROM COMMITTEES

It was RESOLVED that the recommendation of the Finance & General Purposes Committee (Minute 30 of 2015/16) be approved and Council's Risk Management Policy and Risk Register for 2015/16 be adopted as presented in the report.

61. FELIXSTOWE FORWARD REPORT

Council received the report of the Felixstowe Forward Change Director, Ms Helen Greengrass. Council noted that the initiative had been designed on a 'hub and spoke' model whereby an overarching sponsor group would inform a programme of business for more focused 'spokes' working on a thematic basis.

Further to the report submitted with the agenda, Ms Greengrass outlined the approach being taken by Felixstowe Forward for engagement with the wider community at an event on 17 July 2015 at the Marlborough Hotel. Approximately 70 attendees had confirmed to date and the event was described as an opportunity to identify priorities for the town to which the Felixstowe Forward team could work, and by which they would be measured. All Members had been invited to attend and Ms Greengrass would send out further information subsequent to the meeting.

Ms Greengrass highlighted how several areas which had been raised as recurrent issues early in her tenure were starting to see positive outcomes. These included the Seafront Gardens, Spa Pavilion, Premier Inn, the Pier redevelopment, Boating Lake and canopy at The Triangle.

Members recommended that the redevelopment of the Boating Lake area should begin before the end of the calendar year, in line with aspirations for the Pier redevelopment, so as to avoid this section of the prom being subject to intensive works on two separate occasions.

Ms Greengrass paid thanks to the Town Council and its staff for the warm welcome she had received since taking up the post in April. It was noted that a report from Felixstowe Forward would be a standing item on Council agendas.

Members recorded a vote of thanks to Helen Greengrass.

RESOLVED that the format of the Felixstowe Forward update report be approved and the report be noted as received.

62. FELIXSTOWE SPORT HUB

The Mayor advised that the SCDC Leisure and Countryside Manager, Ms Keri Ryder, had been scheduled to address Council on this item but had been unable to attend this evening due to a family emergency.

RESOLVED that this item be deferred to the Ordinary Meeting of 8 July 2015.

63. ANNUAL RETURN 2014-15

Council considered the Annual Return for the financial year 2014-15 as presented. The Clerk advised that the Notice of Audit had been displayed on the Town Hall noticeboards from 8 June 2015.

It was RESOLVED that:

- i) the correction from £431,244 to £424,551 to the total borrowings figure in Box 10 for 31 March 2014 of the Annual Return for the financial year ended 31 March 2015 be approved the Mayor be authorised to initial this amendment;**
- ii) the Annual Return for the financial year ended 31 March 2015 (Section 1 – Statement of Accounts) be approved and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- iii) the Annual Return for the financial year ended 31 March 2015 (Section 2 – Annual Governance Statement) be approved and the Mayor and Clerk of the Council be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iv) it be noted that the Finance & General Purposes Committee at its meeting on 27 May 2015 found no actions arising from the final Internal Audit Report for the Financial Year 2014-15 and, therefore, no action plan was required to be submitted with the Annual Return 2014/15 to the External Auditor.**

64. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council reviewed the effectiveness of its internal audit arrangements, in line with the information detailed in the agenda report.

Members commented that Council received a good service from SALC and it was proposed that the arrangement be continued on the same basis.

It was RESOLVED that:

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, Ms Diane Jimpson of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a quarterly and year-end audit on the basis of the schedule provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2014".**

65. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
20/05/2015	52 - 79	£11,986.72
	TOTAL	£11,986.72

66. CLOSURE

The meeting was closed at 8.13pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 8 July 2015 at 7.30pm.

Date: _____

Town Mayor: _____

It being 10am, Cllr S Gallant left the meeting at this point.

27. PLANNING RESPONSES SENT UNDER DELEGATED ARRANGEMENTS

RESOLVED that the comments submitted to Suffolk Coastal District Council by the Town Clerk and Estates Officer under delegated powers be noted.

28. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a)	DC/15/1783/FUL Alterations/conversion of basement (part) of former main convalescent home building to provide 2 no. 1 bedroom dwellings. Former Bartlett Hospital and Grounds, Undercliff Road East, Felixstowe – Applicant: Gipping Homes Ltd., Ipswich.
Committee recommended APPROVAL.	

b)	DC/15/1784/LBC Alterations/conversion of basement (part) of former main convalescent home building to provide 2 no. 1 bedroom dwellings. Former Bartlett Hospital and Grounds, Undercliff Road East, Felixstowe – Applicant: Gipping Homes Ltd., Ipswich.
Committee recommended APPROVAL.	

c)	DC/15/1811/FUL Proposed development to form two no. dwellings. Revised scheme following outline planning approval DC/14/0060/OUT and refusal of planning permission DC/14/3587/FUL & DC/15/0367/FUL . Part East and West garden of 19 Cliff Road, Felixstowe Applicant: Roseberry Property Development Ltd.
Committee recommended REFUSAL. Committee was aware that the previous application for this site was refused by Suffolk Coastal District Council and considered that the minor amendments to the frontage of the property in this application have not addressed the reasons given for refusal.	

29. FELIXSTOWE PENINSULA AREA ACTION PLAN

Committee noted that the Clerk and four Town Councillors had been appointed to the Felixstowe Peninsula Area Action Plan Working Group at the Annual Council meeting on 20 May 2015. The Town Council membership of the group therefore being:

- Cllr Jan Garfield
- Cllr Stuart Bird
- Cllr Steve Wiles
- Cllr Kimberley Williams
- Town Clerk

The Clerk advised that a date had not been set for the next meeting of this group but this would be circulated once known.

30. CORRESPONDENCE

The following two items of correspondence were noted:

- i. Letter from Eric Pickles MP in response to Committee's letter regarding the introduction of Section 106 affordable housing and tariff-style contributions and their impact on the delivery of affordable housing and local infrastructure.**
- ii. Letter from Mark Edgerley, SCDC Principal Planner, in response to Committee's request for a Flood Risk policy as part of the Felixstowe Peninsula Area Action Plan.**

31. CLOSURE

The meeting was closed at 10.46am. The date of the next meeting was noted as being Wednesday 17 June 2015 at 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 3 June 2015 at 7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr T Green
Cllr Jan Garfield (Vice-Chairman) Cllr G Newman
Cllr S Bird Cllr A Smith
Cllr P Coleman Cllr J Vartan
Cllr Jon Garfield

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Faversham (Cemetery & Allotments Officer)

32. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Deacon** and **Cllr D Savage**.

33. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr T Green 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)
Cllr Jon Garfield Cllr Jan Garfield	48	Local Non-Pecuniary (as Members of FOPWA)

34. REQUESTS FOR DISPENSATION

There were none.

35. INTRODUCTION TO ASSETS & SERVICES COMMITTEE

The Chairman welcomed newly appointed Members to the first meeting of the Assets & Services Purposes Committee in the current Municipal Year and following recent elections.

The Committee noted its Terms of Reference and received an introduction from the Chairman on the type of business for which it would be responsible.

36. ASSETS & SERVICES BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 26 May 2015.

It was noted that income for Walton Community Hall was showing as a negative sum as a result of payments yet to be received from the bookings in the previous financial year which had been carried-over.

The Clerk advised that electricity usage at Walton Community Hall required further investigation to establish the root cause and whether consumption could be reduced. Members suggested that a smart meter could help identify what was drawing the most power and it was agreed that this be investigated.

RESOLVED that the Budget Report to 26 May 2015 be received and noted as presented with no other action required at this time.

37. REPORT OF THE ESTATES OFFICER

Committee considered the Estates Officer's report. The Clerk advised that Committee would consider the Schedule of Fees and Charges for Council's services at its next meeting.

Members requested that a cost comparison study with other local and similarly sized community halls be provided to Committee at the next meeting.

RESOLVED that Report of the Estates Officer be noted and arrangements be made for all Members to have the opportunity to visit each of Council's sites over the forthcoming months.

