



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 M Jepson  
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 20 September 2017** at **7.30pm** for the transaction of the following business:

### A G E N D A

**1. Public Question Time**

Up to 15 minutes set aside to enable members of the public to make representation or put questions to the Committee on any relevant matters.

**2. Apologies**

To receive apologies for absence.

**3. 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.

**4. 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.

**5. Confirmation of Minutes**

To confirm the Minutes of Civic & Community Committee meeting held on 19 April 2017 as a true record.

**(Pages 3-6)**

**6. Disability Advice Service**

To receive a presentation from Mr Andrew Simpson, Trustee to the Disability Advice Service. The charity provides independent advice to disabled people and their carers in the Suffolk Coastal area.

**(presentation)**

- 7. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 13 September 2017 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 8. Annual Grants 2018/19**  
To review and consider the provision of Annual Grants for 2017-18 for inclusion in the draft budget 2018/19 to Council. **(Page 8)**
- 9. CCTV Report: Q1 2017/18**  
To consider an update report on CCTV and the Police report for the quarter April - June 2017, and decide on any action deemed necessary. **(Page 9 & Appendix B)**
- 10. Harwich Haven Ferry Services: Partnership Agreement**  
To consider extending the current agreement which concludes on 31 October 2017. **(Pages 9-10 & Appendix C)**
- 11. Suffolk Day 2018**  
To consider Council's participation in Suffolk Day on 21 June 2018. **(Page 10)**
- 12. Exclusion of Press and Public (Sensitive Information)**  
In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
- 13. Civic Mourning Protocol**  
To agree the Town Council's protocol in event of the death of a senior public figure. **(Page 11)**
- 14. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 18 October 2017 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**15 September 2017**

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

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



**RESOLVED that the Budget Report to 14 June 2017 be received and noted as presented with no other action required at this time.**

**102. CCTV REPORT Q4 2016/17**

Sgt Peter Street gave a verbal report on the CCTV. The technical issues from the previous quarter had now been resolved. The move to the Fire Station was scheduled for the end of July. Once the system was a push for more volunteers will be made. There had already been enquiries for volunteering, and the induction process would take place in the new Fire Station. The new premises would allow Police Officers to hot desk while in Felixstowe. A tour of the new headquarters at the Fire Station would be possible once settled in.

In response to an enquiry as to whether there was a possibility of connecting the CCTV to the monitoring station at Martlesham, Sgt. Street advised that this may be a viable proposition if it could be patched into a secure network.

**RESOLVED that the CCTV Police report, 1 January - 31 March 2017 be noted.**

**103. OCCASIONAL GRANTS: ROUND1 2017/18**

Committee considered completed applications for funding received prior to the 31 May 2017 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being £99,048.99.

Committee proposed that grants be awarded on the following basis:

**6<sup>th</sup> Old Felixstowe Scout Group**

Awarded match funding of £650 towards the cost of a camping trailer, to be paid on confirmation of the order being placed.

**ActivLives**

Awarded £280 towards equipment for community led activity classes held at Walton Community Hall mainly for ages over 55.

**Community Friendship Club**

Awarded £100 towards a wheelchair for trips out for sheltered housing residents.

**Cycle Felixstowe**

Awarded £667 towards cycle stand, tools, and events display material.

**Felixstowe Ferry Volunteer Coast Patrol Rescue Service**

Awarded £1,500 towards the cost of navigation system for new rescue boat.

**Mencap Sport Opportunities**

Awarded £1,500 towards the cost of their archery and horse riding projects.

**National Coastwatch Felixstowe**

An award of £2,500 towards the provision of CCTV at Clifflands Car Park to monitor kite surfers and put footage on internet and provide beach safety. To be ring-fenced but not paid across until other funding was confirmed as being in place.

**Orwell District Scouts**

Awarded £250 towards the cost of St Georges Day Parade.

**Seaton Road Methodist Church**

Awarded £540 towards building a kitchenette which will be used by the many groups who use the hall.

**Suffolk Accident Rescue Service (SARS)**

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

**Visit Felixstowe CIC**

Awarded £4,000 towards events material for the CIC and contribution towards a multicultural event.

**It was RESOLVED that for the first round of Occasional Grants for 2017/18 a total of £12,337 be awarded and approved for payment on the basis of the schedule above.**

**104. 2016/17 OCCASIONAL GRANT FEEDBACK REPORTS**

Members received Occasional Grant Feedback Reports from 14 of the 18 organisations that grants were awarded during 2016/7. The remaining 4 organisations are being contacted again to ensure that their feedback is received.

**RESOLVED that the 2016/17 Occasional Grants Feedback Reports be noted**

**105. LAPEL BADGES**

Members considered the purchase of Felixstowe town crest lapel badges as existing stocks were low. The badges are given in conjunction with awards made by the Town Council, as well as to guests such as those from Felixstowe's twin towns and visiting schoolchildren.

