



9 am to 4 pm Mondays to Fridays

## TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ANNUAL** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 10 May 2017** at **7.30pm** for the transaction of the following business preceded by:

- i. **Prayers:** Rev Andrew Dotchin, St Johns Church, Felixstowe.

## A G E N D A

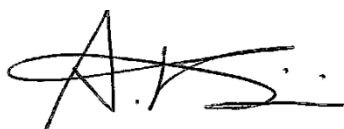
1. **Election of Mayor**  
To elect the Mayor of Felixstowe for the Municipal Year 2017-18. The new Mayor will make the Statutory Declaration of Acceptance of Office and address the Council.
2. **Election of Deputy Mayor**  
To elect the Deputy Town Mayor for the Municipal Year 2017-18.
3. **Apologies**  
To receive apologies for absence.
4. **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.
5. **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.
6. **Confirmation of Council Minutes**  
To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 8 March 2017 as a true record. **(Pages 4-10)**
7. **Minutes of Committee Meetings**  
To receive and adopt the Minutes of the following meetings:
  - a) Highways Advisory Committee 7 March 2017 **(Pages 11-13)**
  - b) Planning & Environment Committee 8 March 2017 **(Pages 14-16)**
  - c) Planning & Environment Committee 22 March 2017 **(Pages 17-19)**
  - d) Finance & General Purposes Committee 22 March 2017 **(Pages 20-22)**

- e) Planning & Environment Committee 5 April 2017 (Pages 23-25)
  - f) Assets & Service Committee 5 April 2017 (Pages 26-29)
  - g) Personnel Committee 12 April 2017 (Pages 30-32)
  - h) Planning & Environment Committee 19 April 2017 (Pages 33-36)
  - i) Civic & Community Committee 19 April 2017 (Pages 37-40)
  - j) Planning & Environment Committee 3 May 2017 (Pages 41-44)
- 8. Annual Report 2016/17**  
To receive and adopt the Council's Annual Report for 2016/17. (to follow)
- 9. Delegation Arrangements 2017/18**  
To review and approve authority delegated to the Town Clerk by Council for 2017/18. (Page 45)
- 10. Annual Meeting Arrangements**  
To consider the recommendation of the Civic & Community Committee to revise arrangements for the Annual Town and Annual Council meetings. (Page 46-48)
- 11. Council Governance 2017/18**  
To adopt the following governance documents for 2017/18 as recommended:
- a) Terms of Reference (Page 49 & Appendix A)
  - b) Standing Orders (Pages 49-50 & Appendix B)
  - c) Financial Regulations (Page 50 & Appendix C)
  - d) Meeting Schedule (Page 50 & Appendix D)
- 12. Appointments to Committees**  
To appoint Chairmen, Vice-Chairmen and Members to serve on the following committees for 2017/18:
- Finance & General Purposes Committee (10 Members)
  - Assets & Services Committee (10 Members)
  - Civic & Community Committee (10 Members)
  - Planning & Environment Committee (10 Members)
  - Personnel Committee (5 Members)
  - Appeals Committee (5 Members)
  - Highways Advisory Committee (3 Members)
  - Youth Forum (3 Members) (Schedule on pages 51-52)
- 13. Appointments to Outside Bodies**  
To appoint Members to represent the Town Council on Outside Bodies for 2017/18. (Schedule on page 53-54)
- 14. Authorisation of Signatories**  
To confirm Council's authorised signatories for 2017/18. (Page 54)
- 15. Review of Asset Register**  
To review and approve the Council's Asset Register for the year ending 31 March 2017. (Page 55 & Appendix E)

- 16. Review of Risk Management Policy & Register**  
To review Council's Risk Management Policy & Financial Risk Register.  
**(Page 55 & Appendix F)**
- 17. Community Engagement Strategy 2017/18**  
To review and adopt the Council's Community Engagement Strategy for 2017/18.  
**(Page 56 & Appendix G)**
- 18. Council Complaints Procedure 2017/18**  
To review and approve the Council's Complaints Procedure for 2017/18.  
**(Page 56 & Appendix H)**
- 19. Freedom of Information and Publication Scheme**  
To review and approve the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.  
**(Page 56-57 & Appendix I)**
- 20. Accounts for Payment**  
To confirm and approve the payments of accounts since the previous meeting as follows:  
**(Schedules attached at Appendix J)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
15/03/2017	468 – 487	£11,769.37
31/03/2017	488 – 524	£91,636.55
24/04/2017	1 - 32	£45,519.68
28/04/2017	33 – 51	£17,611.56
	<b>TOTAL</b>	<b>£166,537.16</b>

- 21. Closure**  
To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 14 June 2017.



**Ash Tadjrishi**  
**Town Clerk**  
**5 May 2017**

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

## **AGENDA ITEM 7: CONFIRMATION OF COUNCIL MINUTES**

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 8 March 2017 at 7.30pm**

**PRESENT:** Cllr Jan Garfield (Town Mayor)      Cllr T Green  
                 Cllr N Barber (Deputy Mayor)      Cllr G Newman  
                 Cllr C Barham                                      Cllr D Savage  
                 Cllr S Bird    Cllr A Smith  
                 Cllr P Coleman                                      Cllr S Wiles  
                 Cllr M Deacon                                      Cllr K Williams  
                 Cllr Jon Garfield

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                 Mrs L Monsen (Mayor's Secretary)

**IN ATTENDANCE:** Mrs D Frost (Deputy Town Clerk)  
                 Ms H Greengrass (Felixstowe Forward Change Director)

### **PUBLIC QUESTIONS**

A member of the public asked if the Town Council could do something about the cycle paths which are marked on the road in the town as vehicles regularly park on them making them inaccessible to cycle riders. Members advised that parking enforcement was currently the responsibility of Suffolk Police but plans were being considered by the County Council for devolving this to allow civil parking enforcement by Suffolk Coastal District Council. This would likely result in more enforcement action in the case of cars parked within cycle paths marked by solid painted lines. However, dotted-line cycle paths were advisory only.

### **PRAYERS**

The meeting was preceded with prayers by Rev. Mark Kichenside, Christ Church.

### **492. APOLOGIES**

Apologies for absence were received from **Cllr S Bloomfield, Cllr S Gallant** and **Cllr M Jepson**.

Council sent its condolences to Cllr Gallant for the loss of a close family member.

### **493. DECLARATIONS OF INTERESTS**

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

#### **494. REQUESTS FOR DISPENSATION**

There were none.

#### **495. QUESTIONS TO THE MAYOR**

There were none.

#### **496. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 11 January 2017 be signed by the Mayor as a true record and adopted by the Council.**

#### **497. MAYOR'S COMMUNICATIONS**

The Mayor referred to the following list of engagements:

Wesel Association AGM	14 January 2017
Felixstowe Secondary School's Archive- Cheque Presentation	20 January 2017
Causton School Bake Off Competition	20 January 2017
Mayor of Ipswich Burns Supper	22 January 2017
<i>Deputy Mayor – Annual Churches Together in Felixstowe</i>	<i>22 January 2017</i>
Merchant Navy Association Visit	25 January 2017
Seafarers Meeting at Seafarers Centre	26 January 2017
Mayor's Charity Soul Night	28 January 2017
SCC Chairman's Charity Concert	31 January 2017
Level 2 Youth Forum 15 <sup>th</sup> Anniversary	11 February 2017
Mayor's Charity Curry Night, Bombay Nite	13 February 2017
Felixstowe Chamber of Trade & Commerce Breakfast	15 February 2017
Vicar's Coffee Morning	16 February 2017
Topping Out Ceremony of Felixstowe's combined Fire/Police Station	17 February 2017
The Festival of Fabric	19 February 2017
Launch of Fairtrade Fortnight	27 February 2017
Opening of new Cabs Smart Taxi Office	1 March 2017
Women's World Day of Prayer Service	3 March 2017
356 (Felixstowe) Squadron Annual Dinner	4 March 2017
The Laydens Community Centre First Birthday	5 March 2017
Felixstowe Fairtrade Youth Event	6 March 2017
Mayor's Charity Quiz	7 March 2017

Of the events attended since the previous Council meeting, the Mayor highlighted the Felixstowe Secondary Schools Archive visit which was about Secondary education in the town since 1906. They are based at Felixstowe International College and the two rooms will be opening to the public shortly. With a Town Council Grant they were able to purchase recording equipment so

that memories of those early days would not be lost. She had visited Causton School where they had a Bake Off Competition. There had been 12 entries and the winner was a fantastic seaside themed cake made by a 10 year old student. The Mayor enjoyed a visit to the Seafarers Centre meeting the Merchant Service men and women. They meet every third Wednesday of the month at 7.30pm and are always looking for new members. The Mayor had three very successful Charity Events for her two charities which has raised a lot of money for them. The Mayor enjoyed both the Suffolk County Council Chairman's Charity Concert at Endeavour House where all performers had some sort of contact in some way to the Council with only one professional performer and the Level 2 15<sup>th</sup> Anniversary celebrations. The Topping Out Ceremony of Felixstowe which combined Fire/Police Station included smashing bottles of beer on the new gutters. The Festival of Fabric event was incredible and very well attended. The Mayor even went on a two hour course to make a feather fascinator which she was able to take home. The Mayor had recently attended 356 (Felixstowe) Squadron Annual Dinner at the Felixstowe Ferry Golf Club. This was also well attended with over thirty five Air Cadets enjoying themselves. The Laydens Community Centre First Birthday visit was a treat and the Mayor cut the cake and also had Sunday lunch which was excellent. She encouraged everyone to visit and see the wonderful centre that benefits the community.

