



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 June 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 any 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 17 April 2019 as a true record. **(Pages 3-5)**

5. Civic & Community Budget Report

To receive the Civic & Community Budget report to 12 June 2019 and consider any actions deemed necessary. **(Page 6 & Appendix A)**

6. Occasional Grants R1 2019/20

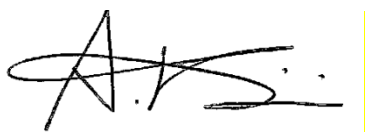
To consider occasional grant applications submitted for the first round of Occasional Grants 2019/20 and receive an update on Grants. **(Pages 7-8)**

7. Armed Forces Weekend Legacy Grant Update

To receive an update on grant applications awarded by the panel to date and to appoint representatives to the AFW Legacy Fund Sub-Committee.

(Pages 9-10)

- 8. Remembrance 2019 & VE Day 75th Anniversary 2019**
To consider Remembrance events in 2019 and the 75th Anniversary of VE Day in 2020. **(Page 11)**
- 9. Fly the Red Ensign for Merchant Navy Day**
To note arrangements for Merchant Navy Day 3rd September 2019. **(Page 12)**
- 10. Felixstowe Town Council Magazine**
To receive an update on the first Summer edition of the Town Council Magazine. **(Pages 12-14)**
- 11. Felixstowe in Flower 2019**
To receive an update on arrangements for Felixstowe in Flower 2019. **(Page 15)**
- 12. Suffolk Day**
To receive an update regarding arrangements for Suffolk Day. **(Page 16)**
- 13. 45th Anniversary of Twinning with Wesel**
To receive a report on the 45th Anniversary of Twinning with Wesel. **(Page 17 & Appendix B)**
- 14. 25th Anniversary of Partnership with Salzwedel**
To receive a report on the forthcoming visit of the Salzwedel Association. **(Page 18)**
- 15. Landguard Partnership Agreement Review**
To review an updated Landguard Partnership Agreement and approve the Council's continued membership. **(Page 18 & Appendix C)**
- 16. CCTV Report: Q4 2018/19**
To note the CCTV maintenance report for the quarter January - March 2019. **(Appendix D)**
- 17. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 18 September 2019 at 7.30pm.



Ash Tadjrishi
Town Clerk
14 June 2019

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

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

RESOLVED that the Budget Report to 31 March 2019 be received and noted as presented with no other action required at this time.

601. ANNUAL GRANTS AND OTHER PAYMENTS

Committee considered the report on Annual Grants and other annual payments under its authority.

RESOLVED that the payment of Annual Grants and other annual payments for 2019/20 be approved as presented in the report.

602. COMMUNITY ENGAGEMENT STRATEGY 2019-20

Committee reviewed the Council's Community Engagement Strategy which was presented with minor updates from the previous year 2019-20.

A Member suggested that during the next year a Working Group be set up with the task to review at the Community Engagement Strategy to ensure all aspects of social media are included.

It was RESOLVED that:

- i. the Community Engagement Strategy as presented be approved and recommended to Council for adoption for 2019-20.**
- ii. Committee would consider setting up a Working Group to review at the Community Engagement Strategy during the next Municipal Year.**

603. ANNUAL TOWN MEETING

Committee considered the report on the Annual Town Meeting, and the Deputy Town Clerk gave further details of format for 8 May 2019.

Members were pleased that the format for the Annual Town Meeting worked so well since its introduction the previous year and agreed the changes suggested in the report would further improve the public engagement.

Members were content with the current arrangement for the selection of the Civic Awards and suggested that the formation of the panel be reconsidered in the new Municipal Year as previously agreed (*Minute #625 2017/18 refers*).

Members requested that purchase of professional badges with the ability to also be lanyards if preferred, be purchased with each Councillor's name so they can be kept and used for the duration of the four-year term.

It was RESOLVED that:

- i. The report on the Annual Town Meeting be noted with improvements to be made;**

- ii. **Civic & Communities Committee reconsider the civic awards panel at its meeting on 19 June 2019; and**
- iii. **Professional badges for Councillors be purchased, to be kept for the duration of the four-year term.**

604. SUFFOLK DAY 2019

Members considered the Suffolk Day 2019 update report and discussed ideas for marking the weekend. The Deputy Town Clerk updated committee on other enquiries that had been received regarding other events for the Suffolk Day weekend.

