



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 19 February 2020** 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 December 2019 as a true record. **(Pages 3-7)**

**5. Friends of Felixstowe Library**

To receive a presentation from Friends of Felixstowe Library and consider a potential refurbishment project for Felixstowe library. **(Presentation)**

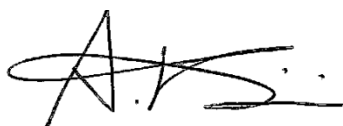
**6. Felix Fest/Women's Tour 2020**

To receive a presentation from Sarah Shinnie, East Suffolk Council's Active Communities Officer, on preparations for a programme of events over the weekend of the final stage of the 2020 Women's Tour. **(Presentation)**

**7. Floral Bedding Arrangements**

To consider the provision of floral bedding from Summer 2021 onwards. **(Page 9)**

8. **Felixstowe in Flower**  
To receive an update report on Felixstowe in Flower. **(Pages 10-11)**
9. **Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 12 February 2020 and consider any actions deemed necessary. **(Page 12 & Appendix A)**
10. **Suffolk Day**  
To consider details for Council's participation in Suffolk Day on 21 June 2020  
**(Page 13)**
11. **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. **(Pages 13-14)**
12. **The Mayor's Charity**  
To receive a report on the formation of the Mayor of Felixstowe Charity Fund.  
**(Page 14)**
13. **East Suffolk Community Partnership**  
To note that the first Felixstowe Peninsula Community Partnership meeting is to take place on 24 February 2020. **(Page 14-15)**
14. **Occasional Grants Policy**  
To review Council's Occasional Grants Policy and make any recommendations to Council. **(Page 16 & Appendix B)**
15. **Press & Media Policy**  
To review Council's Press & Media Policy and make any recommendations to Council. **(Page 16 & Appendix C)**
16. **Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 15 April 2020 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**14 February 2020**

For information (via email): All Town Councillors  
Local Press  
Friends of Felixstowe Library  
East Suffolk Council Active Communities Officer  
East Suffolk Norse Assistant Grounds Manager

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***Committee is reminded to consider the Council's commitment to climate action in its decision-making.***

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

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Thursday 19 December 2019 at 7.30pm**

**PRESENT:** Cllr D Savage (Chairman) Cllr G Newman  
Cllr D Aitchison (Vice-Chairman) Cllr M Morris  
Cllr S Bennett Cllr M Richardson  
Cllr S Harkin Cllr K Williams (*from item 371*)

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

The Chairman thanked everyone for agreeing to the change of date due to the clash of dates with members wishing to attend the Felixstowe Academy Christmas Concert.

### **369. PUBLIC QUESTIONS**

There were none.

### **370. APOLOGIES FOR ABSENCE**

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

Apologies for later attendance were received from **Cllr K Williams**.

### **371. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr G Newman	All	Local Non-Pecuniary (as Member of Suffolk County Council)
Cllr S Bennett	374	Local Non-Pecuniary (as Member of the Dellwood Lawn Tennis Club and Felixstowe Waves Swimming Club)
Cllr M Morris	374	Local Non-Pecuniary (as Chairman to Laydens Community Café)
Cllr G Newman	374	Local Non-Pecuniary (as Suffolk County Council representative on Trustee Board of Citizens' Advice Bureau)
Cllr D Savage	374	Local Non-Pecuniary (as Chairman of Trustees to Citizens' Advice Bureau)
Cllr K Williams	374	Local Non-Pecuniary (as a member of the Save the Children Committee)
Cllr D Aitchison	376	Local Non-Pecuniary (as Chairman of the Felixstowe Branch of the Royal British Legion)

### **372. CONFIRMATION OF MINUTES**

**RESOLVED** that the Minutes of the Civic & Community Committee meeting held on 16 October 2019 be signed as a true record.

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

The Committee considered a summary and detailed report showing income and expenditure against budget to 12 December 2019.

**RESOLVED** that the Budget Report to 12 December 2019 be received and noted as presented with no other action required at this time.

At this point, 7.47pm, Cllr K Williams joined the meeting.

### **374. OCCASIONAL GRANTS: ROUND 2 – 2019/20**

Committee considered completed applications for funding received prior to the 30 November 2019 deadline, for the second round of Occasional Grants. The total of grant funding requested in this second round being £38,333.37.

The Town Clerk advised that there was £15,055 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:

#### **Black & White Productions**

£1200 towards a new drama production commemorating Felixstowe's role in the Battle of Britain

#### **Citizens Advice Bureau**

£900 towards display equipment replacement.

#### **Felixstowe & Corinthians Cricket Club**

£1,000 towards replacement netting for the practice facilities.