**It was RESOLVED that the Mayor's engagements since 14 January 2017, and the above communications, be noted.**

#### **498. 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 11 January 2017**
- b) **Planning & Environment Committee 25 January 2017**
- c) **Finance & General Purposes Committee 25 January 2017**
- d) **Assets & Service Committee 1 February 2017**
- e) **Planning & Environment Committee 8 February 2017**
- f) **Civic & Community Committee 15 February 2017**
- g) **Planning & Environment Committee 23 February 2017**

#### **499. REPORTS FROM MEMBERS ON OUTSIDE BODIES**

There were none.

#### **500. FELIXSTOWE FORWARD REPORT**

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

Ms Greengrass reported that the late night shopping Christmas campaign in December 2016 had received mixed views but a recent follow-up meeting was

very positive. The switch of the Christmas lights had been agreed to move from the end of November to the beginning of December this year. The possibility of having small Christmas trees with white led lights above the shops was being explored as the fitting could potentially also be used for flags and other decorations at future events in the town. An accessible guide for Disability Action Day was ongoing and should be published next month.

It was noted that over 16 organisations that have completed their Action Plan to help achieve Felixstowe becoming recognised as a dementia friendly town. The Mayor of Felixstowe was due to presenting certificates at a presentation evening on 31<sup>st</sup> March and all Councillors were invited to attend.

The Tourism sub group had organised an event on 29<sup>th</sup> March at the Town Hall to celebrate English Tourism Week and this was going to be an opportunity to network with hotel and tourist providers in the town. New visitor materials, including the Chronicle storytelling and digital guide would be on display. Ms Greengrass paid thanks to her team, Ms C Baker, Felixstowe Forward Change Coordinator and Mr S Rampley, Landguard Marketing and Events Co-ordinator for their support. The Visit Felixstowe website had over 400 events listed for 2017 which was a new record.

Council noted that the Visit Felixstowe Community Interest Company (CIC) had been formally incorporated in February 2017. The Town Council would be invited to comment on the business case following its referral to the Tourism subgroup and the Felixstowe Forward Sponsor group.

Members asked Ms Greengrass if she was aware of the Coastal Culture Network. This was a new online network which aimed to strengthen the network of cultural provision, for example bringing opera around the coastal towns. Coastal Culture Network brings together coastal local authorities, cultural organisations, Coastal Community Teams and others with an interest in the role of culture in seaside locations. For example from March 2017, members will be able to join an online forum, communicate with other members to build partnerships, and access case studies, information and resources.

Members congratulated Ms Greengrass for all her and her team's hard work over the last two years. It was asked when and where the second Tourist Information hut would be situated for summer 2017. Ms Greengrass confirmed that it would usually be put in situ before Easter and would be between the two kiosks at Martello Towers. The tenants of the kiosks had agreed to keep an eye on the hut.

Members enquired whether the Lions Club were happy with the new suggestions put forward concerning the Christmas campaign for 2017. The Clerk reported that the Lions were involved in the decision to move the light switch on to December and it was they who had suggested the Christmas trees.

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

#### **501. CYCLING ON THE PROM: UPDATE FROM SUFFOLK COASTAL DISTRICT COUNCIL**

Council was advised that the six month point of the trial of cycling on the prom was approaching and Suffolk Coastal District Council was keen to invite local groups and interested parties to provide feedback during the review. It was noted that to date there had been only three complaints reported to Felixstowe Forward and one to the Town Council. Members agreed that the summer season would prove to be a better test period for the trial. Members suggested that SCDC should seek feedback from the pierhead developers.

In response to a question on how the trial would be evaluated, the Clerk advised that SCDC had confirmed that this would be done on the basis of a regular highway route, i.e. that if there are any incidents recorded during the 12 month periods, was this significantly more or less than one might expect on any given highway.

**It was RESOLVED that the update from SCDC on the Cycling on the Prom trial be noted.**

#### **502. PUBLIC SPACE PROTECTION ORDERS (PSPOS)**

Council considered the report on Public Space Protection Orders. It was noted that Suffolk Coastal District Council had drafted PSPOs to mirror the existing controls on dogs currently established under byelaws and orders which were due to be repealed in October 2017. Additionally, some further controls for dogs in certain areas of Landguard Nature Reserve were being drafted, though these were not available for review at the time of the meeting.

Council reviewed the draft orders and endorsed the approach being taken by SCDC in relation to dog controls. It was agreed to recommend to SCDC that the Order relating to the stretch of the beach that is out of bounds to dogs during the summer months should correlate to actual markers on the ground, such as two particular groynes, rather than imaginary boundaries.

It was noted that PSPOs were expected to facilitate speedy and regular enforcement through the issuing of fixed penalty notices and it was hoped that this would help deter anti-social behaviour. Given that there were a wide-range of activities that could potentially be limited by the introduction of specific PSPOs, Members did not believe that Council was able to make any other recommendations at this time. It was suggested that further information be brought to the Council's Civic & Community Committee for its consideration of the matter.

**It was RESOLVED that Suffolk Coastal District Council's draft proposals PSPOs where they relate to the control of dogs, be endorsed, subject to the recommendation that the restricted area described in the Exclusion of Dogs from Felixstowe Beach Order be amended to refer to nearby physical markers rather than imaginary lines; and, information on the possible wider applications of PSPOs be brought to the Council's Civic & Community Committee for further consideration.**



**503. FLY THE FLAG FOR COMMONWEALTH DAY**

Council noted the arrangements for both the Fly the Flag for Commonwealth Day on 13 March and the multicultural event on 12 August 2017. The Clerk reported that on 19 June there would two events one of which would be the Raising of the Armed Forces Flag to raise awareness of the Armed Forces weekend in Felixstowe and also there will be a short service at Felixstowe War Memorial to commemorate the centenary of Passchendaele.

**It was RESOLVED to note the arrangements for Commonwealth Day 13 March 2017, the Raising of the Armed Forces Flag, the Centenary of Passchendaele 19 June 2017 and the multicultural event planned for 12 August 2017.**

**504. 2018 BOUNDARY REVIEW – EASTERN REGION**

Council considered recommendations from the Planning & Environment Committee in relation to comments received at the initial review stage.

**It was RESOLVED to note the comments of the Planning & Environment Committee; and, as Council were content with the proposals, no further comment was proposed.**

**505. INVESTMENT POLICY & STRATEGY 2017/18**

Council considered its Annual Investment Policy & Strategy for 2017/18 as recommended by the 25 February 2017 Finance & General Purposes Committee which had been updated to reflect current investments (*Minute #431 of 2016/17 refers*).

**RESOLVED that the Investment Policy & Strategy for 2017/18 be approved and adopted as presented in the report.**

**506. INSURANCE ARRANGEMENTS**

Council considered its insurance arrangements for 2017/18 as per the recommendation of the 25 February 2017 Finance & General Purposes Committee (*Minute #432 of 2016/17 refers*).

**RESOLVED that the arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2017-18.**

**507. OCCASIONAL GRANTS POLICY 2017/18**

Council considered the Occasional Grants Policy as recommended by the 15 February 2017 Civic & Community Committee (*Minute #463 of 2016/17 refers*).

**RESOLVED that the Occasional Grants Policy for 2017/18 be approved and adopted as presented in the report.**

**508. PRESS & MEDIA POLICY 2017/18**

Council considered the Press & Media Policy as recommended by the 15 February 2017 Civic & Community Committee (Minute #464 of 2016/17 refers).

**RESOLVED** that the Press & Media Policy for 2017/18 be approved and adopted as presented in the report.

**509. ACCOUNTS FOR PAYMENT**

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
06/01/2017	392 – 402	£4,663.74
31/01/2017	403 - 433	£38,694.68
15/02/2017	434 - 451	£11,291.26
28/02/2017	452- 467	£32,090.60
	<b>TOTAL</b>	<b>£86,740.28</b>

**510. CLOSURE**

The meeting was closed at 8.54pm. It was noted that the next meeting would be the Annual Council Meeting at 7.30pm, following the Annual Town Meeting which was to be held at 7pm on Wednesday 10 May 2017.

## **AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS**

**MINUTES** of the **HIGHWAYS ADVISORY COMMITTEE** meeting held at Felixstowe Town Hall on **Tuesday 7 March 2017 at 2pm**

**PRESENT:** Cllr G Newman (Suffolk County Council) (Chairman) GN  
Cllr Jon Garfield (Felixstowe Town Council) JGa  
Cllr N Barber (Suffolk County Council) NB  
Cllr S Wiles (Felixstowe Town Council) SW

**OFFICERS:** Mr A Tadjrishi (Town Clerk) AT  
Mrs D Frost (Finance Administration Officer) DF  
Mr D Chenery (SCC East Highways Manager) DC

**IN ATTENDANCE:** Cllr D Savage

### **476. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Gallant** and **Cllr J Goodwin**.

### **477. DECLARATIONS OF COUNCILLORS' INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr N Barber Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

### **478. REQUESTS FOR DISPENSATIONS**

There were none.

### **479. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Highways Advisory Committee Meeting held on **20 September 2016** be signed by the Chairman as a true record.

