

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 13 June 2018 at 7.30pm

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

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

IN ATTENDANCE: Ms Helen Greengrass, Felixstowe Forward Change Director
 5 members of the public.

MOMENT OF REFLECTION

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

63. PUBLIC QUESTION TIME

A member of the public ask if the Town Council could explain why the organisers of Art on the Prom were not consulted by Suffolk Coastal District Council about the plans to retain the beach huts on the Prom over the summer. Members advised that this was due to winter storms causing shifting to the beach levels preventing the beach huts from being able to be put back this year. It was noted that other organisations in the town had also not been consulted and that SCDC had been working on various options to minimise the disruption this may cause. As this was an SCDC function, the Clerk advised that he would forward details of the SCDC Complaints Procedure to the member of the public for follow up.

64. APOLOGIES

Apologies for absence were received from **Cllr S Wiles**.

65. DECLARATIONS OF INTERESTS

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

Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)
------------------------------	-----	--

66. REQUESTS FOR DISPENSATION

There were none.

67. QUESTIONS TO THE MAYOR

There were none.

68. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 16 May 2018 be signed by the Mayor as a true record and adopted by the Council.

69. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

Bucklesham Grange Care Awards	18 May 2018
Aldeburgh Mayor's Sunday	20 May 2018
New Signage at Felixstowe Train Station	21 May 2018
Level Youth Development Group AGM	21 May 2018
The Association of Dunkirk Little Ships Parade & Service	27 May 2018
NSPCC East Suffolk Branch Annual Meeting	31 May 2018
Felixstowe Rugby Summer Ball	2 June 2018
Community Event for Ramadan	3 June 2018
Photo Call for Pita Festival	4 June 2018
Community Action Suffolk Volunteering Day	5 June 2018
Launch of Ferry Fest Felixstowe	7 June 2018
Opening of OFCA Summer Fair	9 June 2018
Retirement & Final Service of Rev Mark Kichenside	10 June 2018
Stowmarket Civic Service	10 June 2018
<i>Deputy Mayor – 6th Annual Understanding Ramadan Event</i>	12 June 2018

The Mayor congratulated the Felixstowe Rugby Club for winning the Eastern Club of the Year and their new Coach winning Best Coach of the Year.

He had attended the Launch of the Ferry Fest Felixstowe and this would be held over the August Bank Holiday. This was a big event which would include music, art and dance.

The Mayor advised that it was Suffolk Day on 21 June and the Town Council would be raising the flag early in the morning and opening the Town Hall up for teas & coffees and cakes to celebrate the day in the afternoon. Everyone was welcome.

Council noted with sadness the passing of Mrs Stokell, the wife of the 1962 Chairman of Felixstowe & District Urban Council; Mr Roger Tozer, Mayor of Felixstowe Town Council 1984; and, Mrs Jane Bolton, 2018 Civic Award Winner.

The Mayor thanked the Deputy Mayor, Cllr Tracey Green for her support in attending two engagements on his behalf.

70. 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 23 May 2018**
- b) Finance & General Purposes Committee 23 May 2018**
- c) Planning & Environment Committee 6 June 2018**
- d) Assets & Service Committee 6 June 2018**

71. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

There were none.

72. FELIXSTOWE FORWARD REPORT

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

The BID working group meeting was working well and a larger BID area was being explored to ensure it would result in a viable funding provision. Early indications suggested a 1.5% BID levy would achieve a total of approximately £102k per annum.

Ms Greengrass advised that on 6 July there would be a Felixstowe Forward Engagement Event Workshop planned at the Orwell Hotel. The morning would be by invitation only concluding with a question and answer session and the afternoon would be an open session.

In light of concerns raised by Art on the Prom, SCDC was reviewing its Event Management Process to improve this process.

The events for Felixstowe were still very active and it was hoped to introduce a hard copy of the list as shown on the VisitFelixstowe website.

It was hoped to provide statistics from the Visitor Questionnaire early July and these will be forwarded to Cllrs when completed.

A new welcome sign has been completed and installed at the Felixstowe Railway Station and the Level Two Youth Project were thanked for their art work.

