



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

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

Cllr Jon Garfield
Cllr T Green
Cllr S Wiles
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 14 December 2016** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Civic & Community matters.

AGENDA

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 19 October 2016 as a true record.

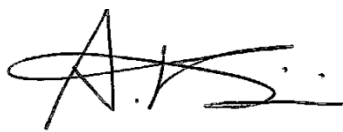
(Pages 3-5)

5. Civic & Community Budget Report

To receive the Civic & Community Budget report to 7 December 2016 and consider any actions deemed necessary.

(Page 6 & Appendix A)

6. **Occasional Grants: Round 2 2016/17**
To consider applications submitted for the second round of Occasional Grants.
(Pages 7-8)
7. **Remembrance Events**
To consider future arrangements for the Civic Remembrance Service.
8. **Christmas Events Update**
To receive a verbal update report on preparations for the Ice Rink event commencing on Saturday 17 December.
9. **Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 15 February 2017 at 7.30pm.



Ash Tadjrishi
Town Clerk
9 December 2016

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

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 19 October 2016 at 7.30pm**

PRESENT: Cllr D Savage (Chairman) Cllr Jan Garfield (Mayor *ex-officio*)
 Cllr S Gallant (Vice-Chairman) Cllr Jon Garfield
 Cllr S Bloomfield Cllr T Green
 Cllr P Coleman Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)

273. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr K Williams**.

274. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)

275. REQUESTS FOR DISPENSATION

There were none.

276. CONFIRMATION OF MINUTES

RESOLVED that the Minutes of the Civic & Community Committee meeting held on 21 September 2016 be signed as a true record.

277. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 7 October 2016.

RESOLVED that the Budget Report to 7 October 2016 be received and noted as presented with no other action required at this time.

278. FELIXSTOWE IN FLOWER REPORT

Committee considered the report on the 2016 Felixstowe in Flower initiative and awards.

Members paid tribute to the Council's Cemetery & Allotments Officer, Mrs Sue Faversham, for her excellent work which had resulted in another successful year of floral displays in the town.

Members made suggestions about how to raise the profile of the initiative and ways to promote the event more widely for 2017. It was agreed that a social media campaign should be used to complement

Other enhancements, such as new award categories and the sponsoring of prizes, were discussed and it was agreed that a Working Group should be set up to look at ways of enhancing the event for 2017.

Members commented on the high quality of the new style displays that had been introduced in the shared space area in 2016. It was agreed that, subject to confirmation by the Council's grounds' team that they would ensure the health of the flowers would not be adversely affected, watering could be undertaken by Council staff every other day during Felixstowe in Flower 2017, removing the need for an additional watering contract. The savings made on the cost of watering could be put towards new Holestar style planters and floral displays.

It was RESOLVED that:

- i. a Working Group, comprising the Council's Cemetery & Allotments Officer and Councillors D Savage, S Gallant and S Wiles, be set up to consider raising the profile of, and enhancements to, Felixstowe in Flower in 2017; and,**
- ii. on the proviso that the grounds' team ensure the health of the flowers is not adversely affected, watering of the baskets and tubs be undertaken by Council's own staff and the contracted provision from SC Norse not be renewed for 2017.**

279. DRAFT BUDGET CONSIDERATIONS 2017-18

Committee considered first draft proposals for its element of the Council's 2017-18 budget and reviewed the accompanying notes to the budget estimates in the report.

Members asked that £6,000 be included within cost centre 301 under a new code called 'Christmas Events'. This provision was commensurate with expenditure approved by Council over the previous two years for the ice rink. The Clerk advised that donations and sponsorship could be sought to offset this expenditure and it was agreed that the income estimated from donations and sponsorship for this activity be set at £4,000 within this cost centre.

Initial budget estimations for 'Civic Events' had been set at £600. Members asked that this be increased to £700 at this stage and suggested that F&GP be asked to give further consideration to Civic Events provision.

It was agreed that funding for the monthly cleaning of four bus shelters should be withdrawn for 2017-18. Members requested that the £800 this would have cost to be combined with £800 funding for 'Litter/Dog Bins' within a new code 'Street Furniture' for 2017-18, totalling £1,600.

Following the decision to trial in-house watering of the Felixstowe in Flower baskets and tubs in 2017-18 it was agreed that the cost savings in 'Repairs and Maintenance' be put in to 'Flowers & Containers' in order that a greater investment could be made in the quality of the displays.

The Clerk advised that Suffolk Coastal Norse had provided a quote for the Floral Bedding at the same price as the current year. On this basis it was agreed that SC Norse should provide this service to the Council again in 2017/18.

RESOLVED that, subject to updating cost estimates as outlined above, the draft proposals for the Civic & Community element of the Council's 2017-18 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.

280. MAYOR'S CIVIC SERVICE

Committee considered a standard protocol for the setting of the Mayor's Civic Service. It was noted that the event was scheduled for 18th June 2017 and, as this was the third Sunday in June, it was proposed that it be held on this Sunday in future years.