### **480. HIGHWAYS REPORT**

It was **RESOLVED** that:

**i. agreed actions for the following matters be updated on the Highways Report:**

<b>Reference</b>	<b>Location</b>
120911/01	Footpath 34 Cycle Track
030907/03	'A' Boards in Hamilton Road
030907/05	20mph Wadgate Road area

060912/06	HGV Movements in Beatrice Avenue, Wadgate Road and Beach Station Road area
160914/10	Blofield Track
100315/12	Accident on Hamilton Road
080915/20	Drainage Work
080915/21	Surface Dressing
080915/22	Carriageway Resurfacing
080915/23	Pavements
100915/27	York Road
100915/28	Cycling on the Promenade
100915/29	Beatrice Avenue and Garrison Lane crossings
100915/33	Town Signs
080316/02	Taunton Road
080316/07	Taunton Road footpath
080316/09	Charles Road
080316/12	Penfold Road – Waiting restrictions
080316/13	St George’s Rd and Academy entrance Junction Protection
080316/19	Street Lighting Ferry Road
200916/01	Junction of Orwell Road & Leopold Road
200916/02	Killagarth Court, junction of Tomline Rd & Wolsey Gardens
200916/06	Hamilton Road Slabs
200916/07	Manor Terrace Parking
200916/09	Bus Stop clearway on Leopold Road
200916/10	New car park on Orford Road
200916/11	Goyfield Avenue
200916/13	Cycling on the Prom
200916/14	HGV Movements on Langer Road

ii. **the following matters, which were deemed to require no further action at this time, be archived and retained for future reference:**

<b>Reference</b>	<b>Location</b>
160914/04	Shared Space Furniture
200916/03	35 High Road East
200916/05	Hamilton Gardens
200916/08	Orwell Rd outside Age UK shop opp Methodist Church
200916/12	A14 – 50mph restriction

#### **481. NEW HIGHWAYS MATTERS**

**It was RESOLVED that:**

**i. the following new matters be appended to the Highways Report, with agreed actions noted and updates being brought to the next meeting:**

<b>Reference</b>	<b>Location</b>
070317/01	Cycle racks on the prom
070317/02	Speed awareness on High Road East

070317/03	Bus Shelters opposite the Half Moon and Gosford Way
070317/05	Potholes
070317/06	Gum – Cleaning of Shared Space
070317/07	Cortege approved road markings outside St John’s Church, Orwell Rd

- ii. **the following matters, which were deemed to require no further action at this time, be archived and retained for future reference:**

<b>Reference</b>	<b>Location</b>
070317/04	Seat licence outside the Felsto Arms in Sea Road

**482. CLOSURE**

The meeting was closed at 4.40pm. The next meeting was noted as being scheduled for Tuesday 19 September 2017 at 2.00pm.

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**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 8 March 2017** at **9.15am**.

**PRESENT:** Cllr Jon Garfield (Vice-Chairman)  
Cllr Jan Garfield  
Cllr S Bird  
Cllr G Newman  
Cllr D Savage

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs C Page (Planning Administration Officer)

**In the absence of the Chairman, Vice Chairman Cllr Jon Garfield in the chair.**

**483. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr A Smith, Cllr S Gallant, Cllr S Wiles** and **Cllr K Williams**.

**484. DECLARATION OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

**485. REQUEST FOR DISPENSATION**

There were none.

**478. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 23 February 2017** be signed by the **Chairman** as a true record.

**487. PLANNING APPLICATIONS**

**Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to Suffolk Coastal District Council:**

<b>a</b>	<b>DC/17/0536/FUL</b>   Erection of two-storey side and single storey rear extension <b>Holmehurst 84 Seaton Road</b>
<b>Committee recommended APPROVAL</b>	
<b>b</b>	<b>DC/17/0548/FUL</b>   Two storey rear extension with balcony and new porch (Resubmission of DC/16/5343/FUL) <b>7 Picketts Road</b>
<b>Committee considered supplementary information provided which allayed previous concerns around residential amenity and recommended APPROVAL.</b>	
<b>c</b>	<b>DC/17/0606/FUL</b>   Erection of an Oak and brick veranda with glazed roof and bi fold doors to the rear elevation of the property. 105 Undercliff Road West
<b>Committee recommended APPROVAL.</b>	
<b>d</b>	<b>DC/17/0556/FUL</b>   Detached Garage at rear of garden. Garden room extension. Amended pavement crossover. 2m boundary wall to rear. <b>93 High Road East</b>
<b>Committee resolved to make no further comment to this application.</b>	
<b>e</b>	<b>DC/17/0638/VOC   Variation of condition no. 2 &amp; 3 of DC/15/3519/FUL</b> - Erection of a two storey dwelling - There is a minor change to the rear of the property to remove the ground floor lean too element and to square off the two storey part of the building. the main gable of the building also is now shown correctly (the approved drawing elevation did not match the plan length. The approved materials do not match the adjoining building therefore the change will be for a rendered building with concrete roof tiles to match those of the adjoining building 2 ..... to be in accordance with submitted plan 1622/01 3 Finishes to match those of the adjoin building at 40 Kings St <b>Part Side Garden Of 40 King Street</b>
<b>Committee recommended APPROVAL.</b>	
<b>f</b>	<b>DC/17/0650/FUL</b>   Proposed new extension to form single storey study and 1 and a half storey garage with loft storage area above. <b>1 Lansdowne Road</b>
<b>Committee recommended APPROVAL</b>	

<b>g</b>	<b>DC/17/0654/FUL</b>   Proposed two storey rear extension and detached garage and shed <b>105 St Andrews Road</b>
<b>Committee recommended APPROVAL</b>	

<b>h</b>	<b>DC/17/0558/FUL</b>   Change of Use to A3 / A5 <b>175 Hamilton Road</b>
<b>Given the concerns expressed by the Environmental Protection Officer and the inaccuracies contained within the application, Committee had no alternative but to recommended REFUSAL until such time as correct and proper documentation was received.</b>	

<b>i</b>	<b>DC/17/0711/TCA</b>   2no. Holly - crown reduction to reduce shading and reduction of branches overhanging road and pavement. 1no. Yew - crown reduction to reduce shading and reduction of branches overhanging road and pavement. 1no. Sycamore - re-pollard to original pollard point. <b>Flat 5 52 Princes Road</b>
<b>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.</b>	

**488. PLANNING DECISIONS**

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

**489. 2018 BOUNDARY REVIEW – EASTERN REGION**

**It was agreed** that Committee were content with the 2018 Boundary Review proposals and have no further comments to make, this recommendation would be put forward to Council.

**490. CORRESPONDENCE**

**No correspondence** had been received.

**491. CLOSURE**

The meeting was closed at 10.15am. The date of the next meeting was noted as being Wednesday 22 March 2017, 9.15am at Felixstowe Town Hall.



**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 22 March 2017** at **9.15am**.

**PRESENT:** Cllr Jon Garfield (Vice-Chairman) Cllr G Newman  
Cllr S Bird Cllr D Savage  
Cllr S Gallant Cllr S Wiles  
Cllr Jan Garfield

**OFFICERS:** Mrs D Frost (Deputy Town Clerk)  
Mrs C Page (Planning Administration Officer)

In the absence of the Chairman, Vice-Chairman Cllr Jon Garfield in the chair.

**511. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr A Smith** and **Cllr K Williams**.

**512. DECLARATION OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

**513. REQUEST FOR DISPENSATION**

There were none.

**514. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 8 March 2017 be signed by the Chairman as a true record.

**515. PLANNING APPLICATIONS**

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

<b>a</b>	<b>DC/17/0547/FUL</b>   Severance of side garden to 13 Bacton Road, Felixstowe for construction of apartments consisting of three two bedroom units <b>13 Bacton Road</b>
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<b>Committee recommended APPROVAL</b>	
<b>b</b>	<b>DC/17/0801/FUL</b>   Single storey extension to front of property + dormer to extend 1st floor bedroom. <b>47 Brook Lane</b>
<b>Committee recommended APPROVAL</b>	
<b>c</b>	<b>DC/17/0578/FUL</b>   Single storey side extension <b>The Anchorage 16 Croutel Road</b>
<b>Committee recommended APPROVAL</b>	
<b>d</b>	<b>DC/17/0580/FUL</b>   To develop an area of the applicants garden to be used as a tennis court. The proposed area currently has a boundary wall around it at approximately 1.8m high additional chain link fencing to a total height of 3 meters would be required around the perimeter. <b>Bligh Manor The Ferry</b>
<b>Committee recommended APPROVAL and noted that the neighbour has discussed and agreed specific conditions with the applicant including a limitation on the height of the new fence which will “overtop” the brick wall.</b>	
<b>e</b>	<b>DC/17/0971/FUL</b>   Garage conversion to bedroom with ensuite & rear garden room/family room extension   <b>21 High Road East</b>
<b>Committee recommended APPROVAL</b>	
<b>f</b>	<b>DC/17/0973/VOC</b>   <b>Variation of Condition No.2 of DC/15/2221/FUL</b> - Single storey front and rear extension, detached garage (remove front conservatory and detached garage) - 1) The garage will no longer be demolished and replaced. The old one will be refurbished. 2) The new Porch/Verandah at the front replacing the conservatory will have a flat roof not tiled as shown on the plans. 3) The roof tiles will no longer be replaced with new, the old ones remain. 4) Only the front (south) elevation will be boarded, the rest will be rendered and painted. 5) The window on the east elevation of the Kitchen/Diner are now double French doors. 6) The Kitchen door on the north elevation has been removed. <b>51 Brook Lane</b>
<b>Committee recommended APPROVAL</b>	

<b>g</b>	<b>DC/17/0108/LBC Listed Building consent &amp; DC/17/0749/FUL   Fitting of replacement lighting conductor system to Harvest House Harvest House Cobbold Road</b>
<b>Committee recommended APPROVAL</b>	
<b>h</b>	<b>DC/17/0999/FUL   To reconstruct existing dropped crossover and extend wider 6 High Road West</b>
<b>Committee recommended APPROVAL subject to the work being carried out in accordance with the conditions stated by the Highways Authority.</b>	
<b>i</b>	<b>DC/17/0955/CON   The Network Rail (Felixstowe Branch Line Improvements - Level Crossing Closure) Order. Felixstowe Branch Line Improvements Trimley St Martin</b>
<b>Committee recommended APPROVAL. Felixstowe Town Council strongly supports the proposal to guarantee the economic development of the Port of Felixstowe and safeguard the rail passenger service.</b>	

**516. PLANNING DECISIONS**

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

**517. CORRESPONDENCE**

**No correspondence had been received.**

**518. CLOSURE**

The meeting was closed at 10.30am. The date of the next meeting was noted as being Wednesday 5 April 2017, 9.15am at Felixstowe Town Hall.

