



## **TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE**

Cllr D Savage (Chairman)  
Cllr S Wiles (Vice Chairman)  
Cllr C Barham  
Cllr S Bloomfield  
Cllr P Coleman

Cllr S Gallant  
Cllr Jon Garfield  
Cllr T Green  
Cllr M Jepson  
Cllr K Williams

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 20 February 2019** at **7.30pm** for the transaction of the following business:

### **A G E N D A**

**1. Public Question Time**

Up to 15 minutes set aside to enable members of the public to make representation or put questions to the Committee on any relevant matters.

**2. Apologies**

To receive apologies for absence.

**3. Declarations of Interest**

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

**4. Requests for Dispensation**

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

**5. Confirmation of Minutes**

To confirm the Minutes of Civic & Community Committee meeting held on 19 December 2018 as a true record. **(Pages 4-8)**

**6. Felixstowe Creative Arts Trust Update**

To receive an update from the Felixstowe Creative Arts Trust on the Two Sisters Art Centre project. **(Page 9)**

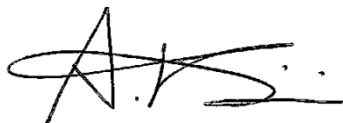
- 7. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 8 February 2019 and consider any actions deemed necessary. **(Page 9 & Appendix A)**
- 8. BSEVC Update**  
To receive an update from BSEVC on how their Creative Moments project is progressing. **(Page 10 & Appendix B)**
- 9. New Town Magazine**  
To consider a report on a new enhanced Magazine/Newsletter for 2019/20.  
**(Pages 10)**
- 10. Felixstowe Play Area Project**  
To consider a report and funding for a project to enhance three play areas in the town. **(Pages 11-13)**
- 11. Twinning Update**  
To receive a report on twinning activities and decide on arrangements for significant twinning partnership anniversaries **(Pages 14-15)**
- 12. CCTV Report: Q3 2018/19**  
To consider an update report on CCTV and the Police report for the quarter October - December 2018, and decide on any action deemed necessary. **(Page 16 & Appendix C)**
- 13. Christmas Events 2019**  
To consider any arrangements for Christmas events this December 2019. **(Page 16)**
- 14. Occasional Grants Policy**  
To review Council's Occasional Grants Policy and make any recommendations to Council. **(Page 17 & Appendix D)**
- 15. Press & Media Policy**  
To review Council's Press & Media Policy and make any recommendations to Council. **(Page 17 & Appendix E)**
- 16. Formalising The Mayor's Charity**  
To receive a report on the Mayor's Charity and decide on formal arrangements. **(Page 18 & Appendices F & G)**
- 17. Suffolk Day 2019**  
To consider Council's participation in Suffolk Day on 21 June 2019. **(Page 19)**

**18. Armed Forces Weekend Legacy Grant Update**

To receive an update on grant applications received and awarded by the panel.  
**(Page 20)**

**19. Closure**

To close proceedings and confirm the date of the next meeting scheduled for  
Wednesday 17 April 2019 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**15 February 2018**

For information (via email): All Town Councillors  
Local Press

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



### **394. LEVEL TWO YOUTH PROJECT UPDATE**

Committee were pleased to receive detailed information on the detached and outreach work carried out by the Level Two Youth Project. Members were keen to learn more about Level Two's provision of a general social space for young people, aside from the intervention work. It was noted that a representative from Level Two would be able to attend Committee during the 2019/20 municipal year in advance of the next budget setting process.

**RESOLVED that Level Two Youth Project update report be noted.**

### **395. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 12 December 2018.

**RESOLVED that the Budget Report to 12 December 2018 be received and noted as presented with no other action required at this time.**

**At this point, 7.43pm, Cllr K Williams joined the meeting.**

### **396. OCCASIONAL GRANTS: ROUND 2 – 2018/19**

Committee considered completed applications for funding received prior to the 30 November 2018 deadline, for the second round of Occasional Grants. The total of grant funding requested in this second round being £46,633.

The Town Clerk advised that there was £16,884 available in the funding pot for this second round of grant applications.

