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9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr S Wiles (Chairman)

Cllr D Savage (Vice Chairman)

Cllr S Bennett

Cllr S Gallant

Cllr S Harkin

Cllr G Newman

Cllr M Morris

Cllr M Richardson

Cllr K Williams

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 16 December 2020** at **7.30pm** for the transaction of the following business:

### **Public Attendance**

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

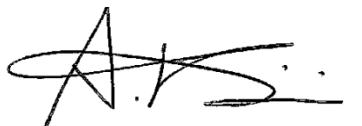
**To join the meeting please follow this link:**

<https://us02web.zoom.us/j/89465860989>

Alternatively, you may join via the meeting ID 894 6586 0989 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**

**11 December 2020**

For information (via email):

All Town Councillors  
Local Press

## **A G E N D A**

- 1. 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 Committee on any relevant matters.
- 2. Apologies for Absence**  
To receive any apologies for absence.
- 3. Declarations of Interest**  
To receive any declarations of interest and to consider any requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.
- 4. Confirmation of Minutes**  
To confirm the Minutes of Civic & Community Committee meeting held on 11 October 2020 as a true record. **(Pages 3-6)**
- 5. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 9 December 2020 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Coronavirus Grants Application update**  
To receive an update on Council's Coronavirus grant scheme. **(Page 8)**
- 7. Occasional Grants 2020/21**  
To consider Occasional Grants applications submitted for deadline 30 November. **(Pages 9-10)**
- 8. Blue Flag 2021**  
To approve funding for a 2021 Blue Flag and Seaside Awards application. **(Page 11)**
- 9. Felixstowe Forward**  
To consider an update on arrangements for Felixstowe Forward, following the Sponsor Group meeting taking place on 14<sup>th</sup> December. **(Verbal update)**
- 10. Seafront Lighting**  
To consider a letter from East Suffolk Council in respect of the festoon lighting on the prom, inviting the Town Council's feedback before a project is initiated. **(Appendix B)**
- 11. Memorial Wall**  
To consider a letter from East Suffolk Council inviting the Town Council's feedback on the appropriateness and potential location of a memorial wall close to the seafront. **(Appendix C)**
- 12. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 17 February 2021 at 7.30pm.

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 21 October 2020** at **7.30pm**

**PRESENT:** Cllr S Wiles (Chairman) Cllr S Harkin  
Cllr D Savage (Vice-Chairman) Cllr G Newman  
Cllr S Bennett Cllr M Richardson  
Cllr S Gallant Cllr K Williams

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)

### **281. PUBLIC QUESTION TIME**

There were none.

### **282. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Morris**.

### **283. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Gallant Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr D Savage	289	Local Non-Pecuniary (as Council's representative to the Landguard Partnership)
Cllr G Newman	289	Local Non-Pecuniary (as Suffolk County Council's representative to the Landguard Partnership)

### **284. CONFIRMATION OF MINUTES**

**RESOLVED** that the **Minutes of the Civic & Community Committee meeting held on 16 September 2020** be signed as a true record.

### **285. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 15 October 2020.

It was noted that, due to most Council events being cancelled as a result of the pandemic, there would be a net reduction across Committee's expenditure this year. This was anticipated to offset the impact of a reduction in sponsorship and advertising revenue which had also been affected by the pandemic.

**RESOLVED that the Budget Report to 15 October 2020 be received and noted as presented with no other action required at this time.**

## **286. CORONAVIRUS GRANT APPLICATIONS**

Committee considered applications for Coronavirus Grants from Stennets Community Café and Disability Advice Service (East Suffolk).

Committee supported the work that Stennets Community Café were providing for the local community, however, requested further information for the grant to be considered. On receipt of a new grant application form this could be considered virtually via email as previous Coronavirus Grants had been and reported to the next meeting.

A grant of £1,500 was approved for Disability Advice Service (East Suffolk) towards their Crisis Intervention and Listening Service project.