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**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 22 March 2017 at 7.30pm**

**PRESENT:** Cllr G Newman (Chairman) Cllr Jan Garfield  
Cllr S Bird (Vice-Chairman) Cllr D Savage  
Cllr M Deacon Cllr S Wiles  
Cllr S Gallant

**OFFICER:** Mrs D Frost (Deputy Town Clerk)

Prior to the start of the meeting, all those present observed one minute's silence for the victims of the attack at Westminster earlier in the day.

**519. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr A Smith and Cllr K Williams.**

**520. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr M Deacon Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

**521. REQUESTS FOR DISPENSATION**

There were none.

**522. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Finance & General Purposes Committee Meeting held on 25 January 2017 be signed by the Chairman as a true record.**

**523. ACCOUNTS TO 15 MARCH 2017**

Committee received the budget monitoring report to 15 March 2017. A list of those items of expenditure exceeding budget estimates for the period by 10% or £500 was considered. Committee also received a report on Balances and Reserves.

**It was RESOLVED that the budget monitoring report to 15 March 2017 be approved and the Balance and Reserve report noted, with no other action required at this time.**

**524. TERMS OF REFERENCE 2017/18**

Committee reviewed the Terms of Reference for Council and its Committee for 2017/18.

**It was RESOLVED that, the Terms of Reference for 2017/18 be recommended to the Annual Council meeting for adoption as presented.**

**525. STANDING ORDERS 2017/18**

Committee reviewed Standing Orders for 2017/18.

**It was RESOLVED that Standing Orders for 2017/18 be recommended to Annual Council meeting for adoption as presented.**

**526. FINANCIAL REGULATIONS 2017/18**

Committee reviewed its Financial Regulations for 2017/18.

In line with item 6.8 committee reviewed the continued use of BACS.

**It was RESOLVED that the Financial Regulations for 2017/18 be recommended to the Annual Council meeting for adoption as presented and the continued use of BACS also be recommended to Council.**

**527. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER**

Committee considered Council's Risk Management Policy and Financial Risk Register for 2016/17.

**It was RESOLVED that the Risk Management Policy be recommended to the Annual Council meeting for adoption.**

**528. COMPLAINTS PROCEDURE**

Committee reviewed the Council's Complaints Procedure for 2017/18.

In order to support complainants it was felt that the addition of the words 'or their representative' throughout the Complaints Procedure would be a useful amendment.

**It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for re-adoption in 2017/18 with the addition of ' or their representative' to aid the Complainant.**

**529. PUBLICATION SCHEME**

Committee reviewed the Publication Scheme based on the Information Commissioner's Office (ICO) model publication scheme, and the schedule of information available from Felixstowe Town Council.

**RESOLVED** that the ICO model publication scheme be recommended to Annual Council for adoption alongside the schedule of information available from Felixstowe Town Council.

**530. CLOSURE**

The meeting was closed at 8.04pm. The next meeting was noted as being scheduled for 24 May 2017 at 7.30pm.

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**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 5 April 2017** at **9.15am**.

**PRESENT:** Cllr A Smith (Chairman) Cllr Jan Garfield  
Cllr Jon Garfield (Vice-Chairman) Cllr G Newman  
Cllr S Bird Cllr D Savage  
Cllr S Gallant Cllr S Wiles

**OFFICERS:** Mrs D Frost (Deputy Town Clerk)  
Mrs C Page (Planning Administration Officer)

**531. APOLOGIES FOR ABSENCE**

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

**532. DECLARATION OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllr G Newman	535c	Disclosable Pecuniary Interest (as a near neighbour to the property subject to this application)

Having declared that his interest was Pecuniary, Cllr Newman advised that he would leave the Chamber prior to any discussion on, and throughout the consideration of, item 535c.

**533. REQUEST FOR DISPENSATION**

There were none.

**515. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 22 March 2017 be signed by the Chairman as a true record.

**535. PLANNING APPLICATIONS**

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

<b>a</b>	<b>DC/17/0434/FUL</b>   Building onto an existing rear extension making it two storeys. Single storey extension to rear. Structural alterations to ground floor. Installation of new toilet to ground floor. <b>11 Gulpher Road</b>
<b>Committee recommended APPROVAL</b>	

<b>b</b>	<b>DC/17/1266/FUL</b>   Raise Felixstowe Ferry Cafe 400mm + proposed extension. <b>Felixstowe Ferry Cafe The Ferry</b>
<b>Committee recommended APPROVAL</b>	

**At this point Cllr G Newman left the Chamber.**

<b>c</b>	<b>DC/17/1100/FUL</b>   First floor bedroom extension <b>5 Mellis Court</b>
<b>Committee recommended APPROVAL</b>	

**Cllr G Newman returned.**

<b>d</b>	<b>DC/17/1099/FUL</b>   Alterations to roof with construction of three dormer windows and insertion of roof window <b>6 Riby Road</b>
<b>Committee recommended APPROVAL</b>	

<b>e</b>	<b>DC/17/0972/FUL</b>   Change of Use from A2 to A1 and A4, Retail wine shop with drink-in option, with seating for up to 30 covers and moving of internal non-structural wall back so to incorporate part of hallway into unit <b>141 Hamilton Road</b>
<b>Committee recommended APPROVAL subject to planning conditions being in line with the recommendations by the Suffolk Coastal District Council's Environmental Health Officer.</b>	

<b>f</b>	<b>DC/17/0794/FUL</b>   The removal of an existing dilapidated static caravan and the erection of a single storey timber frame bunk house for the sole use of the applicant and their family. The building will be constructed in the same fashion as the existing property, timber frame & boarded with cedar shingle roof covering. <b>Ferry Tower The Ferry</b>
<b>Committee recommended APPROVAL</b>	



<b>g</b>	<b>DC/17/1048/FUL   Replacement of ground floor bay window Flat 2 5 Beach Station Road</b>
<b>Committee recommended APPROVAL</b>	
<b>h</b>	<b>DC/17/0984/VOC   Variation of conditions 3, 12 &amp; 15 of DC/13/3656/FUL - Proposed high bay distribution unit with a footprint of c. 47,000m2, including car parking and associated infrastructure. Land At Clickett Hill Road And South Of Railway Line Nicholas Road Trimley St Mary</b>
<b>Committee recommended APPROVAL</b>	

### **536. PLANNING DECISIONS**

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

### **537. CORRESPONDENCE**

**Committee RESOLVED** to note the following correspondence.

- i.** Housing White Paper produced by the Suffolk Association of Local Councils. The Chairman informed Members that a summary of the White Paper would be circulated and that discussion would take place at the next meeting of the Planning & Environment Committee on 19<sup>th</sup> April.
- ii.** Notification of an Appeal to the Secretary of State ref. APP/J3530/D/17/3170980 against the decision by Suffolk Coastal District Council to refuse planning permission for proposed three bay garage.

### **538. CLOSURE**

The meeting was closed at 10.05am. The date of the next meeting was noted as being Wednesday 19 April 2017, 9.15am at Felixstowe Town Hall.

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**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Felixstowe  
Town Hall on Wednesday 5 April 2017 at 7.30pm**

**PRESENT:** Cllr N Barber (Chairman) Cllr G Newman  
Cllr S Bird Cllr M Jepson  
Cllr P Coleman Cllr D Savage  
Cllr T Green Cllr A Smith

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)

**539. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr Jan Garfield** and **Cllr M Deacon**.

**540. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr N Barber Cllr G Newman	All	Local Non-Pecuniary (as Member of Suffolk County Council)

**541. REQUESTS FOR DISPENSATION**

There were none.

**542. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 1 February 2017 be signed by the Chairman as a true record.**

**543. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 March 2017.

It was noted that, whilst the report was current and close to the yearend date, there were still a number of invoices and payments due accountable to the year 2016/17. The final accounts position would be reported as part of the end of year accounts and audit process. Budgeted income for Assets & Services had been achieved. Cemetery income was 127.8% of budget, with the actual amount similar to the previous year.

**RESOLVED that the Budget Report to 30 March 2017 be received and noted as presented with no other action required at this time.**

#### **544. TOWN HALL UPDATE REPORT**

Committee considered the Town Hall update report and noted the wedding statistics. The current wedding prices are due to be updated on the website for the new year 2017/18.

The Town Clerk reported that a table which had been loaned to Walton Community Hall had broken. On occasion, approximately 2-4 times a year insufficient tables are at Walton Community Hall for bookings so tables are moved by staff from the Town Hall. Members agreed that a better solution would be to ensure that there were sufficient tables at Walton Community Hall. It was proposed that the current tables in the Courtroom Gallery at the Town Hall should be moved to Walton Community Hall and new ones purchased for the Courtroom Gallery. The new tables were to be in the same style as those in the Council Chamber.

**It was RESOLVED that:**

- i. the Town Hall Update Report be noted; and,**
- ii. additional tables should be purchased for the Town Hall to permit some existing tables to be permanently moved to Walton Community Hall, funding to be approved via the Town Hall Equipment Purchases budget.**

#### **545. CEMETERY UPDATE REPORT**

Committee considered the Cemetery update report. It was noted that the launch of the new Memorial Garden had been arranged for 12<sup>th</sup> April, to which local Funeral Directors, Stonemasons, Councillors and staff had been invited. Photographs of the finished garden were circulated to Committee expressed thanks to staff, and were pleased to note that Council's former Estates Officer had been written to and thanked for her work on the project.

