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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 September 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 September 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 17 June 2020 as a true record. **(Pages 3-8)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 9 September 2020 and consider any actions deemed necessary. **(Page 9 & Appendix A)**
- 6. Annual Grants, Community Fund Projects & Christmas Lights 2021/22**
To review and consider Annual Grants and Community Fund Projects in preparation for Committee's draft 2021/22 budget. **(Page 10 – 11 & Appendices B & C)**
- 7. Occasional Grants Update**
To note the report on Coronavirus Grant applications received to date. **(Page 12 & Appendix D)**
- 8. Felixstowe Town Council Magazine**
To receive an update on the Autumn edition of the Town Council Magazine. **(Page 13)**
- 9. Remembrance 2020**
To consider Remembrance events in 2020 and how the Coronavirus may affect usual plans. **(Page 14)**
- 10. CCTV Update**
To receive an update from the CCTV Liaison Group. **(Page 14)**
- 11. Library Project Update**
To note an update from Felixstowe Library on the children's area refurbishment project. **(Appendix E)**
- 12. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 21 October 2020 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 17 June 2020** at **7.30pm**

PRESENT:

Cllr S Wiles (Chairman)	Cllr S Harkin
Cllr D Savage (Vice-Chairman)	Cllr M Morris
Cllr S Bennett	Cllr G Newman
Cllr S Gallant	Cllr M Richardson

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Business Services Officer)

IN ATTENDANCE: Cllr D Aitchison (Chairman of Royal British Legion)

22. PUBLIC QUESTION TIME

There were none.

23. APOLOGIES FOR ABSENCE

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

24. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
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)

25. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 19 February 2020 be signed as a true record.**

26. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 11 June 2020.

RESOLVED that the **Budget Report to 11 June 2020 be received and noted as presented with no other action required at this time.**

27. CORONAVIRUS GRANT UPDATE

The Deputy Town Clerk confirmed that, accounting for all grants awarded to date, the remaining grant fund was £15,518. Members considered in detail the stage of the pandemic at the current time and whether there was likely to be any emergency funding still required. Members also considered whether the grant fund should be opened-up to an occasional grant scheme process at this time of recovery.

It was noted that the responsive way in which Members were currently able to review applications as they were received allowed Committee to be flexible. It was agreed that any applications for grants that were not related to the impact of the coronavirus could be considered at the next meeting on 16 September.

Members also discussed how local community groups may be struggling to use IT and online communications tools to enable them to stay in touch while they were unable to meet in person. It was known that many local groups would have members who may be required to shield for a longer period and learning basic IT could help a lot of the local community. It was agreed that offering a virtual training event on how to run a meeting or quiz online could be a useful resource for many groups.

It was RESOLVED that:

- i. the Deputy Town Clerk should approach local groups to discover what help is needed for IT and whether this is something the Town Council can assist with;**
- ii. an article on grants and IT support should be published in Council's Summer Magazine; and,**
- iii. further consideration be made at the Civic & Community Committee meeting on 16 September to whether the Coronavirus Grant fund is still required for emergencies due to the pandemic.**

28. VE DAY 75 FUNDS

It was noted that the funding raised for the cancelled VE75 event had been returned to the Council's General Fund Reserve. Following a discussion Members agreed that the funds should be moved to an Earmarked Reserve for a similar type of event in the future.

The Chairman invited Cllr D Aitchison to address the Committee. Cllr Aitchison explained that 15 August 2020 would be both the 75th anniversary of VJ Day and the 100th anniversary of the unveiling of Felixstowe War Memorial. Committee agreed that whilst it was unlikely that government restrictions would be lifted to enable a large-scale public event around this time to mark the occasion, it would be good to mark the occasion in an appropriate way.

The Clerk advised that he would be meeting with the Royal British Legion and local clergy soon to discuss plans for Remembrance and this could be discussed.

It was RESOLVED that:

- i. **a recommendation be made to Council to transfer the funds that were put aside for the VE Day 75th Event into a new Earmarked Reserve for the purposes of funding similar activities at the future; and,**
- ii. **the Town Clerk should contact East Suffolk Council to advise of the above and confirm whether the Councillors who approved funds from their Enabling Community Budgets would be happy for the funds to be kept in an Earmarked Reserve for a similar event in the future.**

29. FELIXFEST/WOMEN'S TOUR

Members noted the update on the rearrangement of the Women's World Tour event and looked forward to receiving further updates during the year.