Felixstowe had been chosen as part of an innovation programme as a trial to monitor footfall in a seaside town. There would be two antennae gateways affixed to Mannings and the Orwell Hotel. Sensors on lampposts will then send footfall data back to the antennae for a period of six weeks capturing the Book Festival and the Carnival.

Members thanked Helen Greengrass for her report and expressed their confidence in her and her team.

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

73. STATEMENT OF INTERNAL CONTROL 2018/19

Council considered the Statement of Internal Control for the year end 31 March 2019, as recommended by the Finance & General Purposes Committee on 23 May 2018. (*Minute #38 of 2018/19 refers*).

It was RESOLVED that the Internal Control Statement for the year 2018/19 be adopted.

74. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council reviewed the effectiveness of its internal audit arrangements, as recommended by the Finance & General Purposes Committee on 23 May 2018. (*Minute #37 of 2018/19 refers*).

Members commented that Council received a good service from SALC and it was proposed that the arrangement be continued on the same basis.

It was RESOLVED that:

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**

- ii. **in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council’s internal auditor, undertaking a quarterly and year-end audit on the basis of the schedule provided by Appendix 9 of the “Governance and Accountability for Local Councils – a Practitioner’s Guide 2014”.**

75. DIGITAL COMMUNICATIONS

Council considered the recommendation by the Finance & General Purposes to introduce felixstowe.gov email addresses for all Councillors by May 2019 as recommended by the Finance & General Purposes Committee on 23 May 2018 (*Minute #39 of 2018/2019 refers*)

It was RESOLVED that incoming Members to the Town Council from May 2019 be provided with official Felixstowe.gov.uk email accounts and that the 2019/20 budget should include a provision for this.

76. TOWN HALL BOILER REPLACEMENT

Council considered the recommendation of the Assets & Services Committee (*Minute #58 of 2018/2019 refers*) to authorise the replacement of the existing Town Hall boilers and give delegated authority to the Clerk and the Chairman of the Assets and Services Committee to affect replacement of the boilers.

It was RESOLVED that:

- i. **authorise expenditure from the Town Hall Maintenance Earmarked Reserve (9065/900) to enable the replacement of the existing boilers, up to a limit of £10,000; and,**
- ii. **delegate the necessary authority to the Clerk and Chairman of the Assets & Services Committee to progress the replacement of the boilers, subject to seeking appropriate advice and the consideration of at least three quotes.**

77. ASSET REPLACEMENT: MINI TRACTOR

Council considered of the recommendation of the Assets & Services Committee to purchase a new Kubota B1181 Compact Tractor including a 48 inch cutter deck (*Minute #60 of 2018/19 refers*).

Members thanked the Cemetery Superintendent and staff for all their hard work in the Cemetery.

It was RESOLVED that:

- i. **to approve the purchase of a new Kubota B1181 Compact Tractor with 48-inch cutter deck; and,**

- ii. **authorise the funding for the above, quoted at a cost of £8,000 subject to part exchanging the existing Kubota B1611 tractor and attachments, via the Asset Repairs & Replacement Earmarked Reserve (9025/900).**

78. GLOBAL HARBOUR CITIES FORUM 2018

Council considered whether to permit the Mayor and Town Clerk to accept the invitation to attend the 2018 Global Harbour Cities Forum as its representatives. It was noted that there was no cost to the Town Council as the City of Kaohsiung would be covering associated expenses.

It was RESOLVED that the Mayor and Town Clerk be permitted to accept the invitation to attend the 2018 Global Harbour Cities Forum as the Town Council’s representatives.

79. GENERAL DATA PROTECTION REGULATIONS (GDPR) POLICIES

Council considered the draft Data Protection Policy 2018 and General Privacy Notice and updated Data Retention and Disposal Policy 2018.

It was RESOLVED that the following policies be adopted by the Council as presented:

- i. **FTC Data Protection Policy 2018;**
- ii. **FTC GDPR Privacy Notice; and,**
- iii. **FTC Data Retention and Disposal Policy 2018.**

80. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
15/05/2018	49 – 77	£42,484.88
29/05/2018	78 - 93	£49,673.87
	TOTAL	£ 92,158.75

81. CLOSURE

The meeting was closed at 8.43pm. It was noted that the next Ordinary Meeting was scheduled for 11 July 2018 at 7.30pm.

Date: _____

Town Mayor: _____