The Clerk reported that a brushcutter broken down and reached the end of its serviceable life. Three quotes had been obtained for a replacement Stihl Brushcutter FS41. Members considered the quotes and agreed that a replacement brushcutter should be purchased from Thurlow Nunn with the cost of £579.17 + VAT to be authorised via the Cemetery Equipment Purchases budget.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted; and,**
- ii. a Stihl Brushcutter FS410 to be purchased from Thurlow Nunn with the cost of £579.17 + VAT to be funded via the Cemetery Equipment Purchases budget.**

#### **546. ALLOTMENT UPDATE REPORT**

Committee received the update report on the Town Council's Allotments and current vacancy information. It was noted that there currently was 52 vacancies out of 490 available sites excluding the Cemetery site. Thanks were noted as received from the Felixstowe Society for Allotment and Leisure Gardeners (FSALG) following Committee's permission for them to place a 20ft shipping container on their allotment plot. It was noted that SCDC had confirmed on 27 February that planning consent for the container was not required.

The Clerk advised Members on work required for the registering of Council's land titles. This was being carried out with the advice of Birkett's Solicitors. Committee requested that a report on land title issues be brought to the next meeting for consideration.

**RESOLVED that the update report be noted and the Clerk was instructed to bring a report on land title matters to the next meeting.**

#### **547. BROADWAY HOUSE**

Committee received and noted the update report on Broadway House. The Town Clerk reported that the new Occupational Licence and Management Agreement for Broadway House was being drafted by Council's solicitor. It was noted that, as a result of the new arrangement coming in to force from 1 April – previously the licence ran from December to November annually - the income budget for Broadway House in the financial year 2016/17 had been pro-rated from 1 December to 31 March and would outturn at 34%. Future invoices will be in line with the financial year 1<sup>st</sup> April – 31<sup>st</sup> March.

**RESOLVED that the update report and the revised projected outturn position for 2016/17 be noted.**

#### **548. WALTON COMMUNITY HALL**

Committee received and noted the update report on Walton Community Hall. Photographs of the new blinds that have been fitted were circulated, and members agreed that they were a great improvement. The additional caretaking hours available for the hall had resulted in marked improvement in the cleaning, and members gave thanks to the caretaking staff.

Committee noted the impact of the hall being heated only for bookings and discussed the different options for a more energy efficient heating system versus a fully programmable seven day thermostat to control the existing heaters. Given that closer control on the time that the hall is heated is already having a considerable positive impact on the cost, members agreed that the best solution was to install a seven day thermostat. This would need to be made tamper-proof so the settings would only be altered by authorised staff.

**It was RESOLVED that:**

- i. **the Walton Hall Update Report be noted; and,**
- ii. **a fully programmable seven-day thermostat control be installed.**

**549. ASSET REGISTER REVIEW**

Committee reviewed the Asset Register and noted that the Memorial Tree, granite kerb edging and three memorial benches for the new Memorial Garden at the Cemetery had been added to the Asset register as Community Assets shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide "Governance and Accountability for Local Councils."

With the addition of the Stihl Brushcutter FS410, the total of fixed assets for annual return on 31st March 2017 was noted as £50,788.97, resulting in a net increase in fixed assets value between 31<sup>st</sup> March 2016 and 31<sup>st</sup> March 2017 of £582.17.

**It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented, subject to the addition of the Stihl Brushcutter FS410.**

**550. CLOSURE**

The meeting was closed at 9.35pm. The next meeting was noted as being scheduled for Wednesday 31 May 2017 at 7.30pm.

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## 557. PENSIONS

Committee noted that the Clerk had completed a Declaration of Compliance and submitted this to The Pensions Regulator in order to meet the Council's obligations with regards to the auto-enrolment of eligible staff in to a qualifying pension scheme.

Employer and employee contributions for the LGPS to 31 March 2020 and Council's NEST schemes for 2017/18 were noted as follows:

Actual Pensionable Pay	NEST		LGPS	
	Employee %	Employer %	Employee %	Employer %
Up to £13,700	2	6	5.50	25
£13,701 to £21,400	2	6	5.80	25
£21,401 to £34,700	2	6	6.50	25
£34,701 to £43,900	2	6	6.80	25
£43,901 to £61,300	2	6	8.50	25
£61,301 to £86,800	2	6	9.90	25
£86,801 to £102,200	2	6	10.50	25
£102,201 to £153,300	2	6	11.40	25
£153,301 or more	2	6	12.50	25

**RESOLVED** that Council's Declaration of Compliance in respect of auto-enrolment; and, the LGPS employer contribution rates to 31 March 2020 be noted as received.

## 558. TOIL POLICY UPDATE

Members received an update on Time Off In Lieu (TOIL) hours and were pleased to note that total TOIL balance had remained significantly lower since the introduction of a policy in April 2016 to limit the amount of TOIL that was permitted to be accrued.

**RESOLVED** that the update on TOIL hours be noted as received with no further action deemed necessary.

## 559. STAFFING MATTERS

Committee considered the report on Staffing Matters. Further to the report the Clerk advised Committee that the Local Council's Award Scheme Panel had sought clarification as to whether the Staff Handbook, including the Health & Safety Policy and Equal Opportunities Policy, had been reviewed by the Committee in April 2016 when the TOIL Policy was adopted. It was recognised that, whilst all the policies contained in the handbook had been reviewed and re-adopted at that time, the wide-ranging review of all staff-related policies which had been requested had not progressed (*Minute #555 of 2015/16 refers*).

This project, relating to Council's Business Plan objective P3: *Consider what wider benefits the Town Council is able to offer staff in order to be considered an 'employer of choice'*, had been reprioritised when the staffing reorganisation project commenced. As the reorganisation project had been completed, Committee agreed that a full-scale review of all staffing policies, terms and conditions, and contractual arrangements should now be explored in order to achieve this objective.

**It was RESOLVED that:**

- i. it be confirmed to the Local Council's Award Scheme Panel that the Staff Handbook, and policies within, was reviewed and approved in April 2016 when the TOIL Policy was adopted;**
- ii. the Staff Handbook, and policies within, be re-adopted at this time with no changes with a further review due in April 2018; and**
- iii. in line with the Council's Business Plan objective P3, the Clerk, in consultation with Cllr K Williams, undertake a full-scale review of all staffing policies, terms and conditions, and contractual arrangements for further consideration by the Committee in due course.**

#### **560. TOWN CLERK'S APPRAISAL**

The Annual Appraisal for the Town Clerk was carried out and several objectives were discussed and agreed. Committee approved the Clerk's updated Personal Development Plan.

**It was RESOLVED that:**

- i. subject to his acceptance of an appropriate training agreement, the Town Clerk would be supported to achieve his updated Personal Development Plan objectives as proposed in the appraisal review for the years 2017-2020;**
- ii. Cllr K Williams would draft a training agreement document for the Members of the Committee to review;**
- iii. authority be delegated to the Mayor, in consultation with the other Members of the Committee, to approve the training agreement for signing by the Clerk; and,**
- iv. the Town Clerk's Appraisal document be finalised by the Mayor to include those objectives discussed and agreed for the following year.**

#### **561. CLOSURE**

The meeting was closed at 9.21pm. The next meeting was noted as having been scheduled for Wednesday 11 October 2017 at 4pm. Members requested that the time of future meetings be regularised and moved to 6pm.



**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 19 April 2017** at **9.15am**.

**PRESENT:** Cllr A Smith (Chairman) Cllr Jan Garfield  
 Cllr Jon Garfield (Vice-Chairman) Cllr D Savage  
 Cllr S Bird (*to item 569*) Cllr K Williams (*to item 568*)  
 Cllr S Gallant

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
 Mrs C Page (Planning Administration Officer)

**562. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr G Newman** and **Cllr S Wiles**.

Apologies in advance of having to leave the meeting early were received from **Cllr S Bird** and **Cllr K Williams**.

**563. DECLARATION OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)

**564. REQUEST FOR DISPENSATION**

There were none.

**565. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes** of the **Planning & Environment Committee Meeting** held on **5 April 2017** be signed by the **Chairman** as a true record.

**566. PLANNING APPLICATIONS**

**Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to Suffolk Coastal District Council:**

<b>a</b>	<b>DC/17/1322/FUL   Proposed Rear &amp; Side Single Storey Extension 30 Springfield Avenue</b>
<b>Committee recommended APPROVAL</b>	

<b>b</b>	<b>DC/17/1414/FUL</b>   Conversion of loft providing 2no dormers. <b>8 Rosemary Avenue</b>
<b>Committee recommended APPROVAL</b>	
<b>c</b>	<b>DC/17/1382/FUL</b>   Erection of porch and works to existing driveway to provide easier access to residential home. Porch will also act as more defined entrance to building for visitors. <b>White Gables Residential Home 16 Stanley Road</b>
<b>Committee recommended APPROVAL</b>	
<b>d</b>	<b>DC/17/1150/FUL</b>   Replacement of wooden single pane windows in a flat to double glazed pvc windows. <b>49 Nelson Court Blyford Way</b>
<b>Committee recommended APPROVAL</b>	
<b>e</b>	<b>DC/17/1211/FUL</b>   Replace existing wooden framed windows with equivalent UPVC framed windows to match style and type to those on adjacent flats. <b>Flat 2 Ranelagh Court Ranelagh Road</b>
<b>Committee recommended APPROVAL</b>	
<b>f</b>	<b>DC/17/1258/FUL</b>   Installation of eight replacement windows. <b>16 Red Hall Court</b>
<b>Committee recommended APPROVAL</b>	

#### **567. PLANNING DECISIONS**

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

**At this point, 9.50am, Cllr K Williams left the meeting.**

**568. CONSULTATION – HOUSING WHITE PAPER “FIXING OUR BROKEN HOUSING MARKET”**

Members considered the Housing White Paper “Fixing our Broken Housing Market” consultation.

