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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 21 October 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**

**16 October 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 16 September 2020 as a true record. **(Pages 3-6)**
- 5. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 15 October 2020 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Coronavirus Grants Applications**  
To consider recently received applications under the Council's Coronavirus grant scheme. **(Page 8)**
- 7. Tree Dedication for Joan Rich**  
To approve the dedication of a tree in Allenby Park for Joan Rich. **(Page 8)**
- 8. Remembrance 2020**  
To consider Remembrance events in 2020 and how the Coronavirus may affect usual plans. **(Page 9)**
- 9. Landguard Partnership Funding**  
To review the level of funding from the Town Council towards the Landguard Partnership Project. **(Page 10)**
- 10. Trim Trail and Accessible Beach Hut area Project**  
To receive an update on the Trim Trail and Accessible Beach Hut area project **(Pages 11-12)**
- 11. Draft Budget Considerations 2021-22**  
To consider first draft recommendations for the Civic & Community element of Council's budget for 2021-22. **(Page 13 & Appendices B & C)**
- 12. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 16 December 2020 at 7.30pm.

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

**MINUTES** of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 16 September 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 Tadjrishi (Town Clerk)

**IN ATTENDANCE:** Two members of the public.

### **218. PUBLIC QUESTION TIME**

A member of the public, who was involved with a local charitable organisation, advised Committee that discussions were taking place on the nature and level of community support available over the Christmas period, given the increased likelihood of need and restrictions associated with the coronavirus. Members were asked whether the Town Council would be able to assist in the coordination or signposting of the support available. The Clerk confirmed that he had attended the meeting, as had Cllr S Harkin, and that Members would have an opportunity to consider how the Council may be able to support these efforts at a later item on this agenda.

### **219. APOLOGIES FOR ABSENCE**

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

### **220. 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 M Morris	223	Local Non-Pecuniary (as a Member of the Salzwedel Association)
Cllr D Savage	223	Local Non-Pecuniary (as a Trustee to Citizens' Advice, Member of Salzwedel Association and Council's representative on the Landguard Partnership)
Cllr G Newman	223	Local Non-Pecuniary (as Suffolk County Council's representative to Citizens' Advice and the Landguard Partnership)

## **221. CONFIRMATION OF MINUTES**

**RESOLVED** that the Minutes of the Civic & Community Committee meeting held on 17 June 2020 be signed as a true record.

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

The Committee considered a summary and detailed report showing income and expenditure against budget to 9 September 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 9 September 2020 be received and noted as presented with no other action required at this time.

## **223. ANNUAL GRANTS, COMMUNITY FUND PROJECTS & CHRISTMAS LIGHTS 2021/22**

Committee considered applications for on-going funding support from several local partner organisations and a report from the Lions Club of Felixstowe seeking confirmation of the Town Council's support towards the Christmas lights display in 2021/22.

**It was RESOLVED** that £6,750 towards the provision of the 2021 Christmas lights be included as part of the recommendations for the 2021/22 budget alongside the following:

### **As Annual Grants:**

Art on the Prom	£1,400
Citizen's Advice Bureau	£3,000
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£2,000
Felixstowe Council for Sport and Recreation	£ 300
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort	£1,000
Wesel Twinning Assoc. (requested £0 for 1 yr)	£ 0
Salzwedel Twinning Association	£ 200
<b>Total</b>	<b>£11,400</b>

### **Through Community Fund Projects:**

Level Two	£10,000
Landguard Partnership	£ 1,000
Harwich Harbour Ferry Services Partnership	£1,000
Felixstowe Fwd./successor initiative	£20,000
<b>Total</b>	<b>£32,000</b>

## **224. OCCASIONAL GRANTS UPDATE**

Committee noted the update on its occasional grants scheme and considered applications from two organisations which were seeking funding support under the coronavirus grants scheme.

**It was RESOLVED that the following awards be made via the Occasional Grants budget:**

- i. £1,000 to Walton Parish Nursing for PPE and towards the extra expense of home visits; and,**
- ii. £1,000 to ActivLives to support the provision of Falls Prevention sessions and equipment for individuals.**

## **225. TOWN COUNCIL MAGAZINE**

Committee considered a report on the Town Council Magazine. It was noted that an increase on advertising revenue was unlikely to be achieved this year due to the pandemic restricting some regular advertisers' activities. It was agreed that, to compensate for the loss of the ferry's operational time during the spring, Harwich Harbour Ferry Services be permitted a free advertisement in the next spring edition of the magazine.

Members discussed how the Town Council could assist with the signposting of community support by producing a one-off pamphlet, similar to the one that was produced and delivered to residents back in April. It was agreed that this should be separate to the winter edition of the Magazine and it was suggested that it should go out in November.

Following a discussion about the design process, it was agreed that the design should be brought in-house for a trial and that Adobe InDesign software should be purchased to support this.