**It was RESOLVED that:**

- i. Further information and a new Coronavirus grant application be requested from Stennets Community Café to be considered virtually between Members of the Civic & Community Committee and reported to the next meeting; and,**
- ii. A grant award of £1,500 be made to Disability Advice Service (East Suffolk) towards their Crisis Intervention and Listening Service project via the Occasional Grants budget.**

## **287. TREE DEDICATION FOR JOAN RICH**

Committee noted the report detailing the cherry tree and plaque to be dedicated in recognition of the efforts of Ms Joan Rich who recently completed walking 102 laps of Allenby Park on her 102<sup>nd</sup> birthday raising nearly £25,000 for the NHS.

Members considered the cost, noting that the tree would be a substantial specimen of around 3-4 metres. Advice had been taken which had suggested that this time of year was an ideal time to plant the tree keeping it well fed and watered.

The official tree planting was planned to take place on 2<sup>nd</sup> November at 2pm, to which Joan Rich and her family would be invited. The Mayor of Felixstowe and the Chairman of East Suffolk Council would also be attending on behalf of their respective organisations.

**RESOLVED that the dedication of a cherry tree to Joan Rich in Allenby Park at a cost of £333 +VAT be approved and funded via the Civic Events budget.**

## **288. REMEMBRANCE 2020**

Members received the report outlining the revised approach for Remembrance activities this year.

**It was RESOLVED that the Remembrance 2020 arrangements be noted.**

## **289. LANDGUARD PARTNERSHIP FUNDING**

The Town Clerk gave a verbal update on the Landguard Partnership and Members were pleased to note progress with the governance review that was being carried out to support the wider aspirations for promoting and preserving the Landguard peninsula. Members noted the report detailing the appointment of a professional Curator/Manager being sought by Felixstowe Museum. The Town Council's level of funding provided to the Partnership, of which the Museum was a key member, was discussed and it was agreed that this should be increased for one-year to provide further support and reviewed once the governance review had been concluded.

**It was RESOLVED that:**

- i. the contribution to the Landguard Partnership be revised and increased from £1,000 to £5,000 in the recommended C&C budget for the year 2021/22; and,**
- ii. the Chairman of the Landguard Partnership be invited to a future Committee meeting to update Members with progress on the ongoing governance review.**

## **290. TRIM TRAIL AND ACCESSIBLE BEACH HUT AREA PROJECT**

Members received the report on the need to relocate the Trim Trail equipment to accommodate the proposed accessible beach hut village on the site. Members reviewed an early sketch of the scheme and agreed that the proposals would enhance this area of the seafront area and were pleased to learn that a new block of Changing Places toilets were in the plans.

The Town Clerk advised that ESC were welcoming suggestions for a suitable name for the beach hut area and Members were invited to contribute their ideas.

In response to Members' queries, the Clerk confirmed that the Trim Trail equipment would fit well within its new proposed location and that there would be opportunities to enhance the area further with additional activity equipment.

Further details would be brought to Committee as the project moved forward.

**RESOLVED that the Trim Trail and Accessible Beach Hut Area Project report be noted.**

## **291. DRAFT BUDGET CONSIDERATIONS 2021-22**

Committee considered first draft proposals for its element of the Council's 2021-22 budget and reviewed the accompanying notes to the budget estimates in the report. The Clerk explained that the budget included reduced estimates for income but maintained appropriate provisions to enable the usual events for 2021-22 to take place, though it was accepted that these could yet be affected by the ongoing pandemic.

Members requested that a budget for the Blue Flag be considered for inclusion and the Clerk advised that this could be included withing a new 'Promotional Activities' heading.

Members considered an increase to the grant funding provision, given the likelihood that community groups may require additional help in the forthcoming year. In addition to the Occasional Grants budget line, it was agreed that Council should be recommended to transfer £25,000 to a new Earmarked Reserve 'Community Support Fund' with delegated authority given to the Civic & Community Committee to administer funds in response to extraordinary community need.

**It was RESOLVED that the draft proposals for the Civic & Community element of the Council's 2021-22 budget be recommended, as per the report, to Council's Finance & Governance Committee for further consideration with the following amendments:**

- i. a new 'Promotional Activities' line be included in the budget to provide the opportunity to fund the Blue Flag scheme; and,**
- ii. £25,000 be transferred from reserves to a new 'Community Support Fund' Earmarked Reserve, with delegated authority given to Civic & Community Committee to administer funds in response to extraordinary community need.**

## **292. CLOSURE**

The meeting was closed at 9.16pm. The next meeting was noted as being scheduled for Wednesday 16 December 2020 at 7.30pm.