Committee completed the online questionnaire and agreed that additional comments should be submitted as follows:

<b>Reference</b>	<b>Committee Comment</b>
<p>Section 1.7 – “The Government will, when necessary, intervene to ensure that plans are put in place, so that communities in the areas affected are not disadvantaged by unplanned growth”.</p>	<p>Felixstowe Town Council queries the intent of Section 1.7 which could be seen to be in conflict with other Government stated aims to increase development.</p>
<p>Section 1.33 – “Additional amendments to the NPF include:</p> <ul style="list-style-type: none"> <li>• Giving much stronger support for sites that provide affordable housing for local people</li> <li>• Expecting Local Authorities to identify opportunities for villages to thrive</li> <li>• Making clear that at least 10% of the sites allocated for residential development in local plans should be sites of half a hectare or less, on top of the allowance made for windfall sites</li> <li>• Working with developers to encourage the sub-division of large sites</li> <li>• Encouraging greater use of Local Development Orders and area-wide design codes so that small sites may be brought forward for development more quickly.”</li> </ul>	<p>Felixstowe Town Council request that measures are put in place to ensure appropriate infrastructure is provided to support further developments.</p>
<p>Section 1.46 – “Amendments to the NPF to improve design:</p> <ul style="list-style-type: none"> <li>• Local and neighbourhood plans and more detailed development plan documents such as Area Action Plans should set out clear design expectations following consultation with local communities</li> </ul>	<p>Felixstowe Town Council requests that, where local Area Action Plans have been put in place in consultation with Town/Parish Councils and the local community, they should acquire the same status as Neighbourhood Plans in respect of the allocation of 25% of relevant CIL payments.</p>

<ul style="list-style-type: none"> <li>• Strengthen the importance of early pre-application discussions</li> <li>• Make clear that design should not be used as a valid reason to object to development where it accords with clear design expectations set out in statutory plans</li> <li>• Recognise the value of using a widely accepted design standard.”</li> </ul>	
<p>Section 2.41 – “Considering reducing the timescales for developers to implement permission for housing development from the default period of three years to two years, except where a shorter timescale could hinder the viability or deliverability of a scheme”.</p>	<p>Felixstowe Town Council support the principle of speeding up the implementation of development and the reduction of implementation dates from 3 to 2 years. Furthermore, we would welcome stronger powers to be given to Local Authorities to work with developers, agreeing phasing plans and completion dates, with the power to introduce sanctions if key stages are not met.</p>

**It was RESOLVED that the comments above should be submitted in addition to the online questionnaire response which was completed by Committee during the meeting.**

**At this point, 11.15am, Cllr S Bird left the meeting.**

**569. CORRESPONDENCE**

**Committee RESOLVED to note the following correspondence.**

- i. Planning application DC/17/0558/FUL – proposed change of use A3 to A5, 175 Hamilton Road. Committee were shown a copy of a letter received which had queried aspects of the planning application.

**570. CLOSURE**

The meeting was closed at 11.45am. The date of the next meeting was noted as being Wednesday 3 May 2017, 9.15am at Felixstowe Town Hall.

**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**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
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 20<sup>th</sup> to Saturday 23<sup>rd</sup> 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 20<sup>th</sup> to Saturday 23<sup>rd</sup> 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 19<sup>th</sup> June 2017.

**It was RESOLVED that the arrangements for the commemoration of the Battle of Passchendaele on Monday 19<sup>th</sup> 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.

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**MINUTES** of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 3 May 2017** at **9.15am**.

**PRESENT:** Cllr A Smith (Chairman) Cllr Jan Garfield  
Cllr Jon Garfield (Vice-Chairman) Cllr D Savage  
Cllr S Bird Cllr K Williams  
Cllr S Gallant

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs C Page (Planning Administration Officer)

**IN ATTENDANCE:** 1 Member of the Public

### **PUBLIC QUESTIONS**

The Chairman advised that he would invite the member of the public to make their representation immediately prior to the application being considered.

### **585. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr G Newman** and **Cllr S Wiles**.

### **586. DECLARATION OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr K Williams	589a	Local Non-Pecuniary (the member of the public was known to Councillor Williams)

### **587. REQUEST FOR DISPENSATION**

There were none.

### **588. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee Meeting held on 19 April 2017** be signed by the Chairman as a true record.

### **589. PLANNING APPLICATIONS**

At the direction of the Chairman, Committee heard from the member of the public attending in relation to application (a). Concerns raised centred on matters of access, loss of light, increased traffic and surface water drainage.

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

<b>a</b>	<b>DC/17/1281/OUT</b>   Outline Application - for one dwelling. <b>Land To The Rear Of 154 To 160 Grange Road.</b>
<p><b>Committee carefully considered this application and a large number of neighbour objections and recommended APPROVAL for the outline application subject to concerns about drainage and vehicle access being addressed. Additionally, Committee requested that the relationship to properties at 60 and 62 Chelsworth Road be taken into account at Reserved Matters stage and that the proposed dwelling be limited to single storey to address loss of light to and amenity of its close neighbours.</b></p>	
<b>b</b>	<b>DC/17/1504/FUL</b>   Proposed conversion of 1 No. HMO comprising of 8 No. bedsits and 1 No. 1 bed flat to 5 No. residential flats. <b>101 Bath Road.</b>
<p><b>Committee recommended APPROVAL. Given the significance of this characteristic building in the Conservation Area, Committee asks that any new fenestration be carefully designed to complement the street scene.</b></p>	
<b>c</b>	<b>DC/17/1362/FUL</b>   Erection of silo block, intake building, process building, and rearrangement of service yard. <b>Indo European Foods, Langer Road.</b>
<p><b>Committee recommended APPROVAL, subject to confirmation that the plans do not prejudice the existing sewer which is believed to run near the site.</b></p>	
<b>d</b>	<b>DC/17/1569/FUL</b>   Single and two storey rear extension. <b>25 Constable Road.</b>
<p><b>Committee recommended APPROVAL</b></p>	
<b>e</b>	<b>DC/17/1544/FUL</b>   Two Storey Rear Extension (existing ground floor extension demolished / to be rebuilt due to structural defects). <b>34 Exeter Road.</b>
<p><b>Committee recommended APPROVAL</b></p>	

<b>f</b>	<b>DC/17/1378/FUL   Proposed first floor side extension. 117 Cliff Road.</b>
<b>Committee recommended APPROVAL</b>	
<b>g</b>	<b>DC/17/1651/FUL   Erection of single storey rear extension. 31 Lynwood Avenue.</b>
<b>Committee recommended APPROVAL</b>	
<b>h</b>	<b>DC/17/1530/FUL   Proposed porch on north side of dwelling. 2 The Churchmans Undercliff Road East.</b>
<b>Committee recommended REFUSAL. Although Committee had no objection to the principle of a porch, it was considered that the proposed design was out of keeping with the architecturally designed building on a sensitive site within the Conservation Area.</b>	
<b>i</b>	<b>DC/17/1529/FUL   Proposed porch on north side of dwelling. 3 The Churchmans Undercliff Road East.</b>
<b>Committee recommended REFUSAL. Although Committee had no objection to the principle of a porch, it was considered that the proposed design was out of keeping with the architecturally designed building on a sensitive site within the Conservation Area</b>	
<b>j</b>	<b>DC/17/1400/TPO   T1 Copper Beech - crown thin and crown lift to 4m. 12 High Road East.</b>
<b>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.</b>	

## **590. PLANNING DECISIONS**

**RESOLVED** that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

## 591. CORRESPONDENCE

**Committee received the following correspondence:**

- i. Planning application DC/17/0558/FUL – proposed change of use A3 to A5, 175 Hamilton Road. Suffolk Coastal District Council confirmed that the Environmental Protection Officer had received updated information with regards to extraction ventilation and was satisfied that the system should be sufficient to prevent unreasonable odour being generated. **On the basis that this addressed Members’ planning concerns, Committee would not be seeking a referral. However, Committee asked that SCDC ensure that the incorrect site information, as submitted in the original application, be updated on the Planning Portal for accuracy, avoiding potential confusion in any future reference thereto**

**RESOLVED** that the correspondence be noted and the Clerk was instructed to respond to Suffolk Coastal District Council accordingly.

## 592. CLOSURE

The meeting was closed at 11.20am. The date of the next meeting was noted as being Wednesday 17 May 2017, 9.15am at Felixstowe Town Hall.

## **AGENDA ITEM 9: DELEGATION ARRANGEMENTS**

Council is requested to review and approve the authority delegated to the Town Clerk for 2017-18. Arrangements approved for 2016-17 are as shown below. There are no changes proposed:

### **Delegated Authority to the Town Clerk**

Subject to any further delegation by Committees, the Town Clerk will have delegated authority to:

- a) Approve routine expenditure within budgets without further approval by Committee.
- b) Within the agreed staffing establishment and budget, to vary working hours of established staff, and to recruit both permanent, casual and contract staff provided that the grade of such staff is NJC Scale Point 29 or below.
- c) In the event of an emergency incur expenditure to a maximum of £50,000 in consultation with the Town Mayor.
- d) Make investments in accordance with the Council's agreed policy.
- e) Ban persons from entering Council premises or land with just cause.
- f) Negotiate commercial filming rights on Council property/land.
- g) Produce and/or edit any Council newsletter in consultation with the Mayor.
- h) Implement, where timescales require, any legislation which may affect the Town Council and to report its implementation to Full Council.
- i) Take legal action to recover debts on behalf of the Council if considered proportionate and necessary.

**Council is requested to review and approve its arrangements for delegated authority to the Town Clerk for 2017/18.**

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## **AGENDA ITEM 10: ANNUAL MEETING ARRANGEMENTS**

Council is requested to approve the recommendation of the Civic & Community Committee in relation to its arrangements for the Annual Town Meeting and Annual Council Meeting.

