



9 am to 4 pm Mondays to Fridays

## TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr D Savage (Chairman)

Cllr D Aitchison (Vice Chairman)

Cllr S Bennett

Cllr S Gallant

Cllr S Harkin

Cllr G Newman

Cllr M Morris

Cllr M Richardson

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 18 September 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 is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.

**2. Apologies for Absence**

To receive any apologies for absence.

**3. Declarations of Interest**

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.

**4. Confirmation of Minutes**

To confirm the Minutes of Civic & Community Committee meeting held on 19 June 2019 as a true record. **(Pages 3-7)**

**5. Civic & Community Budget Report**

To receive the Civic & Community Budget report to 11 September 2019 and consider any actions deemed necessary. **(Page 8 & Appendix A)**

**6. Harwich Harbour Ferry Services (HHFS) Partnership Agreement**

To note the report from HHFS, the 2019 Partnership Agreement and consider any agreement for 2020. **(Pages 9-10 and Appendix B)**

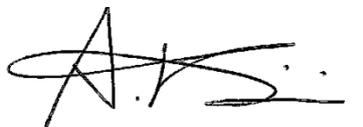
**7. Annual Grants and Community Fund Projects 2020/21**

To review and consider Annual Grants and Community Fund Projects in preparation for Committee's draft 2020/21 budget. **(Page 11)**

**8. Community Emergency Plan**

To note the report on the Community Emergency Plan **(Page 12)**

- 9. Remembrance 2019**  
To receive an update on the programme of events taking place to mark Remembrance. **(Page 12)**
- 10. VE Day 75<sup>th</sup> Anniversary 2020**  
To receive an update on the programme of events taking place to mark VE Day 75<sup>th</sup> Anniversary and approve any necessary actions. **(Page 13)**
- 11. Sea Road Defibrillator Cabinet**  
To consider the replacement of the defibrillator cabinet at Sea Road. **(Page 14 and Appendix C)**
- 12. Christmas Events**  
To note the arrangement for the Ice Rink opening on Friday 20 December 2019. **(Page 15)**
- 13. Suffolk Day 2019**  
To consider Council's participation in Suffolk Day on 21 June 2020. **(Page 15)**
- 14. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 16 October 2019 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**13 September 2019**

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.***



Committee proposed that grants be awarded on the following basis:

**Felixstowe Area Community Transport**

Awarded funding of £2,000 towards the cost of accessibility modifications for a new minibus.

**Felixstowe Coast Watch**

Awarded £1,500 towards the replacement of their old Monocular Scope with Binoculars.

**Felixstowe Creative Arts Trust (F-CAT)**

Awarded £1,000 towards the development of Two Sisters Arts Centre.

**Felixstowe Friendly Visiting Service**

An award of £945 towards providing coach transport for outings for the elderly, socially isolated and disabled people within the Felixstowe area.

**Felixstowe Musical Theatre**

Awarded £400 towards the purchase of a modern amplifier (portable Bluetooth speaker).

**Majestic Voices**

£600 ring-fenced grant to be awarded after confirmation of complete funding for the purchase of a keyboard/electric piano and quotes.

**Music in Felixstowe**

Awarded £2,000 towards the free open-air Proms Concert on 10 August 2019.

**Pier Projects**

Awarded £1,000 towards a programme of contemporary art, community engagement and work with young people in Felixstowe.

**Stennets Community Cafe**

Awarded £500 towards their Free Lunch and Activity Project.

Members requested some clarification from the Town Clerk regarding PTA (Parent Teacher Associations) from local schools seeking grants.

**It was RESOLVED that:**

- i. for the first round of Occasional Grants for 2019/20 a total of £9,945 be awarded and approved for payment on the basis of the schedule above; and,**
- ii. The Town Clerk provides Members with some guidance for any enquiries they may receive from PTAs from local schools.**

**79. ARMED FORCES WEEKEND LEGACY GRANT**

Members considered the report on the Armed Forces Weekend legacy grant and noted the applications received and awarded to date. Members advised

that they would be pleased to see applications connected to the Remembrance 2019 and VE day 75<sup>th</sup> Anniversary and for the legacy grant fund to be fully utilised during the 2019/20 financial year.

**It was RESOLVED that:**

- i. the Armed Forces Weekend Legacy Grant report be noted; and,**
- ii. Cllrs S Gallant, S Harkin, D Savage and K Williams be appointed as representatives to the AFW Legacy Fund Sub-Committee.**

**80. REMEMBRANCE 2019 & VE DAY 75<sup>TH</sup> ANNIVERSARY 2019**

Members received the report outlining details for Remembrance 2019 and the VE Day 27<sup>th</sup> Anniversary. Members agreed that Cllr D Aitchison should represent the Committee on the regular planning meetings that would be held from now until the November and May events. It was noted that as Cllr Aitchison was also involved with the Royal British Legion he would report back to Committee on a regular basis as part of a standing agenda item. Members also agreed that it would be useful for Cllr S Harkin to also attend the primary planning meetings.

