

MINUTES of the **ANNUAL COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 15 May 2019 at 7pm

PRESENT: Cllr G Newman (Retiring Mayor) Cllr S Harkin
 Cllr T Green (Retiring Deputy Mayor) Cllr M Jepson
 Cllr D Aitchison Cllr M Morris
 Cllr N Barber Cllr M Richardson
 Cllr S Bennett Cllr D Savage
 Cllr S Bird Cllr A Smith
 Cllr S Gallant Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs L Monsen (Mayor's Secretary)
 Mrs D Frost (Deputy Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)
 Mr S Congi (Apprentice)

IN ATTENDANCE: Ms Helen Greengrass, Felixstowe Forward Change Director
 23 members of the Public.

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection delivered by Rev. Andrew Dotchin, St Johns Church, Felixstowe.

1. ELECTION OF MAYOR

Mayor, Cllr Graham Newman, in the chair.

It was proposed by Cllr D Savage, seconded by Cllr S Gallant, that Cllr Nick Barber be elected as Mayor of Felixstowe for the ensuing Municipal Year.

RESOLVED that Cllr Nick Barber be elected Mayor of Felixstowe for the Municipal Year 2019-20.

Cllr Barber was invested with the Mayor's Chain of Office and duly read out and signed the Declaration of Acceptance of Office.

Mayor, Cllr Nick Barber, in the chair.

Councillor Barber thanked Cllrs Savage and Gallant for nominating him to the office of Mayor for 2018/20 and paid tribute to the outgoing Mayor, Cllr Graham Newman, for his year in office and fundraising efforts in support of his charities.

In his incoming announcement, the Mayor named his charities for the Municipal Year 2019-20 as being the Felixstowe Carnival Association and FACTS (Felixstowe Area Community Transport Scheme).

2. ELECTION OF DEPUTY MAYOR

The Mayor thanked the retiring Deputy Mayor, Cllr Tracey Green, who then addressed the Council summarising her year.

It was proposed by Cllr S Wiles, seconded by Cllr A Smith, that Cllr Mark Jepson be elected as Deputy Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Mark Jepson be elected Deputy Mayor for the ensuing Municipal Year 2019-20.

Addressing the Council, the Deputy Mayor thanked Cllrs Wiles and Smith for nominating him to the office and referred to the sense of pride in being elected as Deputy Mayor, pledging to support the Mayor during his term in office.

3. COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE

Council noted that in accordance with section 83 (3) of the Local Government Act 1972, all Members elected to Felixstowe Town Council have made their Declaration of Acceptance of Office before the Town Clerk.

4. PUBLIC QUESTION TIME

There were none.

5. APOLOGIES

Apologies for absence were received from **Cllr M Deacon** and **Cllr K Williams**.

6. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 13 March 2019 be signed by the Mayor as a true record and adopted by the Council.

7. 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 13 March 2019**
- b) **Planning & Environment Committee 27 March 2019**
- c) **Finance & General Purposes Committee 27 March 2019**
- d) **Assets & Service Committee 3 April 2019**
- e) **Planning & Environment Committee 10 April 2019**
- f) **Personnel Committee 10 April 2019**
- g) **Civic & Community Committee 17 April 2019**
- h) **Planning & Environment Committee 1 May 2019**

8. ANNUAL REPORT 2018/19

The Mayor directed Council to its Annual Report for 2018/19 which had been circulated prior to the meeting.

It was RESOLVED that the Annual Report for Felixstowe Town Council for the year 2018/19 be approved and adopted as received.

9. REVIEW OF ASSET REGISTER

Council reviewed the Asset Register for the year ending 31 March 2019.

It was RESOLVED that the Council's Asset Register to 31 March 2019 be adopted as presented.

10. GENERAL POWER OF COMPETENCE

Council considered Finance & General Purposes Committee's recommendation to adopt the General Power of Competence (Minute #558 of 2018/19 refers) and confirmed that the eligibility conditions have been met.

It was RESOLVED that:

- i. Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk being:**
 - a. At the time of the resolution, at least two thirds of the Council hold office as a result of being declared elected – all 16 of Felixstowe Town Council's Councillors have been elected and not co-opted.**
 - b. The Town Clerk and Deputy Town Clerk both hold the Certificate in Local Council Administration (CiLCA); and,**
- ii. from 15 May 2019, until the next relevant Annual Meeting of the Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, Council adopts the General Power of Competence.**

11. DELEGATION ARRANGEMENTS 2019/20

It was RESOLVED that the powers delegated to the Town Clerk for 2019/20 be approved as presented in the report.

12. COUNCIL GOVERNANCE AND POLICY 2019/20

It was RESOLVED that the following governance documents be approved and adopted by Council, inclusive of all recommendations as presented in the report and appended to the Minute Book 2019-20:

- a) Terms of Reference
- b) Standing Orders
- c) Financial Regulations
- d) Meeting Schedule
- e) Risk Management Policy & Risk Register
- f) Complaints Procedure
- g) Freedom of Information Publication Scheme
- h) Community Engagement Strategy

13. **APPOINTMENTS TO COMMITTEES**

The Mayor referred Council to the schedule of proposed appointments to Council's Committees.

It was noted that the Mayor of Felixstowe was an ex-officio Member of all Committees with full voting rights if not otherwise formally appointed as a Councillor.