38. TOWN HALL BUILDING WORKS

Committee considered a report on ongoing repair and renovation works at the Town Hall.

It was noted that the Council's project consultants had recommended that the works be scaled back to avoid any risk to the integrity of the wall following the discovery that the wall was of cavity construction. This would mean that R G Carter were likely to complete the remainder of possible works earlier than planned.

The Clerk gave a further update to Members following the receipt of a report from a local structural engineer who had been asked to investigate the cavity wall structure. Members noted that the cost of the report would be paid for from the 'Town Hall Maintenance' Earmarked Reserve within the original budget for the project as approved by Council at its meeting of 1 April 2015 (Minute 599 of 2014/15 refers).

It was noted that there would be some savings against the original schedule of works but further expenditure would be required to provide Committee with a professional assessment of the situation and to identify options for the long-term preservation of the structure.

Members asked that the Clerk and Estates Officer provide an options report to Committee at the earliest opportunity.

RESOLVED that:

- i. contract instructions to R G Carter be adjusted in accordance with the advice of Council's appointed building project consultant;**
- ii. the action taken by the Town Clerk and Estates Officer to instruct MLM Ltd. to provide an early structural survey be approved;**
- iii. with regards to the works required to further protect the Town Hall walls, the Town Clerk and Estates Officer be instructed to commission the necessary surveys in order to provide a report to Committee detailing the options available to Council; and,**
- iv. the cost of the professional fees above to be provided via Council's 'Town Hall Maintenance' Earmarked Reserve subject to the overall project limit of £40,000 plus VAT as previously approved in accordance with minute 599 (Ordinary Council 1 April 2015).**

39. ALLOTMENTS UPDATE REPORT

Committee received a report on the Town Council's Allotments which detailed a number of projects to improve the administration of the allotment sites. The Town Clerk advised that work to improve the condition of the internal roadways at the Ferry Road and Cowpasture sites had been initiated in the previous financial year and would continue in the current year.

Members requested that the Estates Officer report to Committee on the work required to register the Council's allotment titles with the Land Registry.

It was RESOLVED that the allotments update report be noted and the Estates Officer be instructed to bring a report to Committee on the work required to register the Council's allotment titles.

40. CEMETERY UPDATE REPORT

Committee received a report on Felixstowe Cemetery detailing a number of projects that would require further consideration over the forthcoming months and years.

A short-term project to create a new Memorial Garden and urns section was considered and it was agreed that work to develop this could commence pending Council approval for funding.

Members advised that it would be preferable to consider a single plan which incorporated the other elements described in the report rather than several single projects. Though the cost to meet all of the aspirations in the report could yet prove to be prohibitive, it was thought that a combined approach could maximise the opportunity and realise some economies of scale or be phased over a longer period of time to complete.

To support Committee in its consideration of the timescale required to provide the new grave burial section where the allotments were currently located, Members requested that the next report contain an overview of current capacity and burial rates over the past few years.

Following a debate it was RESOLVED that:

- i. the proposal to develop a new Memorial Garden and new urns burial section be approved and it be recommended to Council that funding for this be authorised from the Cemetery Projects Earmarked Reserve; and,**
- ii. the Clerk and Estates Officer be instructed to draft proposals and possible timescales for a wide-ranging Cemetery improvement project incorporating the elements in the report.**

41. CLOSURE

The meeting was closed at 8.55pm. The next meeting was noted as being scheduled for Wednesday 2 September 2015 at 7.30pm.

Date: _____

Chairman: _____

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 17 June 2015 at 9.15am

PRESENT: Cllr A Smith (Chairman) Cllr G Newman
 Cllr S Bird Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs R Jones (Estates Officer)

67. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr Jan Garfield, Cllr Jon Garfield, Cllr S Gallant, Cllr S Wiles and Cllr K Williams.**

68. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr A Smith	72(a)	Disclosable Pecuniary Interest (as a near neighbour to the application property)

Having declared a DPI in item 72(a), Cllr A Smith advised that he would be leaving the chamber for the duration of the consideration of that item.