Cllr D Aitchison outlined some initial ideas that signs be purchased for the end of each road where soldiers lived, there would be over 50 roads and a quote has been received. The Royal British Legion would fund half and an application would be made for the other half from the Armed Forces Weekend Legacy Grant fund.

It is envisaged that the VE Anniversary events will take place over the whole bank holiday weekend starting on Friday 8 May and it is likely that sponsorship will be sought from outside companies to cover some of the costs involved.

**It was RESOLVED that**

- i. the Remembrance 2019 and VE Day 75<sup>th</sup> Anniversary update report be noted;**
- ii. A regular report be brought to Committee on plans for both the Remembrance and VE 75<sup>th</sup> Anniversary events.**

**81. FLY THE RED ENSIGN FOR MERCHANT NAVY DAY**

Members received the report on the flying of the Red Ensign flag for Merchant Navy Day and agreed for the online registration form to be completed.

**It was RESOLVED that the Red Ensign Flag be raised on 3 September 2019 and the online registration form on the Merchant Navy Day website be completed.**

**82. FELIXSTOWE TOWN COUNCIL MAGAZINE**

Members were pleased with the first 'Summer' edition of the new Town Council Magazine and passed on their congratulations to the Town Clerk, Deputy Town Clerk and all those who had worked on the publication.

It was reported that each of the Councillors residing in Felixstowe had received the magazine at their home address.

Councillors gave some feedback for the Working Group including putting an article in about Council's Youth Forum detailing what it does and how it works, an article on the Fairtrade Forum for their 10<sup>th</sup> Anniversary and photographs of each Councillors (space permitting).

**RESOLVED that the feedback for the Town Council Magazine be noted and reported to the Working Group for consideration in the Autumn edition.**

**83. FELIXSTOWE IN FLOWER 2018**

Members considered the Felixstowe in Flower report and recorded a vote of thanks to Mrs Sue Faversham for her hard work in gaining sponsors.

Members confirmed that they had all received their pots and had planted them up in preparation for the Felixstowe in Flower Launch on Saturday 22 June. Members also noted the Awards Ceremony date of Friday 13 September 2019.

**RESOLVED that the Felixstowe in Flower report be noted.**

**84. SUFFOLK DAY 2019**

Members discussed the final arrangements for the Suffolk Day celebration weekend and the 'tea and cake' event at the Town Hall from 2-4 pm on Friday 21 June.

**RESOLVED that the Suffolk Day celebration report be noted.**

**85. 45<sup>th</sup> ANNIVERSARY OF TWINNING WITH WESEL**

Members noted the report on the recent Civic visit from the Bürgermeisterin and Civic Party from Wesel and the letter of thanks received. The Chairman gave the newly elected Councillors some insight into the benefits of town twinning and how Felixstowe had benefited from the partnership over the last 45 years.

**RESOLVED that the Wesel Twinning report be noted.**

**86. 25<sup>th</sup> ANNIVERSARY OF TWINNING WITH SALZWEDEL**

Members noted the report on the forthcoming 2019 twinning visit from the Salzwedel Association. Members were looking forward to meeting the party at the Mayor's Civic Reception on 19 July.

**RESOLVED that the Salzwedel Twinning report be noted.**

## **87. LANDGUARD PARTNERSHIP AGREEMENT REVIEW**

The Chairman outlined details of the Landguard Partnership and its history. Members noted the annual contribution of £1,000 which had been budgeted for, and the meeting facilities provided as an 'in kind' contribution.

Members viewed the draft Partnership agreement and requested information on what changes had been made to the agreement apart from the change from Suffolk Coastal District Council to East Suffolk and the removal of the Port of Felixstowe as a partner from the agreement.

**It was RESOLVED that:**

- i. the Landguard Partnership Agreement review report be noted as received; and**
- ii. subject to the Chairman confirming the extent of the changes to Members via email, the new draft Landguard Partnership Agreement be approved.**

## **88. CCTV REPORT Q4 2018/19**

The Chairman gave members details of the current CCTV arrangements and its history. Members noted the CCTV summary from STC Solutions. Members requested a tour of the CCTV control room be arranged.

