



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr D Savage (Chairman)	Cllr Jon Garfield
Cllr S Gallant (Vice Chairman)	Cllr T Green
Cllr C Barham	Cllr M Jepson
Cllr S Bloomfield	Cllr S Wiles
Cllr P Coleman	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 21 June 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. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 14 June 2017 and consider any actions deemed necessary. **(Page 7 & Appendix A)**

- 7. CCTV Report: Q4 2016/17**
To consider a report on CCTV and the Police report for the quarter January - March 2017 presented by Sgt. Peter Street, and decide on any necessary actions. **(Page 8 & Appendix B)**
- 8. Occasional Grants: Round 1 2017/18**
To consider applications submitted for the first round of Occasional Grants. **(Pages 9-10)**
- 9. 2016/17 Occasional Grants Feedback Reports**
To note the feedback reports received from Occasional Grant recipients for the Year 2016/17. **(Page 11)**
- 10. Lapel Badges**
To consider any recommendation to Council for the purchase of lapel badges. **(Page 11)**
- 11. Felixstowe in Flower 2017**
To receive an update on arrangements for Felixstowe in Flower 2017. **(Page 12)**
- 12. Merchant Navy Day**
To consider a request for the Council to participate in Merchant Navy Day 2017. **(Appendix C)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 20 September 2017 at 7.30pm.



Ash Tadjrishi
Town Clerk
15 June 2017

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 5: CONFIRMATION OF MINUTES

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 19 April 2017 at 7.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: Cllr N Barber
Mr P Gore, SCDC Head of Environmental Services
Mr A Reynolds, SCDC Environmental Protection Manager

571. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bloomfield** and **Cllr K Williams**.

572. 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)
Cllr Jon Garfield	576	Local Non-Pecuniary (as associated with Orwell District Scouts)

573. REQUESTS FOR DISPENSATION

There were none.

574. CONFIRMATION OF MINUTES

Subject to an amendment to correct Minute #464 to read “Press & Media Policy” instead of “Occasional Grants Policy” it was **RESOLVED** that the Minutes of the Civic & Community Committee meeting held on 15 February 2017 be signed as a true record.

575. ANNUAL GRANTS AND OTHER PAYMENTS

Committee considered the report on Annual Grants and other annual payments under its authority.

It was **RESOLVED** that the payment of Annual Grants and other annual payments for 2017/18 be approved as presented in the report; and, that a report be requested from the Landguard Partnership on future funding proposals.

576. SCOUTS – ST GEORGES DAY REQUEST FOR FINANCIAL ASSISTANCE

Committee considered a letter from the Orwell District Scouts for financial assistance towards their St. Georges Day Parade. Whilst it was acknowledged that the timing of the event was prior to the next Occasional Grant award, Members did not wish to set precedence for ad-hoc grant requests. It was agreed that £150 would be awarded to the Scouts from the Occasional Grants pot towards the Parade but that this would be a one-off provision. The Clerk was asked to advise the group that any further funding requests would only be considered in the usual way, via the formal grant application process, in future.

Members also expressed some concern that the cost of the event meant that it was becoming difficult for the Scouts to meet the financial commitment required year-on-year.

RESOLVED that £150 be awarded to the Orwell District Scouts towards the cost of holding the 2017 St. Georges Day Parade; and, in advising the Scouts that this would be a one-off awards, they be encouraged to consider how funding may be achieved from a variety of sources in preparation for next year's event.

577. PUBLIC SPACE PROTECTION ORDERS

The Chairman welcomed Mr P Gore, SCDC Head of Environmental Services, and Mr A Reynolds, SCDC Environmental Protection Manager, and invited them to address the Committee on the matter of Public Space Protection Orders (PSPOs).

It was noted that Mr Gore had received Council's positive feedback on the proposed PSPOs in relation to dog offences and Mr Reynolds confirmed that Suffolk Coastal District Council was aiming to have the relevant PSPOs ready in time for when all the existing Dog Control Orders were due to expire in October 2017.

Members were advised that PSPOs could also be used to restrict other, otherwise legal, activities taking place in a public place if such activities were having (or were likely to have) a detrimental effect on quality of life. It was agreed that a Working Group should be set up to consider whether there were any such activities taking place in Felixstowe's public spaces and to explore the possible advantages and disadvantages of using PSPOs to limit them.

Mr Gore confirmed that SCDC would support the Working Group with any relevant information it required.

