

**MINUTES** of the **ORDINARY COUNCIL** meeting held **ONLINE** on **Wednesday 13 January 2021** at **7.30pm**

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

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
 Mrs L Monsen (Mayor’s Secretary)  
 Mrs D Frost (Deputy Town Clerk)  
 Mr S Congi (Finance Admin Assistant)

**IN ATTENDANCE:** 5 Members of the public  
 Ms Helen Greengrass, Felixstowe Forward Change Director

**MOMENT OF REFLECTION**

The meeting was preceded with a moment of reflection from Rt Revd. Charles Mugleston.

**414. PUBLIC QUESTION TIME**

There were none.

**415. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr M Richardson** and **Cllr K Williams**

**416. DECLARATIONS OF INTEREST**

| <b>Member(s)</b>  | <b>Minute No.</b> | <b>Nature of Interest</b>  |
|---|-------------------|--|
| Cllr S Bird<br>Cllr M Deacon<br>Cllr S Gallant<br>Cllr T Green<br>Cllr M Jepson<br>Cllr S Wiles | All               | Local Non-Pecuniary (as Members of Suffolk Coastal District Council) |
| Cllr S Bird<br>Cllr G Newman<br>Cllr S Wiles  | All               | Local Non-Pecuniary (as Members of Suffolk County Council)           |
| Cllr N Barber<br>Cllr M Deacon<br>Cllr M Jepson<br>Cllr M Morris                                |                   | Local Non-Pecuniary (as Members of the Wesel Association)            |

|               |  |  |
|---------------|--|--|
| Cllr M Deacon |  | Local Non-Pecuniary (as Member of the Salzwedel Association) |
|---------------|--|--|

#### **417. QUESTIONS TO THE MAYOR**

There were none.

#### **418. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 11 November 2020 be signed by the Mayor as a true record and adopted by the Council.**

#### **419. MAYOR'S ANNOUNCEMENTS**

The Mayor addressed the Council, highlighting the Remembrance services which had been very different due to Covid restrictions and social distancing but had gone really well. He thanked Rev Andrew Dotchin for the service at the War Memorial.

The Mayor thanked the Felixstowe Lions Club for all their hard work on the Christmas Lights and Christmas tree. There had been some slight negativity about the Christmas tree but a local resident had written a lovely poem about the tree which was very positive and was put up alongside the tree.

The Mayor commented about the Radio Suffolk's Doorstep Singalong on the Town Hall steps and thanked local opera singer Christina Johnston for participating.

He hoped to partake in the cycle challenge which Cllr Newman was doing to raise funds for the St Elizabeth Hospice and he encouraged Members to be involved.

The Mayor thanked the Deputy Mayor, Cllr Sharon Harkin, for her support especially on Christmas Day helping the Salvation Army distribute Christmas lunch to residents and for the online 'community conversations' with members of local community groups and voluntary organisations. These were being published on the Town Council's Facebook and twitter pages.

The Council thanked the Mayor for his report.

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

#### **420. 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 18 November 2020

- b) Assets & Services Committee 25 November 2020
- c) Planning & Environment Committee 2 December 2020
- d) Finance & Governance Committee 9 December 2020
- e) Planning & Environment Committee 16 December 2020
- f) Civic & Community Committee 16 December 2020

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

At the invitation of the Mayor, Council heard from Cllr Smith, who reported on a previous meeting of the Port of Felixstowe Local Authority Liaison Committee.

**It was RESOLVED that Cllr Smith's report from the Port of Felixstowe Local Authority Liaison Committee be noted.**

#### **422. CORONAVIRUS LOCKDOWN UPDATE**

The Clerk reported the latest operational update since the reintroduction of a national lockdown in response to the coronavirus pandemic.

**It was RESOLVED to note the operational updates relating to the national lockdown.**

#### **423. FELIXSTOWE FORWARD REPORT – BEYOND MARCH 2021**

Council received the report on Felixstowe Forward.

Change Director, Helen Greengrass reported on East Suffolk Council's proposal to extend Felixstowe Forward, beyond the formal end date of 31 March 2021, until December 2021.