**It was RESOLVED that:**

- i. Harwich Harbour Ferry Services be offered a complimentary advertisement in the Spring 2021 magazine;**
- ii. a one-off pamphlet be produced by the Town Council to help signpost a variety of community services, to be delivered to all Felixstowe households in November; and,**
- iii. Adobe InDesign be purchased to support trialling the design of the magazine by Council staff.**

## **226. 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.**

## **227. CCTV UPDATE**

Members received an update following an initial meeting with Sgt. Russ Mason and STC Solution to consider CCTV arrangements.

It was noted that a site visit to the control room would be arranged for Members as soon as circumstances permitted.

**RESOLVED that the CCTV update be noted.**

## **228. LIBRARY PROJECT UPDATE**

Committee received an update report from the Friends of Felixstowe Library on their project to refurbish the children's section of the library.

Members were pleased to note that, since the Town Council's pledge of £10,000 towards the project, further funding support had been achieved from the Felixstowe Peninsula Community Partnership, SCC Locality funding and ESC Enabling Communities budget. As a result, the cost to complete the project had been met and the Friends of Felixstowe Library were ready to proceed.

Committee wished the Friends of Felixstowe Library every success with the project and looked forward to hearing more in due course.

**It was RESOLVED that the library project update be noted.**

## **229. CLOSURE**

The meeting was closed at 8.58pm. The next meeting was noted as being scheduled for Wednesday 21 October 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 15 October 2020 is provided below with a detailed report at **Appendix A**.

15/10/2020

Felixstowe Town Council

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09:11

Summary Income & Expenditure by Budget Heading 01/10/2020

Month No: 7

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	18,880	36,930	18,050	500	17,550	52.5%
	Net Income over Expenditure	<u>(19,745)</u>	<u>(14,888)</u>	<u>(29,238)</u>	<u>(14,350)</u>			
	plus Transfer from EMR	1,513	0					
	Movement to/(from) Gen Reserve	<u>(18,232)</u>	<u>(14,888)</u>					
302	Grants							
	Expenditure	36,599	23,681	36,600	12,919		12,919	64.7%
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	5,678	13,628	7,951		7,951	41.7%
	Movement to/(from) Gen Reserve	<u>(7,716)</u>	<u>(2,988)</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>6,682</b>	<b>28,942</b>	<b>22,260</b>			<b>23.1%</b>
	<b>Expenditure</b>	<b>164,891</b>	<b>86,400</b>	<b>180,876</b>	<b>94,476</b>	<b>500</b>	<b>93,976</b>	<b>48.0%</b>
	<b>Net Income over Expenditure</b>	<b><u>(137,772)</u></b>	<b><u>(79,718)</u></b>	<b><u>(151,934)</u></b>	<b><u>(72,216)</u></b>			
	plus Transfer from EMR	1,513	0					
	Movement to/(from) Gen Reserve	<u>(136,260)</u>	<u>(79,718)</u>					

**Committee is requested to consider the budget report to 15 October 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*) the remaining grant fund currently stands at £12,918.

Two applications have been received for consideration at this meeting, which will be circulated beforehand.

- **Stennetts Community Cafe**  
**Amount requested:** £1,620  
**Project:** 6 months rent during Covid - for 2 days a week to carry out activities as currently unable to operate as a café
- **Disability Advice Service (East Suffolk)**  
**Amount requested:** £1,500  
**Project:** Crisis Intervention and Listening Service - towards the cost of a part time Co-ordinator to support existing staff to ensure services continue and where possible expanded.

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

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## **AGENDA ITEM 7: TREE DEDICATION FOR JOAN RICH**

Members have expressed a wish to recognise the efforts of Joan Rich, who recently completed walking 102 laps of Allenby Park on her 102nd birthday, raising nearly £25,000 for the NHS.

Following advice East Suffolk Norse, a cherry tree will be planted in Allenby Park, with a plaque, in tribute to Joan, at a cost of £333.00 + VAT.

Wording for the plaque will read:

*“Planted by Felixstowe Town Council in honour of retired nurse Joan Rich.  
On her 102<sup>nd</sup> birthday, Joan completed her mission of walking 102 laps of this park to raise funds for the NHS during the 2020 coronavirus pandemic.”*

An official tree planting will take place in early November, by the Mayor, to which Joan Rich will be invited.

**Committee is requested to approve the dedication of a cherry tree to Joan Rich in Allenby Park at a cost of £333+VAT.**

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## **AGENDA ITEM 8: REMEMBRANCE 2020**

Meetings have been held online with the Felixstowe Branch of the Royal British Legion and the plans for Remembrance to take a similar approach to the VJ day 75<sup>th</sup> Anniversary commemorations. As there will be no church or the usual procession from the Town Hall to the War Memorial, people will be encouraged to watch the Remembrance Sunday commemorations on-line. A smaller Civic party, comprising the Mayor of Felixstowe, Deputy Lieutenants of Suffolk and the Felixstowe Branch of the Royal British Legion will lay wreaths at 11am. Following this, the remaining official wreath layers (1 per organisation) will lay wreaths in small, socially distanced, groups in 15 min time slots. It is anticipated that the wreath laying will be completed by around 1pm.