RESOLVED that Cllrs Peter Coleman, Steve Gallant, Tracy Green and Doreen Savage form a Working Group to consider the possible advantages and disadvantages of using PSPOs to support the safe enjoyment of public spaces in Felixstowe; reporting back to the Committee with its findings in due course.

578. CHRISTMAS ICE RINK

Members considered the dates for the Christmas Ice Rink and agreed that it should be provided for 4 days from Wednesday 20th to Saturday 23rd December to avoid the school term. The Clerk advised that a 25% deposit would need to be paid to the operator to secure the rink booking. Members asked that the layout and ancillary attractions be reviewed in order to maximise the potential of the site at Great Eastern Square.

RESOLVED that the deposit payment of £1,512.50+VAT be approved in order to confirm the provision of a synthetic ice rink at Great Eastern Square from Wednesday 20th to Saturday 23rd December; and, a report on further arrangements for the event to be brought to Committee in due course.

579. ANNUAL MEETINGS

Committee considered a report on arrangements for the Annual Town and Annual Council meetings and Council's Civic Awards event.

Members supported the principle of combining the Civic Awards with the Annual Town Meeting and holding this event a week prior to the Annual Council Meeting. It was acknowledged that attendance at the event was likely to necessitate a change of venue from the Town Hall as the Chamber was already at capacity for the Civic Awards this year.

It was RESOLVED that it be recommended to Council that:

- i. the Annual Town Meeting should be held on the second Wednesday in May at 7pm each year;**
- ii. the Civic Awards should be presented during the Annual Town Meeting;**
- iii. the Civic & Community Committee should review arrangements and proposed costs for consideration by Council as part of its 2018-19 budget review process and,**
- iv. the Annual Council Meeting be held on the third Wednesday in May at 7pm each year.**

580. STREET FURNITURE - LITTER BINS

Members considered the request for a dog waste bin and commented on the variable concentration of dog waste and litter bins as shown on a map of all the bins in Felixstowe. Committee agreed that, rather than considering one-off, ad-hoc requests, the complete provision should be reviewed with SC Norse in order to understand how many bins were genuinely needed and where. It was hoped that this could result in a rationalisation of bins –leading to some being

removed, some being relocated and some new bins being required – which would resolve the need for “ad-hoc” requests.

The Clerk was asked to contact SC Norse for their input and guidance as to which locations they consider under-provided and where there may be a surfeit.

Following this, it was agreed that the local community should be consulted on any proposals being recommended.

It was RESOLVED that the Clerk be instructed to contact SC Norse to request a full review of dog waste and little bins in Felixstowe, reporting back to Committee in due course.

581. TWINNING REPORT

Committee received the report on recent twinning activities. The Mayor reported that the Burgermeisterien of Wesel, Ms Ulrike Westkamp, had invited the Council’s civic group to the PPP-Stadtfest in August.

It was RESOLVED that the report on the recent twinning visit be noted; and, it was approved that the Mayor’s Secretary be invited to participate in the civic visit to Wesel in August 2017, with the transportation cost for the visiting civic group to be met from Council’s twinning budget.

582. PASSCHENDAELE COMMEMORATION

Committee received a report on preparations to commemorate the Battle of Passchendaele following the raising of the Armed Forces flag at 10am on 19th June 2017.

It was RESOLVED that the arrangements for the commemoration of the Battle of Passchendaele on Monday 19th June 2017 be noted.

583. COMMUNITY ENGAGEMENT STRATEGY

Committee reviewed the Council’s Community Engagement Strategy which had been updated to clarify arrangement for public speaking at meetings.

It was RESOLVED that the Community Engagement Strategy as presented be finalised and recommended to Council for adoption for 2017-18.

584. CLOSURE

The meeting was closed at 9.15pm. The next meeting was noted as being scheduled for Wednesday 31 May 2017 at 7.30pm.

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 14 June 2017 is provided below with a detailed report at **Appendix A**

14/06/2017

Felixstowe Town Council

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Summary Income & Expenditure by Budget Heading 01/07/2017

Month No : 3

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	25,985	37,330	11,345		11,345	69.6 %
	Income	3,992	0	7,992	-7,992			0.0 %
302 Section 137 Expenditure	Expenditure	22,096	6,000	31,150	25,150		25,150	19.3 %
303 Felixstowe in Flower	Expenditure	8,902	758	9,440	8,682		8,682	8.0 %
	Income	6,718	2,374	4,000	-1,626			59.4 %
304 Communication	Expenditure	5,512	806	5,798	4,993		4,993	13.9 %
305 Community Fund Projects	Expenditure	41,779	13,695	41,866	28,171		28,171	32.7 %
	Income	6,500	0	0	0			0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	110,142	47,244	125,584	78,340	0	78,340	37.6 %
	Income	17,210	2,374	11,992	-9,618			19.8 %
	Net Expenditure over Income	92,932	44,870	113,592	68,722			

Committee is requested to consider the budget report to 14 June 2017 and decide any action it deems necessary.

