

MINUTES of the **ANNUAL COUNCIL** meeting held **ONLINE** on **Wednesday 5 May 2020** at **7pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Business Services Officer)
Mrs S Morrison (Planning Administration Assistant)
Mr S Congi (Financial Administration Assistant)

IN ATTENDANCE: Ms Helen Greengrass, Felixstowe Forward Change Director
6 Members of the Public.

MOMENT OF REFLECTION

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

1. ELECTION OF MAYOR

Mayor, Cllr Mark Jepson, in the chair.

It was proposed by Cllr Nick Barber, seconded by Cllr Sharon Harkin, 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 2021-22.**

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

Councillor Jepson thanked Cllrs Barber and Harkin for nominating him to the office of Mayor for 2021/22 and paid tribute to the Council and members of Staff for adapting during the challenging year of the coronavirus pandemic. The Mayor thanked the Mayor's Secretary, Mrs Lorna Mosen for her 18 years of service to the Council and wished her well in the future.

In his incoming announcement, the Mayor confirmed that the charities chosen for the previous Municipal Year 2020/21, the Felixstowe branch of Citizens' Advice and the Felixstowe Carnival Association would continue to be the chosen charities for the year 2021/22. Since his recent visit to the RSPCA the

Mayor had adopted a toy dog named George who would be the Mayor's companion during his new Mayoral Year to help raise the profile of this charity.

In closing, the Mayor spoke of the Town's resilience and hoped to be able to continue to support businesses as the country emerged from the pandemic. The Mayor also gave thanks to Mr Roger Abbott who had recently retired as Chairman of the Felixstowe Chamber of Trade and Commerce and wished him a happy retirement.

The Mayor installed Mrs Julie Jepson as Mayoress.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr Doreen Savage, seconded by Cllr Mark Jepson, 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 2021-22.

Addressing the Council, the Deputy Mayor thanked Cllr Savage and the Mayor for nominating her to the office to continue as Deputy Mayor. The Deputy Mayor stated that she hoped to continue the momentum of support for the town as it emerged from the pandemic lockdown.

3. PUBLIC QUESTION TIME

There were no public questions.

4. APOLOGIES FOR ABSENCE

There were none.

5. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr T Green Cllr M Jepson Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

6. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 10 March 2021 be signed by the Mayor as a true record and adopted by the Council.

7. 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 10 March 2021**
- b) **Personnel Committee 17 March 2021**
- c) **Planning & Environment Committee 24 March 2021**
- d) **Finance & Governance Committee 24 March 2021**
- e) **Planning & Environment Committee 7 April 2021**
- f) **Personnel Committee 7 April 2021**
- g) **Planning & Environment Committee 22 April 2021**
- h) **Assets & Services Committee 28 April 2021**

8. SCHEME OF DELEGATION TO THE TOWN CLERK 2021/22

It was **RESOLVED** that the powers delegated to the Town Clerk for 2021/22 be approved as presented in the report.

9. COUNCIL GOVERNANCE AND POLICY 2021/22

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 2021/22:

- a) **Terms of Reference, subject to including the additional authority to Committees to approve expenditure from Earmarked Reserves relevant to their scope of business, up to a limit of £20,000 in each financial year, without requiring further approval from Council.**
- b) **Standing Orders**
- c) **Financial Regulations**
- d) **Risk Management Policy & Risk Register**
- e) **Complaints Procedure**
- f) **Freedom of Information Publication Scheme**
- g) **ICT Policy**
- h) **Community Engagement Strategy**

It was **RESOLVED** that the Councils continued use of BACS payments be confirmed and approved.

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 2021-22 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 Darren Aitchison
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 2021/22*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Deputy Mayor (*ex-officio as Deputy Mayor 2021/22*)
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>)
Mayor of Felixstowe Charity Fund (1184138)	1. (<i>Mayor of Felixstowe</i>) 2. (<i>Deputy Mayor</i>) 3. (<i>Immediate Past Mayor</i>) Authorised signatories to be any of the above plus Mayor's Secretary.
Felixstowe Relief Charity (1182192) Note: this is a successor charity to the following charities: <i>Alexandrine De La Roche Relief In Need Charity (261597)</i> <i>Felixstowe General Charity (270980)</i> <i>Felixstowe War Memorial Cottages (240325)</i> <i>King George Vi Coronation Memorial Homes For Old People (211502)</i> <i>Widow's Charity Otherwise Known As The Poor's Estate (211504)</i>	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. Trustees must ordinarily sit for a minimum of a three-year term and can remain a trustee for a maximum of four consecutive terms. No additional Trustees have been requested at this time. Current trustees are: 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

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBERS AS ITS BANK SIGNATORIES FOR 2021/22:

- Mayor
- Deputy Mayor
- Cllr Stuart Bird
- Cllr Steve Gallant

- Cllr Margaret Morris
- Cllr Andy Smith

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBER AS ITS QUARTERLY BANK RECONCILIATION SIGNATORY FOR 2021/22:

- Cllr Doreen Savage

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING OPEN CREDIT AGREEMENT FOR 2021/22:

- 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 2021/22 to the organisations below.

Organisation	2021/22 fee	Notes
Suffolk Association of Local Councils (SALC)	£ 2,618.12	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	2021/22 fee	Notes
Society of Local Council Clerks (SLCC)	£453	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£289	Professional membership of the Deputy Town Clerk

It was RESOLVED that the subscriptions for 2021/22 be approved.