69. REQUESTS FOR DISPENSATION

There were none.

70. CONFIRMATION OF MINUTES

It was RESOLVED that:

The Minutes of the Planning & Environment Committee Meeting held on 3 June 2015 be signed by the Chairman as a true record.

71. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to Suffolk Coastal District Council:

Cllr A Smith left the Chamber at this point.

In the absence of the Vice-Chairman, Cllr Doreen Savage was elected as Chairman for the following item.

Cllr D Savage in the Chair.

a)	DC/15/2059/FUL Erection of front extension. 22 Picketts Road Felixstowe Applicant: Mrs and Mrs J Smith
Committee recommended APPROVAL.	

Cllr A Smith returned to the Chamber.

Cllr A Smith in the Chair.

b)	DC/15/1852/FUL Replace the existing rotting hardwood windows with same colour and style UPVC double glazed units to improve the sound and heat insulation. St Marys Community Hall High Street Walton Felixstowe Applicant: Philip Rawe
Committee recommended APPROVAL.	

c)	DC/15/1396/ADI Internally illuminated fascia sign - consent to display (Application No: C10/0869) is expiring on 30/3/2015 we are now proposing to be renewed 173 Hamilton Road Felixstowe Applicant: Mr Jamie Redbond
Committee recommended APPROVAL.	

d)	DC/15/1753/FUL Change of use from a guest house to a residential family home. Dorin Court 41 Undercliff Road West Felixstowe Applicant: Mrs Joanna Peachey
Committee recommended APPROVAL subject to either: a) a condition be imposed restricting the use of the property to a single residential dwelling; or, should this not be possible, b) a letter from the Planning Officer to the applicant covering this limitation.	

e)	DC/15/2132/FUL Ground floor front extension and first floor side extension. 4A Dellwood Avenue Felixstowe Applicant: Mr Chris Horne
Committee recommended APPROVAL.	

f)	DC/15/2010/VOC Details as required by Conditions 2 and 6 of Planning Permission Consent DC/14/1868/FUL Site 2 Site Of Former 23 Leopold Road Felixstowe Applicant: Mr Julian Bobbin
Committee recommended APPROVAL subject to all proposals complying with SuDS and requirements to deal with surface water run-off both from the impermeable surfaces within the site curtilage and onto the highway beyond.	

72. FELIXSTOWE PENINSULA AREA ACTION PLAN

Committee noted that the first meeting of the Felixstowe Peninsula Area Action Plan Working Group in the current Municipal Year was due to take place on Monday 22 June at 6.30pm at the Town Hall.

73. CORRESPONDENCE

The following two items of correspondence were noted:

- iii. Letter from SCDC confirming that, in accordance with Regulation 25 of the Community Infrastructure Levy Regulations 2010 (as amended), Suffolk Coastal District Council adopted the Charging Schedule on Thursday 28 May 2015. Such charges will come into effect from Monday 13 July 2015.
- iv. Notice from the Planning Inspectorate of a non-material change in respect of the East Anglia ONE Offshore Wind Farm Development Consent Order.

74. CLOSURE

The meeting was closed at 10.46am. The date of the next meeting was noted as being Wednesday 1 July 2015 at 9.15am at Felixstowe Town Hall.

Date: _____

Chairman: _____

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 17 June 2015** at **7.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Faversham (Cemetery & Allotments Officer)

IN ATTENDANCE: Sgt. 733 Peter Street (Felixstowe and District SNT) *to item 80.*

75. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr Jan Garfield, Cllr T Green, 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 D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)

77. REQUESTS FOR DISPENSATION

There were none.

78. INTRODUCTION TO CIVIC & COMMUNITY COMMITTEE

The Chairman welcomed newly appointed Members to the first meeting of the Civic & Community Committee in the current Municipal Year and following recent elections.

The Committee noted its Terms of Reference and received an introduction from the Chairman on the type of business for which it would be responsible.