It was RESOLVED that the Felixfest/Women's Tour update be noted.

30. REMEMBRANCE 2020

The Chairman invited Cllr D Aitchison to address the Committee about Remembrance 2020. Cllr D Aitchison confirmed that the Royal British Legion had been planning to hold their usual Festival of Remembrance this year at the Spa Pavilion (in previous years it had been held at St John's Church). The acts had been provisionally booked but the event was currently on hold awaiting Government guidance.

Regular virtual meetings would be held between Council officers, the Mayor, local Clergy and the RBL to coordinate plans for Remembrance Sunday and Armistice Day. It was anticipated that events may not be able to go ahead as previous years but preparations for adaptations would be made as necessary. Committee would be kept updated.

It was RESOLVED that the Remembrance 2020 update report be noted and a regular update would be brought to Committee as plans are made.

31. TOWN COUNCIL MAGAZINE

Members congratulated the Town Clerk on the Magazine which contained an array of information and thanked the Deputy Town Clerk for her work with local Community Groups in the gathering of interesting articles.

Members noted the delay to the Summer Magazine because of the Coronavirus and suggested some additions to the magazine. It was suggested that space permitting it would be useful to have a photograph thumbnail beside Councillors contact details so members of the public could recognise the Councillors. It was

also agreed that information on new parking rules would be useful and ways in which people may be able enjoy the season locally in lieu of the usual events.

RESOLVED that the feedback for the Town Council Magazine be noted for consideration in the Summer edition.

32. FELIXSTOWE IN FLOWER 2020

The Business Services Officer updated committee on the hanging baskets, tubs and troughs that were currently being erected around the Town. It was noted that a Perspex screen had been installed in the truck to enable two members of staff to travel together to carry out the widespread watering while social distancing. Members gave thanks to the Council's grounds staff for their hard work in making Felixstowe a town to be proud of.

RESOLVED that the Felixstowe in Flower report be noted.

33. SUMMER BEDDING

Members considered the report on Summer Bedding and recorded thanks to East Suffolk Norse for the excellent display of bedding plants.

Members considered the suggestion by Council's grounds staff to use an organic manure as the soil is currently lacking any form of structure, having used artificial fertiliser for many years. Members considered ideas to lay the beds empty over the Winter, or to rotate the beds so that some are planted up and some laid empty on a rotational basis. It would be important to let people know why beds lay empty. It would also be very important to ensure that the tubs throughout the town are planted up. At the last meeting Members had suggested using sustainable bedding. Members agreed it would be useful to obtain some advice from East Suffolk Norse as to what they would recommend.

It was RESOLVED that:

- i. the Summer Bedding report be noted; and**
- ii. the Clerk contacts Paul Tynan, East Suffolk Norse for advice on the various options for the bedding.**

34. FLAG RAISING EVENTS

Members noted the report on the flag raising events and requested confirmation of the time of the raising of the Red Ensign flag on 3rd September.

RESOLVED that the Flag Raising report be noted, and notification be given to all Members of the time of the flag raising on Merchant Navy Day.

35. SUFFOLK DAY 2020

Members noted the report on Suffolk Day and hoped that next year would return bigger and better. Members noted that the Suffolk flag would be raised for the

weekend, but this would not be a public event. Photos of the flag raising and information would be posted on social media.

Cllr S Harkin gave an update on the Suffolk Remembers event which would be going ahead as a virtual event online. This will be promoted on the Town Council's website news post regarding Suffolk Day along with the Suffolk Day website.

RESOLVED that the Suffolk Day report be noted and Suffolk day be promoted on social media.

36. TOWN TWINNING

Members noted the update report on Town Twinning and were pleased that enjoyed the Bürgermeisterin of Wesel, Ulrike Westkamp had been able to attend the recent Annual Council meeting. Members enquired whether it would be possible to have a virtual return visit to Wesel and/or Salzwedel by the Mayor and Chairman of Civic & Communities, who would be able to do a speech in German.