A Member advised that Father's Day was also on this day each year. Committee did not feel this to be a problem but agreed to review the protocol again in future should it prove otherwise.

RESOLVED that the Mayor's Civic Service be held annually on the third Sunday in June.

281. CLOSURE

The meeting was closed at 9.30pm. The next meeting was noted as being scheduled for Wednesday 14 December 2016 at 7.30pm.

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 7 December 2016 is provided below with a detailed report at **Appendix A**.

Summary Income & Expenditure by Budget Heading 07/12/2016

Month No : 9

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
301 Civic & Community	Expenditure	27,550	27,543	32,380	4,837		4,837	85.1 %
	Income	0	3,992	3,990	2			100.1 %
302 Section 137 Expenditure	Expenditure	22,068	13,036	22,100	9,065		9,065	59.0 %
303 Felixstowe in Flower	Expenditure	9,070	8,477	9,550	1,073		1,073	88.8 %
	Income	6,133	6,218	4,000	2,218			155.5 %
304 Communication	Expenditure	5,032	3,251	5,585	2,335		2,335	58.2 %
305 Community Fund Projects	Expenditure	41,779	38,186	41,866	3,680		3,680	91.2 %
	Income	5,700	4,500	0	4,500			0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	105,499	90,493	111,481	20,988	0	20,988	81.2 %
	Income	11,833	14,710	7,990	6,720			184.1 %
	Net Expenditure over Income	93,665	75,782	103,491	27,709			

Committee is requested to consider the budget report to 7 December 2016 and decide any action it deems necessary.

AGENDA ITEM 6: OCCASIONAL GRANTS: ROUND 2 - 2016/17

Committee is to consider the applications received for Round 2 of the Occasional Grant awards from the following organisations:

Company	Amount requested	Project/Purpose
ABLE Felixstowe	£1,350	To replace the electric boiler with a gas boiler for local community building including Community Café
Access Community Trust	£100	To provide Christmas food & toiletries as gifts for 16-24 year olds who have found themselves to be homeless, living in accommodation in Felixstowe
Eastern Edge Theatre Company	£1,000	Guys & Dolls production to be staged at the Spa Pavilion in January involving 25 young people from ages 16-21
FACTS Felixstowe Area Community Transport Ltd	£1,000	Upgrading of specialist wheelchair adapted vehicles
Felixstowe Book Festival	£1,000	Author's fees, accommodation, hire of venue for the session for one of the internationally published and acclaimed author and also to raise awareness about issues relating to dementia through life story work with people living with dementia in the local Community.
Felixstowe Secondary Schools' Archive	£1,500	To purchase suitable equipment to record oral histories of ex-staff and ex-students from secondary schools in Felixstowe. To develop a professional and attractive display of materials to assist requests from interested groups for talks to be delivered about the Archive of Secondary Education in Felixstowe.
Revitalise Respite Holidays	£500	To provide essential breaks for disabled people and carers from Felixstowe.
Rotary Club of Felixstowe Landguard	£600	The project aims are to promote the first of an annual Festival that will feature kite demonstrations, a large craft fair, plenty of activities for children and a static display of classic cars.

St Andrews Pre-School Group	£3,000	To provide much needed equipment : Indoor Climbing frame & safety mats £679.90 – Their old climbing frame had to be discontinued due to Health and Safety 2 x Kindle Fire kids edition tablets £99.99 each. Currently the pre-school has no computer equipment Maths Puzzles £500 – For older pre-schoolers use, to replace old deteriorated puzzles. Small World figures £400 – Modern day dolls house to include figures teaching children different job roles. Vertical Blinds for hall windows £1,406.96, to give shade from sunlight. The hall currently has none.
<i>Felixstowe Volunteer Coast Patrol Rescue Service</i>	<i>£275</i>	<i>£275 was ring-fenced by Committee for re-validating existing offshore Medic certification and First Responder Training for 4 new volunteers. Subject to confirmation that a pending review of the governance and sustainability of this organisation had been confirmed as completed. Award to be available until the next round of applications whereupon it will be reviewed at Civic & Community meeting on 14 December 2016</i>
Total requested	£10,325	

The Town Council provided a total of £15,000 for Committee to award to eligible organisations through Occasional Grants in 2016/17. Committee considered applications and awarded grants totalling £7,450 at the first round at its meeting of 15 June 201. This figure does not include the £275 ring-fenced for Felixstowe Volunteer Coast Patrol Rescue Service as detailed above. The total available for Committee to award in this second and final round is £7,550. Whilst Committee is not obliged to award all the available funding, the overall total awarded in the full year 2016/17 cannot exceed £15,000 without further approval from Council.

Members have been provided with copies of the Town Council's Grants Policy, the individual application forms and supporting documentation.

Committee is requested to consider the above Round 2 applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make.