#### **Dellwood Lawn Tennis Club**

£750 towards renovation and development of club facilities which house tennis equipment.

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

£2,000 towards accessibility modifications for a new minibus.

#### **Felixstowe Book Festival**

£335 towards a book writer event "How to be Autistic"

#### **Felixstowe Prom Junior Parkrun**

£200 towards weighted cones and table.

**Felixstowe Sea Angling Society**

£1,750 towards the replacement of entrance doors, fascia boards, soffits, guttering, downpipe installation of bird guards.

**Felixstowe Swimming club**

£700 towards professional swimming courses & advertising.

**Felixstowe Twins Club**

£1,000 towards venue hire and general promotion of group.

**Hamilton MAS Micro Arts Space by the Sea**

£1,000 ringfenced grant towards establishing a young people's creative arts club – artYsPaceS – subject to completion of funding.

**Happy Globe CIC**

£1,000 towards Cowpasture Meadow Wildlife Reserve: compost, seeds, timber, beehives, etc.

**Laydens Community Cafe**

£409.75 towards replacement of cash register, chiller, and improved marketing,

**Memory Lane (Felixstowe Dementia Alliance)**

£1,000 towards arts and crafts activities.

**Save the Children**

£ 373.82 towards battery/electric operated Santa Sleigh and speakers.

**St John Ambulance**

£800 towards a gazebo

**Suffolk Wildlife Trust**

£360 for the purchase of a projector for talks.

**Timebanking**

£275 towards local initiatives being supported by the Felixstowe Timebank.

Members were also pleased to receive an application from Felixstowe Library seeking support with their proposed refurbishment of the children's section. Given that the project had the potential to provide a benefit for the whole community, Members were keen to understand how the Town Council might be able to support this project in a significant way. Following a discussion it was agreed that a representative from the Friends of Felixstowe Library be invited to the next Civic & Community meeting in February to give further details of the project, timescales and funding requirements.

**It was RESOLVED that:**

- i. for the second round of Occasional Grants for 2019/20 a total of £15,053.57 be awarded and approved for payment on the basis of the schedule above; and,**
- ii. A representative from the Friends of Felixstowe Library be invited to attend the Civic & Community Committee on 19 February 2019 to give further details of their project to refurbish the children's section of Felixstowe Library.**

### **375. ARMED FORCES WEEKEND LEGACY GRANT FINAL REPORT**

Members noted the final report which detailed the complete expenditure of the Suffolk Armed Forces Legacy fund of £10,796 created with the surplus from the Armed Forces Weekend in June 2017. Members were pleased to note that all funds had been used towards projects which had a connection with Armed Forces personnel, their families, veterans and cadet organisations.

**RESOLVED that the Armed Forces Weekend Legacy Grant final report be noted.**

### **376. REMEMBRANCE 2019**

Committee received the report on the Centenary of Remembrance 2019 and it was agreed that the events had been successful. Members were pleased to note that £235.83 had been raised for the Poppy Appeal by the Town Hall collection boxes. The Deputy Town Clerk confirmed that the district total of £18,791.35, was the total counted locally as at 30 November. The RBL are waiting for written confirmation of direct payments. That include any BACS payments, Cheques sent direct and contactless payments and this should exceed at least another £13,000. Figures are updated every 3 months.

Early arrangements for Remembrance 2020 were considered and it was agreed that a singer to lead the hymns at the War Memorial could be an appropriate addition, as well as a marching band, if possible. It was also suggested that the Poppy Appeal should look into biodegradable wreaths in order to reduce the amount of plastic used.

**It was RESOLVED that the Remembrance 2019 update report be noted.**

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

Committee considered the report on the Ice Rink running from 20<sup>th</sup> to 23<sup>rd</sup> December.

**It was RESOLVED that the Christmas Events – Ice Rink update report be noted.**

### **378. MAYOR'S CIVIC SERVICE**

Committee noted the change of date for the Mayor's Civic Service 2020 to Sunday 28<sup>th</sup> June at St John's Church. Members discussed the scheduling protocol, since the third Sunday is usually Father's Day, and agreed that in future years the Mayor's Civic Service should be scheduled for the fourth Sunday in June.

**It was RESOLVED that**

- i. the change of date for the Mayor's Civic Service 2020 be changed to 28<sup>th</sup> June 2020 at St John's Church; and**
- ii. future annual Civic Services be scheduled for the fourth Sunday in June.**

### **379. CLOSURE**

The meeting was closed at 9.40pm. The next meeting was noted as being scheduled for Wednesday 19 February 2020 at 7.30pm.

