

## **FELIXSTOWE TOWN COUNCIL**

### **MINUTES OF THE ORDINARY MEETING OF THE COUNCIL**

Held on Wednesday 5<sup>th</sup> June 2013 at Felixstowe Town Hall

Present: Councillors Jan Garfield (Mayor), Bird, Deacon, Jon Garfield, Morris, Newman, Savage, Sennington, Sharman, Walker and Webb.

#### **58. PUBLIC QUESTION TIME**

A member of the public representing ABLE Felixstowe asked, having confirmed that this group were on the point of entering into an agreement with Suffolk Coastal District Council for the reopening of The Leydens, whether the Town Council would support ABLE Felixstowe and visit the site once it had reopened. The Mayor responded by offering congratulations to the group for its progress thus far and confirming in principle the Town Council's support and receptiveness to an invitation to visit.

#### **59. PRAYERS**

The meeting was opened with prayer by Reverend David Kemble, Trinity Methodist Church.

#### **60. APOLOGIES**

Apologies for absence were received from Councillors Barber, Slemmings, Smith, Stokell and Williams.

#### **61. DECLARATIONS OF INTEREST**

Councillors Bird, Deacon, Jan Garfield, Morris, Savage, Sennington and Sharman declared a Local Non Pecuniary Interest as Members of Suffolk Coastal District Council.

Councillor Newman declared a Local Non Pecuniary Interest as a Member of Suffolk County Council.

With regard to the accounts, as previously declared.

Councillor Newman declared a Local Non Pecuniary Interest as the Lead Cabinet Member at Suffolk County Council for Roads and Transport (and no longer for Children and Young People).

#### **62. MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON 8<sup>th</sup> MAY 2013**

The minutes of the Annual Meeting of the Council held on 8<sup>th</sup> May 2013 were confirmed as a true record and the Chairman was authorised to sign them.

#### **63. MAYOR'S COMMUNICATIONS**

The Mayor confirmed a number of practical changes to the configuration of the Council Chamber for Council meetings.

The Mayor referred to a list of engagements: 10.05.2013 – Launch of Felixstowe Walkers; 11.05.2013 – Annual Review of the Suffolk Trefoil Guild; 11.05.2013 – Felixstowe Old People's Welfare Association, Tea Party, Mayor and Deputy Mayor; 12.05.2013 – Farewell Service for Bishop Clive; 13.05.2013 – 30<sup>th</sup> Anniversary Concert of the Felixstowe Electronic Organ Club; 14.05.2013 – Co-operative Women's Guild 130<sup>th</sup> Anniversary Congress; 15.05.2013 – Cancer Research, Coffee Morning; 15.05.2013 – Inner Wheel Club of Felixstowe, Inter-Club Tea; 15.05.2013 – Co-operative Women's Guild, laying a wreath of white poppies at the War Memorial; 16.05.2013 – Annual Meeting of the Council and Mayor Making Ceremony, St Edmundsbury Borough Council; 16.05.2013 – Lunch with the Chinese Ambassador and the UK Consul General to Hong Kong at the Port of Felixstowe, Deputy Mayor; 17.05.2013 – Signing of a girder at the new Felixstowe Academy; 17.05.2013 – Concert by the Community Light Orchestra; 18.05.2013 – Launch of the Suffolk Walking Festival; 19.05.2013 – Mayor of Aldeburgh, Parade and Service; 19.05.2013 – Mayor of Southwold, Civic Service; 21.05.2013 – Cutting of the first turf ceremony, Seafront Gardens Project; 21.05.2013 – Level Two, Annual General Meeting, Deputy Mayor; 21.05.2013 – Ipswich Transport Museum, Corporate Friends Evening; 24.05.2013 – Handover Ceremony of the Visitor Centre & Viewpoint Café from the Port of Felixstowe to Suffolk Coastal District Council; 26.05.2013 – Civic Procession and Service of Thanksgiving to welcome The Association of Dunkirk Little Ships to Ipswich; 26.05.2013 – Culture Event at the Triangle; 02.06.2013 – Evensong to celebrate the 60<sup>th</sup> Anniversary of Her Majesty the Queen's Coronation; 04.06.2013 – Opening of garden at Coniston House, Deputy Mayor.

The Mayor extended particular thanks to the new Deputy Mayor for attending civic events in lieu of her Mayoral indisposition.

**64. ANNUAL ACCOUNTS OF FELIXSTOWE TOWN COUNCIL FOR THE FINANCIAL YEAR 2012/2013**

Further to Minute ref 33 of the Finance and General Purposes Committee report of 22<sup>nd</sup> May 2013, Members considered the annual accounts of Felixstowe Town Council for the financial year 2012/2013. The Clerk drew Members' attention, in conjunction with their consideration of the annual accounts for the financial year 2013/13, to the report of the internal auditor for the financial year 2012/13. The Clerk reported that spot checks and cross checks were found to be in order. The Clerk confirmed that preparation of an investment policy was in progress. The Clerk clarified two queries which had arisen at the Finance and General Purposes Committee meeting, both of which related to the classification of a type of expenditure and neither of which affected the bottom line.

Following discussion, it was unanimously

<p><b>RESOLVED</b> that Felixstowe Town Council accept and approve the annual accounts of the Town Council for the financial year 2012/2013 appended to these minutes.</p>
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**65. ANNUAL GOVERNANCE STATEMENT FOR THE TOWN COUNCIL'S EXTERNAL AUDITORS FOR THE FINANCIAL YEAR 2012/2013**

Further to Minute ref 34 of the Finance and General Purposes Committee report of 22<sup>nd</sup> May 2013, Members considered the Annual Governance Statement for the Town Council's External Auditors for the financial year 2012/2013. The Clerk drew Members' attention to the restatement of a figure by a discrepancy of £10.11 as highlighted in the report by the internal auditor for the end of year account 2012/13.

