

MINUTES of the ANNUAL COUNCIL meeting held ONLINE on Wednesday 20 May 2020 at 7pm

PRESENT: Cllr Nick Barber (Retiring Mayor) Cllr S Harkin
Cllr Mark Jepson (Retiring Deputy Mayor) Cllr G Newman
Cllr D Aitchison Cllr M Morris
Cllr S Bennett Cllr M Richardson
Cllr S Bird Cllr D Savage
Cllr M Deacon Cllr A Smith
Cllr S Gallant Cllr S Wiles
Cllr T Green Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs L Monsen (Mayor's Secretary)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Business Services Officer)
Mrs S Morrison (Planning Administration Assistant)
Mr S Congi (Apprentice)

IN ATTENDANCE: Bürgermeisterin of Wesel, Ulrike Westkamp
Ms Helen Greengrass, Felixstowe Forward Change Director
29 Members of the Public.

MOMENT OF REFLECTION

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

1. ELECTION OF MAYOR

Mayor, Cllr Nick Barber, in the chair.

It was proposed by Cllr Stuart Bird, seconded by Cllr Mick Richardson, that Cllr Mark Jepson be elected as Mayor of Felixstowe for the ensuing Municipal Year.

RESOLVED that Cllr Mark Jepson be elected Mayor of Felixstowe for the Municipal Year 2020-21.

Cllr Jepson was invested with the Mayor's Chain of Office and duly read out and signed the Declaration of Acceptance of Office.

Mayor, Cllr Mark Jepson, in the chair.

Councillor Jepson thanked Cllrs Bird and Richardson for nominating him to the office of Mayor for 2020/21 and paid tribute to the outgoing Mayor, Cllr Nick Barber, for his year in office, particularly during the challenging time since the coronavirus pandemic. The Mayor then invited the Bürgermeisterin of Wesel, Ulrike Westkamp, who had also joined the meeting, to address the Council. Frau Westkamp spoke of her affection for Felixstowe and thanked Cllr Barber

for his support during his time as Mayor. Council received an update on the coronavirus situation in Wesel and the Mayor thanked Frau Westkamp for taking the time to join the meeting.

In his incoming announcement, the Mayor named his charities for the Municipal Year 2020-21 as the Felixstowe branch of Citizens' Advice and the Felixstowe Carnival Association.

In closing, the Mayor spoke of his optimism for the future and how the Council would be working closely with its community and local businesses to help to encourage people to safely visit the town and support the economy.

The Mayor installed Mrs Julie Jepson as Mayoress.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr Doreen Savage, seconded by Cllr Tracey Green, that Cllr Sharon Harkin be elected as Deputy Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Sharon Harkin be elected Deputy Mayor for the ensuing Municipal Year 2020-21.

Addressing the Council, the Deputy Mayor thanked Cllrs Savage and Green for nominating her to the office and referred to the sense of pride in being elected as Deputy Mayor, pledging to support the Mayor during his term in office.

3. PUBLIC QUESTION TIME

A member of the public asked if the Felixstowe to Bawdsey Ferry would be able to get any support in becoming operational again since the Government shutdown restrictions are lifting. Members advised that East Suffolk Council was in discussion with the ferry operator to explore various options to assist the service.

A member of the public asked when it would be possible for the Felixstowe Leisure Centre to be opened again. Members advised that the leisure centre would not be possible until Government restrictions were lifted, which was unlikely to happen before July at the earliest.

4. APOLOGIES

There were none.

5. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 6 May 2020 be signed by the Mayor as a true record and adopted by the Council.

6. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

a) Planning & Environment Committee 6 May 2020

7. ANNUAL REPORT 2019/20

The Mayor directed Council to its Annual Report for 2019/20 which had been published and circulated prior to the meeting.

Members commented on the clarity and quality of the Report and recorded a vote of thanks to the staff for their work.

It was RESOLVED that the Annual Report for Felixstowe Town Council for the year 2019/20 be approved and adopted as received.

8. DELEGATION ARRANGEMENTS 2020/21

It was RESOLVED that the powers delegated to the Town Clerk for 2020/21 be approved as presented in the report.