It was RESOLVED that:

- i. **the Suffolk Day 2019 report be noted, and:**
- ii. **room hire for any community events at the Town Hall be free of charge for the day of 21 June 2019, subject to availability and;**
- iii. **newly elected Councillors be invited to make cakes to bring for the Suffolk Day Tea and cake event at the Town Hall on 21 June 2019.**

605. ARMED FORCES WEEKEND LEGACY GRANT UPDATE

Members noted the decision of the awarding panel to date in regards to the latest grant to the Royal British Legion.

It was noted that the funding pot stood at £2,930 from an initial fund of 10,796.

It was RESOLVED that the decision of the awarding panel be noted.

606. MAYOR'S CIVIC RECEPTION

Members received the report on the Mayor's Civic Reception. There were concerns regarding whether the venue of Harvest House would be big enough with the visitors from Salzwedel.

RESOLVED that the report on the Mayor's Civic Reception be noted, and that Harvest House be confirmed as the venue, subject to capacity.

607. CLOSURE

The meeting was closed at 8.03pm. The next meeting was noted as being scheduled for Wednesday 19 June 2019 at 7.30pm.

AGENDA ITEM 5: CIVIC & COMMUNITY BUDGET REPORT

Committee is to regularly receive reports on the Civic & Community element of Council's budget. A summary of the position to 12 June 2019 is provided below with a detailed report at **Appendix A**.

12/06/2019

Felixstowe Town Council

Page 1

11:34

Summary Income & Expenditure by Budget Heading 12/06/2019

Month No: 3

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	9,253	36,080	26,827		26,827	25.6%
	Movement to/(from) Gen Reserve	<u>(27,904)</u>	<u>(7,920)</u>					
302	Grants							
	Expenditure	32,846	11,000	36,600	25,600		25,600	30.1%
303	Felixstowe in Flower							
	Income	7,600	4,750	7,300	2,550			65.1%
	Expenditure	7,664	96	6,750	6,654		6,654	1.4%
	Movement to/(from) Gen Reserve	<u>(64)</u>	<u>4,654</u>					
304	Communication							
	Expenditure	4,708	28	13,628	13,601		13,601	0.2%
305	Community Projects & Prtnrshps							
	Expenditure	42,779	11,898	76,779	64,881		64,881	15.5%
Grand Totals:- Income		15,042	6,083	14,692	8,609			41.4%
Expenditure		123,343	32,275	169,837	137,562	0	137,562	19.0%
Net Income over Expenditure		<u>(108,301)</u>	<u>(26,192)</u>	<u>(155,145)</u>	<u>(128,953)</u>			
Movement to/(from) Gen Reserve		<u>(108,301)</u>	<u>(26,192)</u>					

Committee is requested to consider the budget report to 12 June 2019 and decide any action it deems necessary.

AGENDA ITEM 6: OCCASIONAL GRANTS R1 2019/20

Committee is to consider the applications received for an Occasional Grant from the Town Council at this first round of the awards as follows:

(Members have been provided the full application details under separate cover)

Name of Organisation	Grant Project	Amount Requested	Previous Grant given by FTC
BSEVC	Arts and Crafts Project Sessions	£1,134.00	Sept 2018 £1566
East Anglian Sailing Trust (EAST)	Kitchen renovations, water boiler and dishwasher	£2,000.00	
Felixstowe Area Community Transport	Accessibility modifications for a new minibus	£2,000.00	Nov 2015 £2,000 Nov 2016 £1,000 Nov 2017 £2,000 Nov 2018 £2,000
Felixstowe Coast Watch	Replacement of old Monocular Scope with Binoculars	£1,500.00	May 2017 £2,500
Felixstowe Creative Arts Trust (F-CAT)	Development of Two Sisters Arts Centre	£1,000.00	May 2017 £3,000
Felixstowe Friendly Visiting Service	Providing coach transport for outings	£1,890.00	May 2015 £500 May 2016 £500
Felixstowe Musical Theatre	Enhance the efficiency and quality of rehearsals by purchase of a modern amplifier (portable Bluetooth speaker)	£400.00	
HappyGlobe	Local conservation awareness programs (flower beds and Scouts events)	£4,000.00	
Majestic Voices	Keyboard/Electric Piano purchase	£1,800.00	Nov 2018 £300
Music in Felixstowe	Paying musicians for a free Proms on the Prom event on 10 August 2019	£2,000.00	Nov 2017 £400 May 2018 £1,000