Following discussion, it was unanimously

**RESOLVED** that the Annual Governance Statement for the financial year 2012/13, appended to these minutes, be approved and duly signed and that it be forwarded to the Town Council's External Auditors.

**66. PLANS COMMITTEE**

In the absence of both the Chairman and Vice Chairman, Items 12 – 14, 20 – 28 and 43 – 57 of the meetings held on 13<sup>th</sup>, 15<sup>th</sup> and 29<sup>th</sup> May 2013 were presented by Councillor Webb, Member of this Committee.

With regard to item 14 of the meeting of 13<sup>th</sup> May 2013, in relation to C13/0485, Haven Exchange, Felixstowe, further to a Member's request, Councillor Bird clarified the request to reduce the percentage of comparison goods space included in the proposals.

With regard to item 22 of the meeting of 13<sup>th</sup> May 2013, South Seafront – Reserved Matters, Councillor Sharman expressed concern at the proposed changes which had been considered at that Plans Committee meeting. The Clerk confirmed that a response had been sent to Suffolk Coastal District Council, with their response awaited.

With regard to item 49 of the meeting of 29<sup>th</sup> May 2013, McCarthy and Stone Development, Hamilton Gardens, it was clarified that the correspondence from a member of the public related to a concern regarding the potential use of the Suffolk Coastal District Council owned Ranelagh Road car park for car parking associated with the development, and it was confirmed that the Town Council was not party to any discussions which may or may not be taking place between the developer and the District Council.

With regard to item 51 of the meeting of the 29<sup>th</sup> May 2013, Footpaths 33 and 34 Footpath Extinguishment Order 2013, it was confirmed that this related to Cavendish Park footpaths and was to regularise a previous anomaly when the footpaths were originally established.

**RESOLVED** that with these comments the report of this Committee be approved.

**67. NEWSLETTER EDITORIAL COMMITTEE**

Items 15 – 19 of the meeting held on 14<sup>th</sup> May 2013 were presented by Councillor Savage, Chairman of this Committee.

**RESOLVED** that the report of this Committee be approved.

**68. FINANCE AND GENERAL PURPOSES COMMITTEE**

Items 29 – 42 of the meeting held on 22<sup>nd</sup> May 2013 were presented by Councillor Savage, Vice Chairman of this Committee.

Item 32 - Accounts

**RESOLVED** that the accounts from 1<sup>st</sup> March 2013 – 31<sup>st</sup> March 2013 amounting to £42,299.66, presented to this Committee be approved.

Item 33 – Annual Accounts of Felixstowe Town Council for the Financial Year 2012/2013 and Item 34 – Statement of Assurance for the External Auditor for the Financial Year 2012/2013

Items 33 and 34 had been discussed and agreed at Minute ref 64 and 65 of these Council Minutes. Members wished Finance staff involved in the preparation of the annual accounts and annual return to be thanked for the hard work involved.

Item 35 – Occasional Grants – Music in Felixstowe

Members considered additional financial information received from Music in Felixstowe in support of their request to the Town Council for financial assistance in putting on two concert performances in Felixstowe to mark the Benjamin Britten Centenary, and to revive the Felixstowe Folk Festival in August. Members discussed the importance of such musical events in the town, and the figures provided. Following discussion, it was

**RESOLVED** to provide £500 to Music in Felixstowe for the Britten performances and the Felixstowe Folk Festival from the Felixstowe Enhancement and Promotion Fund.

It was also acknowledged that the annual budget sum of £1,600 for occasional grants was a relatively low amount in the Town Council's budget, hence the funding in this instance from the Enhancement and Promotion Fund, and it was recommended that this level could be reconsidered as part of the Council's budget setting process for next year. It was noted that the Council's reserves could also be a potential source of such funding should Members deem this appropriate.

Item 36 – Sub- Committee and Working Party Membership

**RESOLVED** that the following Sub-Committee and Working Party membership be approved for the Municipal Year 2013/2014.

Finance Sub-committee

Councillor Jan Garfield [Mayor]  
Councillor C Slemmings [Chairman Finance and General Purposes Committee]  
Councillor D Savage [Vice Chairman Finance and General Purposes Committee]  
Councillor A Smith [Chairman Plans Committee]  
Councillor M Stokell [Vice-Chairman Plans Committee]  
Councillor N Barber  
Councillor J Sennington  
Councillor M Walker  
Councillor K Williams

Cemetery and Allotments Sub-committee

Councillor C Slemmings  
Councillor Jan Garfield  
Councillor M Morris  
Councillor J Sennington  
Councillor M Stokell  
Councillor M Walker  
Councillor C Webb

Felixstowe in Flower Sub-committee

Councillor N Barber  
Councillor M Deacon  
Councillor Jon Garfield  
Councillor D Savage  
Councillor C Webb  
Councillor K Williams

Play/Leisure/Outdoor Sports Facilities for Young People Working Party

Councillor M Morris  
Councillor D Savage  
Councillor J Sennington

Community Services Group (Health Councillors)

Councillor N Barber  
Councillor M Deacon  
Councillor Jan Garfield  
Councillor G Newman  
Councillor M Sharman

**RESOLVED** that with these comments the report of this Committee be approved.

CHAIRMAN