

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:

- a) Planning & Environment Committee 18 March 2020**
- b) Planning & Environment (Delegated) 1 April 2020**
- c) Planning & Environment (Delegated) 8 April 2020**
- d) Planning & Environment (Delegated) 15 April 2020**
- e) Planning & Environment (Delegated) 22 April 2020**
- f) 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.

Date: _____

Town Mayor: _____