**It was RESOLVED that Council be recommended to purchase 1,000 Felixstowe town crest lapel badges, with the cost of £780 to be met via the Council's Enhancement & Promotional Earmarked Reserve.**

**106. FELIXSTOWE IN FLOWER 2017**

Members considered the Felixstowe in Flower report, recording a vote of thanks and congratulations to Council Officer Sue Faversham for her hard work. The revamped Felixstowe in Flower launch was deemed to be a great

success and Members agreed that it should continue to be held at the Triangle in future years.

Following a discussion around sponsorship of the displays it was agreed that the launch event did not provide the best opportunity to engage with commercial partners as it was more of a community event. It was suggested that sponsorship be sought prior to the launch next year in order that all sponsors could be then invited to attend and be represented on the day.

It was noted that the concrete tubs by the Job Centre were not planted as these did not belong to the Town Council. Members requested that the possibility of planting these be investigated.

**RESOLVED that the Felixstowe in Flower report be noted, and future launches of Felixstowe in Flower continue to be held at the Triangle.**

#### **107. MERCHANT NAVY DAY**

Members considered a request to participate in Merchant Navy Day 3<sup>rd</sup> September 2017 by flying the Red Ensign flag, and publicising the event online.

The Clerk confirmed that a Red Ensign Flag was already available and Members agreed that the Council should participate to help raise awareness of the nation's dependence on seafarers and shipping.

As the 3<sup>rd</sup> September would fall on a Sunday, it was agreed that the flag raising event should take place on Friday 1<sup>st</sup> September. The flag would fly all weekend and be lowered on Monday 4<sup>th</sup> September.

It was suggested that representatives from the Seafarers Centre, the Port of Felixstowe and local schools be included in any invitation to attend.

**RESOLVED that Felixstowe Town Council would participate in the Merchant Navy Day by raising the Red Ensign flag on 1<sup>st</sup> September 2017.**

#### **108. CLOSURE**

The meeting was closed at 9.32pm. The next meeting was noted as being scheduled for Wednesday 20 September 2017 at 7.30pm.

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## AGENDA ITEM 6: 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 13 September 2017 is provided below with a detailed report at **Appendix A**

13/09/2017

### Felixstowe Town Council

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13:45

#### Summary Income & Expenditure by Budget Heading 13/09/2017

Month No : 6

#### 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	31,854	27,136	37,330	10,194		10,194	72.7 %
	Income	3,992	0	7,992	-7,992			0.0 %
302 Section 137 Expenditure	Expenditure	22,096	14,560	31,150	16,591		16,591	46.7 %
303 Felixstowe in Flower	Expenditure	8,902	4,482	9,440	4,958		4,958	47.5 %
	Income	6,718	5,308	4,000	1,308			132.7 %
304 Communication	Expenditure	5,512	1,999	5,798	3,800		3,800	34.5 %
305 Community Fund Projects	Expenditure	41,779	36,390	41,866	5,477		5,477	86.9 %
	Income	6,500	3,000	0	3,000			0.0 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>								
	Expenditure	<b>110,142</b>	<b>84,565</b>	<b>125,584</b>	<b>41,019</b>	<b>0</b>	<b>41,019</b>	<b>67.3 %</b>
	Income	<b>17,210</b>	<b>8,308</b>	<b>11,992</b>	<b>-3,684</b>			<b>69.3 %</b>
	Net Expenditure over Income	<b>92,932</b>	<b>76,257</b>	<b>113,592</b>	<b>37,335</b>			

**Committee is requested to consider the budget report to 13 September 2017 and decide any action it deems necessary.**

## **AGENDA ITEM 8: ANNUAL GRANTS**

Council provides on-going funding support for a number of local partner organisations each year. In 2017/18 these were as follows:

Art on the Prom	750
Citizen's Advice Bureau	1,500
Felixstowe Carnival	1,000
Felixstowe Council for Sport and Recreation	200
Landguard Fort	1,000
Landguard Partnership	1,000
Wesel Twinning Association	200
Salzwedel Twinning Association	200
<b>Total</b>	<b>5,850</b>

Council also supports the local youth services provider, Level Two, with £10,000 towards operational costs.

Council also provides £1,000 funding towards the Harwich-Shotley-Felixstowe Foot Ferry under a two-yearly partnership agreement between Harwich Harbour Ferry Services, Essex County Council, Suffolk County Council, Suffolk Coastal District Council, Tendring District Council, Babergh District Council and Felixstowe Town Council.

In 2017/18 an annual grant to Felixstowe Volunteer Coast Patrol Rescue Service (FVCPRS) was not budgeted for, pending a review of the governance and sustainability. However, after the governance review was complete an application for an occasional grant of £1,500 was successful for the year 2017/18.

All organisations including FVCPRS have been asked to confirm their ongoing requirements in order that Committee can consider making appropriate provision for Annual Grants in the 2018/19 financial year. Members will be provided with the applications in advance of the meeting.