14. CORONAVIRUS OPERATIONAL UPDATE

Council noted the update on Council's operations during the continuing pandemic. Although it was anticipated that a full return to public meetings at the Town Hall may be able to restart from 21st June, Members hoped that the advantages of remote participation, and the enhanced opportunity it provided for public participation, could be retained in some format.

It was RESOLVED that the Coronavirus Operational Update be noted.

15. PERSONNEL COMMITTEE REPORT

Council considered the increasing demands on the grounds team and noted that action had been taken to recruit an appropriately qualified gardener/groundskeeper to join the team on a fixed-term, 12 month contract paid at £11.30 per hour. Due to the urgency the funding to commence recruitment was made under the Clerk's delegated authority to incur emergency expenditure. Whilst no expenditure had been incurred at this point, Council was requested to approve the action and the ongoing costs via the Staffing Earmarked Reserve.

Council thanked the Grounds team for coping so well in difficult circumstances.

It was RESOLVED that:

- i. the action taken to recruit an appropriately qualified gardener/groundskeeper to join the team on a fixed-term, 12-month contract, paid at £11.30 per hour; which, due to the urgency of need, was made under the Clerk's delegated authority to incur emergency expenditure be noted; and,**
- ii. this action be approved with the ongoing cost to be taken from the Staffing Earmarked Reserve.**

16. RECOMMENDATIONS FROM THE ASSETS & SERVICES COMMITTEE

Fire Alarm Remedial work at the Town Hall

Further to the contracted engineer's recent visit the following works had been recommended to the Fire Alarm:

Automatic fire detection is over 10 years old and should be replaced to manufactures guidelines and BS5839-1. (30 x optical and 3 x heats A1R)
Incorrect zones on zone chart. Supply and CAD new Fire Alarm Zone Diagrams as required by BS5839-1. £1,090+VAT

It was noted that the Assets & Services Committee recommended that the cost of the replacement automatic fire detection unit be approved from the Town Hall Earmarked Reserve (*#Minute 588 of 2020/21 refers*).

Memorial tree leaves in the Memorial Garden at the Cemetery

It was noted that the Council's Assets & Services Committee had sought to replace the tarnished brass leaves on the Memorial Tree. Further to decision its decision at a prior meeting, where it was agreed to purchase a stainless steel sheet, from which the first 15 leaves could be made (*Minute # 490 iii 2020/21 refers*), the Assets & Services Committee was recommending that 100 leaves be cut and installed on the tree, to achieve a significantly improved visual effect. Approval was sought from Council to authorise expenditure from

the Cemetery Earmarked Reserve, at an estimate maximum cost of £1,800 (#Minute 591 of 2020/21 refers).

It was RESOLVED that:

- i. Expenditure of £1,090 be authorised from the Town Hall Earmarked Reserve to purchase a replacement automatic fire detection unit and new Zone chart; and,**
- ii. Expenditure to a limit of £1,800 be authorised from the Cemetery Earmarked Reserve to enable 100 stainless steel memorial leaves to be installed on the Cemetery Memorial Tree.**

17. TEMPORARY ADDITION TO THE SCHEME OF DELEGATION TO THE TOWN CLERK

Council considered the report regarding the forthcoming expiration of temporary legislation which had authorised remote public meetings under the Coronavirus Act 2020 s.78. It was noted that these provisions were limited to local authority meetings required to be held, or held, before 7 May 2021. Council also considered the recent High Court ruling which had stated primary legislation would be required to legally permit remote Council meetings to continue.

Considering the above, and the risks posed by holding face-to-face meetings at this time, Council considered a temporary extension to the Scheme of Delegation to the Town Clerk to give authority to determine all Council business. Members agreed that this would be the most practical short-term solution in the short term and the Clerk was asked to investigate IT solutions which would enable full Council meetings to be broadcast online from the Chamber in future, so that any member of the public wanting to attend online could be allowed to do so. The IT solution would also allow presentation material such as that is now shown at Planning and Environment Committee meetings to be presented.

It was RESOLVED that:

In view of the risks posed by holding face-to-face meetings at this time, the authority to determine all Council business is delegated to the Clerk, subject to:

- i. a virtual consultation being held with Members of the Committee to which such business would normally be referred; and,**
- ii. such virtual consultation being held online and open to the public and other councillors to attend and participate; and,**
- iii. delegated decisions to be made by the Town Clerk as soon as reasonably practicable after the virtual consultation meeting has taken place; and,**

- iv. any decision-making made under this delegation to be notified to all Councillors, published on the Council’s website and reported to the next Council meeting; save that,
- v. any decisions or statutory business that cannot legally be delegated to the Town Clerk, and are required to be made before the safe return to face-to-face meetings, will necessitate a quorate meeting of the Council; and,
- vi. this temporary addition to the Scheme of Delegation to the Town Clerk to remain in place until reviewed at the next Council meeting.

18. CALL FOR EVIDENCE; REMOTE MEETINGS

Council considered the report on the Government seeking evidence about the use of the current arrangements for local authorities to meet remotely or in hybrid format, as set out in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020. These regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021.

Members were encouraged to respond before the deadline of 17 June individually.

Council briefly discussed some of the benefits of remote meetings, such as reducing the carbon footprint by not having to journey to the Town Hall by car, and the number of members of the public who are now able to attend remotely, either as a preference to attending a meeting at the Town Hall or due to challenges

It was RESOLVED that Members and staff should consider responding individually to the Call for Evidence from the Government, seeking feedback on remote meetings.

19. CLOSURE

The meeting was closed at 21.31pm. It was noted that the next Ordinary Meeting was scheduled for 9 June 2021 at 7.30pm.

Date: _____

Town Mayor: _____