

**MINUTES of the ORDINARY COUNCIL meeting held ONLINE on Wednesday  
9 September 2020 at 7.30pm**

**PRESENT:** Cllr M Jepson (Mayor of Felixstowe)      Cllr T Green  
 Cllr S Harkin (Deputy Mayor)                      Cllr M Morris  
 Cllr D Aitchison    Cllr G Newman  
 Cllr N Barber    Cllr M Richardson  
 Cllr S Bennett    Cllr D Savage  
 Cllr S Bird    Cllr S Wiles  
 Cllr M Deacon    Cllr K Williams  
 Cllr S Gallant

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
 Mrs D Frost (Deputy Town Clerk)  
 Mr S Congi (Finance Admin Assistant)

**IN ATTENDANCE:** 7 Members of the public  
 1 Member of the press  
 Ms H Greengrass, Felixstowe Forward Change Director  
 Mr N Cockshaw, ESC Programmes & Partnership Manager

**MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Dave Ablitt, Manager of FACTS.

**197. PUBLIC QUESTION TIME**

There were none.

**198. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr A Smith**.

**199. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
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 East Suffolk Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

## **200. QUESTIONS TO THE MAYOR**

There were none.

## **201. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 8 July 2020 be signed by the Mayor as a true record and adopted by the Council.**

## **202. MAYOR'S ANNOUNCEMENTS**

The Mayor addressed the Council, highlighting his numerous Zoom conversations and interviews with intendents of local businesses and community groups, which were published online on the Town Council Facebook and Twitter pages.

The Mayor commented on the success of recent events; including the raising of the Blue Flag, VJ Day commemorations, and gave congratulations to Ms Joan Rich on her 102<sup>nd</sup> birthday and successful completion of walking 102 laps of Allenby Park fundraising for the NHS.

The Council thanked the Mayor for his report.

**It was RESOLVED that the Mayor's communications be noted.**

## **203. 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:**

- |   |                      |
|---|----------------------|
| <b>a) Planning &amp; Environment Committee 8 July 2020</b>    | <b>(Pages 12-14)</b> |
| <b>b) Finance &amp; Governance Committee 15 July 2020</b>     | <b>(Pages 15-19)</b> |
| <b>c) Planning &amp; Environment Committee 22 July 2020</b>   | <b>(Pages 20-24)</b> |
| <b>d) Personnel Committee 28 July 2020</b>                    | <b>(Pages 25-26)</b> |
| <b>e) Planning &amp; Environment Committee 5 August 20120</b> | <b>(Pages 27-31)</b> |
| <b>f) Planning &amp; Environment Committee 19 August 2020</b> | <b>(Pages 32-34)</b> |

## **204. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

At the invitation of the Mayor, Council heard from Cllr Gallant, who reported on a previous meeting of the Felixstowe Fairways Committee. Members inquired about the potential danger and legality of jet-skis, and whether there was a way to raise awareness of the 200m zone. Cllr Gallant confirmed that as there was a by-law it was, therefore, under the remit of the Police as anti-social behaviour. Members were advised that any apparent offence should be reported to the Suffolk Constabulary either online or by telephoning 101.

**It was RESOLVED that Cllr Gallant's report from the Felixstowe Fairways Committee be noted.**

## **205. FELIXSTOWE VISION PRESENTATION**

Council received a presentation from the Programmes and Partnership Manager of East Suffolk Council, Mr Neil Cockshaw.

The Felixstowe Vision presentation document defined key economic activities and projects relevant to Felixstowe by East Suffolk Council, Felixstowe Town Council, and the private sector. Council heard that the document was designed to be an informative overview of investment in Felixstowe which would be relevant to a wide audience, whether investors, tourists, businesses, residents, or other interested parties. It was to show the extent of ambitions and clearly outline the future economic endeavours of Felixstowe but was not a delivery plan with time costs and dates. The presentation detailed the aims, priorities, and objectives in the Felixstowe Gardens, South Seafront, Town Centre, and Landguard areas.

Council noted that the document was currently a work in progress and East Suffolk Council were seeking feedback before November.

Members raised concerns about the lack of South-Seafront garden development, noting an absence of what was described in the 2018 Felixstowe Engagement Event. Mr Cockshaw noted this and reassured that these plans had not dropped out of the Felixstowe Vision. Members also discussed the Felixstowe Garden Neighbourhood, whether this should be positioned centrally in the document and meaningful green transport links for walking and cycling.

Members thanked Mr Cockshaw for his informative presentation and asked that a copy of the document be circulated once finalised and publicly available.

**It was RESOLVED that the Felixstowe Vision Presentation be noted.**

## **206. FELIXSTOWE FORWARD REPORT**

The Mayor invited Ms Helen Greengrass, the Felixstowe Forward Change Director, to address the Council.

Ms Greengrass cited over a thousand responses to the online survey on the spill out of seating on the Seafront from cafés and restaurants on East Suffolk land. 97% of those surveys received were in favour, with lots of comments on how it gave the seafront a 'continental' feel. A link to the results would be circulated once complete.

Further investigations had been made for the Open Air Cinema which had initially looked possible for October half term, however, in light of recent advice, it was likely this would be postponed until next year at the Grove car park.

Confirmation has just been received that the Felixstowe Lions Club's Christmas Lights switch-on event would not be held this year. However, it was encouraging that many organisations had booked dates for their events in 2021.

The outcome of this year's Green Flag award, usually announced in May, was still awaited. It was anticipated that positive news could be announced soon.

Council noted that a Virtual Annual Engagement Event had been planned for the 9<sup>th</sup> November where the Felixstowe Vision would be publicly presented.

