

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 14 June 2017 at 7.30pm

PRESENT: Cllr N Barber (Town Mayor) Cllr Jan Garfield
Cllr G Newman (Deputy Mayor) Cllr Jon Garfield
Cllr S Bird Cllr T Green
Cllr S Bloomfield Cllr M Jepson (*from item 87*)
Cllr P Coleman Cllr D Savage
Cllr M Deacon Cllr A Smith
Cllr S Gallant Cllr K Williams

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs L Monsen (Mayor's Secretary)
Mrs D Frost (Deputy Town Clerk)

IN ATTENDANCE: 2 Members of the public
1 Member of the Press
Ms Helen Greengrass, Felixstowe Forward Change Director
Inspector Andrew Pursehouse, Suffolk Police

PRAYERS

The meeting was preceded with prayers by Rev. Trevor Harris, River of Life Church, Felixstowe.

78. PUBLIC QUESTION TIME

There were none.

79. APOLOGIES

Apologies for absence were received from **Cllr C Barham** and **Cllr S Wiles**.

Apologies for lateness were received from **Cllr M Jepson**.

80. DECLARATIONS OF INTERESTS

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

81. REQUESTS FOR DISPENSATION

There were none.

82. QUESTIONS TO THE MAYOR

There were none.

83. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 10 May 2017 be signed by the Mayor as a true record and adopted by the Council.

84. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

Dementia Awareness Week - Vintage Bus Trip	15 May 2017
Promoting Felixstowe in Flower – Fairfield Infant School	16 May 2017
Visit to Town Hall by Langer Academy School	17 May 2017
Promoting Felixstowe in Flower – Kingsfleet Primary School	17 May 2017
St Edmundsbury Borough Council AGM	18 May 2017
St Edmundsbury Borough Council Civic Dinner	18 May 2017
East Anglian Sailing Trust	20 May 2017
Felixstowe & Walton Presentation Evening	20 May 2017
Mayor's Sunday, Aldeburgh Town Council	21 May 2017
<i>Deputy Mayor - Southwold Civic Service</i>	<i>21 May 2017</i>
Promoting Felixstowe in Flower – Maidstone Infant School	22 May 2017
Level Two Youth Project AGM	22 May 2017
Promoting Felixstowe in Flower – Langer Academy	23 May 2017
Promoting Felixstowe in Flower – Colneis School	24 May 2017
NSPCC Annual Meeting & Reception	25 May 2017
FOPWA Anniversary Tea Party	26 May 2017
Bucklesham Care Home Care Awards	26 May 2017
<i>Deputy Mayor – Seafarers Centenary Celebration Concert</i>	<i>26 May 2017</i>
St Edmundsbury Civic Service	4 June 2017
Felixstowe Flyer Breakfast	7 June 2017

The Mayor highlighted some of the events attended since Annual Council, in particular promoting Felixstowe in Flower in local schools which had been fantastic as he had met over 1,000 school children during this time. The Mayor paid thanks to Cllr Savage and Mrs Sue Faversham for their hard work towards Felixstowe in Flower. The FOPWA Anniversary Tea Party had a lovely atmosphere and demonstrated how they were a great resource for the town. Level Two AGM had been a thought provoking evening highlighting the superb work the project achieved with young people in the area. Referring to the Annual Meeting of the NSPCC, the Mayor was dismayed to discover that, as there was no local branch, Felixstowe had not contributed a penny towards their charity. The Mayor advised that he had discussed this with Level Two and it was hoped that something could be done to change this. He would keep the Council informed.

The Mayor thanked the Deputy Mayor for his support in attending two engagements on his behalf.

85. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) Planning & Environment Committee 17 May 2017**
- b) Finance & General Purposes Committee 24 May 2017**
- c) Planning & Environment Committee 31 May 2017**
- d) Assets & Service Committee 31 May 2017**

86. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

There were none.

87. FELIXSTOWE POLICING

The Mayor welcomed South East Locality Inspector Andrew Pursehouse, to the Council. Insp. Pursehouse told the Council that he had worked as a Policeman for 11 years in Suffolk and before that as a Volunteer Special Constable. He told the Council that Insp. Peter Street leads the local policing team for Felixstowe. After the tragic events in Manchester and London he could confirm that there had been a detailed analysis of any threat to the public for events in Felixstowe, such as the forthcoming Armed Forces Weekend and the Felixstowe Carnival. Risk levels were being regularly reviewed and there were no significant issues to report at this time.

Cllr Mark Jepson joined the meeting at this point.

Insp. Pursehouse advised that he was working on how to achieve the best visibility and would welcome ideas from the Council where the top 5 key locations would be. PCSOs had been issuing parking tickets within the town.

The Civil Parking Enforcement would enable SCC to devolve parking enforcement to SCDC on a day to day basis although dangerous parking such as obstruction of cars would still be the responsibility of the Police. It was expected to be in place by April 2019 at the latest.

In response to a request for any information concerning the local attempted burglaries which happened at the beginning of June, Insp. Pursehouse told the Council that there was no connection to the burglaries earlier on in the year and they were actively working on finding the perpetrators using forensic analyses.

In response to a Member's experience of severe delays when trying to report a problem via 101, Insp. Pursehouse said there was still work to be done on this but asked the Clerk to distribute his direct contact details to Members. Insp Pursehouse told the Council that they were still 46 Officers short in Suffolk this was because of the 3 year recruitment freeze. They hoped that they would be at full-strength by the end of the year.