79. CCTV REPORT

Sgt. Peter Street presented a CCTV report for the quarter 1 January to 31 March 2015. Members noted that recent hardware replacements under contract had improved the stability and responsiveness of the system.

In reference to the further six cameras, which were to be purchased by the District Council and installed at various locations within the Seafront Gardens area, Members asked how the existing system would be affected by these being linked in. Sgt. Street advised that the volunteers would be able to monitor

15 cameras effectively provided that an appropriately sized display screen was provided to ensure that each image could be easily viewed.

Sgt. Street invited Members to receive a demonstration of the CCTV system at the Police Station and to liaise with him for a mutually convenient time.

Committee recorded a vote of thanks to Sgt. Street for his report and Members asked that, if possible, his next report to include data on other relevant incidents identified by CCTV which may not be formal crimes.

Noting that the existing contract agreement for maintenance of the Town Council's 9 CCTV camera system was due to expire in July 2016, Members proposed that an overarching contract on a shared basis with SCDC could prove more cost effective than two separate contracts and preserve the robustness of the system through a single-source responsive service.

It was RESOLVED that the Clerk, in consultation with Sgt. Peter Street and Cllrs D Savage and S Gallant, be instructed to liaise with officers of the District Council on the principle of establishing an overarching contract for maintenance of the full complement of 15 CCTV cameras, once all had been installed, on a shared basis.

80. CIVIC & COMMUNITY BUDGET REPORT

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

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

81. ANNUAL GRANTS 2015/16

Committee received the schedule of Annual Grants totalling £6,800 for 2015/16 and which had been paid. Each of the organisations listed had submitted correspondence thanking the Town Council for its support and detailing how the funds were to be spent. The Clerk advised that Committee would be considering recommendations for Annual Grants to Council for the year 2016/17 as part of the budget setting process.

Committee requested that details of the Annual Grants be highlighted in the next newsletter.

RESOLVED that the payment of Annual Grants for 2015/16 be noted as complete and highlighted in the Council's newsletter.

82. OCCASIONAL GRANTS: ROUND1 2015/16

Committee considered completed applications for funding received prior to the 31 May 2015 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being over £14,672.

Committee proposed that grants be awarded on the following basis:

Felixstowe Radio & TV

Awarded £575 towards the cost of relocating the aerial.

The Hope Trust

Awarded £350 for the purchase of a new laptop for pastoral workers.

Suffolk Accident Rescue Service (SARS)

Awarded £350 towards equipping new SARS responders & upgrading existing equipment.

Art on the Prom

Awarded £400 for the provision of one activity tent.

Felixstowe Book Festival

Awarded £100 towards the core costs of the Book Festival.

The Lions Club of Felixstowe

Awarded £1,500 towards a heart screening project for young persons.

Felixstowe Hockey Club

Awarded £1,290 for the cost of training new Hockey coaches.

Felixstowe and District Horticultural Society

Awarded £150 towards venue hiring costs for the 2015 annual show.

Felixstowe Friendly Visiting Service

Awarded £500 towards the cost of coach hire, lunches and teas for the elderly.

RESOLVED that:

- i. **for the first round of Occasional Grants for 2015/16 a total of £5,215 be awarded and approved for payment on the basis of the schedule above; and,**
- ii. **details of Occasional Grants awarded by the Town Council, availability and deadlines for the next round, be published in the Council's next newsletter.**

83. FELIXSTOWE IN FLOWER 2015

Committee received and noted the report on the Felixstowe in Flower scheme.

It was RESOLVED that the Felixstowe in Flower Awards event be held at the Felixstowe Academy on Friday 11 September 2015.

84. STREET FURNITURE

Committee considered the provision and installation of two new bins and the possibility of installing a bench at the Gosford Way green.