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## **AGENDA ITEM 6: FELIX FEST/WOMEN'S TOUR 2020**

To celebrate one of the UK's biggest sporting events finishing in Felixstowe this June, East Suffolk Council and partners will be hosting the FelixFest - an ultimate weekend of family fun!

The celebrations will be taking place on the weekend of 12 – 14 June and will kick off on the Friday night with an outdoor cinema. The film is yet to be decided, and all suggestions are welcome by email on [leisure@eastsuffolk.gov.uk](mailto:leisure@eastsuffolk.gov.uk)



The Saturday will see some of the world's best female cyclists racing to be crowned the 2020 Women's Tour champion in the Final Stage. Prior to this, activities will be taking place by the finishing line, including a 10km bike ride, children's

races and a bike parade.

East Suffolk has hosted different stages of the Tour since it began in 2014, but this will be the first time the district has hosted the Final Stage. Felixstowe last hosted the race in 2014, when Stage Three began in the town.



In more sporting events, the UKWA Slalom windsurfing competition will be taking place on the Saturday and Sunday, which will be attended by James Dinsmore, seven times British Champion. The competition is open to all and can be entered at <https://ukwindsurfing.com/events/2020/national-slalom-championships-round-3/>



An open water Triathlon will also be taking place on the Sunday, with a standard and sprint distance on offer. The sprint is open to all teams and businesses.

To help the weekend run smoothly, the Council is also looking for volunteers to get involved. For more information, please email [volunteer@eastsuffolk.gov.uk](mailto:volunteer@eastsuffolk.gov.uk)

For more details about the Women's Tour, go to [www.womenstour.co.uk](http://www.womenstour.co.uk)

Felixstowe Town Council are supporting the event planning and the East Suffolk Council Active Communities Officer, Sarah Shinnie will be attending Committee to give a presentation about the event and ways in which the Town Council can assist with funding/sponsorship.

**Committee is requested to consider a presentation on preparations for a programme of events over the weekend of the final stage of the 2020 Women's Tour and ways in which the Town Council can support.**



## **AGENDA ITEM 7: FLORAL BEDDING ARRANGEMENTS**

Following Committee's consideration of the floral bedding arrangements for 2020/21, the quotation provided by Norse was approved within the Council's budget at a cost of £12,391.05.

This cost provides for supply, planting, watering and weed control for Summer bedding and Winter bedding.

Winter Bedding for the 2020/2021 will be as follows:

Polyanthus Mixed, dazzling Rainbow, Yellow, Pink, White, Red, Blue.

Summer Bedding for the 2020/2021 will be as follows:

Geraniums mixed Pink Red White, Verbena, Salvia blue, Cineraria

Members have also discussed the possibility of introducing more sustainable planting and requested that East Suffolk Norse be invited to attend Committee meeting to discuss a more sustainable planting plan for the flower beds currently being maintained by the Town Council; i.e. the section of the seafront in the form of chevron beds and promenade beds close to the War Memorial and raised beds in Town Centre and at the Triangle.

East Suffolk Norse Assistant Grounds Manager, Mr Paul Tynan, will be attending Committee to discuss further.

**Committee is requested to note the arrangements approved in the budget for the 2020/21 financial year and consider options for the provision of floral bedding from Summer 2021 onwards.**

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## **AGENDA ITEM 8: FELIXSTOWE IN FLOWER 2020**

Our 35<sup>th</sup> Anniversary of Felixstowe in Flower is now in motion with the 1<sup>st</sup> Felixstowe Guides filling envelopes with sponsorship forms, competition entries and letters. This was completed very speedily as we have considerably reduced the number of envelopes we mail out. Having accumulated many email addresses, we have been able to send our sponsorship forms and competition entry forms via email as part of our commitment to be reducing our environmental impact. The Guides will be hand delivering the envelopes to all the business in Hamilton Road.

Prices for our Floral Hanging Baskets, Tubs and Troughs have been frozen once again for 2020. We have kept our prices the same since 2010.

Mayor Nick Barber, and Sue Faversham will visit schools in April promoting the school project, sunflower and the painting competitions

We will officially launch with our event at the Triangle on Saturday 20 June, 10 am -12 noon. We will be presenting a 'Wall of Fame' again to acknowledge all the businesses and people who sponsor baskets & tubs/troughs. All sponsors are also invited to attend.

Music will be provided by Fresh Gold Radio and they will be promoting the garden competitions to the public, we will again have our community stalls.