Pier Projects	A programme of contemporary art, community engagement and work with young people	£1,000.00	
St Mary the Virgin	Kitchenette/serverly at the back of the nave	£3,000.00	
Stennets Community Café	Free Lunch & Activity Project	£500.00	
TS Landguard Sea Cadets	Inflatable boat & outboard motor	£10,000-£12,000	AFW Legacy Fund March 2019 £1500
TOTAL : £34,224.00			

There is a total of £25,000 in the Occasional Grants budget available for Committee to award to eligible organisations in 2019/20. As this is the first of two funding rounds Committee is expected to ordinarily limit the total awarded at this stage to £12,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate.

However, Members are to note that the overall total awarded in the full year 2019/20 cannot exceed £25,000 without approval from Council.

TS Landguard Sea Cadets

In Round 2, 2018/19 TS Landguard Sea Cadets applied for a grant of £15,000 for an inflatable boat and outboard motor. At this time Members requested that further information be obtained regarding quotes and breakdown of requirements for the inflatable boat and outboard motor. Details were requested to be brought to the February meeting for consideration. The Deputy Town Clerk has chased this several times, and a new repeat application has been received for this round of grant applications but still without an actual quote or idea of the project cost. It is hoped that a quote and actual figures for the required grant can be obtained for the meeting.

Committee is requested to consider the above Round 1 applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make.

AGENDA ITEM 7: ARMED FORCES WEEKEND LEGACY GRANT

At its meeting of 8 November 2017, Council agreed that a ‘Suffolk Armed Forces Weekend Legacy Fund Sub-Committee’ comprising Cllrs D Savage, P Coleman, S Gallant and K Williams be formed with the authority to review applications as they are received and make grant awards; and that the Civic & Community Committee would receive regular updates on projects for which applications had been received and any grants awarded (*Minute #306 of 2017/18 refers*). Following local elections in May, Committee is requested to review the appointments to this Sub-Committee.

On considering the year end accounts and earmarked reserves, Members of the Finance & Governance Committee requested an update on the amount of the Armed Forces Weekend Legacy grant spent so far and requested that a reminder is sent out to local cadet forces and other appropriate organisations regarding the fund availability (*Minute #34 2019/20 refers*). The table below gives a breakdown of the grants awarded to date, totally £7,866. The total remaining in the fund is currently **£2,930**. A reminder was emailed to local cadet groups on 30 May 2019.

Organisation	Amount Awarded	Project
Royal British Legion Felixstowe	£500	Towards purchasing two ‘Tommy silhouettes’ to be used in Felixstowe to commemorate the end of the First World War at all acts of remembrance taking place in Felixstowe. It is planned to have one installed in the Town Hall gardens and for the other to be used at other events around the town such as military events and exhibitions.
Soldier’s, Sailor’s & Airmen’s Families Association (SSAFA)	£500	Towards financial assistance for a veteran who lives in Suffolk Coastal, suffering PTSD to get back to work as a self-employed carpenter. The grant will go towards a small van, tax and insurance.
Landguard Fort Trust	£1,000	Purchase audio-visual equipment to present WW2 veteran soldiers’ recollections at Landguard.
T S Landguard Sea Cadets	£1,500	To purchase school desks and chairs for cadet classrooms (14 desks), Microsoft 365 software license for Officer’s pcs, 3 x 2 man tents, 6 x Silva compasses, 6 x maps and waterproof cases and 3 x Group First Aid kits
Royal Marines Association – East Anglia Region (RMA-EAR)	£500	To support “Darrell’s Day” the annual celebration to keep the history of the important battle alive, showcase Landguard Fort and remind the public of the service given to the nation by one branch of the armed forces – the Royal

