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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL TOWN COUNCILLORS

Cllr N Barber (Mayor of Felixstowe)
Cllr M Jepson (Deputy Mayor)
Cllr D Aitchison
Cllr S Bird
Cllr S Bennett
Cllr M Deacon
Cllr S Gallant
Cllr T Green

Cllr S Harkin
Cllr M Morris
Cllr G Newman
Cllr M Richardson
Cllr D Savage
Cllr A Smith
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend the **ANNUAL** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held **ONLINE** on **Wednesday 20 May 2020** at **7pm**.

Public Attendance

Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend join via Zoom. Members of the public are invited to make representations or put questions to the Council during the public session.

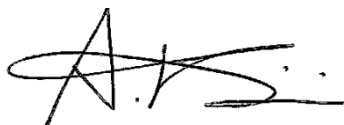
To join the meeting please follow this link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.



Ash Tadjrishi
Town Clerk
15 May 2020

Prior to the formal Agenda there will be a Moment of Reflection by:

Rev. Andrew Dotchin, St. John's Church, Felixstowe

A G E N D A

1. Election of Mayor

To elect the Mayor of Felixstowe for the Municipal Year 2020-21. The new Mayor will make the Statutory Declaration of Acceptance of Office and address the Council.

2. Election of Deputy Mayor

To elect the Deputy Town Mayor for the Municipal Year 2020-21.

3. 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 Council on any matter relating to the town of Felixstowe.

4. Apologies for Absence

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.

5. Confirmation of Council Minutes

To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 6 May 2020 as a true record. **(Pages 4-9)**

6. Minutes of Committee Meetings

To receive and adopt the Minutes of the following meetings:

a) Planning & Environment Committee 6 May 2020 **(Pages 10-13)**

7. Annual Report 2019/20

To receive and adopt the Council's Annual Report for 2019/20. **(to follow)**

8. Delegation Arrangements 2020/21

To review and approve authority delegated to the Town Clerk by Council for 2020/21. **(Page 14)**

9. Council Governance and Policy 2020/21

To adopt the following governance and policy documents for 2020/21:

- a) Terms of Reference **(Page 15 & Appendix A)**
- b) Standing Orders **(Page 15 & Appendix B)**
- c) Financial Regulations **(Page 15 & Appendix C)**
- d) Risk Management Policy & Risk Register **(Page 15 & Appendix D)**
- e) Complaints Procedure **(Page 16 & Appendix E)**
- f) Freedom of Information Publication Scheme **(Page 16 & Appendix F)**
- g) Community Engagement Strategy **(Page 16 & Appendix G)**

10. Appointments to Committees

To appoint Chairmen, Vice-Chairmen and Members to serve on the following Committees plus other Groups for 2020/21:

Finance & Governance Committee (9 Members)

Assets & Services Committee (9 Members)

Civic & Community Committee (9 Members)

Planning & Environment Committee (9 Members)

Personnel Committee (5 Members)

Appeals Committee (5 Members)

Youth Forum (3 Members)

(Schedule on pages 17-18)

11. Appointments to Outside Bodies

To appoint Members to represent the Town Council on Outside Bodies for 2020/21

(Schedule on pages 19-20)

12. Authorisation of Signatories

To confirm Council's authorised signatories for 2020/21.

(Page 21)

13. Subscriptions

To review and approve the Council's and staff subscriptions to other bodies.

(Page 21)

14. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 10 June 2020.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held **ONLINE** on **Wednesday 6 May 2020** at **7.30pm**

PRESENT: Cllr N Barber (Mayor) Cllr S Harkin
Cllr M Jepson (Deputy Mayor), Cllr M Morris
Cllr D Aitchison Cllr G Newman
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 Sue Faversham (Business Services Officer)
Mr Shaun Congi (Customer Services Apprentice)

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

557. PUBLIC QUESTION TIME

There were none.

558. APOLOGIES FOR ABSENCE

There were none.

559. 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 East Suffolk Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

560. QUESTIONS TO THE MAYOR

There were none.

561. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 11 March 2020 and the Extraordinary Council Meeting held on 24 March 2020 be signed by the Mayor as a true record and adopted by the Council.

562. 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:

Planning & Environment Committee 18 March 2020
Planning & Environment (Delegated) 1 April 2020
Planning & Environment (Delegated) 8 April 2020
Planning & Environment (Delegated) 15 April 2020
Planning & Environment (Delegated) 22 April 2020
Planning & Environment (Delegated) 29 April 2020

563. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council, highlighting the impact of Covid-19 on the culmination of his Mayoral year. The Mayor spoke of the unprecedented times being faced by the town, the country and globally, staying his pride at how the town had responded to this crisis and the strength of volunteering including such groups as Felixstowe Helping Hands, BASIC and FACTS.

The Council thanked the Mayor for all his dedication to the office throughout his Mayoral Year, particularly in these very difficult times.

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

564. OPERATIONAL UPDATE REPORT

Council received the operational update report on and reviewed the emergency delegation arrangements since the Coronavirus lockdown period. Since formal meetings were now able to resume by meeting online, it was agreed that the emergency delegation arrangements could now cease.

Following a discussion on allotments, Members agreed that new lettings could now be permitted to be resumed, subject to officers ensuring that social distancing guidelines are adhered to at all times

It was also agreed that the 2020/21 Felixstowe Old People's Welfare Association licence fee for Broadway House should be discounted to reflect any period of enforced closure, on a pro-rata basis.

RESOLVED that:

- i. the emergency delegation authority arrangements to the Town Clerk should now cease;**
- ii. new lettings of allotments should now be resumed, subject to social distancing guidelines being adhered to at all times;**
- iii. the 2020/21 Felixstowe Old People's Welfare Association licence fee for Broadway House should be discounted to reflect any period of enforced closure, on a pro-rata basis.**

565. FELIXSTOWE FORWARD REPORT

Council received the verbal of the Felixstowe Forward Change Director, Helen Greengrass.

Ms Greengrass reported that the event application service to use East Suffolk Council land was currently suspended pending government advice on the lifting of restrictions. All event organisers have been contacted in Felixstowe (and across East Suffolk) and fully refunded for any charges incurred for events that were unable to go ahead. Events planned for July, and beyond have been advised to risk assess in light of COVID-19, and to have contingency plans in place. Art on the Prom was scheduled to take place in September though it is anticipated that changes to the format may be brought in. The Visit Felixstowe campaign 'Stay Home and let us Bring Felixstowe to you' has been well received. There had been a virtual Easter Egg Hunt, an Easter quiz and a virtual Historic Car Rally on Sunday. Visit Felixstowe will also be supporting the community celebration of VE Day on Friday via its Facebook and Twitter social media pages.

Ms Greengrass reported that her team have been helping the Economic Development (ED) team contact over 2,300 businesses who are believed to be eligible, but who have not yet applied for the COVID-19 grants and will continue as new guidance is updated and/or introduced. However, they were also working to assist those businesses which were unable to access any funding, such as Felixstowe Harwich Harbour Ferry.

Mrs Greengrass advised that she had been working with businesses in the town to understand the sector impact on ports and logistics, visitor and tourist economy, and retail. This was being fed back through the ED team to inform the Suffolk Recovery Plan for key sectors. Key worries appeared to be around social and physical distancing; reassurance to consumers; handling of physical cash; and getting businesses online.

Ms Greengrass reported that contact has recently been made with the Hold Project – The new Suffolk Archives building on Ipswich Waterfront which is due to open post C19. They are keen to do some community outreach work in Felixstowe.

Members thanked Ms Greengrass for her comprehensive report and noted the recent report provided by East Suffolk Council's Communities Officer

It was RESOLVED that the Felixstowe Forward update report be noted as received.

566. LOCALLY FUNDED PCSO UPDATE

Members noted the dissolution of the Service Level Agreement with Suffolk Constabulary and that the pro-rata funding of £22,667 be set aside in the New Community Projects budget for 2020/21 would now be available for other community purposes.