Council noted that East Suffolk Council will be undertaking an extensive review of its approach to supporting and funding place-based initiatives during the first half of 2021. The review will report back in the summer of 2021 with a set of recommendations for a new approach that will be in place from the beginning of 2022. In light of this, and with a consensus amongst the Sponsor Group partners, it was considered that ending Felixstowe Forward in March 2021 would be detrimental to supporting and completing its key enabling objectives. Subject to East Suffolk Council Cabinet approval, the proposal was to extend funding for the partnership until December 2021 with a focus on transitioning the functions of Felixstowe Forward during this period.

In response to questions from Members, Ms Greengrass confirmed that the new Visit Felixstowe Tourist Beach Hut, which was planned to be installed on the seafront, would still be manned by volunteers.

Council thanked Ms Greengrass for her comprehensive report.

**It was RESOLVED that the Felixstowe Forward report, and the proposal to extend funding for the partnership until December 2021, be noted.**

#### **424. BUDGET AND PRECEPT 2021/22**

Council received the finalised version of the 2021/22 Budget and Precept.

It was noted that the budget had been prepared and presented in accordance with the recommendations of the Finance & General Purposes Committee meeting of 9 December 2020 (*Minute #374 of 2020/21 refers*).

Council gave a vote of thanks to the Committee and its staff for their work in producing a budget which provided for all of Council's activities with a 0% increase to the local taxpayer.

**It was RESOLVED that:**

- i. the Felixstowe Town Council Budget for 2021/22, as set out in the report, be adopted and approved as follows:**

|                                    |                 |
|------------------------------------|-----------------|
| <b>Total Budgeted Expenditure:</b> | <b>£759,861</b> |
| <b>Total Budgeted Income:</b>      | <b>£761,888</b> |

- ii. the 2021/22 Precept demand to East Suffolk Council of £601,608.34 (representing a 0% increase cost to Band D equivalent Council Tax payer), be made on the following basis:**

|                                  |          |                    |
|----------------------------------|----------|--------------------|
| <b>Band D rate</b>               |          | <b>£70.87</b>      |
| <b>Multiplied by tax base</b>    | <b>x</b> | <b>8,488.90</b>    |
| <b>Thus a Precept demand of:</b> |          | <b>£601,608.34</b> |

- iii. and, the Clerk be delegated the authority to take any necessary action due and instructed to submit any information required by East Suffolk Council in this matter.**

#### **425. BROADWAY HOUSE MAINTENANCE**

The Clerk reported that due to an annual inspection it was found that the fire alarm panel requires replacement at a cost of £387.33 +VAT at Broadway House.

**RESOLVED that, in accordance with the recommendation of the Assets & Services Committee (*Minute #352 of 2020/21 refers*), expenditure of £387.33 be approved from the Broadway House Earmarked Reserve to replace a faulty fire alarm panel.**

#### **426. MEETINGS CALENDAR 2021/22**

Council considered the draft meeting schedule for the 2021/22 Municipal Year as presented which had been based on the current year's cycle.

The Clerk advised that he had reviewed the schedule for potential clashes with any currently published dates for East Suffolk Council and Suffolk County Council meetings. It was noted that there was only one (ESC) meeting that directly clashed with a Felixstowe Town Council Committee date at this time.

**RESOLVED** that the 2021/22 Calendar of Meetings be adopted as per the amended schedule presented.

#### **427. ACCOUNTS FOR PAYMENT**

It was **RESOLVED** that the schedule and payment of accounts be received and approved as follows:

| <b>Date</b> | <b>Voucher Nos.</b> | <b>Total Payment</b> |
|-------------|---------------------|----------------------|
| 16/11/2020  | 264 - 286           | £5,364.42            |
| 30/11/2020  | 387 - 303           | £43,157.09           |
| 14/12/2020  | 304 - 320           | £10,239.69           |
| 31/12/2020  | 321-337             | £43,056.12           |
|             | <b>TOTAL</b>        | <b>£ 101,817.32</b>  |

#### **428. CLOSURE**

The meeting was closed at 8.48pm. It was noted that the next Ordinary Meeting was scheduled for 10 March 2021 at 7.30pm.

---

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

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