		Marines, many of whom have served and are still serving and reside in the region.
Royal British Legion – Felixstowe	£500	To help fund two representatives (a wreath layer and standard bearer) to attend the Great Pilgrimage 90. A decade after the end of WW1 veterans and war widows visited the battlefields of the Somme and Ypres before marching to the Menin Gate in Ypres.
Black & White Productions	£750	Working with the Bawdsey Radar Trust and Bentwaters Cold War Museum, Black & White Productions will create a new piece of drama that will celebrate the opening of the Transmitter Block at Bawdsey and the 10-year anniversary of the RAF in East Anglia but specifically in East Suffolk including Felixstowe. The play will be performed in a number of locations including Landguard Fort in Felixstowe.
Royal British Legion Felixstowe	£750	To help fund two further Tommys (Total cost £1,500). The RBL and Council previously purchased 2 Tommy silhouettes during the WW1 commemorations. These have now been permanently positioned at Felixstowe Cemetery and St Mary's Church in Walton. Following the success of the town commemorative events St Peter and Paul's church in Old Felixstowe have requested a Tommy that can stand next to their CWGC headstones. In addition to this RBL would like to have a Tommy that can be moved around different locations during Remembrance each year.
Felixstowe Remembers 2019 and Battles' Over Beacon Lighting event	£1,866	Beacon: £360 PA, lighting & signage: £450 Provision of Torches: £455 Remembrance Booklets: £601 (Minute #101ii of 2018/19 refers).

Committee is requested to appoint representatives to the AFW Legacy Fund Sub-Committee, note the applications received to date and approved the decisions of the Sub-Committee awarding panel.

AGENDA ITEM 8: REMEMBRANCE 2019 & VE DAY 75th ANNIVERSARY

Remembrance

Regular meetings will be held between Council officers, the Mayor, local clergy and representatives from the Royal British Legion to coordinate plans for this year's remembrance events. Members may also wish to appoint a representative from this Committee to attend the meetings and widen the scope to include VE Day 75th anniversary planning.

This year, Armistice day falls on Monday 11th November and it is anticipated that local schoolchildren can attend the silence at the War Memorial.

The Royal British Legion (*as per item 8*) received two grants to purchase a total of four 'Tommy' silhouettes called 'There but not there' - the latter two currently on order. One will be used at the remembrance events taking place in Felixstowe. The other one on order is for St Peter and Paul's Church in Old Felixstowe, and an official presentation will be arranged alongside a press release around the handover of the two additional Tommies to the Royal British Legion. An associated press release will also reference the Armed Forces Weekend Legacy Fund.

VE Day 75th Anniversary

It was recently announced that the Early May Bank Holiday in 2020 will move from Monday 4 May to Friday 8 May to coincide with the 75th anniversary of VE Day - first celebrated on 8 May 1945 when Allied Forces formally accepted Germany's surrender. This will be only the second time ever that the Early May Bank Holiday has been moved – the first was in 1995 to mark the 50th anniversary of VE Day.

VE Day 75 will remember the contribution of British, Commonwealth and Allied armed forces personnel; those who contributed to the war effort and safeguarded the Home Front. As well as marking the Allies' victory in 1945, the bank holiday will serve as an opportunity to pay tribute to those who have served and continue to serve in the UK Armed Forces and their families.

Commemorative events will take place over the 3-day weekend across the country, including:

- the Nation's Toast, where over 20,000 pubs will encourage patrons to raise a glass to the Heroes of World War II
- bagpipers playing the traditional Battle's O'er at the top of the 4 highest peaks in the UK – Ben Nevis in Scotland, Scafell Pike in England, Mount Snowdon in Wales, and Slieve Donard in Northern Ireland
- bells in churches and cathedrals across the country joining forces in a special Ringing Out for Peace
- local street parties and celebrations across the 3-day weekend

Committee is requested to consider arrangements for planning Remembrance 2019 and the VE Day 75th Anniversary events and appoint a representative from the Committee to attend event planning meetings.

AGENDA ITEM 9: MERCHANT NAVY DAY

On Tuesday 3 September, Felixstowe Town Council will fly the Red Ensign flag at the Town Hall to mark Merchant Navy Day and raise awareness of the UK's ongoing dependence on Merchant Navy seafarers.

Since 2000, Merchant Navy Day on 3 September has honoured the brave men and women who kept our island nation afloat during both World Wars and celebrated our dependence on modern day merchant seafarers who are responsible for 95% of the UK's imports, including half the food we eat. The charity's president, HRH The Earl of Wessex has endorsed the campaign and the following message will be read out at the flag raising ceremony:

“On this Merchant Navy Day, I very much hope you will support this campaign by Seafarers UK to remember the sacrifices, salute the courage and support the future of the often-unsung personnel of our Merchant Navy. Too often they are the forgotten or invisible service, by raising the Red Ensign you will ensure that at least on this day they are remembered. Your act will mean so much to their families and to the retired, but most especially to those at sea.”