Following consideration of all the eligible applications which had been received, Committee proposed that grants be awarded on the following basis:

**Citizens Advice Bureau**

£2,000.00 towards Advice Outreach Services.

**Felixstowe & Corinthians Cricket Club**

£1,000.00 towards an Electronic Scoreboard.

**Felixstowe Area Community Transport Ltd (FACTS)**

£2,000.00 towards replacing a 14 seat Wheelchair-accessible MPV.

**Felixstowe Men's Shed**

£832.00 towards safety equipment and power tools.

**Felixstowe Opportunity Group**

£600.00 towards first aid, food hygiene, safeguarding, autism awareness training.

**Felixstowe Sea Angling Society**

£1,500.00 towards the replacement of windows in the clubhouse.

**Home-Start**

£1,000.00 towards preparation course costs for safeguard volunteers in Felixstowe.

**Majestic Voices**

£300.00 towards marketing material to promote the choir.

**Revitalise Respite Holidays**

£764.00 towards 2 respite breaks for carers from Felixstowe.

**The Basic Life Charity**

£450.00 towards provisions for a community allotment.

**Felixstowe Wesel Association**

Members discussed the details of the grant application towards a Dinner Dance function to celebrate the 45<sup>th</sup> Anniversary of Felixstowe's twinning with Wesel. Members agreed to ring-fence an award of £500 for the Association subject to a more inclusive community event being held for the Anniversary.

**Pier Projects**

£1,000.00 ring-fenced towards 6-8 creative sessions, one to one / group mentoring, and a public exhibition, dependant on total funding received for the project.

**TS Landguard Sea Cadets**

Members requested that further information be obtained regarding quotes and breakdown of requirements for the inflatable boat and outboard motor. Details are to be requested to be brought to the next meeting for consideration.

**It was RESOLVED that for the second round of Occasional Grants for 2018/19 a total of £11,946.00 be awarded and approved for payment on the basis of the schedule above.**

**397. FELIXSTOWE PLAY AREA REVIEW**

Members considered the report on the play areas and trim trails in Felixstowe. The Town Clerk provided details of the scheme proposals being explored for the Cavendish Park, Allenby Park and Gosford Way/Ferry Road sites and possible funding streams identified for the Town Council to consider, subject to the District Council's support for the project.

Members thanked the Clerk for the detailed report and fully supported the proposals.

**RESOLVED that the Felixstowe Play area review report be noted and endorsed by the Committee.**

### **398. ARMED FORCES WEEKEND LEGACY GRANT UPDATE**

Members considered the report on the Armed Forces Weekend Legacy Grant, noting the applications received and awarded to date and expenses for the Felixstowe Remembers, the Battles Over, Beacon Lighting event.

Members discussed the grant application from VoiceCloud for a 'Songs of Remembrance' event. It was understood that the event had not gone ahead and therefore the £470 awarded would be withheld in the funding pot which currently stood at £4,116 from an initial fund of £10,796.

**RESOLVED that the decisions of the awarding panel be noted and approved.**

### **399. REMEMBRANCE 2018**

Committee received the report on the Centenary of Remembrance 2018 and it was agreed that the events had been very well organised. Members were pleased to note that £441.61 had been raised for the Poppy Appeal by the Town Hall collection boxes. The final total for Felixstowe was yet to be confirmed but would be brought to Council in due course.

As requested by the Felixstowe Branch of the Royal British Legion, Committee discussed the long-term location of the 'There but not there' Tommy silhouette which stood in the Town Hall Gardens. Members agreed that a fitting location would be beside the War Graves at Walton Churchyard. It was suggested that the other Tommy which was located at Felixstowe Cemetery could be brought out for Remembrance events in future years as a poignant reminder.

**It was RESOLVED that:**

- i. the Centenary Remembrance 2018 update report be noted; and,**
- ii. the Felixstowe Branch of the Royal British Legion be recommended to install the 'There but not there' Tommy silhouette beside the War Graves in Walton Churchyard.**

### **400. CHRISTMAS EVENTS – ICE RINK**

Committee considered the report on the Ice Rink and the opportunity for Fresh Gold Radio to attend and broadcast from the site during the event. Members approved expenditure of £400 from the Civic Events budget for the cost of this.