A road closure has been requested from 10.30 until 11.30 for the duration of the service, and a request has gone to Parking Services to ask them to consider allowing Wreath Layers to park for 30 minutes on the day without charge in the car park, we are awaiting their response.

On Armistice Day we are expecting that a small number of people will turn up on the day, who will be expected to adhere to social distancing rules.

The Royal British Legion will be filming for their Facebook page and the Mayor will be involved by reading a piece in St Johns Church for the film. The film will also include filming of the War Graves at the Cemetery. The visit to the War Graves by the Civic party will not take place after Remembrance Sunday War Memorial service as usual but will take place after the Armistice Service on Wednesday 11 November

As well as following the commemorations online, members of the public will be encouraged to take a personal moment of reflection on their doorstep or at home during the national two-minutes' silence.

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

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## **AGENDA ITEM 9: LANGUARD PARTNERSHIP FUNDING**

The Landguard Partnership, whose members include the Landguard Museum, Landguard Fort, overseeing the nature reserve, Landguard Bird Observatory, English Heritage, East Suffolk Council, and the Town Council, is currently undergoing a governance review. At the conclusion of this review, recommendations and options for future governance arrangements will be made.

In the meantime, the Felixstowe Museum is seeking to appoint a professional Curator / Manager on a part time, 18-month contract in order to:

- Stabilise the Museum and provide support, advice and guidance to the Museum trustees and volunteers.
- Put in place COVID secure measures to allow opening of the Museum next year, keeping public and Museum volunteers safe.
- Review / refresh / implement new displays whilst meeting the second objective.
- Ensure the Museum retains its Arts Council accreditation.
- Provide basic training to existing / new volunteers in curatorial skills.
- Take part in the Landguard Governance project providing professional advice and guidance about the Museum and the overall site interpretation and collections.

To provide additional support to the Landguard Partnership during this time Committee is requested to consider increasing its contribution for 2021/22 from the provisional £1,000 which it would ordinarily be expected to budget for.

**Committee is requested to note the report on Felixstowe Museum and decide any action it deems necessary.**

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## **AGENDA ITEM 10: TRIM TRAIL AND ACCESSIBLE BEACH HUT AREA PROJECT**

The trim trail equipment which the Town Council installed on the former donkey field under licence from East Suffolk requires some maintenance and new matting. The mats would require the ground to be made even and re-laid so East Suffolk were contacted as owners of the land. A meeting has been held with the Town Clerk, Deputy Town Clerk and the Programmes and Partnerships Manager at East Suffolk Council to discuss the current position of the trim trail, in light of East Suffolk Council's provisional plans to create a new 'accessible Beach hut' area.

The East Suffolk Programmes and Partnerships Manager has advised that the Accessible Beach Hut area would be best placed on the existing site of the Trim Trail which would mean that the Trim Trail would need relocating. The suggested location for this is to where the volleyball court used to be as per map below:



Both areas fit in with East Suffolk's South Seafront Vision. Designs for the Accessible Beach Hut project are being prepared and will be shared with Committee and the East Suffolk Council Cabinet in December. The moving of the Trim Trail and plans for the Accessible Beach hut project will be required to go through planning prior to a possible a start date in Q1 of 2021.

The new site for the Trim Trail will be undergo a survey to ensure that it is suitable, and a new licence drawn up before being relocated under Norse's direction.

Discussions are also taking place to enhance to Trim Trail offer to include other activities on the new site. Options such as concrete table tennis tables and/or a petanque piste are being considered.

The plans for the Accessible Beach village include a hireable facility that can either be several separate units or opened into a single space. There are plans to also have other accessible huts with ramps. There are also plans to potentially provide a separate toilet block on site, which should ease current issues around the lack of toilets in that area. As there is car parking adjacent the area will be well-served for those wishing to hire a hut in Felixstowe.

The facility is likely to be a popular space and ESC will be looking at short term, possibly daily, rentals. East Suffolk Council has indicated that it will continue to consult with the Town Council on the opportunities for this area.

**Committee is requested to note the Trim Trail and Accessible Beach Hut area project report.**

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## **AGENDA ITEM 11: DRAFT BUDGET CONSIDERATIONS 2021-22**

Committee is to consider its draft budget estimates for the Financial Year 2021-22 and to make any recommendations to Finance & Governance Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current year expenditure and a comparison against the previous year at **Appendix B**. Notes to the budget estimates are at **Appendix C**.

Members should note that estimates for income and expenditure are based on known costs wherever possible. Where it is anticipated that the viability of certain activities will continue to be subject to prevailing circumstances at the time, the budget line has either been revised or an appropriate headroom has been included on the basis of prudence.

Following Committee's consideration of these estimates, the Finance & Governance Committee and Council will review the full budget, taking in to account the latest projections for the outturn from the current year and potential impact of Covid19 on the Council's taxbase.

**Committee is requested to consider first draft recommendations for the Civic & Community element of Council's budget for 2021-22.**

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