HRH The Earl of Wessex KG, GCVO

Seafarers UK have requested that we register the flag flying and any flag-hoisting event or ceremony by completing an online registration form. All participating organisations and locations will be added to a prestigious 'Roll of Honour' on the Merchant Navy Day website. If a photograph is submitted a Commemorative Certificate will be sent to Council.

Further details including a downloadable guide can be found on the Merchant Navy Day website <https://www.merchantnavyfund.org/merchant-navy-day/>

3 September will still be in the School holidays, but Members may wish to consider inviting representatives from Level Two to attend the event.

Committee is requested to note the arrangements for Merchant Navy Day.

AGENDA ITEM 10: TOWN COUNCIL MAGAZINE

The first edition of the Town Council's new magazine has now been delivered to all Felixstowe households with IP11 addresses.

It is available on our website at <https://www.felixstowe.gov.uk/summer-2019-town-council-magazine/>. There is also a small supply available at the Town Hall. Copies are also be available at the library, Broadway House and a few other places around the town.

All local community groups in Felixstowe were contacted for articles for our new Town Magazine, and as many as could be, were included. The aim will be to cover many different articles from issue to issue and we will seek to offer a fair and equal

representation for community groups throughout the town of Felixstowe throughout the year. Sometimes articles may have to be edited, shortened or dropped altogether.

There will also be limited advertising space available in future editions to support the cost of publication, with priority given to local, reputable businesses, please pass this on to anyone you know who may be interested. Details including prices can be obtained from the Town Hall.

The magazine working party, which includes the Town Clerk, Deputy Town Clerk, Stephen Rampley from Felixstowe Forward, Cllr D Savage and Cllr K Williams, will meet shortly to plan the next edition which will be put together in August ready for publication and circulation in September.

The Autumn 2019 edition will cover the period from 15 September to 15 December 2019 with deadline for content on 21 August. Distribution will be between 3-10 September.

There will be regular articles under the following themes:

- Environmental
- Community News
- Sports Clubs
- Council Partners
- Regular Council Entries

Council content will include articles on the Cemetery, Allotments, Play Equipment, Youth Forum, Town Hall, Weddings, Walton Hall, Felixstowe in Flower, Grants, Defibrillators and the Mayor's Charity Events.

Alongside articles from our partners such as:

- East Suffolk Council
- Suffolk County Council
- Felixstowe Forward
- PCSO
- Timebank
- Felixstowe Communities Officer
- Level Two
- Citizen's Advice Bureau

The Environmental pages will include articles from groups such as FSALG, Litter Free, Plastic Free, Port of Felixstowe, the Landguard Ranger, Friends of the Grove, Friends of the Seafront Gardens, Green Flag, the Horticultural Society, FVCPRS and Coastwatch.

Annual content for the Autumn Edition is likely to include:

- Fireworks
- Halloween

- Remembrance
- Christmas Lights Switch on
- Rudolf tour of Town
- Photography Competition Launch 2020
- Grants Round 2 deadline with details of who was awarded in Round 1

The Winter 2019 edition will cover the period 15 December 2019 – 15 March 2020 with deadline for content being 21 November. Distribution will be between 3-10 December.

Annual content in the Winter Edition is likely to include:

- Ice Rink
- Christmas Shopping
- Civic Awards Promotion
- Christmas Civic Carol Service
- Christmas Day Swim
- Mayor's Christmas Diary, including visits to care homes etc. mentioning the Christmas day swim and page this shown on.
- Flood Memorial
- Flood gates / UK power network updates / EA flood warnings / Felixstowe weather station
- Fairtrade Fortnight
- Commonwealth Day
- Mayor's Ball
- Town Hall Christmas opening/closing

The Spring 2019 edition will cover the period 15th March – 15th June 2020 with the deadline for content being 21 February. Distribution will be between 3-10 March.