It was RESOLVED that:

- i. subject to confirmation by SCS Norse that the bin will be maintained and serviced by the waste collection team, a litter bin at a cost of £200+VAT be approved for installation at the Trim Trail on Sea Road;**
- ii. subject to confirmation by SCS Norse that the bin will be maintained and serviced by the waste collection team, a Fido (dog waste) bin at a cost of £183+VAT be approved for installation at the junction of Maybush Lane/Foxgrove Lane; and,**
- iii. it be recommended to Council that funding for a bench to be installed at Gosford Way green be approved from the Earmarked Reserve ‘Recycling Credits’, subject to confirmation of the cost for installation and period of inclusive maintenance.**

85. FELIXSTOWE SOCIETY WWI EVENT (2018)

Committee considered an early request for support, in principle, for an event in 2018 commemorating the centenary of the end of World War One.

RESOLVED that the Committee support, in principle, Felixstowe Society’s plan for a Cavalry charge to be held in one of the town’s open spaces, preferably Walton Recreation Ground, in September 2018 to commemorate the centenary of the end of World War One.

86. CLOSURE

The meeting was closed at 9.59pm. The next meeting was noted as being scheduled for Wednesday 16 September 2015 at 7.30pm.

Date: _____

Chairman: _____

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 24 June 2015 at 7.30pm

PRESENT: Cllr G Newman (Chairman) Cllr S Gallant
 Cllr S Bird (Vice-Chairman) Cllr D Savage
 Cllr S Bloomfield Cllr A Smith
 Cllr Jan Garfield Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs D Frost (Finance Administrative Officer)

87. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr C Barham, Cllr M Deacon and Cllr K Williams.**

88. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Bloomfield Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

89. REQUESTS FOR DISPENSATION

There were none.

90. CONFIRMATION OF MINUTES

It was RESOLVED that:

The Minutes of the Finance & General Purposes Committee Meeting held on 27 May 2015 be signed by the Chairman as a true record.

91. ACCOUNTS FOR MAY 2015

Committee considered a detailed report showing income and expenditure against budget to 31 May 2015.

A full list of material variances was provided with no further action deemed necessary.

RESOLVED that the Accounts to 31 May 2015 be received and noted as presented with no other action required at this time.

92. STATEMENT OF INTERNAL CONTROL

Committee noted the requirement of the Accounts and Audit Regulations 2015 for Council to ensure that it has a sound system of internal control.

Following consideration of a draft policy and internal control statement document it was proposed that it be recommended to Council for approval and adoption with no changes.

It was RESOLVED that the Internal Control Statement for the year ending 31 March 2016 be recommended and presented to Council for formal adoption.

93. LOCAL COUNCILS AWARD SCHEME

Committee considered the report outlining options for further accreditation in the Local Councils Award Scheme, noting the Town Council had already achieved the Foundation Award certificate following the dissolution of the Quality Councils scheme.

Members agreed that the Town Council should aspire to achieving the Gold award as this would demonstrate the Council as being at the forefront of best practice and the highest standards of governance, community leadership and council development.

RESOLVED to recommend to Council that:

- i. the Town Council register for the Quality Gold Award at a cost of £250+VAT from Council's 'Enhancement and Promotional' Earmarked Reserve; and,**
- ii. a Working Group consisting the Town Clerk, Finance Administration Officer and up to three Members be appointed to oversee delivery of the project, reporting to Council throughout the process.**

94. CLOSURE

The meeting was closed at 8.27pm. The next meeting was noted as being scheduled for 22 July 2015 at 7.30pm.

Date: _____

Chairman: _____

AGENDA ITEM 9: COMMITTEE RECOMMENDATIONS TO COUNCIL

Assets & Services Committee 3 June 2015, Minute 40i:

RESOLVED that the proposal to develop a new Memorial Garden and new urns burial section be approved and it be recommended to Council that funding for this be authorised from the Cemetery Projects Earmarked Reserve.

Note: the project to develop the new urns section is projected to cost around £1,700. The new Memorial Garden project is being developed and will be brought to Council in due course. The Cemetery Projects Earmarked Reserve currently stands at £130,000 and is being added to on an annual basis in anticipation of a wider project of improvement and increased capacity at the Cemetery.

Civic & Community Committee 17 June 2015, Minute 84iii:

it be recommended to Council that funding for a bench to be installed at Gosford Way green be approved from the Earmarked Reserve 'Recycling Credits', subject to confirmation of the cost for installation and period of inclusive maintenance.