**It was RESOLVED that:**

- i. the Christmas Events – Ice Rink update report be noted; and,**
- ii. the cost of £400 for Fresh Gold Radio to attend the four days of the ice rink event be approved via the Civic Events budget.**

#### **401. FELIXSTOWE-HARWICH-SHOTLEY FOOT FERRY**

Committee received a detailed report on the Harwich Harbour Foot Ferry service.

**It was RESOLVED that :**

- i. the Felixstowe-Harwich-Shotley Foot Ferry report be noted; and,**
- ii. it be confirmed that the Town Council's contribution to the Partnership remain at £1,000 for the year 2019/20.**

#### **402. CLOSURE**

The meeting was closed at 9.33pm. The next meeting was noted as being scheduled for Wednesday 20 February 2019 at 7.30pm.

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## AGENDA ITEM 6: FELIXSTOWE CREATIVE ARTS TRUST UPDATE

Suzanne Hawkes from Felixstowe Creative Arts Trust (F-CAT) will be attending to give an update regarding the Two Sisters Art Centre project, followed by an opportunity for questions from Members. Committee awarded £3,000 to F-CAT in 2016 to support the Art Centre's start-up costs.

**Committee is to note the presentation by Suzanne Hawkes from Felixstowe Creative Arts Trust.**

## AGENDA ITEM 7: CIVIC & COMMUNITY BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Civic & Community part of Council's budget. A summary of the position to 8 February 2019 is provided below with a detailed report at **Appendix A**

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13:04

### Summary Income & Expenditure by Budget Heading 08/02/2019

Month No: 11

### Cost Centre Report

|                                |                                |                                | Actual Last Year        | Actual Year To Date    | Current Annual Bud      | Variance Annual Total  | Committed Expenditure | Funds Available | % Spent       |
|--------------------------------|--------------------------------|--------------------------------|-------------------------|------------------------|-------------------------|------------------------|-----------------------|-----------------|---------------|
| 301                            | Civic & Community              | Income                         | 7,562                   | 7,442                  | 7,992                   | 550                    |                       |                 | 93.1%         |
|                                |                                | Expenditure                    | 35,399                  | 31,960                 | 37,930                  | 5,970                  |                       | 5,970           | 84.3%         |
|                                |                                | Movement to/(from) Gen Reserve | <u>(27,837)</u>         | <u>(24,518)</u>        |                         |                        |                       |                 |               |
| 302                            | Section 137 Expenditure        | Expenditure                    | 30,403                  | 26,125                 | 32,850                  | 6,725                  |                       | 6,725           | 79.5%         |
| 303                            | Felixstowe in Flower           | Income                         | 6,246                   | 7,563                  | 6,250                   | (1,313)                |                       |                 | 121.0%        |
|                                |                                | Expenditure                    | 9,150                   | 5,458                  | 7,850                   | 2,392                  |                       | 2,392           | 69.5%         |
|                                |                                | Movement to/(from) Gen Reserve | <u>(2,904)</u>          | <u>2,105</u>           |                         |                        |                       |                 |               |
| 304                            | Communication                  | Expenditure                    | 5,971                   | 3,988                  | 6,527                   | 2,540                  |                       | 2,540           | 61.1%         |
| 305                            | Community Projects & Prtnrshps | Expenditure                    | 41,779                  | 40,983                 | 43,801                  | 2,819                  |                       | 2,819           | 93.6%         |
| <b>Grand Totals:- Income</b>   |                                |                                | <b>13,808</b>           | <b>15,005</b>          | <b>14,242</b>           | <b>(763)</b>           |                       |                 | <b>105.4%</b> |
| Expenditure                    |                                |                                | <b>122,702</b>          | <b>108,513</b>         | <b>128,958</b>          | <b>20,445</b>          | <b>0</b>              | <b>20,445</b>   | <b>84.1%</b>  |
| Net Income over Expenditure    |                                |                                | <u><b>(108,894)</b></u> | <u><b>(93,508)</b></u> | <u><b>(114,716)</b></u> | <u><b>(21,208)</b></u> |                       |                 |               |
| Movement to/(from) Gen Reserve |                                |                                | <u><b>(108,894)</b></u> | <u><b>(93,508)</b></u> |                         |                        |                       |                 |               |