Annual content in the Spring Edition is likely to include:

- Easter
- Weddings
- Vehicle Rally
- Rotary Fun Run
- Art on the Ferry
- Felixstowe in Flower winners and forthcoming Launch
- Norse: Pre-season checks, floral Bedding – FTC's role
- Civic Awards final promotion
- Visit Felixstowe Season Launch and English Tourism Week
- Grants Round 1 deadline 30 May – who was awarded in previous year
- Feature on parks, Seafront Gardens, Martello, Langer etc.
- Active for Easter – golf club, sailing club, season
- St. Georges Day Parade

Committee is requested to note the update on the Town Council Magazine and consider any feedback for the Working Group to consider prior to the Autumn 2019 edition.

AGENDA ITEM 11: FELIXSTOWE IN FLOWER 2019

The annual Felixstowe in Flower launch event takes place at the Triangle on Saturday 22 June from 10am to 12 noon. Preparation for the scheme began in March with the Felixstowe Girl Guides filling envelopes with sponsorship forms, competition entries and letters. The Town Council kept prices for hanging baskets and tubs at the same price since 2010. Hanging baskets are £50 for the first, with each additional one only £30 each. Tubs and troughs are £65 each. The cost covers the purchase, installation, maintenance and watering of the displays plus any sponsor's name to identify who is supporting the event.

For the second year running a 'wall of fame' will be displayed at the launch to acknowledge all the businesses and people who sponsor baskets & tubs/troughs. We were over-subscribed for tubs & troughs again this year, so only baskets are now available.

Cotton bags with the Felixstowe in Flower logo will be given away and sponsorship/competition forms will be handed out. Music will be provided by Fresh Gold Radio who will also assist in promoting the garden competitions to the public. Information tables will be set up for Felixstowe Forward – Felix Time Bank -Visit Felixstowe-Suffolk Wildlife-Happy Globe, the Allotment Society, Felixstowe Fuchsia Society and Country Market. The Girl guides will be doing a bake sale, and everyone is welcome to come have a cuppa with the Co-op (free tea, coffee & squash will be offered).

The Town crest installed at the Triangle, is undergoing some minor refurbishment ready for the launch. All basket and tub displays are being put in place. Watering is underway by Council's grounds team. As a trial this year, some of the self-watering baskets will be watered less often and monitored throughout the season to see if the watering can be reduced without compromising the beautiful displays.

Whilst Felixstowe Town Council organises and funds the project, the whole community is encouraged to participate, helping to make Felixstowe a more attractive place each year. A variety of free to enter competitions are open to residents and businesses in the town. Competitions include private gardens, allotments, floral containers, commercial premises, residential homes, public houses, hotels and guest houses.

During June/July the Mayor and Sue Faversham will be visiting schools promoting the school project and the painting competitions, offering sunflower seeds to all children who wish to take part in the annual sunflower competition.

Gardens, schools and allotments will be judged during July, in preparation for the Award Ceremony which will take place in September at Felixstowe Academy.

Once again, the East of England Co-op Funeral Services has made a very generous donation of £2,000 this year from and has provided Sunflower seeds for all school children to participate in the Tallest Sunflower competition and growbags for the school competitions. All Councillors have received pots for planting a floral display, these will be judged by members of the public at the launch.

Committee is requested to consider the Felixstowe in Flower report and any other update.

AGENDA ITEM 12: SUFFOLK DAY 2019

At its meeting of 20th February 2019 Committee were pleased to note that the Mayor had received an invitation from BBC Radio Suffolk for Felixstowe to host the launch of this year's Suffolk Day.

This launch will include a live broadcast from the Seafront/Town Hall Gardens from 7am with a welcome from the Mayor to Felixstowe and a proclamation to be read out on the Town Hall steps from 9.30, followed by the raising of the St Edmunds flag at approximately 9.45am.

Other activities will be held that day, including Beach Bonkers beachcombing at 7.30-8.30, the Felixstowe Swimsapes Outdoor Swimmers doing a 'swim past' of the Town Hall from their beach HQ in Undercliff Road East from 8.30-9.30, Musket firing at Landguard Fort and the raising of the Suffolk flag at Felixstowe Museum at 12 noon which will be opening especially for the day.

As previously agreed, Members are organising an afternoon tea event in the afternoon similar to 2018 (*Minute #245 of 2018/19 refers*). All Councillors have received an email detailing the details of the event, which has been advertised in Council's newsletter and promoted on social media. The Town Council will provide the tea, coffee and cold drinks and we would welcome donations of cake. So far, we have received just 5 offers of cake, and 5 helpers for the afternoon. This event will rely heavily on Councillors' participation.