**Committee is requested to consider the provision of Annual Grants and make any recommendation for inclusion as part of the draft budget recommendations to Council.**

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## **AGENDA ITEM 9: CCTV REPORT: Q1 2017/18**

Committee is to receive the report at **Appendix B** from STC Solutions covering the period from June – September 2017. STC have confirmed that (as of Wednesday 13<sup>th</sup> September) all cameras were working well with the exception of the ongoing issue with camera 15 which has been awaiting a new part. The move to the new premises has now been completed with the provision of a new receiver aerial, this has already seen an improvement in the stability of the system.

The Quartet 1 2017/18 report for the period 1 April – 30 June 2017 has been requested from Sgt. Peter Street who, availability permitting will attend the meeting to present his report and answer any questions from Members about the current arrangements.

**Committee is requested to consider the CCTV reports and decide on any action it deems necessary.**

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## **AGENDA ITEM 10: PARTNERSHIP AGREEMENT: HARWICH HARBOUR FERRY SERVICES**

The current partnership agreement between local authorities and Harwich Harbour Ferry Services for the provision of a foot ferry service between Harwich, Shotley and Felixstowe ends on 31<sup>st</sup> October 2017.

Under clause 4.6.1 of the agreement, presented at **Appendix C**, Felixstowe Town Council contributed £1,000 towards the running costs of operating the service for the 2016 season and 2017 season.

The operator provided the following report:

This year we have put our focus on customer experience. We have installed a cavitation plate to reduce unwanted movement of the Boat and to get the exhaust under water which reduces noise and fumes levels. To achieve that, we changed the complete exhaust which made the Ferry quieter.

We insulated the engine room to reduce noise levels.

Unfortunately we had troubles with the fuel tank, which we had to renew.

The look of the Ferry is important to us, so we painted the floor, all of the insight and parts of the outside. We replaced all the windows and made some of them larger to give a better view for passengers.

This points are the main points, the list of small improvements is endless.

This season we have an online booking tool, which means passengers can buy their ticket on our website. Once the customer is on board, we are able to verify the ticket and keep track of available seats. As you know, we have 58 seats available, but this computerised system keeps track to make sure we don't over sell any crossing.

For the first time we offer from June until September 0900-1700 crossings and Fridays and Saturdays additionally we have crossings from 1800-2200. At 1915 we offer public river cruises along the banks of the river Orwell.

In November and December we operate the Ferry weekends and school holidays.

Due to more capacity we increased our marketing budget to just under £6500. This means that Harwich, Shotley and Felixstowe as a destination is promoted all over east Anglia via the Ferry service!

Total spending on Maintenance, Improvements, Marketing, Fuel, Mooring for 2017 so far is £45,000 this excludes wages.

Total passenger numbers for April 2017 was: 4268 (Easter weather was favourable) compared to 2016: 1209

The passenger numbers for the Ferry are improving, more local tourism is generated and we create jobs, but the operational costs are gigantic.

A meeting is to be held with the other local authority partners at Endeavour House, Ipswich on Thursday 9th November at 2pm to discuss arrangements for 2018/19 and beyond.

**Committee is requested to consider, subject to confirmation of the intent of other members of the partnership, the principle of extending the current agreement and whether any changes to the terms should be proposed.**

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## **AGENDA ITEM 11: SUFFOLK DAY 2018**

The first ever Suffolk Day was held on 21<sup>st</sup> June 2017. The concept was based on a successful model in Yorkshire, where a special day has been running since 1975. Every year on August 1, organisations throughout Yorkshire hold events, and demonstrate their pride in their county.

The event will return on 21<sup>st</sup> June 2018 and Committee may wish to consider how the Town Council might participate and celebrate the county alongside its community partners. Council may also wish to fly the St. Edmunds flag:



**Committee is requested to consider Council's participation in Suffolk Day on 21 June 2018.**

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## **AGENDA ITEM 13: CIVIC MOURNING PROTOCOL**

Protocols should be reviewed regularly concerning the death of a senior member of the Royal Family or other significant public figure (national and local). Suffolk Coastal District Council updated their protocol last year.

Felixstowe Town Council does not currently have any approved procedures in place and it is recommended that such protocols be adopted with immediate effect.

The purpose of the protocol is so that the Council and its Officers are aware of the order of events following the releasing of an official statement and are able to respond effectively. The most significant protocols surround the death of the UK sovereign, which clearly has not been experienced since 1952, and there has been no prominent Royal death since 2001 (HM Queen Elizabeth the Queen Mother). It is therefore important that appropriate, easy to understand and up-to-date protocols are put in place.

A proposed protocol will be brought to Committee for consideration and approval, the details of which are sensitive and therefore to be treated as confidential.

**Committee is requested to consider and agree the Town Council's protocol in event of the death of a senior public figure.**

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