**It was RESOLVED that:**

- i. the Q4 2019/20 CCTV report from STC Solutions be noted as received; and**
- ii. the Deputy Town Clerk arrange a visit to the CCTV Control Room.**

## **89. CLOSURE**

The meeting was closed at 9.31pm. The next meeting was noted as being scheduled for Wednesday 25 September 2019 at 7.30pm.

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## AGENDA ITEM 5: 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 12 September 2019 is provided below with a detailed report at **Appendix A**

12/09/2019

Felixstowe Town Council

Page 1

11:15

Summary Income & Expenditure by Budget Heading 12/09/2019

Month No: 6

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	7,442	1,333	7,392	6,059			18.0%
	Expenditure	35,346	22,946	36,080	13,134		13,134	63.6%
	Movement to/(from) Gen Reserve	<u>(27,904)</u>	<u>(21,613)</u>					
302	Grants							
	Expenditure	32,846	20,945	36,600	15,655		15,655	57.2%
303	Felixstowe in Flower							
	Income	7,600	6,454	7,300	846			88.4%
	Expenditure	7,664	3,565	6,750	3,185		3,185	52.8%
	Movement to/(from) Gen Reserve	<u>(64)</u>	<u>2,890</u>					
304	Communication							
	Income	0	500	0	(500)			0.0%
	Expenditure	4,708	2,845	13,628	10,784		10,784	20.9%
	Movement to/(from) Gen Reserve	<u>(4,708)</u>	<u>(2,345)</u>					
305	Community Projects & Prtnrshps							
	Expenditure	42,779	52,491	76,779	24,288		24,288	68.4%
Grand Totals:- Income		15,042	8,288	14,692	6,404			56.4%
Expenditure		123,343	102,792	169,837	67,045	0	67,045	60.5%
Net Income over Expenditure		<u>(108,301)</u>	<u>(94,504)</u>	<u>(155,145)</u>	<u>(60,641)</u>			
Movement to/(from) Gen Reserve		<u>(108,301)</u>	<u>(94,504)</u>					

**Committee is requested to receive the Civic & Community Budget report to 12 September 2019 and consider any actions deemed necessary.**

## **AGENDA ITEM 6: HARWICH HARBOUR FERRY SERVICES**

The Director of Harwich Harbour Ferry Services Ltd., Mr. Christian Zemmann, has provided passenger numbers for June and July 2019, with comparison figures for 2018:

<b>Fares</b>	<b>2018</b>		<b>2019</b>	
	<b>June</b>	<b>July</b>	<b>June</b>	<b>July</b>
<b>One-way Passengers</b>	5372	8153	3213	6218
<b>Bicycles</b>	550	580	390	685

Overall passenger numbers were 40% year on year for June 2019 and 23% down in July 2019.

August passenger numbers have yet to be finished but are known to be lower than the same period last year. The operator attributes the losses to the changeable weather over the summer and windy conditions.

The operator advised that in winter 2018 they had to sand off all the paint from the ferry and renew the paint primer and topcoat. As the ferry has double chambers which are wet on the inside and the paint doesn't like the moisture, the paintwork requires fixing every season.

The engine refurbishment in 2017 needed further work and was refurbished again for the 2019 season. The engine is now clean, dry and running fine. Electronics, cables, gauges and other devices were renewed or re wired to ensure reliable service time, resulting in zero down-time or technical problems to date.

Outlook: the operator advises that the Maritime and Coastguard Agency (MCA) is planning to scrap grandfather rights for older existing passenger boats. This will necessitate converting the ferry to new build standards and create buoyancy chambers to comply with damage stability requirements. Further details will be clarified with the MCA and the operator's surveyor at the end of the season. The estimated conversion and certificate could cost around £20,000.

### **Partnership Agreement**

Under the terms of the agreement, the partners' contributions, totalling £31,000 are split as follows:

- Essex County Council: £12,500
- Suffolk County Council: £12,500
- Tendring District Council £1,500
- East Suffolk Council: £1,500
- Babergh District Council: £1,000
- Felixstowe Town Council: £1,000
- Harwich Town Council: £1,000

The annual contribution is to support the refurbishment and running costs of the service. Essex County Council manage the agreement on behalf of the partners,

advising Harwich Harbour Ferry Services on the marketing of the service, the partnership and monitor the performance of the service in discussion with the partners.

Committee approved Felixstowe Town Council's partnership contribution for 2019/20 of £1,000 at its meeting of 17 April 2019 (*Minute #601 of 2018/19 refers*). Payment was made during that month and the agreement attached at **Appendix B** was signed by the Deputy Town Clerk in August. This agreement included an amendment from Babergh District Council which reduced its contribution for the year from £2,000 to £1,000 (since Harwich Town Council now contributes £1,000 towards the service, whereas prior to 2018 it did not contribute).