**Committee is requested to receive the Civic & Community Budget report to 8 February 2019 and consider any actions deemed necessary.**

## **AGENDA ITEM 8: BSEVC UPDATE**

In September Fiona Palmer, Service Lead for Mental Health and Wellbeing, BSEVC presented to Committee an update on their plans, grant application and answered questions from Members. Following the presentation, on consideration of the Occasional Grant application by BSEVC, Committee approved half the funding requested, with the remainder of £783 being ring-fenced, pending the outcome of a 4-6 month review.

For the review, Members requested feedback on how the Creative Moments project was progressing, including details of the numbers attending the Creative Moments classes and some demographic data about the people they are reaching (e.g. some basic non-personal information about whether the attendees are predominately family carers, dementia or other mental health sufferers etc.)

BSEVC has provided an update which is presented at **Appendix B**.

**Committee is requested to note the report and consider release of the ring-fenced £783 remainder of the grant.**

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## **AGENDA ITEM 9: NEW TOWN MAGAZINE**

Following Committee's request at its meeting of 17<sup>th</sup> October 2018 (*Min. #288 of 2018/19 refers*) costing for a new magazine-style Council newsletter for the town were presented to the November Finance & General Purposes Committee as part of the 2019/20 budget considerations. Thereafter, Council approved the budget, which is anticipated to be offset by a small amount of local advertising revenue and editorial content from partners such as Visit Felixstowe.

Committee may wish to work with some local partners to produce a quarterly magazine (from summer 2019) containing community and council news as well as seasonal highlights, for example:

- Summer (June, July, Aug) including the Book Festival, Carnival, Art on the Prom, Annual Report of the Council/welcome to the new Mayor.
- Autumn (Sep, Oct, Nov) Fireworks, Remembrance.
- Winter (Dec, Jan, Feb) Christmas Lights Switch On, Santa and Rudolph, Christmas Concert, Ice Rink/Xmas Event.
- Spring (Mar, Apr, May) Felixstowe in Flower, Civic Awards, Council budget and Grants.

Further quotes and options for the new magazine have been received within the budget envelope and Members are asked to consider the practicalities of producing the magazine and how it wishes to proceed.

**Committee is requested to consider options for the new Town Magazine and decide on any actions it deems necessary.**

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## **AGENDA ITEM 10: FELIXSTOWE PLAY AREA PROJECT**

Since being endorsed by Committee at the previous meeting (*Min #379 of 2018/19 refers*) the Felixstowe Play Area Project has progressed further and the District Council has identified funding towards the initiative. Subject to approval by the Town Council, the project will result in the upgrading of three play and sport areas in Felixstowe, with the understanding that – on completion and subject to further consideration by the councils – ownership of two of the parks will be transferred to Felixstowe Town Council.

Three providers of play and sport equipment were given the opportunity to quote for the project and, following discussion with SC Norse Property Services Manager, SCDC Active Communities Officer and the Felixstowe Youth Forum, a concept and specification has been agreed which would result in the following upgrades:

### Gosford Way

All the old play equipment will be removed and replaced with 14 different pieces of equipment. Three of these pieces provide 18 different elements of play including jumping, climbing, swinging etc.

The equipment has inclusive elements and the variety means it's an area to attract families as there will be something for toddlers, juniors and teenagers.

### Allenby Park

The surface of the 5-a-side area will be replaced and widened to allow for more people to play. This attracts toddlers, juniors and teenagers.

5 new pieces of equipment will be added that is inclusive and will target toddlers and juniors. There will also be a Multi-Unit installed that will have 8 different activities on it targeting the juniors and teenagers.

High-quality safety surfacing will be installed with the new equipment and new railings provided at Gosford Way.

### Cavendish Park

There will be an installation of a Multi-Use Games Area aimed at juniors and teenagers. There will be 5-a-side goals and basketball posts that will enable more games to be played.