9. COUNCIL GOVERNANCE AND POLICY 2020/21

It was RESOLVED that the following governance documents be approved and adopted by Council, inclusive of all recommendations as presented in the report and appended to the Minute Book 2020-21:

- a) Terms of Reference**
- b) Standing Orders**
- c) Financial Regulations**
- d) Risk Management Policy & Risk Register**
- e) Complaints Procedure**
- f) Freedom of Information Publication Scheme**
- g) Community Engagement Strategy**

10. APPOINTMENTS TO COMMITTEES

The Mayor referred Council to the schedule of proposed appointments to Council's Committees.

It was noted that the Mayor of Felixstowe was an ex-officio Member of all Committees with full voting rights if not otherwise formally appointed as a Councillor.

It was RESOLVED that appointments to Committees for the ensuing Municipal Year 2020-21 be made as follows:

FINANCE & GOVERNANCE COMMITTEE (9)

1. Cllr Mick Richardson (Chairman)
2. Cllr Tracey Green (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Sharon Harkin (*ex-officio as Chairman of Assets & Services Committee*)
5. Cllr Stuart Bird
6. Cllr Mike Deacon
7. Cllr Andy Smith
8. Cllr Steve Wiles (*ex-officio as Chairman of Civic & Community Committee*)
9. Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (9)

1. Cllr Steve Wiles (Chairman)
2. Cllr Doreen Savage (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Steve Gallant
5. Cllr Sharon Harkin
6. Cllr Graham Newman
7. Cllr Margaret Morris
8. Cllr Mick Richardson
9. Cllr Kimberley Williams

ASSETS & SERVICES COMMITTEE (9)

1. Cllr Sharon Harkin (Chairman)
2. Cllr Nick Barber (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Margaret Morris
5. Cllr Graham Newman
6. Cllr Mick Richardson
7. Cllr Doreen Savage
8. Cllr Andy Smith
9. Cllr Kimberley Williams

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Stuart Bird (Chairman)
2. Cllr Andy Smith (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Steve Gallant
5. Cllr Mark Jepson
6. Cllr Margaret Morris
7. Cllr Doreen Savage
8. Cllr Steve Wiles
9. Cllr Kimberley Williams

PERSONNEL COMMITTEE (5)

1. Mayor of Felixstowe (Chairman) (*ex-officio as Mayor of Felixstowe 2020/21*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Deputy Mayor (*ex-officio as Deputy Mayor 2020/21*)
4. Cllr Nick Barber (*ex-officio as past Mayor of Felixstowe 2019/20*)
5. Cllr Doreen Savage

APPEALS COMMITTEE (5 Members not on the Personnel Committee)

1. Cllr Andy Smith (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Mike Deacon
4. Cllr Tracey Green
5. Cllr Mick Richardson

YOUTH FORUM (3 FTC)

1. Cllr Doreen Savage
2. Cllr Sharon Harkin
3. Cllr Seamus Bennett

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

1. Cllr Mark Jepson (Lead Emergency Coordinator)
2. Cllr Darren Aitchison (Deputy Emergency Coordinator)
3. Cllr Mick Richardson (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

ESC/FTC JOINT FORUM

1. Cllr Nick Barber
2. Cllr Sharon Harkin
3. Town Clerk

TOWN MAGAZINE WORKING GROUP

1. Cllr Doreen Savage
2. Cllr Kimberley Williams
3. Town Clerk
4. Deputy Town Clerk

CLIMATE EMERGENCY WORKING GROUP

1. Cllr Mick Richardson (Chairman)
2. Cllr Darren Aitchison
3. Cllr Nick Barber
4. Cllr Seamus Bennett
5. Cllr Margaret Morris
6. Cllr Doreen Savage
7. Cllr Andy Smith
8. Town Clerk
9. Deputy Town Clerk

11. APPOINTMENTS TO OUTSIDE BODIES

The Mayor referred Council to the schedule of proposed appointments to Outside Bodies.