Fold up small tables are being provided by St Mary's Church, Walton and chairs will be borrowed from Walton Community Hall, unless it is wet in which case it will be held in the Courtroom Gallery and Council Chamber.

In the evening at 9pm St Elizabeth Hospice will be again doing their special remembrance event 'Suffolk Remembers' in the Seafront gardens. There are several events also taking place on the Saturday 22 and Sunday 23 details can be found on the back page of the new Felixstowe Town Council Magazine.

Committee is requested to note the arrangements for the Suffolk Day celebration.

ITEM 13: 45TH ANNIVERSARY OF TWINNING WITH WESEL

The Town Council makes and receives civic visits with Felixstowe's twin-town Wesel, Germany, on an annual basis. This year marks the 45th Anniversary of Twinning with Wesel.

The Bürgermeisterin Ulrike Westkamp arrived in Felixstowe on the morning of Thursday 30 May and visited the Suffolk Show for the first time.



A reception was held at the Town Hall on the Friday morning and gifts were exchanged following speeches from the Mayor, the Bürgermeisterin, representatives from the Felixstowe-Wesel Association and Mr John Holey, Vice-President of the British-German Association, to commemorate the 45th Anniversary. A Wesel band, "Mein Zeit", who had travelled to Felixstowe independently, played for those attending.

Earlier in the week the VH Schule Group arrived and had a full schedule visiting places including Sandringham, Framlingham, Orford, Aldeburgh, the Norfolk Broads and taking the ferry from Landguard to Harwich.

The Felixstowe-Wesel Association hosted on a dinner dance at the Orwell on the Friday evening and a social bbq on the Saturday.

A letter of thanks from the Bürgermeisterin Ulrike Westkamp is shown at **Appendix B**.

There will be large celebrations in Wesel in August 2019 which will include speeches to the Wesel Council at the Rathaus and a new format for their PPP festival.

The Mayor, accompanied by his daughter, the Deputy Mayor, Deputy Mayoress and Mayor's Secretary will be visiting Wesel as part of these celebrations. As in previous years, the twinning budget will cover essential travel costs only as the delegation will be hosted by Wesel on arrival.

Around 25 members of the Wesel Association will also be funding their own trip to celebrate at the PPP festival.

Committee is requested to receive the report on the 45th Anniversary of Twinning with Wesel and decide on any other actions it deems necessary.

ITEM 14: 25TH ANNIVERSARY OF PARTNERSHIP WITH SALZWEDEL

2019 also marks a significant milestone in the relationship between the towns of Felixstowe and Salzwedel, as it will be the 25th Anniversary of the Partnership. At the February meeting of Civic & Community, Members agreed that the Council hosts a reception for the visitors from Salzwedel to mark the occasion on 19 July 2019, (*minute #488 v. refers*).

The Salzwedel Association are expecting to host the 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.

The Salzwedel party of visitors and hosts have been invited to the Mayor's Civic Reception which is being held at Harvest House on the evening of 19 July. Committee was concerned that capacity at the venue would limit attendance, but it has since been confirmed that the room in Harvest House can hold up to 200 guests.

This event will be a good occasion for newly elected Town Council Members to meet people from Salzwedel and to learn about the Twinning Partnership.

Committee is requested to receive the report on the 25th Anniversary of Twinning with Salzwedel and decide on any other actions it deems necessary.

ITEM 15: LANDGUARD PARTNERSHIP AGREEMENT REVIEW

The Town Council is a member of the Landguard Partnership to improve and co-ordinate the overall management of the Landguard Peninsula.

The original Partnership Agreement Document has lapsed, and a new, updated version has been drafted for review (presented at **Appendix C**). The updates reflect the fact that the Landguard Executive Group is no longer seen as necessary to the function of the Partnership and that the Port of Felixstowe has yet to commit to returning as a member.

As per Appendix A3.4 of the draft Partnership Agreement document, the Town Council's interest is as a democratically elected body representing the local community, with objectives to ensure that the needs of the local community are recognised and acknowledged and to ensure the involvement of local democratically elected representatives in issues concerning Landguard.

The Town Council is expected to continue to may an annual contribution of £1,000 towards the Partnership and provide meeting facilities at the Town Hall as an 'in kind' contribution.

Committee is requested to review the updated Landguard Partnership Agreement and approve the Council's continued membership.