In Felixstowe, the Annual Town Meeting has regularly taken place at 7pm on the second Wednesday in May, the same evening as the Annual Council Meeting which is scheduled for 7.30pm. The agenda usually comprises: the receiving of the Mayor's annual report, following by an open session for the public. In recent years the Annual Town Meeting has finished at 7.29pm (2016), 7.18pm (2015) and 7.26pm (2014). The Mayor and Members are then required to be ready for the Annual Council Meeting to begin at 7.30pm. Due to time pressures, in 2014 the Annual Council Meeting had to be suspended partway through the agenda and was reconvened a fortnight later.

By law, the Annual Town Meeting must be held between 1<sup>st</sup> March and the 1<sup>st</sup> June (inclusive) each year and may not start earlier than 6pm. It is recommended that in an election year the Annual Town Meeting should be held after the elections to prevent the meeting being used as hustings.

The Mayor chairs the meeting and attendance is recorded. As Councillors are not 'summoned' to this meeting apologies are neither required nor recorded.

The Annual Town Meeting is an opportunity for the public to ask questions and many town and parish councils make this meeting a community event by providing refreshments, presentations from community groups and providing an informal atmosphere.

For some councils, the agenda might provide an opportunity for written or verbal reports to be received from District & County Councillors, the MP, the Mayor's Charities and any organisations that the council has funded during that year.

Many councils also choose to invite a community representative such as the police, a headmaster etc. to address and inform the audience on community matters.

The law states that the Annual Council Meeting must be held in the month of May and in an election year the meeting must be held between 4 and 14 days after polling day.

The Annual Council Meeting is predominately focused on the transition from the outgoing Mayor to welcoming the incoming Mayor followed by some essential annual business. The incoming Mayor usually invites family and friends to attend and greets those attending after the meeting, often providing refreshments from their Mayor's Allowance.

NALC's Good Councillor Guide advises that "It is best practice to hold the Annual Meeting of the Council and the Annual Parish Meeting on different occasions to avoid confusion." SALC has recently issued guidance on the annual meetings and reiterates the importance of not confusing the two meetings.

Some feedback from the its submission to the Local Council's Awards Scheme suggests that the Council could do more to ensure that the Annual Town Meeting is seen as less formal than, and separate to, the Annual Council Meeting.

Having considered this, Council's Civic & Community Committee has recommended that the Annual Town Meeting should instead be held on *the second Wednesday in May at 7pm* with the Annual Council Meeting on the *third Wednesday in May at 7pm*. It was agreed that this would not only meet best practice guidelines but potentially result in better outcomes for each meeting.

Council should note that the proposed schedule of second Weds (Annual Town) and third Weds (Annual Council) in May each year meets statutory rules whether there is an election or not. Elections are normally held on the first Thursday in May so there would be no issues around purdah/pre-election period for the Annual Town Meeting and the Annual Council Meeting would adhere to the rule of 'must be held in the month of May and in an election year the meeting must be held between 4 and 14 days after polling day'.

For the Annual Town Meeting, it would represent the final full Municipal event of the outgoing Mayor's year of office, who would not be under the same pressure to deliver their report and hand over to their successor on the same evening. Instead the outgoing Town Mayor would be free to chair the meeting without being required to wrap things up in time for a second meeting due to commence half an hour later. The outgoing Mayor's Report would then be published as part of Council's Annual Report which is presented to the Annual Council Meeting.

For the Annual Council Meeting, the agenda could proceed as usual but a slightly earlier start time would allow sufficient opportunity at the end for the new Mayor to informally greet those in attendance.

Council's Civic Awards event is traditionally held late in the Municipal Year (this year on 3<sup>rd</sup> May 2017) and recognises positive contributions to the community from local volunteers, young people and organisations. The Mayor presents the awards and also announces the results of their charity fundraising with a cheque to their nominated charity/charities. The Civic & Community Committee recommended that the Civic Awards are instead presented at the Annual Town Meeting as this would provide a recognised platform for the awards and recipients would be formally recorded in the Minutes. Furthermore, as it would be held on an automatically scheduled date, the Civic Awards would be run to a regular programme each year. Being slightly later also gives more time for the Mayor to finalise their charity fundraising totals.

As an example, for the Annual Town Meeting, the agenda could be:

1. Receive the Annual Report of the Mayor of Felixstowe (verbal report)
2. Presentation of Mayor's Awards
3. Presentation of Ganges Youth Trophy Award
4. Presentation of an Award to a Local Organisation
5. Receive a report from the Mayor's Charities (Mayor will present their charities with a cheque)

6. Receive the report of the police/community group/grant recipient etc...
7. Note any reports received from District/County Councillors and the MP
8. Closure – following which there would be refreshments

The cost of Annual Town Meeting should be met by Council (section 150 of the Local Government Act 1972). An anticipated increased attendance would necessitate a venue change and a likely increased in costs. However, Council provides a budget for the Civic Awards which would offset some of this. As requested by the Civic & Community Committee, an enquiry for 9 May 2018 has been made with Felixstowe Academy as this venue offers a theatre space with 247 tiered seats (further seating can be provided up to a capacity of 400). As the date falls within the next financial year it is proposed that the Civic & Community Committee would consider the cost of the event as part of its budget proposals for 2018-19.

**Council is requested approve the following recommendations of the Civic & Community Committee 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 to 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.**
-



## **AGENDA ITEM 11: COUNCIL GOVERNANCE 2017/18**

Council is requested to consider the following recommendations which have been incorporated in to the associated documents for adoption for the Municipal Year 2017-18:

- a) Terms of Reference - **Appendix A**  
The Finance & General Purposes Committee has recommended Terms of Reference for 2017/18 Council and Committees (*Minute #524 of 2016/17 refers*). This is presented to Council for adoption at **Appendix A**, incorporating the increased number of Members (from 9 to 10) proposed for the Planning & Environment Committee and detail of the quorum (number of Members in attendance) required for each committee.
- b) Standing Orders - **Appendix B**  
The Finance & General Purposes Committee has recommended Standing Orders for 2017/18 (*Minute #525 of 2016/17 refers*).

Additionally the Clerk advises that the following elements of Standing Orders be amended for the reasons given below:

- 9i: ~~That, in an ordinary year, nominations for the position of Mayor and Deputy Mayor must be given in writing to the Proper Officer no later than the date of the preceding Ordinary meeting of the Council, and reported at that meeting. In an election year nominations will be made at the AGM. Though helpful, this is not always practical and 9i could be deleted. The Clerk invites nominations to be received prior to the Annual Council meeting, or, as in the case of an election year, at the meeting itself.~~
- 26: External organisations will be permitted, ~~or if~~ invited, to make presentations to a meeting of the Council or a Committee, ~~provided that presentations on current planning applications will not be permitted.~~ The Town Clerk, in conjunction with the Mayor, or Chairman of the relevant Committee, will determine whether an organisation may make a presentation. *Council is encouraged to receive presentations with the Planning & Environment Committee and members of the public in attendance benefitting from presentations by developers on significant development proposals. Providing that the Mayor or Chairman of a Committee deems it appropriate, there is no reason why this should not be permitted.*

Updated Standing Orders incorporating the above recommendations are presented to Council for adoption at **Appendix B**.

In relation to Public Participation (Standing Orders 3e-h), advice from SALC has confirmed that clear demarcation both on the agenda and during the proceedings as to when the public session starts and finishes is important, but actually deeming the meeting to be 'closed' during that session would not be appropriate. Therefore, whilst this does not require any formal amendment to

Standing Orders, Council is requested to note that any Public Participation Session will now form part of the formal agenda and minutes of relevant meetings – i.e. *as item 1 on the agenda, rather than preceding formal business.*

Equally, there may be occasion when it would be appropriate to invite further comment from a member of the public during the other parts of the meeting, although this should always be conducted in a controlled manner and at the discretion of the Chairman.

c) **Financial Regulations - Appendix C**

As recommended by the Finance & General Purposes Committee, Financial Regulations for 2017-18 are presented without change at **Appendix C**. In accordance with Regulation 6.8, Council is requested to note that the Committee reviewed the continued use of BACS payment and has recommended this be approved (*Minute #526 of 2016/17 refers*).

d) **Meeting Schedule - Appendix D**

Presented as approved by Council at its meeting of 11 January 2017 (*Minute #408 of 2016/17 refers*).incorporating the change of time of Personnel Committee meetings from 4pm to 6pm as recommended by that Committee (*Minute #561 of 2016/17 refers*).

**In accordance with the above recommendations, Council is requested to:**

- i. approve Terms of Reference for 2017-18 as presented at Appendix A;**
  - ii. approve Standing Orders for 2017-18 as presented at Appendix B;**
  - iii. approve Financial Regulations for 2017-18 as presented at Appendix C and confirm the continued use of BACS payments;**
  - iv. approve the Meeting Schedule for 2017-18 as presented at Appendix D; and,**
  - v. note that Public Participation Sessions will be included as part of the formal agendas and minutes for Council and Committees from now on.**
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## **AGENDA ITEM 12: APPOINTMENTS TO COMMITTEES**

Council is requested to review the following schedule and confirm the appointment of Chairmen, Vice-Chairmen and Members to its Committees for the Municipal Year 2017/18. Council is also requested to note that the Town Mayor, unless already formally appointed to a Committee as a Councillor, is an ex-officio Member of all Committees with full voting rights:

### **FINANCE & GENERAL PURPOSES COMMITTEE (10)**

1. Cllr Graham Newman (Chairman)
2. Cllr Stuart Bird (Vice-Chairman)
3. Cllr Jan Garfield (*ex-officio as Chairman of Assets & Services Committee*)
4. Cllr Doreen Savage (*ex-officio as Chairman of Civic & Community Committee*)
5. Cllr Nick Barber
6. Cllr Mike Deacon
7. Cllr Steve Gallant
8. Cllr Andy Smith
9. Cllr Steve Wiles
10. Cllr Kimberley Williams