The Mayor was pleased to note the increase of engagement figures on Visit Felixstowe's Social Media presence and passed thanks to the Felixstowe Forward and Visit Felixstowe teams.

**It was RESOLVED that the Felixstowe Forward report be noted.**

## **207. UPDATES TO STANDING ORDERS AND FINANCIAL REGULATIONS**

Council considered the updates to the Standing Orders and Financial Regulations, as recommended by the Finance & Governance Committee (*Minutes #142 and #143 of 2020/21 refer*).

**It was RESOLVED that the updates to Standing Orders and Financial Regulations be approved and adopted by Council.**

## **208. DATA RETENTION AND DISPOSAL POLICY**

Council considered the Data Retention and Disposal Policy noting the additional Test & Trace Privacy Statement which had been created to comply with GDPR regulations.

**It was RESOLVED that the Data Retention and Disposal Policy be approved and adopted by Council.**

## **209. WEBSITE ACCESSIBILITY STATEMENT**

The Finance Administration Assistant reported that new website accessibility statement regulations would take effect on 23 September 2020. Council had taken advice from the Suffolk Disability Forum who had given some helpful comments having had experience of the blind using speech recognition software. The Town council website has been sample checked for accessibility problems against the international WCAG2.1AA accessibility standard.

Any parts of the website that were not fully accessible have been noted in Council's Website Accessibility Statement and an Action Plan had been created.

**It was RESOLVED that the Website Accessibility Statement for the Felixstowe Town Council website be approved and adopted by Council.**

## **210. BANKING UPDATE**

The Deputy Town Clerk reported on issues that Officers were having with the Council's bank, which had removed some of the previous facilities for the 'Administrators' of the bank account; such as the ability to access bank charge statements. To overcome this a mandate change was requested to enable the Town Clerk, Deputy Town Clerk and Finance Admin Assistant to become signatories in order to allow the continuation of online banking and administration; subject to the authority of two of the six named Councillors on the current bank mandate. In response to Members' questions, it was confirmed that all transactions would first be approved by two relevant Councillors before being input by the Financial Admin Assistant and then checked and confirmed by either the Responsible Finance Officer/Town Clerk or Deputy Town Clerk.

Due to the difficulties with Barclays, Council requested that a report on alternative banks be brought to Finance & Governance Committee in due course.

**It was RESOLVED that:**

- i. the mandate change to enable the Town Clerk, Deputy Town Clerk and Financial Administration Assistant to carry out online banking and administration subject to authority by two of the six named Councillors on the current bank mandate be approved; and,**
- ii. a report be brought to Finance & Governance Committee showing options of changing the current account and considering savings accounts to alternative banks using the Investment Strategy as a guide.**

## **211. BROADWAY HOUSE KITCHEN**

The Deputy Town Clerk reported that, in accordance with Schedule 8 of the current Lease with the Felixstowe Old Peoples Welfare Association (FOPWA) for Broadway House, the kitchen fitted units and work surfaces should be replaced at least once in every 15 year period, or when reasonably necessary whichever the sooner. It was noted that the kitchen units were all the original ones fitted in December 2005.

Given that the premises remained closed due to Covid-19, it was agreed that it was an ideal time to refurbish the kitchen. Due to the timeframe, Council agreed to delegate authority to the Assets & Services Committee to oversee and approve the work to be carried out, with costs as required to be met from the Broadway House Earmarked Reserve.

**It was RESOLVED that:**

- i. Council approve expenditure for a replacement kitchen from the Broadway House Earmarked Reserve; and,**
- ii. authority for committing expenditure from the Broadway House Earmarked Reserve for the new kitchen at Broadway House be delegated to the Assets & Services Committee.**

## **212. FTC/ESC JOINT LIAISON GROUP MEETING**

The Town Clerk reported on the FTC/ESC Joint Liaison Group Meeting of 22 July. The previous Council meeting featured mixed views on traditional vs modern lighting on the promenade and Members requested to be included in this discussion. Members noted that ESC would be bringing in an updated policy for memorial benches and were pleased to note that this included guidance over the placing of floral tributes and other memorial items on public benches. Members discussed public toilet availability and capacity issues over the summer season.

The Town Clerk gave an update on a recent meeting with Suffolk County Council Highways Officers regarding the ownership and the state of the Hamilton Road alleyway, which was still an unresolved issue.

Council was advised that the next Joint Liaison meeting would be held in November and Member were asked to let the Town Clerk know of any matters they wished to be raised at this meeting.

**It was RESOLVED that the FTC/ESC Joint Liaison Group meeting update be noted.**

## **213. ACCOUNTS FOR PAYMENT**

**It was RESOLVED that :**

- i. the following schedule and payment of accounts be received and approved:**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
17/07/2020	124 – 141	£30,041.29
31/07/2020	142 – 155	£46,278.02
19/08/2020	156 – 177	£8,276.83
31/08/2020	178 – 208	£36,803.97
	<b>TOTAL</b>	<b>£121,628.85</b>

- ii. the payments of accounts since lockdown in March 2020 which had been approved electronically were noted as now been officially signed.**

**214. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)**

Council agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

**It was RESOLVED that the Press and Public be excluded and instructed to withdraw.**

**215. STAFFING MATTERS**

Council considered adjustments to terms and conditions relating to staff and revisions to the staffing budget for 2020/21 as recommended by the Personnel Committee (*Minute #166 of 2020/21 refers*).

**It was RESOLVED that the terms and conditions be approved and staffing budget for the financial year 2020/21 be revised as presented in the report.**

**216. CLOSURE**

The meeting was closed at 9.29pm. It was noted that the next Ordinary Meeting was scheduled for 11 November 2020 at 7.30pm.

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Date: \_\_\_\_\_

Town Mayor: \_\_\_\_\_