The Clerk advised that the Civic & Community Committee would be able to consider possible projects to which the funding can be put, unless Council determined otherwise.

Following a debate, it was agreed that the Civic & Community Committee be asked to consider appropriate use of the funding and bring a report back to Council in due course.

It was RESOLVED to that the dissolution of the Service Level Agreement with Suffolk Constabulary for the local funded PCSO be noted and that the pro-rata funding of £22,667 which was no longer required should be considered by the Civic & Community Committee.

567. CORONAVIRUS GRANTS UPDATE

Members noted the report which outlined that a total of £9,417.19 had been awarded to date under the Council's Coronavirus Grants Scheme.

It was RESOLVED to note the Grants awarded to date of £9,417.19.

568. ANNUAL GRANTS AND OTHER PAYMENTS

Members noted the Committee's budget recommendations (*Minute #235 of 18 September 2019*), at its meeting of 8 January 2020 Council approved provisions for Annual Grants totalling £11,600 and other annual payments for 2020/21 (*Minute #401 of 2019/20 refers*).

Members agreed that, whilst some of the recipients who had to cancel events may not be facing the same costs this year, the impact of Covid-19 on their financial position would not be fully known until next year.

It was therefore agreed that the Annual Grants should be paid as originally budgeted, with a financial report provided by the recipients on application for any Annual Grants requests for 2021/22.

It was RESOLVED that the payment of Annual Grants for 2020/21 totalling £11,600 be awarded.

569. VE DAY 75: 8TH MAY 2020

Members noted the national and local programme for forthcoming VE Day Commemorations.

It was RESOLVED that the report on the national and local programme for forthcoming VE Day Commemorations be noted.

570. CIVIC AWARDS 2020

Members noted the revised arrangements for the 2020 Civic Awards due to the current circumstances and Government restrictions.

It was RESOLVED to approve the arrangements for the 2020 Civic Awards.

571. WOMENS TOUR/FELIXFEST

Members noted the new date of the Women's Tour which will be on Saturday 23 June 2021 and agreed the previously agreed sponsorship to support 'FelixFest 2021'.

It was RESOLVED to note the new date of the Women's Tour and that the previously agreed sponsorship of £20,000 towards the event should be rolled over to support 'FelixFest 2021' on similar terms.

572. END OF YEAR FINANCIAL REPORT 2019/20

Council noted its end of year, unaudited, financial position and that the Annual Governance and Audit Return (AGAR) for the Financial Year 2019-20 was being prepared for formal submission to Council in June for approval.

The Clerk confirmed that, whilst the coronavirus would have had some impact on income towards the end of the year, Council's budget outturn was still positive. It was anticipated that the impact of the pandemic would be proportionally more significant during the 2020/21 financial year. Members asked that the Finance & Governance Committee be provided a report on how the 2020/21 budget may be affected.

Council RESOLVED that the financial report to 31 March 2020 and yearend position for 2019/20 be noted.

573. REVIEW OF ASSET REGISTER

Council reviewed its Asset Register, which had been updated to reflect acquisitions and disposals in the year since 1 April 2019.

Council RESOLVED that the Asset Register to 31 March 2020 be approved.

574. COUNCIL/COMMITTEE MEETINGS IN THE 2020/21 MUNICIPAL YEAR

Council considered the format and arrangements for the commencement of the Council and Committee meetings for the Municipal Year 2020-21, which was due to begin with the Annual Council Meeting on 20 May 2020.

Members discussed the format for this online meeting and agreed that it had generally worked very well. However, concerns were expressed about the ease of differentiating Councillors and other participants from members of the public. As such, it was agreed that the Zoom webinar feature be purchased as an add-on to enable up to 100 members of the public to attend Council and Committee meetings, without impacting on the ability to see and hear Councillors on the screen. It was noted that members of the public would still be able to address the Council or a Committee during the public session at the instruction of the chair of the meeting.