Members asked that priority be given to the Mill Lane Bridge as several members of the public had raised the issue of dangerous driving when priority should be given to ongoing traffic. Insp. Pursehouse said he would look at this and investigate any issues. If anyone had a dashboard camera of any incidents this could be uploaded onto their website.

Members asked Insp Pursehouse whether policeman can be strategically placed around the town especially on early mornings rather than outside the Town Hall/Spa Pavilion where there are fewer people. There seemed to be no Special Constables in the town also. Insp Pursehouse told the Council that there was a recruitment drive but more encouragement and promotion was needed. He asked the Council for ideas for the top 5 key locations for placing police throughout the town would be, and let him know.

Members asked Insp Pursehouse if there was a problem with drug gangs in the town. Insp Pursehouse said that the threat to Felixstowe was low but the police were mindful that Ipswich was only 10 miles. There were a couple of people involved with drug-related issues in the town who were known to the police.

The Mayor thanked Insp Pursehouse for attending the meeting and answering Cllrs questions.

88. FELIXSTOWE FORWARD REPORT

Council received the report of the Felixstowe Forward Change Director, Helen Greengrass.

It was noted that Felixstowe Forward 3 year term would be finishing in March 2018. The team would be seeking a further term and a formal paper on this would be presented to both SCDC and FTC later in the year.

Ms Greengrass advised that there had been a meeting with the local Chamber of Commerce and a popular idea arising from the meeting was for a Felixstowe Fete to be held to increase footfall in the town centre.

Members noted that Felixstowe Dementia Action Alliance had been awarded £5k grant from Community Call for Action Programme.

It was noted that the Felixstowe Forward newsletter which had been send via MailChimp had recorded that the top link clicked was to the grants page of Felixstowe Town Council.

There had been many new events brought to the town including Suffolk Armed Forces Weekend, Kite Fest and Open air cinema.

Members congratulated Helen Greengrass on all that Felixstowe Forward had achieved and asked if the Chamber of Commerce were helping the local town shops when events were being held along the seafront. Ms Greengrass advised that they were looking at highlighting more the shops on the VisitFelixstowe website when there is an event on the seafront.

A Member thanked Helen and hoped that Felixstowe Forward's term would be renewed. It was asked whether the idea of holding a Felixstowe Festival had been considered as a fortnight in the summer months which could include the Book Festival, Art on the Prom and the Beer Festival. Ms Greengrass advised that discussions around events scheduling were being held to maximise any opportunities for cross-promotion and increased attendance.

One Member, a volunteer in the TIC Beach Hut, advised that the beach hut appeared to always be well-stocked with tourist information materials but for some reason the Library was not. Ms Greengrass reported that were regularly updating the library with a list of events and materials but further initiative was required to encourage greater participation.

It was RESOLVED that the Felixstowe Forward update report be noted as received.

89. ANNUAL RETURN 2016-17

Council considered the Annual Return for the financial year 2016-17 as presented. The Clerk advised that the Notice of Audit would be displayed on the Town Hall noticeboards from 16th June 2016.

It was RESOLVED that:

- i. the Annual Return for the financial year ended 31 March 2017 (Section 1 – Annual Governance Statement) be approved and the Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;**

- ii. **the Annual Return for the financial year ended 31 March 2017 (Section 2 – Accounting statements) as signed by the Town Clerk, as the Council’s Responsible Finance Officer, be approved and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. **it be noted that the Finance & General Purposes Committee at its meeting on 24 May 2017 found no actions arising from the final Internal Audit Report for the Financial Year 2016-17 and, therefore, no action plan was required to be submitted with the Annual Return 2016/17 to the External Auditor.**

90. STATEMENT OF INTERNAL CONTROL 2017/18

Council considered the Statement of Internal Control for the year end 31 March 2018, as recommended by the Finance & General Purposes Committee on 24 May 2017. (*Minute #41 of 2017/18 refers*).

It was RESOLVED that the Internal Control Statement for the year 2017/18 be adopted.

91. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council reviewed the effectiveness of its internal audit arrangements, as recommended by the Finance & General Purposes Committee (*Minute #38 of 2017/18 refers*).

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, Mr Colin Poole 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”.**

92. PURCHASE OF TABLES FOR TOWN HALL

Members considered the recommendation of the Asset & Services Committee to approve an overspend in the Town Hall Equipment Purchases Budget in order to permit the purchase of five new conference tables for the Town Hall.

It was **RESOLVED** to approve the purchase of five conference tables for the Town Hall, at a cost of £1,595+VAT, with the respective overspend on this element of the Assets & Services Committee budget being authorised.

93. REPLACEMENT DOORS AT BROADWAY HOUSE

Council considered the need to replace two rear doors at Broadway House. The Clerk advised that he would be investigating whether the replacement doors should be wooden, as currently, or in another material such as uPVC. Three quotes had been sought, with one received (based on uPVC) and two being awaited at the time of the meeting.

It was **RESOLVED** that authority be delegated to the Clerk, in consultation with the Mayor, and Chairman of Asset & Services Committee, to incur any expenditure required for the replacement of the two rear doors for Broadway House, up to a limit of £2,000 from the Broadway House Earmarked Reserve, reporting back to Assets & Services Committee once completed.

94. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
12/05/2017	52 – 82	£22,010.29
30/05/2017	83 - 103	£42,795.04
	TOTAL	£64,805.33

95. CLOSURE

The meeting was closed at 8.37pm. It was noted that the next Ordinary Meeting was scheduled for 12 July 2017 at 7.30pm.

Date: _____

Town Mayor: _____