In order to review the financial situation from all perspectives at an early stage for the 2020 season, a meeting of the partners has been scheduled at Endeavour House on 1<sup>st</sup> October 2019, from 2-3.30pm. Suffolk County Council officers have advised that they would be seeking to establish an agreement that enables the public sector subsidy to reduce over time, with the possibility of this taking place over a three-year plan. However, they recognise the importance of the service to local communities and the local area and are keen to work with Christian on what is and sustainable.

**Committee is requested to consider the report and any representation it seeks to be made at the partnership meeting in October, in advance of any future agreement from 2020.**

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**AGENDA ITEM 7: ANNUAL GRANTS AND COMMUNITY FUND  
PROJECTS 2020/21**

Council provides on-going funding support for several local partner organisations each year. Funding that is required or requested for 2020/21, with a comparison to the current year is shown as follows:

**As Annual Grants:**

	<b>2020/21</b>	<b>2019/20</b>
Art on the Prom	£2,600	£2,000
Citizen's Advice Bureau	£2,500	£2,500
Felixstowe Book Festival	£2,000	£2,000
Felixstowe Carnival	£2,000	£2,000
Felixstowe Council for Sport and Recreation	£ 200	£ 200
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500	£1,500
Landguard Fort	£1,000	£1,000
Wesel Twinning Association	£ 200	£ 200
Salzwedel Twinning Association	£ 200	£ 200
<b>Total</b>	<b>£12,200</b>	<b>£11,600</b>

**Through Community Fund Projects:**

	<b>2020/21</b>	<b>2019/20</b>
Level Two	£10,000	£10,000
Landguard Partnership	£ 1,000	£ 1,000
Harwich Harbour Ferry Services Partnership	£1,000	£ 1,000
Felixstowe Forward ( <i>year 3 of 3</i> )	£20,000	£20,000
PSCO ( <i>year 2 of 2</i> )	£34,000	£34,000
<b>Total</b>	<b>£66,000</b>	<b>£66,000</b>

Relevant organisations were asked to confirm their ongoing requirements in order that Committee can consider provisions for Annual Grants in the 2020/21 financial year. Members will be provided with completed applications which were received in advance of the meeting.

**Committee is requested to consider the provision of Annual Grants and Community Fund Projects for inclusion as part of the draft budget recommendations to Council.**

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## **AGENDA ITEM 8: COMMUNITY EMERGENCY PLAN UPDATE**

The Community Emergency Plan Working Group met on 18 July with the new Emergency Co-ordinator Cllr M Jepson and Deputy Emergency Co-ordinators Cllr D Aitchison, Cllr M Morris the Town Clerk and Deputy Town Clerk.

Updates have been made to the Community Emergency Plan and a public version is available on the Town Council website. Work is being undertaken to check on resources and volunteers contact details to ensure that they remain up to date.

Committee is advised that Rest Centre training has been arranged through the Joint Emergency Planning Unit (JEPU) which is open to Members, staff and any volunteers who are on our Community Emergency Plan (CEP) who could be asked to help at a rest centre in an emergency. The training is completed in one session, with four opportunities to attend a session at the Town Hall, in the morning and afternoon of Tuesday 15th October and Tuesday 19th November. These are for Rest Centre Theory and provide volunteers with the knowledge and understanding to set up and operate within a rest centre. Thereafter, Members may like to also book on to the Practical session which reinforces the theory with practical application. Two sessions are being offered for this, on Tuesday 10th December 2019. If you are interested but unable to attend the Felixstowe dates, then please let the Deputy Town Clerk know as there are other sessions available in the county at other dates.

**Committee is requested to note the report on the Community Emergency Plan and associated training and decide on any action it deems necessary.**

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## **AGENDA ITEM 9: REMEMBRANCE 2019**

Meetings have taken place to coordinate plans for this year's remembrance events with Cllr Sharon Harkin, two officers, local clergy and representatives from the Royal British Legion. The Remembrance programme has been finalised as follows:

**Saturday 26th October:** Launch of the 2019 Poppy Appeal at the Triangle with a Parade (10.45am for 11am start)

**Friday 8th November:** Schools' service at the War Memorial (10.45am for 11am start)

**Saturday 9th November:** Festival of Remembrance at St Johns Church, 7.30pm

**Remembrance Day Sunday 10th November:**

- Civic Remembrance Service 9.45am, St Johns Church
- Civic Act of Remembrance 10.45am, War Memorial
- Remembrance service at the war graves, Felixstowe Cemetery (12 noon for a 12.15 start)

**Committee is requested to note the report on Remembrance activities and decide on any actions it deems necessary.**

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## **AGENDA ITEM 10: VE DAY 75<sup>th</sup> ANNIVERSARY**

The VE working party has been meeting jointly with the Remembrance Committee but it has been agreed to split up into two separate times.