RESOLVED that the schedule of meetings for the Municipal Year 2020-21 should recommence as previously agreed, with the Annual Council meeting to take place at 7pm on Wednesday 20th May 2020 via Zoom webinar.

575. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
11/03/2020	441 - 461	£7,946.96
31/03/2020	462 - 484	£67,670.09
16/04/2020	001 - 032	£23,528.51
30/04/2020	033 - 045	£38,110.24
	TOTAL	£96,092.00

576. CLOSURE

The meeting was closed at 9.21pm.

AGENDA ITEM 6: MINUTES OF COMMITTEES MEETINGS

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held
ONLINE on **Wednesday 6 May 2020** at **9.15am**

PRESENT: Cllr A Smith (Chairman) Cllr M Jepson
 Cllr S Bird (Vice-Chairman) Cllr M Morris
 Cllr S Bennett Cllr D Savage
 Cllr S Gallant Cllr S Wiles

OFFICERS Mr A Tadjrishi (Town Clerk)
 Mrs S Morrison (Planning Administration Assistant)

548. PUBLIC QUESTIONS

None.

549. APOLOGIES

Apologies for absence were received from **Cllr K Williams**.

Cllr S Gallant gave apologies in advance of needing to leave the meeting at 11.00am to attend to other business.

550. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr M Jepson Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

551. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning Application Review meeting held on 29 April 2020 be confirmed as a true record.

The record of all recommendations made under Delegated Authority were presented to the Committee and were formally adopted.

552. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council:

a	<p>DC/20/1574/FUL Part change of use of ground floor to coffee shop. Change of use of first floor to residential use and second floor to be used as residential space. External alterations and renovations including top floor dormer windows and a single storey rear extension. New advertisement to ground floor shop. 2 Hamilton Road</p>
<p>Committee welcomed application which would further underpin the town centre and tourism offer. Members carefully considered the proposals in respect of the Conservation Area and on balance felt that the scheme would be an appropriate evolution of this building and enhance the Conservation Area as a whole. Committee recommended APPROVAL</p>	
b	<p>DC/20/1575/ADI Illuminated Advertisement Consent - We are proposing new advert SEAVIEW, DELI & CAFE on 3 places around the front and side elevations. Front of each separate letter will be white with metal sides. Each letter will be illuminated with white light on timber background. 2 Hamilton Road</p>
<p>Committee recommended APPROVAL, though were unclear about whether the signage would be internally or externally illuminated, which should be reviewed to ensured that they are not intrusive.</p>	
c	<p>DC/20/1559/FUL Proposed two storey front extension, single storey rear extension and alterations 23 Lansdowne Road</p>
<p>Committee recommended APPROVAL</p>	
d	<p>DC/20/0818/FUL Erection of detached dwelling Land To The Rear Of 9 To 15 York Road</p>
<p>Committee recommended APPROVAL.</p>	
e	<p>DC/20/0987/FUL To remove office accommodation and site on existing containers but at single level. Introduce additional storage units. 116 Garrison Lane</p>
<p>Committee recommended APPROVAL</p>	
f	<p>DC/20/1556/FUL On the grass verge by the side of our property we would like to put a car parking slot to reduce the congestion within our close. 58 Western Avenue</p>
<p>Committee recommended APPROVAL subject to appropriate drainage on the new hardstanding.</p>	

g	DC/20/1609/TCA To fell Walnut tree in rear garden because of close proximity to adjacent building. 45 Ranelagh Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	
h	DC/20/1598/TPO TPO 217:2007 T1 Sycamore: Fell. This is a large tree (approx. 16m high) located on the rear boundary of a small domestic garden; the garden space measures approx. 5.5m from the rear of the house to the rear boundary. The tree stem leans northwards over the garden and overhangs the entire garden, the edge of the canopy overhangs the rear of the house. Given these factors the tree has an extremely oppressive effect on the garden area and causes excessive shade. The tree is visible when viewed from points along the High Street, however it is otherwise of no special merit and its removal would not have a significant adverse impact on the amenity of surrounding areas. 337 High Street Walton
Committee regret the loss of this tree and therefore OBJECT to it being felled, but would be content for the applicant to undertake appropriate tree management subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

553. PLANNING DECISIONS

Members present noted the decisions received from East Suffolk Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

554. Suffolk Coastal Local Plan Main Modifications Consultation

Committee noted that the Suffolk Coastal Local Plan Main Modifications Consultation would be running from 1 May – 5 July 2020.