These areas are very popular amongst the young people of Felixstowe and the new play and sport equipment will cater for a wider range of ages including toddlers, juniors and teenagers.

This project meets the need of increasing physical activity, participation in sport & recreation across all age groups. The new areas will provide a safe place for young people to challenge themselves on the play and sport equipment.

Young people of Felixstowe will benefit with different elements targeting toddlers, juniors and teenagers, and allows families to enjoy the areas together.

Images of the schemes will be brought to Committee for Members' interest.

### Support for the Project

Felixstowe Youth Forum strongly supports the project and has requested that Committee approve the use of their budget towards the scheme.

The Felixstowe and District Council for Sports and Recreation was consulted and has endorsed the use of S106 funds towards the project.

Suffolk Coastal District Council supports the project and has identified funding towards the schemes on an invest-to-save basis.

Suffolk Coastal District Councillors have pledged Enabling Communities Budget funding towards the schemes.

A Suffolk County Councillor has pledged Locality Funding towards the schemes.

### Project Funding

Funding has been identified from a variety of sources, as per the following table, to meeting the overall cost of £243,000 to deliver all three schemes:

|   |             |
|---|-------------|
| SCDC  | £ 63,000.00 |
| FTC CIL Earmarked Reserve                     | £ 27,807.79 |
| FTC Play Equipment Earmarked Reserve          | £ 27,000.00 |
| FTC Youth Forum                               | £ 2,000.00  |
| S106 Play                                     | £ 16,759.50 |
| S106 Sport                                    | £ 94,000.00 |
| SCC Councillor's Locality Funding             | £ 5,959.16  |
| SCDC Councillors' Enabling Communities Budget | £ 6,473.55  |

Committee is able to approve the use of the Youth Forum budget element (£2,000) and its support towards the S106 and ECB funding application would be welcomed.

Release of funds from the Town Council's CIL Earmarked Reserve and Play Equipment Earmarked Reserves requires authorisation from Full Council and Committee is asked to consider a recommendation to Council on 13<sup>th</sup> March for this approval.

It should be noted that, whilst CIL funding continues to be accrued, the sum above represents CIL funds received by the Council as of 31 March 2018 which is required by legislation to be spent within 5 years to avoid risk of it being returned.

### Project Completion/Post-Project

Subject to Council approval on 13<sup>th</sup> March, the project can be commissioned with completion anticipated in June 2019, with the equipment ready before the summer holidays.

Both councils will then need to work together on the detail with regards to the asset transfers for Gosford Way play area/open space and Allenby Park and coordinate further projects to review and upgrade the other play areas in the town.

SC Norse has advised that the annual grounds maintenance costs for Allenby Park would be £1,862.58 and Gosford Way play area/open space would be £1,527.58. This includes 10 grass cuts per year, plus weed control, edging, shrub-bed maintenance, tree inspections and inspection/basis maintenance of the play equipment on both sites. It is also recommended that an annual contingency of around £1,000 per site be set aside for unplanned damage/repairs.

As well as the ongoing cost of maintaining the parks, the Town Council will also need to consider any other pre-existing issues prior to a formal transfer of ownership, for example any liabilities relating to accesses, easements, boundaries, groundworks or trees.

**Committee is requested to consider the report on the Felixstowe Play Area project and the following actions:**

- i) support the applications being made to the District Council for the release of S106 and ECB funding;**
  - ii) approve funding of £2,000 from the Youth Forum budget, as recommended by the Felixstowe Youth Forum;**
  - iii) recommend to Council that it authorises expenditure of £27,807.79 and £27,000 respectively from the CIL and Play Equipment Earmarked Reserves;**
  - iv) recommend to Council that the principle of divesting the ownership of the Gosford Way play area/open space and Allenby Park on project completion from the District Council to the Town Council be approved, subject to consideration of all other relevant matters; and,**
  - v) decide on any other action it deems necessary.**
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## **AGENDA ITEM 11: TWINNING UPDATE**

### Wesel

2019 marks the 45<sup>th</sup> Anniversary of the partnership between Felixstowe and Wesel and plans are underway to mark the occasion when a delegation from Wesel arrives in Felixstowe in May.