It was RESOLVED that the Town Twinning report be noted; and enquiries be made into a virtual meeting with Wesel and/or Salzwedel.

37. BLUE FLAG AND SEASIDE AWARDS 2020

Members received an update on the current situation with the Blue Flag. It was proposed that a soft launch be carried out in Council's Summer magazine and with a wider press release issued once the flag could be raised.

It was noted that there were currently two flag poles, one near Arwela Road and the flagpole at the Town Hall, and a discussion took place with regards to the possible location of another flag pole, possibly near the Tourist Information Beach Hut or raising two flags on one pole. If a new flagpole was preferred reuired this could come back to Committee to discuss as there may be remaining budget in Civic Events that could be used for this.

Members thanked Cllr S Bennett for his support in achieving the Blue Flag and Seaside Award for Felixstowe and looked forward to being able to raise the flag in due course.

It was RESOLVED that the Blue Flag and Seaside Awards 2020 report be noted; and any update be returned to Committee regarding the launch and flagpoles.

38. CCTV REPORT 2019/20

Members noted the CCTV summary from STC Solutions and were pleased with the work that had been carried out over the past year. Members requested a meeting be arranged with Sergeant Russ Mason to discuss monitoring. Members suggested that as the contract enters its final year, some consideration be given to new technologies and that this be reported back to Committee in due course.

It was RESOLVED that:

- i. the 2019/20 CCTV report from STC Solutions be noted as received;**
- ii. the Deputy Town Clerk arrange a meeting with Sergeant Russ Mason to discuss CCTV monitoring arrangements; and,**
- iii. a report be brought to Committee on the future options for CCTV and available new technologies, prior to the maintenance contract end date in July 2022.**

39. CLOSURE

The meeting was closed at 9.03pm. The next meeting was noted as being scheduled for Wednesday 16 September 2020 at 7.30pm.

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 September 2020 is provided below with a detailed report at **Appendix A**.

07/09/2020		Felixstowe Town Council				Page 1		
14:44		Summary Income & Expenditure by Budget Heading 07/09/2020						
Month No: 6		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	18,560	36,930	18,370		18,370	50.3%
	Net Income over Expenditure	<u>(19,745)</u>	<u>(14,568)</u>	<u>(29,238)</u>	<u>(14,670)</u>			
	plus Transfer from EMR	1,513	0					
	Movement to/(from) Gen Reserve	<u>(18,232)</u>	<u>(14,568)</u>					
302	Grants							
	Expenditure	36,599	21,081	36,600	15,519		15,519	57.6%
303	Felixstowe in Flower							
	Income	8,021	0	8,250	8,250			0.0%
	Expenditure	4,955	3,014	6,750	3,736		3,736	44.7%
	Movement to/(from) Gen Reserve	<u>3,066</u>	<u>(3,014)</u>					
304	Communication							
	Income	4,805	2,690	13,000	10,310			20.7%
	Expenditure	12,522	2,853	13,628	10,776		10,776	20.9%
	Movement to/(from) Gen Reserve	<u>(7,716)</u>	<u>(163)</u>					
305	Community Projects & Ptnrshps							
	Expenditure	76,779	34,164	86,968	52,804		52,804	39.3%
Grand Totals:- Income		27,119	6,682	28,942	22,260			23.1%
Expenditure		164,891	79,672	180,876	101,204	0	101,204	44.0%
Net Income over Expenditure		<u>(137,772)</u>	<u>(72,990)</u>	<u>(151,934)</u>	<u>(78,944)</u>			
plus Transfer from EMR		1,513	0					
Movement to/(from) Gen Reserve		<u>(136,260)</u>	<u>(72,990)</u>					

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

AGENDA ITEM 6: ANNUAL GRANTS, COMMUNITY FUND PROJECTS & CHRISTMAS LIGHTS 2021/22

Council provides on-going funding support for several local partner organisations each year. Funding that is required or requested for 2021/22, with a comparison to the current year is shown as follows:

As Annual Grants:

	2021/22	2020/21
Art on the Prom	£1,400	£2,000
Citizen's Advice Bureau	£3,000	£2,500
Felixstowe Book Festival	£2,000	£2,000
Felixstowe Carnival	£2,000	£2,000
Felixstowe Council for Sport and Recreation	£ 300	£ 200
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500	£1,500
Landguard Fort	£1,000	£1,000
Wesel Twinning Association	£ 0	£ 200
Salzwedel Twinning Association	£ 200	£ 200
Total	£11,400	£11,600

Through Community Fund Projects:

	2021/22	2020/21
Level Two	£10,000	£10,000
Landguard Partnership	£ 1,000	£ 1,000
Harwich Harbour Ferry Services Partnership	£1,000	£ 1,000
Felixstowe Forward (2020/21 was year 3 of 3)	£ TBC	£20,000
Total	£12,000	£32,000

Christmas Lights

The Lions Club	£6,750	£6,750
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Please see attached report at **Appendix B** from the Lions Club updating members on their work and request for a continued contribution towards the Christmas lights.

Relevant organisations were asked to confirm their ongoing requirements in order that Committee can consider provisions for Annual Grants in the 2021/22 financial year. The organisations were asked to consider the impact of Covid-19 to their organisation in their application forms. Members should note that Wesel Twinning Association have decided not to apply for an annual grant for 2021/22 as its visits had been curtailed due to Covid-19 this year.

Members will be provided with completed applications which were received in advance of the meeting.

Members should note the attached report from Harwich Harbour Ferry Services (HHFS), at **Appendix C** and accounts sent separately and consider any agreement for 2021.

The partnership agreement is currently renewed on an annual basis, and in order to review the financial situation from all perspectives at an early stage for the 2021 season, a meeting of the partners normally takes place in October.

Under the terms of the agreement, the partners' contributions, totalling £31,000 are currently split as follows:

- Essex County Council: £12,500
- Suffolk County Council: £12,500
- Tendring District Council £1,500
- East Suffolk Council: £1,500
- Babergh District Council: £1,000
- Felixstowe Town Council: £1,000
- Harwich Town Council: £1,000

The annual contribution is to support the refurbishment and running costs of the service. Essex County Council manage the agreement on behalf of the partners, advising Harwich Harbour Ferry Services on the marketing of the service, the partnership and monitor the performance of the service in discussion with the partners.

Committee is requested to consider the provision of Annual Grants and Community Fund Projects for inclusion as part of the draft budget recommendations to Council.

AGENDA ITEM 7: OCCASIONAL GRANTS UPDATE

Following awards made from Council's responsive Coronavirus grant scheme using the Occasional Grants budget (*Minute #516 (ii) of 2019/20 refers*) the remaining grant fund currently stands at £15,518.

As agreed at the last meeting the occasional grant fund has been opened-up to the more usual occasional grant scheme process at this time of recovery. Over 150 local community groups have been contacted, and details have been included in both the Summer and Autumn Magazine. Two deadlines for completed applications have been given; one for grants to be considered at this September Civic & Community meeting and the usual deadline of 30 November in time for the December meeting.

Two applications were received for consideration at this meeting, which will be circulated beforehand. They are:

- **Walton Parish Nursing**
Amount requested: £2,000
For: PPE, the extra expense of home visits and to bridge the gap where normal fundraising events have not been able to take place.
- **ActivLives**
Amount requested: £1,000
For: To support their Falls Prevention Sessions which are due to recommence this month at Walton Community Hall. As the users can no longer share equipment ActivLives would like to supply each of their members with a kit bag keep and bring to the sessions. Each kit bag will contain a Yoga Ball, Resistance Band, Pilates Resistance Wheel, and a Yoga Block. It is also hoped that if ActivLives members have their own kit then it will give them the incentive to do some exercise at home as well.

At the previous meeting Members also discussed how local community groups may be struggling to use IT and online communications tools which enable them to stay in touch while they are unable to meet in person. It was known that many local groups have members who may be required to shield for longer and learning basic IT could help a lot of the local community. An article was published in both the Summer and the soon to be delivered Autumn magazine, and an offer of help sent to over 150 local community groups by email.