Note: the Clerk has requested confirmation of the cost and inclusive maintenance period from SCS Norse and will provide an update to Council at the meeting. The Recycling Credits Earmarked Reserve stands at £3,540.

Finance & General Purposes Committee 27 May 2015, Minute 90:

It was **RESOLVED** that the Internal Control Statement for the year ending 31 March 2016 be recommended and presented to Council for formal adoption.

Note: This document is presented at Appendix B.

Finance & General Purposes Committee 27 May 2015, Minute 93:

RESOLVED to recommend to Council that:

- i. the Town Council register for the Quality Gold Award at a cost of £250+VAT from Council's 'Enhancement and Promotional' Earmarked Reserve; and,
- i. a Working Group consisting the Town Clerk, Finance Administration Officer and up to three Members be appointed to oversee delivery of the project, reporting to Council throughout the process.

Note: the Enhancement and Promotional Earmarked Reserve currently stands at £7,865, of which around £3,500 is committed for the completion of the website project.

Council is requested to consider the above recommendations from its recent Committee meetings.

AGENDA ITEM 11: FELIXSTOWE SPORTS HUB

This item was deferred from the Council meeting of 10 June 2015.

The following report has been provided by the SCDC Leisure and Countryside Manager, Ms Keri Ryder:

Felixstowe Town Council considered a report from Suffolk Coastal District Council (SCDC) on the 19th March 2014. In conclusion, support towards the Felixstowe Sports Hub project was welcomed provided:

- a) No changes will be made to the current pitch provision at both Walton and Seaton Road Recreation Grounds
- b) There is no reduction in the overall current pitch provision in the town
- c) Consideration is given to the original suggestion of a jogging/running track around the perimeter of Coronation Sports Ground and/or Eastwood Ho
- d) Provision is made for persons with disabilities to be able to access the facilities and participate in the sports
- e) There is adequate provision for outdoor sports to be played other than those mentioned in the report (both on a formal and informal basis)
- f) The Grove Car Park be excluded from any leases and remain a public car park managed within the existing Suffolk Coastal District Council car parking regime
- g) This Council receives confirmation that the clubs involved have been fully appraised of the financial impacts (on them) of the associated maintenance costs involved.

As recommended in the March 2014 report a paper was taken to SCDC Cabinet for consideration. The following progress has been made since April 2015 when the project was supported by SCDC Cabinet:

- Meetings with internal (SCDC Planners, Legal, Estates etc.) and external stakeholders (FTC, Felixstowe and District Council for Sport and Recreation, SCDC Partners etc.)
 - Lease discussions with clubs
 - SCDC Cabinet approval of the Rugby Club lease, March 2015
 - Feasibility study and working group of Eastwood Ho
-
- Felixstowe Rugby Club's lease was approved at SCDC Cabinet in March 2015 and completed in June 2015. The rugby club are now looking to refurbish the club house with funds from RFU in line with the 2015 Rugby World Cup.
 - Initial conversations have taken place with the Felixstowe and Walton Football Club regarding their long-term lease and plans to take the lease terms to SCDC Cabinet for consideration are in motion. Following Cabinet's decision

and subject to the relevant planning permission the football club will draw down funding from the FA to build a new pitch side club house.

- The hockey club are at capacity at Felixstowe Academy. The SCDC pitch and non-pitch assessment highlights the requirement of a 3G pitch in Felixstowe, if established this will free up pitch space on the current all-weather pitch at the Academy. The hockey club have a longer term vision to establish a second all weather pitch at the Academy in the future, which is supported by the school.
- Felixstowe Academy are looking to refurbish the old sports hall and changing rooms at the school. These were left as a legacy when the new school was built and are in dire need of refurbishment. The school want to work with clubs on this ensuring the new build meets the needs of the community as well as their pupils and following conversations with Sport England this is a project that seems likely for successful funding.
- The collective cricket clubs have exhausted every avenue regarding the potential development at Eastwood Ho, they found the project feasible and are now looking for a financial backer to support, in principle, the build before progressing to consultation and relevant planning applications. Clubs have some funding routes that they can apply to however they do not come close to the total project cost and if funding cannot be found there is a risk the project could fall over. Should they be unsuccessful in finding a financial backer they may need to stay at Coronation Sports Ground and Dellwood Avenue.
- The collective cricket clubs are also considering a second option of relocating to Felixstowe Academy. Work to scope the space and requirements of the cricket clubs, Academy and Hockey club needs has started to commence.