As part of the programme the official delegation and other visitors from Wesel will attend the Suffolk Show on Thursday 30<sup>th</sup> May with the Felixstowe-Wesel Association. A Civic Reception will be held at the Town Hall at 10am on Friday 31<sup>st</sup> May and the Felixstowe-Wesel Association have organised a celebratory dinner dance at the Orwell Hotel that same evening.

The Felixstowe-Wesel Association have asked that the Mayor/Council formally invite the Vice-Chairman of the British German Association, John Hobley, to attend the Civic Reception.

In response to Committee's suggestion that a wider community event be considered, the Felixstowe-Wesel Association are hosting a BBQ on the evening of Saturday 1<sup>st</sup> June at the Trimley Sports and Social Club. The Wesel Association will advertise the event to attract past members, groups and persons who have been to Wesel to hopefully renew old links and intend to invite young people from Level Two. Sports groups who have visited in the past including the swimming club, scouts, shooting club, running club and schools will also be invited. The event will start at 6pm with tickets at £5 to include BBQ food. All persons from Wesel including an Open University Group and Level Two children will be guests of the Association.

The delegation will return to Wesel on Monday 3<sup>rd</sup> June.

An invitation has been received from Bürgermeisterin Ulrike Westkamp for a delegation from the Town Council to attend Wesel for the PPP Festival from the 2-4 August 2019.

Although it is not possible to confirm the names of the delegation until after the elections in May, it is proposed that the delegation will consist of the Mayor & Mayoress/Consort, the Deputy Mayor & Escort/Consort, plus the Mayor's Secretary (the Town Clerk is unfortunately unable to attend this year). This is in accordance with the policy approved by the Committee in February 2018 (*Min. #509 of 2017/18 refers*).

As in previous years, the twinning budget will cover basic travel costs only as the delegation will be hosted by Wesel on arrival.

It is customary to make a gift marking the occasion and ideas for an appropriate gift, to be funded by the twinning budget, are welcomed.

## Salzwedel

2019 also marks a significant milestone in the relationship between the towns of Felixstowe and Salzwedel, as it will be the 25<sup>th</sup> Anniversary of the Partnership. The Felixstowe Salzwedel Partnership Association has asked whether the Mayor would be able to host a reception for visitors from Salzwedel on the evening of Friday 9<sup>th</sup> July.

Currently the Salzwedel Association are expecting to host 21 visitors from Salzwedel, who will all be staying with families in the town and for many of them this will be their first visit to Felixstowe.

It has been suggested that any reception should cater for all of the visitors, their host families, the Salzwedel committee (though nearly all of the committee will also be acting as host families) and members of the Town Council. It would be a good occasion for newly elected Town Council Members to meet people from Salzwedel and to learn about of the Twinning Partnership.

If Committee so approves, the reception could take the form of a finger buffet with refreshments at the Town Hall, funded via the twinning budget. The possibility of combining the event with the Mayor's Civic Reception is also being explored.

**Committee is requested to consider the report on Twinning and decide on any actions it deems necessary.**

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## **AGENDA ITEM 12: CCTV REPORT: Q3 2018/19**

Council is currently in the final year of a three-year agreement with STC Solutions to provide full service and maintenance of all FTC and SCDC owned CCTV cameras and associated equipment (to July 2019).

Committee is to receive the reports for Quarter 3 2018/19 for the period 1 October to 31 December 2018 from Sgt. Peter Street and STC Solutions which are provided at **Appendix C**.

At the last meeting Committee considered the 3 year maintenance proposal from STC Solutions, the offer contained details of upgrading the equipment to enable use of IP cameras. IP cameras should give a much clearer image. It was resolved that the 3 year maintenance offer and proposed upgrade path from STC Solutions be accepted to cover the period 1/7/19 to 30/6/22, subject to confirmation by SCDC that it will continue to split the cost on a proportionate basis (*Minute #287 of 2018/19 refers*). SCDC have yet to confirm they are happy for the arrangement to continue, however, should they SCDC decide against maintaining their 6 cameras, STC is still able to offer the support contract and upgrade pathway on the same basis to ensure continuity of the Town Council's coverage.