AGENDA ITEM 7: CCTV REPORT

A maintenance report received from STC Solutions covering the period from March – June 2017 has confirmed that (as of Friday 9th June) all cameras were working well with the exception that the camera 15 has become corroded and needs a replacement. All parts have been ordered and this will be completed before the end of June.

The following service report was also provided:

Date	Service Report	Detail
20/1/17	66100	3.5 hours on site for problems with camera 1 and camera 5.
13/2/17	65781	Fitted signs, adjusted camera, installed [REDACTED] camera in shelter.
21/2/17	66092	1 hour on site to solve monitor problem
2/3/17	66130	2 hours labour on site for camera 10 problem
20/3/17	65797	4 hours on site fitting new power supply to camera 10 and resetting passwords etc.
21/3/17	66458	6 hours on site with 2 engineers and cherry picker for routine service. Fitted infra-red lamp on trial.
11/4/17	66051	2 hours on site sorting cameras 5,6 and 10 after power surge.
21/4/17	66720	3 hours on site to sort cameras 6 and 8.
24/4/17	66124	1 hour on site to fit new power supply to camera 8.
24/5/17	66743	2 hours on site to check transmission failure of chalet camera and rear town hall camera. Reset, all ok.
9/6/17	66341	6 hours on site with 2 engineers and cherry picker for routine service. Identified 2 control boxes that need replacing and camera 15 at Lidl. All damaged by corrosion and all parts ordered.

Sgt. Peter Street has provided a Police report for the quarter January – March 2015 (as shown at **Appendix B**). Sgt Peter Street 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.

AGENDA ITEM 8: OCCASIONAL GRANTS: ROUND 1 2017/18

Committee is to consider the applications received for Round 1 of the Occasional Grant awards from the following organisations:

Name	Amount Requested	Purpose
6th Old Felixstowe Scout Group	£1,300	Camping trailer for equipment
ActivLives	£862	Training Course for Staff + Equipment for class held at Walton Community Hall
Art on the Prom	£400	Drawing Workshop (to employ Artist to offer workshop at Art on the Prom)
The Basic Life Charity	£1,500	Two pop-up shops in Felixstowe Instead of food banks
Community Friendship Club	Price of wheelchair (£100 online)	Wheelchair for trips out for sheltered housing residents
Cycle Felixstowe	£2,437	Continued development of safe Rides and Training local cyclists – Bikeability Training (£1,000) and Events display material (£400)
Eastern Community Assistance Team	£2,500	Two branded 3m x 3m gazebo & Event Control Equipment
Felixstowe Amateur Dramatic Operatic Society	£700	Improving facilities by purchasing new tables and chairs
Felixstowe Creative Arts Trust (F-CAT)	£1,500	New Community Arts Fest launching Event 4-6 August Poetry Event
Felixstowe Ferry Sailing Club Ltd	£5,000	Shower facilities for disabled
Felixstowe Old Peoples Welfare Association	£2,000-£10,000	New Roller Shutter for 'The Hut'
Felixstowe Radio CIC	£1,962	Flx Radio Transmission equipment
Felixstowe Sea Angling Society	£890	Maintenance of exterior & interior decoration of Club House
Felixstowe Volunteer Coast Patrol Rescue Service	£2,000	Cost of Navigation System for new rescue boat
Headway Suffolk	£25,000	Rehab hub for those with neurological Conditions
Level Two Youth Project	£2,500	Replace carpet to refurbished youth hub
Mencap Sport Opportunities	£1,500	Archery and Horse Riding Project
Music in Felixstowe	£1,200	Set up Childrens' Choir Day & concert Orwell Hotel 11 July 2017