Next Steps:

- Individual club/school progress fits into the wider Felixstowe vision to provide quality facilities within Felixstowe. To realise the maximum benefit for all club/school projects there is a certain amount of reliance on all the individual projects completing in a sequence of events:
 - Felixstowe Academy establishes a home for cricket at the school **(this happens first if cricket choose to relocate to Felixstowe Academy)**
 - Cricket move to Eastwood Ho **(this happens first if cricket choose to relocate to Eastwood Ho)**
 - Football and Rugby gain full access to Dellwood and Coronation
 - Football gains full access to Dellwood and are able to develop a training pitch moving football teams away from the Academy, enabling the Hockey Club further access of the pitch at Felixstowe Academy
 - Rugby gains full access to Coronation Sports Ground to further develop the clubs teams and refurbish the club house
 - Concurrently Felixstowe Academy can start looking to raise funds to refurbish the changing rooms and sports hall
 - Evaluation of Eastwood Ho to take place if the cricket clubs choose to move to Felixstowe Academy
- If one project falls over this could impact the others. As the first piece of this puzzle, the clubs obstacles to funding avenues have the potential to

negatively impact the projects success and future plans for the town. If the clubs are unable to secure a large proportion of the short term project costs the hub vision for the town could fall over. This will not be detrimental to the clubs as things will look very similar to how they do now but it will have a knock on effect and potentially decrease the positive impact of the sports hub vision.

- To secure the future of the wider Felixstowe Hub project and ensure the best possible outcome for all parties SCDC officers would like to take a paper to SCDC Cabinet which if supported will dedicate an up-front proportion of the long-term grounds maintenance savings to the Felixstowe Hub vision.
- If approved this budget would support the wider Felixstowe hub vision not support one individual club. It may also be a lever to provide match funding for other projects under the Felixstowe Hub arm provided the collective clubs come together to looking at funding from a Felixstowe level.
- A funding group has been set up that is represented by all clubs and Felixstowe Academy. This is a forum for all parties to look at funding from a Felixstowe level. It will help support clubs collaborative bids preventing the duplication of applications to the same funding pots, strengthening the bids and mitigating against the risk of duplicate applications being rejected due to their proximity to each other.

Council is requested to note the information above and any update of the SCDC Leisure and Countryside Manager who is attending the meeting to present this report.

AGENDA ITEM 12: CIVIC MEMORABILIA

Council is requested to consider a provision for those occasional items which may be presented as formal gifts to official guests or visitors to the town, or as awards given by the Council. Such items in the past have included wooden plaques with the Town Council crest, lapel badges, pens and jute bags. The wooden plaques, having the most cost per item at £38.15+VAT each, are usually limited to be given out as one-off awards such as the recent presentation to the Hockey Club by the Council in 2014/15 in recognition of their achievement as Club of the Year. The cost of bespoke pens, lapel badges and other items vary according to quality and quantity ordered.

There is no specific budget heading for this type of expenditure, however Council may consider the use of its Enhancement & Promotional Earmarked Reserve to be an appropriate source of funding for this purpose. The Enhancement and Promotional Earmarked Reserve currently stands at £7,865, of which around £3,500 is committed for the completion of the website project and is subject to a further commitment of £250 depending on the outcome of Council's consideration of the earlier item on this agenda for the Local Councils Award Scheme.

Council is therefore requested to consider what, if any, funding it wishes to make available for the provision of Civic Memorabilia as detailed above.