**Committee is requested to receive the Q3 2018/19 CCTV report and consider any action deemed necessary.**

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## **AGENDA ITEM 13: CHRISTMAS EVENTS 2019**

The Town Council provided a synthetic Ice Rink for the fourth year running at Great Eastern Square in December 2018.

The East of England Coop supported the event with sponsorship totalling £3,000+VAT and permission to use the land and services. The event was again very well-received and the Coop has confirmed that they would be pleased for the rink to return in December this year.

Committee may wish to consider the possibility of the rink returning on a similar basis this year, manned 11am to 7pm for 4 days from Friday 20th to Monday 23rd December (10am-6pm on the Sunday).

**Committee is requested to consider provision for an ice rink this December and/or any other arrangements for the Christmas event.**

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## **AGENDA ITEM 14: OCCASIONAL GRANTS POLICY**

The Civic & Community Committee is responsible for considering and awarding small grants to eligible organisations as set out by Council's Occasional Grants Policy.

The policy is intended to provide clear and comprehensive guidance to anyone who may be interested in applying for grants from the Town Council; as well as a framework for Members when considering applications.

The policy is published to raise the profile of the availability and provision of grants from the Town Council.

Council for the third year running has approved a provision of £25,000 towards Occasional Grants in 2019/20. Applications will be considered by Committee at two stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £12,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2019/20 cannot exceed £25,000 without approval from Council.

The current policy is attached at **Appendix D** for review. No changes are being proposed.

**Committee is requested to review the Occasional Grants Policy and recommend to Council for approval.**

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## **AGENDA ITEM 15: PRESS & MEDIA POLICY**

Council's Press & Media Policy, approved in March 2018, is now due for review and is attached at **Appendix E**. No changes are proposed.

**Committee is requested to review the Press & Media Policy and recommend to Council for approval.**

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## **AGENDA ITEM 16: FORMALISING THE MAYOR'S CHARITY**

In October 2018, Barclays Bank introduced bank charges to the Mayor's Charity Ball bank account. Several investigations have been made to other bank and building society account providers, however, in order to have a charity or community account it is now a requirement that the charity is registered with the Charity Commission.

Becoming a charity has many benefits for the Mayor's charity including being able to set up a 'Just Giving' account to receive donations online and being able to receive Gift Aid.

The minimum number of trustees to set up a charity is three. It is proposed that the three trustees in any year should be the current Mayor, the Deputy Mayor and the immediate Past Mayor.

In order to become a charity, a constitution has to be drawn up, a template has been used from the Charity Commission at **Appendix F** and the charity's objects have been drafted, as follows, to:

- a) support charitable organisations which benefit the residents of the town of Felixstowe or any other local charitable projects which the trustees deem worthy.
- b) promote such other charitable purposes as may from time to time be determined.

The organisation shall be apolitical and non-sectarian.

The name for the charity is proposed to drop the word 'Ball' (currently the bank account is names the "Mayor's Charity Ball account") to simply become the Felixstowe Mayor's Charity Fund. The structure that is being proposed would be for it to become an Unincorporated Charitable Association.

A Trustee Eligibility Declaration at **Appendix G** will need to be completed before the application can be submitted online to the Charities Commission. Officers have been informed that there is currently a delay with the Charity Commission in processing applications of several months.

Once the Mayor's Charity has been accepted a new charity bank account can be set up which will not incur bank charges.

**Committee is requested to consider whether the Mayor's Charity should register as the Felixstowe Mayor's Charity Fund with the Charity Commission.**

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## **AGENDA ITEM 17: SUFFOLK DAY 2019**

At its meeting of 19<sup>th</sup> September 2018, Committee resolved that Council should participate in Suffolk Day on Friday 21<sup>st</sup> June 2019 by the raising of the St. Edmunds flag; and, that the successful Suffolk Day 2018 afternoon tea event which was held at the Town Hall should be repeated again on a similar same basis (*Minute #245 of 2018/19 refers*).