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## AGENDA ITEM 5: CIVIC & COMMUNITY BUDGET REPORT

Committee is to regularly receive reports on the Civic & Community element of Council's budget. A summary of the position to 9 December 2020 is provided below with a detailed report at **Appendix A**.

09/12/2020

Felixstowe Town Council

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Summary Income & Expenditure by Budget Heading 09/12/2020

Month No: 9

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301	Civic & Community							
	Income	14,292	3,992	7,692	3,700			51.9%
	Expenditure	34,037	20,618	36,930	16,312		16,312	55.8%
	Net Income over Expenditure	<u>(19,745)</u>	<u>(16,626)</u>	<u>(29,238)</u>	<u>(12,612)</u>			
	plus Transfer from EMR	1,513	0					
	Movement to/(from) Gen Reserve	<u>(18,232)</u>	<u>(16,626)</u>					
302	Grants							
	Expenditure	36,599	25,181	36,600	11,419		11,419	68.8%
303	Felixstowe in Flower							
	Income	8,021	500	8,250	7,750			6.1%
	Expenditure	4,955	3,152	6,750	3,598		3,598	46.7%
	Movement to/(from) Gen Reserve	<u>3,066</u>	<u>(2,652)</u>					
304	Communication							
	Income	4,805	3,620	13,000	9,380			27.8%
	Expenditure	12,522	6,435	13,628	7,193		7,193	47.2%
	Movement to/(from) Gen Reserve	<u>(7,716)</u>	<u>(2,815)</u>					
305	Community Projects & Prtnrshps							
	Expenditure	76,779	35,147	86,968	51,821		51,821	40.4%
	<b>Grand Totals:- Income</b>	<b>27,119</b>	<b>8,112</b>	<b>28,942</b>	<b>20,830</b>			<b>28.0%</b>
	<b>Expenditure</b>	<b>164,891</b>	<b>90,533</b>	<b>180,876</b>	<b>90,343</b>	<b>0</b>	<b>90,343</b>	<b>50.1%</b>
	<b>Net Income over Expenditure</b>	<b><u>(137,772)</u></b>	<b><u>(82,421)</u></b>	<b><u>(151,934)</u></b>	<b><u>(69,513)</u></b>			
	plus Transfer from EMR	1,513	0					
	Movement to/(from) Gen Reserve	<u>(136,260)</u>	<u>(82,421)</u>					

**Committee is requested to consider the budget report to 9 December 2020 and decide any action it deems necessary.**

## **AGENDA ITEM 6: CORONAVIRUS GRANTS APPLICATIONS**

Following awards made from Council's responsive Coronavirus grant scheme using the Occasional Grants budget (*Minute #516 (ii) of 2019/20 refers*).

Since the last meeting one application has been approved as follows:

**356 (Felixstowe) Squadron Air Training Corps**

**Amount requested:** £1,680

**Project:** IT Equipment for virtual training and events

As requested at the last meeting (*Minute #286i of 2020/21 refers*) further information and a new Coronavirus Grant application was sought from Stennetts Community Café. Other than rent for the six month period, the group are currently not requiring a grant for a specific project or equipment and are continuing their activities with items they already have or materials people have given them, Christmas is a great time for crafting and their work is continuing through this difficult period.

The remaining grant fund currently stands at £9,738.64 is available for the Occasional Grant scheme (item 7).

**Committee is requested to consider the Coronavirus Grant applications and make any award it deems appropriate.**

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## AGENDA ITEM 7: OCCASIONAL GRANTS 2020/21

Committee is to consider the applications received for the Occasional Grant fund 2020/21 from the following organisations:

*(Members have been provided the full application details under separate cover)*

<b>Name of Organisation</b>	<b>Grant Project</b>	<b>Amount Requested</b>	<b>Other Funding applied for (Total project cost)</b>	<b>Previous Grant given by FTC</b>
Corinthians Cricket Club (F&CCC)	Refurbishment of Grounds Hut at Deben High School (New floorboards and Cladding)	<b>£1,000</b>	£1,000 (£2,000)	Nov 2015 £540 Nov 2018 £1,000 Nov 2019 £1,000
Felixstowe Area Community Transport (FACTS)	Transporting elderly and those with medical conditions to and from Ipswich Hospital	<b>£2,000</b>	(ongoing)	Nov 2015 £2,000 Nov 2016 £1,000 Nov 2017 £2,000 Nov 2018 £2,000 May 2019 £2,000 April 2020 £2,000
Felixstowe Creative Arts Trust (F-CAT)	Celebration of Women in the Arts & Spring Art Sisterhood Exhibition to purchase display boards and exhibition tables for this and future exhibitions at the Two Sisters	<b>£700</b>	£1,300 (£2,000)	Nov 2018 £3000 Jul 2019 £1000
Landguard Fort	Project DRIVE aims to enhance the overall visitor experience for all persons with physical disabilities by implementing an accessibility plan for our visitors and local volunteers facing mobility challenges	<b>£3,000</b>	£2,000 £155 £845 (£6,000)	Annual Grant of £1,000 each year Nov 2019 £1,000 AFW Legacy Grant Sept 2018
Majestic Voices	Enable group to continue through COVID restrictions by way of enhancing technical facilities (zoom, recording software and Perspex screen)	<b>£1,500</b>	£3,000 (Not applied yet for separate Web project) (£1,500)	Nov 2018 £300 May 2019 £600
Music in Felixstowe	Free Live-Streamed performance during the pandemic	<b>£1,000</b>	£1,000 £2,000 (£4,000)	Nov 2015 £1000 Nov 2016 £400 Apr 2018 £1000 Apr 2019 £2000

Rural Coffee Caravan	To purchase 50 Slow cookers for distribution to homes in need in Felixstowe (Update: BASIC have agreed to distribute)	<b>£1,000</b>	£3,311 £1,000 £2,500 (£10,000)	
Shine a Light on Walton	Christmas Lights 2020, the infrastructure and installation of trees & lights in Walton High Street	<b>£3,500</b>	£1,500 £400 (£12,000 over 3 years)	
Suffolk Mind	Telephone support service, for those struggling with mental health (10 people – 6 week course)	<b>£2,100</b>	(£2,100)	
WAM Fest	One-day community arts festival, building on the success of Ferry Fest Felixstowe, to celebrate International Women's Day	<b>£3,000</b>	£1,000 £1,000 £750 £1,000 (£6,750)	
Total Grant amount requested		<b>£18,800</b>		

The Town Council provided a total of £25,000 for Committee to award to eligible organisations through its Coronavirus and Occasional Grants in 2020/21. Committee considered Coronavirus Grant applications on an as received basis and have funded a total of £15,261.36 to date. Therefore, the total available for Committee to award in this one and only round of Occasional Grants for 2020/21 is **£9,738.64**.

Whilst Committee is not obliged to award all the available funding, the overall total awarded in the full year 2020/21 cannot exceed £25,000 without further approval from Council.

**Committee is requested to consider the above Occasional Grant applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make.**

## **AGENDA ITEM 8: BLUE FLAG 2021**

Keep Britain Tidy (KBT) has advised that applications for 2021 Blue Flag and Seaside Awards can now be made. As bathing water quality designations are yet to be received, KBT will be proceeding on the basis of the 2019 designations.

As Felixstowe's bathing water was designated 'excellent', the town is able to apply for both the Blue Flag and Seaside Awards again.

Application fees have been frozen and will be the same as 2020:

- Seaside Award £530 (plus VAT)
- Blue Flag £729 (plus VAT)
- Combined Blue Flag and Seaside Award £799 (plus VAT)

Applications for Blue Flag or the combined award must be received by 5pm on Monday 18<sup>th</sup> January, this is to ensure compliance with the international deadlines.

Seaside Award applications can be accepted up to 5pm on Monday 15<sup>th</sup> March

The Town Council funded the combined award for 2020 and has included provision for the award in 2022 within the draft 2021/22 budget. There is no specific provision within the current year's budget to fund the 2021 award, as the decision to support the Blue Flag application was made after this year's budget had been prepared. However, Committee does have headroom in the 'New Community Projects' budget line which could enable funding of the 2021 application.

**Committee is requested to approve funding for the 2021 Blue Flag and Seaside Awards at a cost of £799+VAT from the New Community Projects budget.**

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