Two requests of help have been received, along with several organisations updating us on how they are coping with IT in lockdown. An example of a particularly helpful update from the 356 (Felixstowe) Squadron, Air Training Corps is shown at **Appendix D**. Level Two are interested in any support with IT skills that can be offered but are unsure what type of support they require that would enhance their services & provision in this area. Also, Stennets Café have gone online, but would appreciate any support and help with IT. An enquiry from a member of the public has also been received for help with their iPad/tablet.

Committee is requested to consider the two Occasional Grants applications received and how the Town Council might assist with IT support requests.

AGENDA ITEM 8: TOWN COUNCIL MAGAZINE

The Town Council Magazine continues to be well received, with a variety of local community groups contributing articles.

Due to the coronavirus it has been difficult to achieve an increase advertising revenue this year, and although some new advertisers have been gained, some regular advertisers have been lost.

The income received from advertisements in the four editions last year was £4,805.47, and £2,690 has been received so far for this coming year. Advertising space is limited but, if fulfilled, was initially targeted to achieve £13,000 in advertisement income. The current pandemic

The Harwich Harbour Ferry Services have had a difficult season. As their report under item 6 advises, they were not able to run the ferry for a few months or their seal watching boat. They therefore struggled to pay for the advertisement taken out in the Spring magazine, because of this a request has been received to consider offering HHFS one free advert next Spring.

Although Council officers are satisfied with the final proof of each magazine, it takes a lot of time and effort to work on the design with the printer getting it to that stage. At present, content is sent to the printer to put together and design, which inevitably demands an intensive and time-consuming iterative process editing and finalising the layout. A potential solution would be to purchase the InDesign Adobe application for a cost of £25.28 + VAT per month or an annual plan for £198.68 pa. This cost would be offset by a reduction in the design fee from the printer (currently £6 per page, est. £576pa). After familiarizing with the software there is also likely to be a saving in officers' time.

Committee is requested to note the update on the Town Council Magazine, consider the request by HHFS for a complimentary advert next year and the purchase of design software.

AGENDA ITEM 9: REMEMBRANCE 2020

An initial meeting has been planned between Council officers, the Mayor, local clergy, and representatives from the Royal British Legion to coordinate plans for this year's Remembrance commemorations and how the usual events can be adapted in light of the current pandemic.

The VJ Day 75th Anniversary was held with a small number of the public watching while social distancing and the service was live streamed on the RBL facebook page. Whilst technical issues meant that the live stream was cut short, a full video of the ceremony was uploaded afterwards.

This year, Armistice day falls on Wednesday 11th November and, subject to prevailing rules, it is hoped that local schoolchildren may still be able to attend the silence at the War Memorial. It is unlikely that the church service will be able to go ahead as usual, but the planning group will be considering a pre-filming for social media so that it can be viewed on the day.

Committee is requested to note the arrangements for planning Remembrance 2020 and decide any action it deems necessary.

AGENDA ITEM 10: CCTV UPDATE

At the July meeting, Council considered the membership and remit of a CCTV Liaison Group and it was agreed that the Civic & Community Committee should review the arrangements. In the meantime the Deputy Town Clerk invited Councillors D Aitchison, N Barber, T Green and M Richardson to a meeting with other CCTV stakeholders to examine the present setup and report back to Civic & Community Committee on opportunities for the future with current advances in digital equipment (*Minute # 130 2020/21 refers*).

On 27 August, a Zoom meeting was held where members were updated with the history of the CCTV and possible options for the future in regard to the equipment. Sergeant Russ Mason gave an update on the surveillance of the CCTV, and informed the group that some new volunteers were currently being recruited and trained. The company upkeeping the CCTV, STC Solutions Ltd gave a report on recent faults and options to move forward. STC have agreed to provide 2 static cameras under the existing contract free of charge, as these can provide a better picture when zooming in.

Members of the group studied a map of the current locations of the CCTV cameras and a trip is planned for members to visit the CCTV control room with Covid-19 precautions and then to do a walking tour to evaluate each camera location and its effectiveness. What may have been a useful position when the CCTV was initially installed may no longer be the best location for each camera. Once the group have this information, it will be easier to look at other options moving forward. Investigations will also be made into other towns and their set up.

Committee is requested to note the CCTV Liaison Group report and decide any action it deems necessary.