National Coastwatch Felixstowe	£2,500	Provision of CCTV at Clifflands Car Park to monitor kite surfers and put footage on internet & provide beach safety
Old Felixstowe Community Association	£5,000	Renovation of main Hall and replacement of main window and new blinds
Old Felixstowe Nursery	£20,687.98	Purchase of tablets and canopy for outside learning
Orwell District Scouts	£1,000	St Georges Day Parade
Seaton Road Methodist Church, Walton	£2,160	Kitchenette for the many groups who use the Hall
Suffolk Accident Rescue Service (SARS)	£350	Equipping new SARS responders and upgrading existing equipment & maintaining response vehicle
The Befriending Scheme	£1,000	Funding to continue services at Felixstowe – mobile zoo, circus Skills, disco-social nights, visits to Local theatre
Visit Felixstowe CIC	£5,000	Music and Entertainment First event Multi-Cultural Event 12 August
Total requested	£99,048.98	

There is a total of £25,000 in the Occasional Grants budget available for Committee to award to eligible organisations in 2017/18. As this is the first of two funding rounds Committee is expected to ordinarily limit the total awarded at this stage to £12,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. It should be noted that £150 has already been awarded to the Scouts for the 2017 St Georges Day Parade (Min #576 2016/17) reducing the total sum available to £24,850. Please also note that the overall total awarded in the full year 2017/18 cannot exceed £25,000 without approval from Council. Applications will be presented at the meeting.

Committee is requested to consider the above Round 1 applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make.

AGENDA ITEM 9: 2016/17 OCCASIONAL GRANT REPORTS

An Occasional Grant Monitoring Form template was recently created and sent to all grant recipients for the year 2016/17 in order to record feedback on projects supported by Felixstowe Town Council in that year.

14 of 18 grant-awarded organisations have responded to date and their feedback (totalling 77 pages) will be brought to Committee for noting.

The remaining 4 organisations are being contacted again to ensure that their feedback is received.

Committee is requested to note the feedback received from organisations in receipt of an Occasional Grant from the Town Council in 2016/17.

AGENDA ITEM 10: LAPEL BADGES

On 8 July 2015, Council agreed to purchase a range of occasional items to be presented as formal gifts to official guests or visitors to the town, or as awards given by the Council. Items included wooden plaques with the Town Council crest, lapel badges and pens.

Stock of the Felixstowe town crest lapel badges is now running low and replacements cost between from 78-93 pence each, depending on the quantity ordered. Lead time for delivery is approx. 3-4 weeks. 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.

There is no specific budget heading for this type of expenditure; however Committee could consider a recommendation to Council for the use of its Enhancement & Promotional Earmarked Reserve, which currently stands at £2,721, as an appropriate source of funding for this purpose.

Committee is requested to consider and make any recommendation to Council as to whether a quantity of Felixstowe town crest lapel badges be purchased via the Enhancement & Promotional Earmarked Reserve.

AGENDA ITEM 11: FELIXSTOWE IN FLOWER 2017

The annual Felixstowe in Flower initiative officially launches with an event at the Triangle on Saturday 17 June. However, preparation for the scheme began in March with the Felixstowe Girl Guides filling envelopes with sponsorship forms, competition entries and letters and then hand delivering them to some of the local businesses in Hamilton Road. Once again the Town Council have kept prices for hanging baskets and tubs at the same price since 2010. Hanging baskets are £50 for the first with each additional one only £30 each. Tubs and troughs are £65 each. The cost covers the purchase, installation, maintenance and watering of the displays plus any sponsor's name to identify who is supporting the event.

At the launch the Council will be offering free sunflower plants & seeds for all children who wish to take part in the annual sunflower competitions, assisted by the Girl Guides who will be completing entry forms. Jute bags, sweets and balloons will be given away and sponsorship and competition forms will be handed out. Music will be provided by a local group, The Stowaways and information tables will be set up for the Horticultural Society and Felixstowe Forward.

All the baskets and tub displays will be ready and on show by the launch date with watering being carried out a minimum of 3 times a week, more often if required, by Council's grounds team.

Whilst Felixstowe Town Council organises and funds the project, the whole community is encouraged to participate, helping to making Felixstowe a more beautiful place each year. A variety of free to enter competitions are open to residents and businesses in the town. Competitions include private gardens, allotments, floral containers, commercial premises, residential homes, public houses, hotels and guest houses.

Gardens, schools and allotments will be judged during July, in preparation for the Award Ceremony which will take place on Friday 15th September at Felixstowe Academy.

Once again a very generous donation of £2,000 will be given this year from the East of England Co-op, who also provided Sunflower seeds for all school children to participate in the Tallest Sunflower competition and growbags for the schools.

Committee is requested to receive the Felixstowe in Flower report and any other update.