It was RESOLVED that appointments to Committees for the ensuing Municipal Year 2019-20 be made as follows:

FINANCE & GOVERNANCE COMMITTEE (9)

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

CIVIC & COMMUNITY COMMITTEE (9)

1. Cllr Doreen Savage (Chairman)
2. Cllr Darren Aitchison (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Steve Gallant
5. Cllr Sharon Harkin
6. Cllr Graham Newman
7. Cllr Margaret Morris
8. Cllr Mick Richardson
9. Cllr Kimberley Williams

ASSETS & SERVICES COMMITTEE (9)

1. Cllr Nick Barber (Chairman)
2. Cllr Sharon Harkin (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Tracey Green
5. Cllr Margaret Morris

6. Cllr Graham Newman
7. Cllr Doreen Savage
8. Cllr Andy Smith
9. Cllr Kimberley Williams

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Andy Smith (Chairman)
2. Cllr Stuart Bird (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Steve Gallant
5. Cllr Mark Jepson
6. Cllr Margaret Morris
7. Cllr Doreen Savage
8. Cllr Steve Wiles
9. Cllr Kimberley Williams

PERSONNEL COMMITTEE (5)

1. Cllr Nick Barber (Chairman) (*ex-officio as Mayor of Felixstowe for 2019/20*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Cllr Mark Jepson (*ex-officio as Deputy Mayor for 2019/20*)
4. Cllr Graham Newman (*ex-officio as Mayor of Felixstowe for 2018/19*)
5. Cllr Mick Richardson

APPEALS COMMITTEE (5 Members who are not on the Personnel Committee)

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

YOUTH FORUM (3 FTC)

1. Cllr Doreen Savage
2. Cllr Sharon Harkin
3. Cllr Seamus Bennett

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

1. Cllr Mark Jepson (Lead Emergency Coordinator)
2. Cllr Darren Aitchison (Deputy Emergency Coordinator)
3. Cllr Margaret Morris (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

ESC/FTC JOINT FORUM

1. Cllr Nick Barber
2. Cllr Graham Newman
3. Town Clerk

TOWN MAGAZINE WORKING GROUP

1. Cllr Doreen Savage
2. Cllr Kimberley Williams
3. Town Clerk
4. Deputy Town Clerk

14. APPOINTMENTS TO OUTSIDE BODIES

The Mayor referred Council to the schedule of proposed appointments to Outside Bodies.

RESOLVED that the Members be appointed to Outside Bodies for the ensuing Municipal Year 2019-20 as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Felixstowe Forward	1. Cllr Doreen Savage 2. Cllr Andy Smith
Friends of Felixstowe Library	1. Cllr Tracey Green
Felixstowe Nightsafe	1. Cllr Mark Jepson
Felixstowe Old People's Welfare Association	1. Cllr Sharon Harkin + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr Mark Jepson 2. Cllr Margaret Morris 3. Cllr Graham Newman
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 Mark Jepson 3. Cllr Doreen Savage + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Andy Smith (Substitute Cllr Margaret Morris)
Haven Ports Welfare	1. Cllr Doreen Savage
Landguard Partnership	1. Cllr Doreen Savage
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Andy Smith 2. Mayor of Felixstowe (<i>ex-officio</i>) 3. Town Clerk (<i>ex-officio</i>)
Safer Neighbourhood Team	1. Cllr Steve Gallant 2. Cllr Mark Jepson

	3. Cllr Mick Richardson 4. Cllr Doreen Savage 5. Cllr Kimberley Williams
Level Two Youth Project	1. Cllr Mark Jepson 2. Cllr Margaret Morris
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. Mayor of Felixstowe (<i>ex-officio</i>)

CHARITY TRUSTEES

Charity	Trustees Appointed
Mayor of Felixstowe Charity Fund (<i>pending charity commission approval</i>)	1. Nick Barber 2. Mark Jepson 3. Graham Newman Authorised signatories to be any one of the above plus Mayor's Secretary.

15. AUTHORISATION OF SIGNATORIES

BANK SIGNATORIES 2019/20

- Cllr Nick Barber
- Cllr Mark Jepson
- Cllr Stuart Bird
- Cllr Steve Gallant
- Cllr Margaret Morris
- Cllr Andy Smith

QUARTERLY BANK RECONCILIATION SIGNATORY

- Cllr Doreen Savage

OPEN CREDIT AGREEMENT

- Town Clerk, Deputy 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.

16. REAL LIVING WAGE POLICY

Council considered the recommendation from Council's Personnel Committee to commit to pay the Real Living Wage as a minimum and adopt a Real Living Wage Policy (*Minute #590 of 2018/19*).

Members commented on the positive action being proposed and hoped this would encourage other local organisations to consider introducing a similar policy.

It was **RESOLVED** that:

- i. Council commits to pay its staff at least the Real Living Wage; and,
- ii. the Real Living Wage Policy be adopted as presented.

17. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
19/03/2018	451 – 463	£3,190.61
29/03/2019	464 – 488	£144,431.85
17/04/2019	1 – 28	£28,125.26
	TOTAL	£175,747.72

18. CLOSURE

The meeting was closed at 7.50pm. It was noted that the next Ordinary Meeting was scheduled for 12 June 2019 at 7.30pm.

Date: _____

Town Mayor: _____