Council's Finance & Governance Committee approved a virement (transfer) of £3,500 as surplus from the Insurance budget 4464/101 to the Remembrance budget and have advised that the Civic & Community Committee should use these funds to support the community organisation of a VE Day 75th Anniversary event (Minute #146 of 2019/20 refers).

Having considered the original aspirations, the Finance & Governance Committee were mindful of the staffing and financial resources required to lead the organisation of a large, multi-day event and concluded that a well-organised single-day event could offer ample opportunity to appropriately mark the occasion, with the Council supporting this as a community-led event. However, the Finance & Governance Committee agreed that the Council should facilitate arrangements by providing a venue for planning meetings, supported by Council officers. As such, the working party have been discussing a one-day event to mark the occasion.

It has been confirmed that the Rotary Fun Run will take place on Friday 8th May due to the move of the bank holiday from Monday 4th May to Friday 8th May 2020

East Suffolk Council has offered to be a lead partner for the event, supported by Communities Officer Chloe Winlow, with the help of two other members of staff to assist in organising the event.

If none of the community organisations involved in planning the event are able to lead or undertake to be the accounting body, there are two possible options for the financial management of the event:

1. East Suffolk Council acts as the accounting body. However, this means that no ESC grant funding, such as Councillors' Enabling Communities Budgets can contribute towards the event; or,
2. The Town Council acts as the accounting body. East Suffolk will still be a lead partner but the Town Council would be able to apply for ESC grants funding and would be responsible for the financial management of the event.

**Committee is requested to consider the report on VE Day 75<sup>th</sup> Anniversary activities, plus any other update from the Clerk and approve any actions it deems necessary.**

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## AGENDA ITEM 11: DEFIBRILLATOR CABINET AT SEA ROAD

The defibrillator cabinet at Sea Road is suffering from corrosion –see photo:



Prior to its purchase in 2015, the supplier advised that the mild steel cabinet should not rust or have significant condensation issues.

The supplier states that this is only the third example of corrosion they have seen (in over 400 sold). Having consulted with the manufacturers they are now specifying that any cabinet sold within 5 miles of the sea should be stainless steel or polycarbonate.

Subject to availability the supplier has offered a replacement mild steel door at a cost price of £180.00 + VAT.

Committee's 'Street Furniture' budget stands at £1,616 unspent and would be an appropriate source of funding

should Members wish to replace the cabinet.

The supplier is able to supply a new stainless-steel cabinet at a cost of £470.00 + VAT (Model 1000 - smaller) or £575.00 + VAT (Model 2000 - same size as current model). A new polycarbonate cabinet would be £500.00 + VAT. These are shown at **Appendix C**. Prices quoted are competitive with similar products seen online.

**Committee is requested to consider the replacement of the defibrillator cabinet at Sea Road.**

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## **AGENDA ITEM 12: CHRISTMAS EVENTS**

The Christmas Ice-Rink has been booked for the 5th year running to be held at Great Eastern Square. The ice rink will be open from 11am – 7pm (10-6pm Sunday), 20 December – 23 December inclusive which once again has been generously sponsored by the East of England Coop.

The ice rink will be opened by the Mayor at 11am.

Along with sponsorship of £3,000, the East of England Coop has given permission to use the square and is providing first aid and overnight security.

Stall holders who were present last year, will be invited back to support the ice rink. It is planned that throughout the four days there will be similar food and drink outlets, and children's rides.

**Committee is requested to note the report on the Christmas event.**

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## **AGENDA ITEM 13: SUFFOLK DAY 2020**

Suffolk Day was first held on 21<sup>st</sup> June 2017 and last year the Town Council was privileged to launch the event for the county.

For the past two years on 21<sup>st</sup> June, Felixstowe Town Council, together with several Members of the Civic & Community Committee and other Councillors arranged very successful 'Tea and Cake' afternoons at the Town Hall. Blessed with good weather these were held outside and were attended by over a hundred members of the public. Council provided the tea and coffee, and all cakes were donated. The St Edmunds flag was raised and flown for the day.

This year's annual Suffolk Day event will fall on a weekend - Saturday 21<sup>st</sup> June 2020. In addition to flying the St. Edmunds flag again at the Town Hall, Committee may wish to consider how the Town Council might participate and celebrate the county alongside its community partners.

**Committee is requested to consider Council's participation in Suffolk Day on 21 June 2020.**

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