The Chairman advised all Members to familiarise themselves with the modifications being proposed in order that the Committee could consider comments and draft a response prior to the consultation deadline.

It was RESOLVED that this be a standing agenda item until the consultation deadline or such time as Committee had finalised any response on behalf of the Town Council.

555. CORRESPONDENCE

Members noted the following:

i) U3118 Colneis Road Closure

Committee noted the proposed diversion route for Colneis Road whilst resurfacing work was being carried out to the footpath.

ii) Appeal Decision - 3235021 - The Bartlett

Committee noted that the appeal had been dismissed.

556. CLOSURE

It was agreed that the delegation be resumed for any planning applications which would be out of time before the next Committee meeting on 27th May 2020.

The meeting was closed at 11.10am

AGENDA ITEM 8: DELEGATION ARRANGEMENTS

Council is requested to review and approve the authority delegated to the Town Clerk for 2020-21. Arrangements approved for 2019-20 are as shown below:

Delegated Authority to the Town Clerk

Subject to any further delegation by Committees, the Town Clerk will have delegated authority to:

- i. Approve routine expenditure within budgets without further approval by Committee.
- ii. Within the agreed staffing establishment and budget, to vary working hours of established staff, and to recruit both permanent, casual and contract staff provided that the grade of such staff is NJC Scale Point 23 or below.
- iii. In the event of an emergency incur expenditure to a maximum of £50,000 in consultation with the Town Mayor.
- iv. Make investments in accordance with the Council's agreed policy.
- v. Ban persons from entering Council premises or land with just cause.
- vi. Negotiate commercial filming rights on Council property/land.
- vii. Produce and/or edit any Council publication in consultation with the Mayor or formally appointed Council body.
- viii. Implement, where timescales require, any legislation which may affect the Town Council and to report its implementation to Full Council.
- ix. Take legal action to recover debts on behalf of the Council if considered proportionate and necessary.

Council is requested to review and approve its arrangements for delegated authority to the Town Clerk for 2020/21.

AGENDA ITEM 9: COUNCIL GOVERNANCE 2020/21

Council is requested to review the following documents and adopt them for the Municipal Year 2020-21. The documents should appropriately underpin the general good governance of the Council in all circumstances, including the present situation in respect of Covid-19.

a) Terms of Reference

Council's Terms of Reference are presented for re-adoption at **Appendix A**.

b) Standing Orders

Standing Orders are presented to Council for adoption without material change for 2020-21 at **Appendix B**.

The application of Standing Orders remains relevant and appropriate in respect of the present arrangement of conducting meetings online. Specific guidance for Councillors and members of the public on remote meetings has also been published and is available on the Council's website here:

<https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

c) Financial Regulations

Draft Financial Regulations are presented to Council for adoption at **Appendix C**.

Recommended changes are tracked to reflect current procedures, such as the predominant use of internet banking and the practice of two Members from Council's appointed bank signatories signing invoices to authorise payment rather than by Council/Committee resolution, as queried by the Finance & Governance Committee in October 2019 (*Minute #291 of 2019/20 refers*).

In line with item 6.8 the approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years, this was agreed by resolution at Annual Council 2018 (*Minute #585 2017/18 F&GP and Minute #13 2018/19 refers*) and it is therefore due to be renewed again this year.

d) Risk Management Policy & Risk Register

Council is required to review its Risk Management Policy and Financial Risk Register on an annual basis. The Risk Management Policy and Financial Risk Register is at **Appendix D** for review, updated to show the increased insurance cover which took effect from 1 April 2020 and updated references to Committees and the use of the General Power of Competence.