With Suffolk Day being on the longest day of the year and falling for the first time at on a Friday, organisers are encouraging people to spread their celebrations out over the weekend too and it may be referred to as Suffolk Day Big Weekender 2019. It is backed by the East Anglian Daily Times and Ipswich Star, BBC Radio Suffolk, Suffolk Food Hall and Suffolk County Council and is in its third year.

One of the more poignant events on Suffolk Day will once again be the Suffolk Remembers service. Organised by St Elizabeth Hospice, it is the opportunity to celebrate the lives of loved ones no longer with us by dedicating a candle in their memory. The candles will be lit on Felixstowe seafront on the evening of June 21, as Suffolk Day draws to a close. Last year, 4,000 candles were lit, there was a choir and brass band who played moving pieces, and poignant poems were read by local people, including schoolchildren. St Elizabeth Hospices' aim is again to light 4,000 candles, which will spell out "Suffolk Remembers" on the seafront.

Following an invitation to the Mayor by BBC Radio Suffolk for Felixstowe to host the launch of this year's Suffolk Day, a meeting was held with the station's breakfast show presenter, Mark Murphy, one of the lead organisers behind the event.

Possible activities on the day include:

BBC Radio Suffolk's Breakfast Show will be broadcasting live from the Seafront/Town Hall Gardens at 7am, with the Mayor welcoming them to Felixstowe.

Mayors/Civic Leaders from around the County to attend the proclamation read out by the Mayor of Felixstowe on the steps of the Town Hall, alongside invited dignitaries and members of the public at 9.30am. The St Edmunds flag would be raised at approximately 9.45am, followed by refreshments in the Council Chamber.

In the afternoon the Town Hall would host the vintage tea and cake party as per 2018.

A celebration of all things Felixstowe/Suffolk would continue on the breakfast radio show and throughout the weekend – suggestions include involving the Pier, Parkrun, the Felixstowe in Flower Launch, the emerging Felixstowe BID, Landguard Fort, the Museum, Litter Free Felixstowe, the Spa Pavilion, Visit Felixstowe TIC Hut, open water swimmers.

**Committee is requested to consider Council's participation in Suffolk Day on 21 June 2018.**

## **AGENDA ITEM 18: ARMED FORCES WEEKEND LEGACY GRANT UPDATE**

At the previous meeting on 17 October 2018, a grant application was received from The Voice cCloud for a grant of £470 towards delivering an event called 'Songs of Remembrance', Because of the short time-scale at the time before remembrance, it was agreed that the grant be given after the event had gone ahead, upon receipt of invoices prior to reimbursement, up to the grant requested of £470 (*Minute # 285 2018/19 refers*). The Deputy Town Clerk wrote to The Voice cCloud detailing this information and again in November to enquire as to whether the event was going ahead but did not receive a reply. It was therefore concluded that this grant was not required (*Minute # 398 2018/19 refers*).

On 24 January 2019, the Deputy Town Clerk heard confirmation from Voice cCloud that the event did not go ahead, and that the group would still like to deliver this event having already done a fair amount of preparation and liaison with the performers. Following a recent Directors and Volunteers meeting for the Voice cCloud, the Deputy Town Clerk has been contacted by email to ask if the panel would be willing to allow them to defer the grant in order to deliver the event in the lead up to Remembrance Day 2019. Voice cCloud were contacted later that day by email to ask for further information on the venue that they have in mind and they were asked to re-complete the application form (by attaching last year's application form for them to update). This was chased two weeks later but still no reply has been received. Committee's Chairman who was copied into this further request has made the comment that the original idea behind Voice cCloud's application was to deliver something to celebrate the end of WW1. Whilst Remembrance is an annual event – the Royal British Legion now hold an annual concert on the Saturday night near Remembrance each year, which does cover what Voice cCloud are also trying to promote. The Deputy Town Clerk has emailed to this effect and asked Voice cCloud whether they have been in contact with the Royal British Legion, as it may be beneficial to both of these organisations to work together.

The Fund currently stands at £4,116 from an initial pot of £10,796.

**Committee is requested to note the Armed Forces Weekend Legacy Grant Update report.**

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