RESOLVED that the Members be appointed to Outside Bodies for the ensuing Municipal Year 2020-21 as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Felixstowe Forward	1. Cllr Doreen Savage 2. Cllr Andy Smith
Friends of Felixstowe Library	1. Cllr Tracey Green
Felixstowe Nightsafe	1. Cllr Mark Jepson
Felixstowe Old People's Welfare Association	1. Cllr Sharon Harkin + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr Mark Jepson 2. Cllr Margaret Morris 3. Cllr Graham Newman
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Mark Jepson 3. Cllr Steve Wiles + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Andy Smith (Substitute Cllr Margaret Morris)
Haven Ports Welfare	1. Cllr Doreen Savage
Landguard Partnership	1. Cllr Doreen Savage
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Andy Smith 2. Mayor of Felixstowe (<i>ex-officio</i>) 3. Town Clerk (<i>ex-officio</i>)
Safer Neighbourhood Team	1. Cllr Mark Jepson 2. Cllr Mick Richardson 3. Cllr Doreen Savage 4. Cllr Kimberley Williams
Level Two Youth Project	1. Cllr Mark Jepson 2. Cllr Margaret Morris
Freight Quality Partnership	1. Cllr Andy Smith
Fairtrade Forum	1. Cllr Graham Newman
East Suffolk Lines Community Rail Partnership	1. Cllr Graham Newman
Orwell District Scouts	1. Mayor of Felixstowe (<i>ex-officio</i>)
Felixstowe Peninsula Community Partnership	1. Cllr Sharon Harkin 2. Cllr Andy Smith 3. Town Clerk

CHARITY TRUSTEES

Charity	Trustees Appointed (<i>Proposed</i>)
<p>Mayor of Felixstowe Charity Fund (1184138)</p>	<p>1. (<i>Mayor of Felixstowe</i>) 2. (<i>Deputy Mayor</i>) 3. (<i>Immediate Past Mayor</i>)</p> <p>Authorised signatories to be any of the above plus Mayor's Secretary.</p>
<p>Felixstowe Relief Charity (1182192)</p> <p>Note: this is a successor charity to the following charities:</p> <p><i>Alexandrine De La Roche Relief In Need Charity (261597)</i></p> <p><i>Felixstowe General Charity (270980)</i></p> <p><i>Felixstowe War Memorial Cottages (240325)</i></p> <p><i>King George Vi Coronation Memorial Homes For Old People (211502)</i></p> <p><i>Widow's Charity Otherwise Known As The Poor's Estate (211504)</i></p>	<p>This charity requires a minimum of three trustees, and a maximum of 12. The charity may invite the Town Council to appoint up to three trustees if required, who need not be a Council Member.</p> <p>Trustees must ordinarily sit for a minimum of a three-year term and can remain a trustee for a maximum of four consecutive terms.</p> <p>No additional Trustees have been requested at this time. Current trustees are:</p> <ol style="list-style-type: none"> 1. Mr Jon Garfield 2. Mrs Joan Sennington 3. Mr Norman Berry 4. Cllr Margaret Morris 5. Cllr Darren Aitchison 6. Cllr Mark Jepson

12. AUTHORISATION OF SIGNATORIES

BANK SIGNATORIES 2020/21

- Mayor
- Deputy Mayor
- Cllr Stuart Bird
- Cllr Steve Gallant
- Cllr Margaret Morris
- Cllr Andy Smith

QUARTERLY BANK RECONCILIATION SIGNATORY

- Cllr Doreen Savage

OPEN CREDIT AGREEMENT

- Town Clerk, Deputy Clerk and Business Services Officer are authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

13. SUBSCRIPTIONS

Council reviewed its Council's and staff subscriptions to other bodies for 2021 to the organisations below.

Organisation	2020/21 fee	Notes
Suffolk Association of Local Councils (SALC)	£2,560.64	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£95	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.

And on behalf of its staff Council pays subscription fees to:

Organisation	Annual fee	Notes
Society of Local Council Clerks (SLCC)	£398	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£254	Professional membership of the Deputy Town Clerk

It was RESOLVED that the subscriptions for 2020/21 be approved.

14. CLOSURE

The meeting was closed at 20.31pm. It was noted that the next Ordinary Meeting was scheduled for 10 June 2020 at 7.30pm.

Date: _____

Town Mayor: _____