Councils are also required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. Council is required to sign the annual governance statement (on the annual return

submitted to the external auditor) to evidence that this review has been undertaken. The Clerk will bring a report on the effectiveness of internal audit to the Finance & Governance Committee in May for a recommendation to Council in June.

e) Complaints Procedure

Council reviews its Complaints Procedure annually. The procedure provided at **Appendix E** adopted by Council is presented for review and adoption without amendment (other than an updated reference to East Suffolk Council) for 2020/21.

f) Freedom of Information Publication Scheme

Under the Freedom of Information Act 2000, it is the duty of every public authority to adopt and maintain a Publication Scheme. Local authorities must produce and publish the method by which specific information will be available so that it can be easily identified by members of the public.

The Information Commissioner's Office (ICO) provides a model publication scheme (version 1.2, 2015 is the current version), which the Council re-adopted in 2019 alongside an updated schedule of information available from Felixstowe Town Council within the scheme. The model scheme and a schedule of information available is provided at **Appendix F**. No changes are currently proposed.

g) Community Engagement Strategy

Council's Community Engagement Strategy Scheme is presented at **Appendix G** for re-adoption with no material changes proposed at this time.

Council is therefore requested to review and adopt its:

- i. Terms of Reference for 2020/21 as presented at Appendix A;**
 - ii. Standing Orders for 2020/21 as presented at Appendix B;**
 - iii. Financial Regulations for 2020/21 as presented at Appendix C and confirm the continued use of BACS payments;**
 - iv. Risk Management Policy & Risk Register for 2020/21 as presented at Appendix D;**
 - v. Complaints Procedure for 2020/21 as presented at Appendix E;**
 - vi. Freedom of Information Publication Scheme for 2020/21 as presented at Appendix F, and,**
 - vii. Community Engagement Strategy for 2020/21 as presented at Appendix G.**
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AGENDA ITEM 10: APPOINTMENTS TO COMMITTEES

In accordance with its Terms of Reference, Council is requested to review the following schedule and confirm the appointment of Chairmen, Vice-Chairmen and Members to its Committees and Working Groups for the Municipal Year 2020/21. Council is also requested to note that the Mayor of Felixstowe, unless already formally appointed as a Councillor, will be an additional Member, *ex-officio*, of the Finance & Governance, Planning & Environment, Assets & Services and Civic & Community committees, with full voting rights.

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

APPEALS COMMITTEE (5 Members who are 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

Council is therefore requested to consider and decide its Committee appointments for 2020/21.

AGENDA ITEM 11: APPOINTMENTS TO OUTSIDE BODIES

Council is requested to confirm the appointment of representatives to Outside Bodies and Partnerships on the basis of the following schedule:

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

Council may be requested to appoint one or more Trustees to the following charities on the basis below:

Charity	Trustees Appointed (<i>Proposed</i>)
Mayor of Felixstowe Charity Fund (1184138)	<ol style="list-style-type: none"> 1. (<i>Mayor of Felixstowe</i>) 2. (<i>Deputy Mayor</i>) 3. (<i>Immediate Past Mayor</i>) <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

Council is requested to consider and decide its Representatives to Outside Bodies and Partnerships for 2020/21.

AGENDA ITEM 12: AUTHORISED SIGNATORIES

BANK SIGNATORIES 2020/21

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

QUARTERLY BANK RECONCILIATION SIGNATORY

- Cllr Doreen Savage

OPEN CREDIT AGREEMENT

- Town Clerk, Deputy Clerk and Cemetery & Allotments 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.

Council is requested to consider and decide its Authorised Signatories for 2020/21

AGENDA ITEM 16: REVIEW OF SUBSCRIPTIONS

The Town Council has included within its budget for 2020/21, provision to pay subscription costs to the following organisations:

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

Council is requested to review and confirm its subscriptions for 2020/21