We would like all Councillors' to participate in entering a floral pot again this year in a fun competition against the Felixstowe Gardening Club. All Councillors will receive a pot for planting a floral display, these will be judged by members of the public at the launch. The prize to be an inaugural Flowerpot Cup

Once again, a very generous donation of £2,000 has been given this year from the East of England Co-op Funeral Services, who also provided Sunflower seeds for all school children to participate in the Tallest Sunflower competition and growbags for the school competitions.

We have been looking into using natural water for the watering of the hanging baskets, tubs and troughs. Felixstowe Ferry Golf Club have in place a system where they process the water from the Kingsfleet estuary which they use to water their greens and grounds, which is a very environmental and cost effective way to water.

Sue Faversham & Tom Minns met with Glen the Course Manager at Felixstowe Golf Club to look at what would be required for us to implement this into our weekly watering for Felixstowe in Flower. It was a very good meeting and it seems very likely that we will be able implement this after we have put a few processes in place. We are working in conjunction with Felixstowe Ferry Golf Club to make this happen. They will give us the water purity reports and Risk assessments will be carried out.

Felixstowe in Flower Award evening has been provisionally booked for the evening of Friday 11<sup>th</sup> September, to be confirmed.

The concrete planter situated on Orwell Road has now been removed by East Suffolk Norse, they will be clearing the marked area made by the planter.

We have now replaced all our floral bedding signs with new ones kindly donated by Jo Woodward from Marketing Force



**Committee is requested to note the arrangements for Felixstowe in Flower 2020.**

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## AGENDA ITEM 9: 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 February 2020 is provided below with a detailed report at **Appendix B**.

12/02/2020		Felixstowe Town Council				Page 1			
09:21		Summary Income & Expenditure by Budget Heading 12/02/2020							
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	7,442	9,292	7,392	(1,900)		125.7%	
		Expenditure	35,346	32,540	41,093	8,553	8,553	79.2%	
		Movement to/(from) Gen Reserve	<u>(27,904)</u>	<u>(23,248)</u>					
302	Grants	Expenditure	32,846	35,399	36,600	1,201	1,201	96.7%	
303	Felixstowe in Flower	Income	7,600	7,888	7,300	(588)		108.1%	
		Expenditure	7,664	4,937	6,750	1,813	1,813	73.1%	
		Movement to/(from) Gen Reserve	<u>(64)</u>	<u>2,951</u>					
304	Communication	Income	0	3,985	0	(3,985)		0.0%	
		Expenditure	4,708	9,383	13,628	4,246	4,246	68.8%	
		Movement to/(from) Gen Reserve	<u>(4,708)</u>	<u>(5,398)</u>					
305	Community Projects & Prtnrshps	Expenditure	42,779	74,983	76,779	1,797	1,797	97.7%	
Grand Totals:- Income			15,042	21,165	14,692	(6,473)		144.1%	
Expenditure			123,343	157,240	174,850	17,609	0	17,609	89.9%
Net Income over Expenditure			<u>(108,301)</u>	<u>(136,076)</u>	<u>(160,158)</u>	<u>(24,082)</u>			
Movement to/(from) Gen Reserve			<u>(108,301)</u>	<u>(136,076)</u>					

Committee will note the Remembrance Budget, has now received the virement of £3,500 from the unspent Insurance budget 4464/101 (*Minute 146 i 2019/20 refers*) and the remaining £1,513 from the Armed Forces Weekend Legacy Fund (*Minute 210 iv 2019/20 refers*). The ECB grant of £5,000 will shortly be received and go into the income budget of Donations & Sponsorship 1810/301, with expenditure coming out of the Remembrance Budget, both this year and in 2020/2021. This is the same income code for the sponsorship received of £1,250 used for the cost of the Remembrance street signs, and £700 for the barriers at the Remembrance Parade. The income from this sponsorship is accounted for within budget code 1810/301 (Donations and Sponsorship) rather than being used to 'credit expenditure'. In this way Committee can see how much the cost of the activities were and the sponsorship used to offset this. Adjusted for sponsorship received, the actual cost of Remembrance to Council was £92 out of a £300 budget (31%)

**Committee is requested to receive the Civic & Community Budget report to 12 February 2020 and consider any actions deemed necessary.**

## **AGENDA ITEM 10: SUFFOLK DAY 2020**

Suffolk Day was first held on 21<sup>st</sup> June 2017 and in 2019 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 have hosted a very successful 'Tea and Cake' afternoon 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 is on Sunday 21<sup>st</sup> June 2020. On 18 September, Members of the Civic & Community Committee agreed that the 'Tea and Cake' afternoon should be carried out on the Sunday afternoon (*Min #213 2019/20 refers*). However, due to a wedding taking place at the Town Hall Chamber at 3pm that afternoon, Members are requested to consider moving the 'Tea and Cake' event to 12 – 2pm to allow tidying away before the wedding guests arrive from 2.15pm.