### **CIVIC & COMMUNITY COMMITTEE (10)**

1. Cllr Doreen Savage (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Christina Barham
4. Cllr Steve Bloomfield
5. Cllr Peter Coleman
6. Cllr Jon Garfield
7. Cllr Tracey Green
8. Cllr Mark Jepson
9. Cllr Steve Wiles
10. Cllr Kimberley Williams

### **ASSETS & SERVICES COMMITTEE (10)**

1. Cllr Jan Garfield (Chairman)
2. Cllr Tracey Green (Vice-Chairman)
3. Cllr Stuart Bird
4. Cllr Peter Coleman
5. Cllr Mike Deacon
6. Cllr Jon Garfield
7. Cllr Nick Barber
8. Cllr Graham Newman
9. Cllr Doreen Savage
10. Cllr Andy Smith

## **PLANNING & ENVIRONMENT COMMITTEE (10)**

1. Cllr Andy Smith (Chairman)
2. Cllr Stuart Bird (Vice-Chairman)
3. Cllr Nick Barber
4. Cllr Steve Gallant
5. Cllr Jan Garfield
6. Cllr Jon Garfield
7. Cllr Graham Newman
8. Cllr Doreen Savage
9. Cllr Steve Wiles
10. Cllr Kimberley Williams

## **PERSONNEL COMMITTEE (5)**

1. Town Mayor (Chairman) (*ex-officio as Town Mayor for 2017/18*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Deputy Mayor (*ex-officio as Deputy Mayor for 2017/18*)
4. Cllr Jan Garfield (*ex-officio as Town Mayor for 2016/17*)
5. Cllr Tracey Green

## **APPEALS COMMITTEE (5)**

1. Cllr Andy Smith (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Mike Deacon
4. Cllr Jon Garfield
5. Cllr Doreen Savage

## **HIGHWAYS ADVISORY COMMITTEE (3 FTC + 3 SCC)**

1. Cllr Steve Gallant
2. Cllr Jon Garfield
3. Cllr Andy Smith
4. *As appointed by Suffolk County Council*
5. *As appointed by Suffolk County Council*
6. *As appointed by Suffolk County Council*

## **YOUTH FORUM (3 FTC)**

1. Cllr Doreen Savage
2. Cllr Mark Jepson
3. Cllr Christina Barham

**Council is therefore requested to consider and decide its Committee appointments for 2017/18.**

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## **AGENDA ITEM 13: APPOINTMENTS TO OUTSIDE BODIES**

Council is requested to confirm the appointment of representatives to Outside Bodies and Partnerships on the basis of the following schedule:

<b>Organisation</b>	<b>Representatives Appointed</b>
Felixstowe & District Council for Sport & Recreation	1. Cllr Jan Garfield 2. Cllr Doreen Savage
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Felixstowe Forward	1. Cllr Doreen Savage 2. Cllr Steve Gallant
Suffolk Libraries Industrial and Provident Society (IPS)	1. Cllr Tracey Green
Felixstowe Nightsafe	1. Cllr Steve Gallant
Felixstowe Old People's Welfare Association	1. Cllr Jan Garfield + Mayor is Honorary President ( <i>ex-officio</i> )
SALC Area Meeting	1. Cllr Graham Newman 2. Cllr Doreen Savage 3. Cllr Mike Deacon
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President ( <i>ex-officio</i> )
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Jon Garfield 3. Cllr Mark Jepson + Mayor is Honorary President ( <i>ex-officio</i> )
Felixstowe Travel Watch	1. Cllr Andy Smith (Substitute Jon Garfield)
Haven Ports Welfare	1. Cllr Mike Deacon
Landguard Partnership	1. Cllr Doreen Savage
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Jan Garfield 2. Town Mayor ( <i>ex-officio</i> ) 3. Town Clerk ( <i>ex-officio</i> )
Safer Neighbourhood Team	1. Cllr Jan Garfield 2. Cllr Doreen Savage 3. Cllr Kimberley Williams 4. Cllr Nick Barber 5. Cllr Steve Gallant
Emergency Schemes	1. Cllr Steve Gallant 2. Cllr Andy Smith
Level Two Youth Project	1. Cllr Mark Jepson 2. Cllr Christina Barham
Freight Quality Partnership	1. Cllr Andy Smith
Fairtrade Forum	1. Cllr Graham Newman
East Suffolk Lines Community Rail Partnership	1. Cllr Graham Newman
Orwell District Scouts	1. Town Mayor ( <i>ex-officio</i> )

It should be noted that whilst there are no vacancies at this time, the Town Council may be requested to appoint up to three trustees as and when a vacancy arises for the Felixstowe Combined Charities. Trustees appointed by the Town Council may remain as trustees until such a time as they resign or otherwise give up the position.

Felixstowe Combined Charities (comprising the De la Roche and Felixstowe Widows Charity, Felixstowe War Memorial Cottages and King George VI Coronation Memorial Homes)	No new appointments required at this time, trustees are currently: 1. Mike Stokell 2. Cllr Jon Garfield 3. Joan Sennington 4. Norman Berry ( <i>via Rotary</i> ) 5. Revd. Caroline Allen ( <i>ex-officio as Vicar of Walton Church</i> ) 6. Cllr John Goodwin ( <i>ex-officio as President of Royal British Legion</i> )
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**Council is requested to consider and decide its Representatives to Outside Bodies and Partnerships for 2017/18.**

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## **AGENDA ITEM 14: AUTHORISED SIGNATORIES**

Council is requested to confirm those authorised to act as signatories in regard to its banking arrangements on the basis of the schedule below:

### **BANK SIGNATORIES 2017/18**

- Mayor
- Deputy Mayor
- Cllr Stuart Bird
- Cllr Jon Garfield
- Cllr Steve Gallant
- Cllr Andy Smith

### **QUARTERLY BANK RECONCILIATION SIGNATORY**

- Cllr Doreen Savage

### **OPEN CREDIT AGREEMENT**

- Town Clerk, Deputy Town Clerk and Cemetery & Allotments Officer are authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

**Council is requested to consider and decide its Authorised Signatories for 2017/18.**

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## **AGENDA ITEM 15: REVIEW OF ASSET REGISTER**

The Council maintains an asset register, which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Businesses normally use depreciation of long-term assets for both tax and accounting purposes. However, these are not appropriate for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

Council is required to review its Asset Register at least once annually and this was undertaken by the Assets & Services Committee on 5 April 2017 (*Minute #549 of 2016/17 refers*).

Council's Internal Audit Report for Q4 2016-17 was recently completed and will be presented to the Finance & General Purposes Committee for consideration on 24 May. There were no actions arising except for the following recommendation: *The insurance values on the asset register need to be updated to match those in the insurance documents. This helps Councillors and officers cross-reference the two sources of information to confirm that all the assets that need to be insured are included in the insurance documentation and that insurance is indeed adequate.*

The Asset Register for the year ending 31 March 2017 has been updated accordingly and is attached at **Appendix E**.

**Council is requested to review and approve the Asset Register for the year ending 31 March 2017 as presented at Appendix E.**

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## **AGENDA ITEM 16: RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER**

Council is required to review its Risk Management Policy and Financial Risk Register on an annual basis.

The Finance & General Purposes Committee reviewed the documents at its meeting of 22 March 2017 and has updated them for recommendation to Council (*Minute #527 of 2016/17 refers*). The Risk Management Policy and Financial Risk Register for 2017/18 is presented at **Appendix F**.

**Council is requested to review and adopt the Risk Management Policy and Financial Risk Register for 2017/18 as presented at Appendix F.**

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## **AGENDA ITEM 17: COMMUNITY ENGAGEMENT STRATEGY**

The Civic & Community Committee has updated the Council's Community Engagement Strategy, with grammatical changes to clarify the opportunity for public speaking. The 2017/18 Strategy is presented as recommend for adoption at **Appendix G** (*Minute #583 of 2016/17 refers*).

**Council is requested to adopt the Community Engagement Strategy for 2017/18 as presented at Appendix G.**

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## **AGENDA ITEM 18: COUNCIL COMPLAINTS PROCEDURE**

In accordance with the recommendation of the 22 March 2017 Finance & General Purposes Committee, Council is recommended to adopt an updated Complaints Procedure for 2017/18 (*Minute #528 of 2016/17 refers*)

Since that meeting, the Local Council Award Scheme Panel has advised that the document needs to include distinction between complaints against an individual Councillor, the Council, or the Clerk and/or other Officers. For example, the public need to be aware that a complaint against an individual Councillor would be made to the Monitoring Officer at the District Council. The Policy should also be expanded to include any Appeals Procedure.

With this in mind a draft Complaints Procedure for 2017-18 has been further revised, using the SLCC model complaints procedure, to address these recommendations and is presented to Council for adoption at **Appendix H**.

**Council is requested to approve its Complaints Procedure for 2017-18 as presented at Appendix H.**

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## **AGENDA ITEM 19: FREEDOM OF INFORMATION AND PUBLICATION SCHEME**

Under the Freedom of Information Act 2000, it is the duty of every public authority to adopt and maintain a Publication Scheme. Local authorities must produce and publish the method by which specific information will be available so that it can be easily identified by members of the public.

Activities under the Freedom of Information Act 2000 (including Publication Schemes) fall within the remit of the Information Commissioner's Office, based in Wilmslow, Cheshire.

The ICO provides a model publication scheme, which the Council adopted in 2016 alongside an updated schedule of information available from Felixstowe Town Council within the scheme.



The model scheme and a schedule of information available is provided at **Appendix I** as recommended for approval for 2017-18 by the Finance & General Purposes Committee at its meeting of 22 March 2017 (*Minute #529 of 2016/17 refers*).

**Council is therefore requested to approve the recommendation of the Finance & General Purposes Committee and re-adopt the ICO model publication scheme for 2017-18**

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