**Committee is requested to consider the change in time for Council's Suffolk Day event on 21 June 2020 to 12 noon – 2pm.**

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## **AGENDA ITEM 11: VE DAY 75<sup>th</sup> ANNIVERSARY**

The VE working party which includes members from East Suffolk Council, Felixstowe Town Council, Rev Andrew Dotchin and members of the Royal British Legion are meeting monthly to organise the event on the bank holiday Friday 8 May. The event has now been given the title 'Felixstowe VE Day Concert' with the strapline 'Picnic by the Sea.'

East Suffolk Council are the lead partner for the event, supported by Communities Officer Chloe Winlow. Felixstowe Town Council are the accounting body, responsible for the financial management of the event and as such have applied for ESC grants funding totalling £5,000. This added to the virement (transfer) of £3,500 as surplus from the Insurance budget 4464/101 101 (*Minute 146 i 2019/20 refers*) and the remaining £1,513 from the Armed Forces Weekend Legacy Fund (*Minute 210 iv 2019/20 refers*) gives a total budget of £10,013.

The event will take place at the Beachside Events area, and the programme is planned to start at 12 noon finishing at 10pm. Live bands have been booked, with 1940s themed music throughout the afternoon with more recent music playing from 7pm. At 3pm the Last Post will be played followed by the Battle Over, the Nation's Toast to the Heroes of WWII and a recorded Announcement of the end of the War by Winston Churchill. At 7pm there will be the Ringing out for Peace by Churches in the town and an audio broadcast is hoped to be played at the event.

There will be a display in the car parks, of Military vehicles, with charity stalls and a marquee for youth activities. A Veteran Marquee is also planned to offer 'tea and cake' to both veterans and people over the age of 75 years.



Volunteers for the event are being sought and will be co-ordinated by Jenny Edgerley, Development Officer, East Suffolk Council.

Further details will be included in the Town Council Spring Magazine detailing other events taking place in the town over the VE 75<sup>th</sup> Anniversary weekend.

On Sunday 10th May 2020 at 10am there will be a Civic Church Service of Celebration and Commemoration at St Johns Church.

**Committee is requested to note the report on VE Day 75<sup>th</sup> Anniversary activities and consider any actions it deems necessary.**

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## **AGENDA ITEM 12: REGISTRATION OF THE MAYOR'S CHARITY**

After the introduction of bank charges in October 2018 to the Mayor's Charity Ball bank account, Civic and Community Committee agreed that it would be beneficial to formalise the Mayor's Charity by registering it with the Charity Commission (*min # 493 2018/19 refers*). This gives the charity many benefits including being able to set up a 'Just Giving' account to receive donations online and being able to receive Gift Aid.

The Charity has been named 'Mayor of Felixstowe Charity Fund' and is registered with registration number 1184138. The Mayor's Secretary is the registered contact for the charity, and the charity has 3 trustees in any year: the current Mayor, the Deputy Mayor and the immediate Past Mayor.

A Community account has now been taken out with Barclays Bank with free banking.

**Committee is requested to note the registration of the Mayor of Felixstowe Charity Fund with the Charity Commission.**

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## **AGENDA ITEM 13: EAST SUFFOLK COMMUNITY PARTNERSHIP**

The Community Partnership Workshops are now complete and the notes and data pack for the Felixstowe Peninsula area are now available at <http://www.eastsuffolk.gov.uk/community/community-partnerships>. This area of the ESC website is where information about our Community Partnership will be published from now on.

The first meeting for the Felixstowe Peninsula Community Partnership is being held at 2.00pm on Monday 24 February 2020 at Felixstowe Town Hall.

The main focus of the meeting will be on the three priorities that were agreed at the wider workshop:

- Community spaces and physical enhancements

- Social isolation and loneliness
- Education – aspirations, ambition and standards

Felixstowe Town Council representatives attending will be the Mayor, the Chairman of Civic & Community Committee and the Town Clerk.

East Suffolk Councillors and Suffolk County Councillors representing the area have also been invited to attend.

**Committee is requested to note that the first Felixstowe Peninsula Community Partnership meeting is to take place on 24 February 2020 and the representatives attending on behalf of Felixstowe Town Council.**

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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 has approved a provision of £25,000 towards Occasional Grants in 2020/21. 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 2020/21 cannot exceed £25,000 without approval from Council.

The current policy is attached at **Appendix B** for review with no changes proposed at this time.

**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 2019, is now due for review and is attached at **Appendix C** with no changes proposed at this time.

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

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