

MINUTES of the ORDINARY COUNCIL meeting held at FELIXSTOWE TOWN HALL on Wednesday 10 November 2021 at 7.30pm

PRESENT: Cllr M Jepson (Mayor) Cllr M Morris
 Cllr S Harkin (Deputy Mayor) Cllr G Newman
 Cllr D Aitchison Cllr M Richardson
 Cllr S Bennett Cllr D Savage
 Cllr S Bird Cllr A Smith
 Cllr M Deacon Cllr S Wiles
 Cllr S Gallant

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs D L Frost (Deputy Town Clerk)
 Mr S Congi (Finance Administration Assistant) *(via Zoom)*
 Mrs J Smith (Administration Assistant) *(via Zoom)*
 Miss H Miles (Communications Apprentice) *(via Zoom)*

IN ATTENDANCE: 4 Members of the public (1 in person / 3 via Zoom)
 Ms Morag McInnes, ESC Project Manager *(via Zoom)*

226. PUBLIC QUESTION TIME

A member of the public asked how the Council intended to address the poor state of road surfacing, particularly around High Roads East and West, and the weed growth this summer. The Mayor advised that this was a County Council matter. The Suffolk County Councillors present confirmed that they were campaigning for this work to be carried out and had met with the relevant Cabinet Member. Following which, the work had been given a job number but there was currently no fixed date for the work to be carried out.

227. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr N Barber, Cllr T Green** and **Cllr K Williams**.

228. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr M Jepson Cllr M Richardson 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)
Cllr M Deacon	234	Local Non-Pecuniary (as a Member of the Felixstowe Sports Hub Trust)

229. QUESTIONS TO THE MAYOR

There were none.

230. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 8 September 2021 be signed by the Mayor as a true record and adopted by the Council.

231. MAYOR'S ANNOUNCEMENTS

The Mayor commenced his announcement by advising Council of the sad passing of Hr. Herby Scheitler, friend to Felixstowe and Wesel, in September. The Mayor invited Cllr Mike Deacon to address the Council and pay tribute to Herby. Members of the Council marked a moment of silence in respect of Hr. Scheitler.

The Mayor then spoke of the recent engagements he had attended on behalf of the Town Council. Highlights included the recent opening of Felixstowe School Library and the Women's Tour/Felix Fest weekend. The Mayor paid thanks to the hard work of everyone involved in putting on the Women's Tour weekend, which had received incredible feedback from the organisers, particularly East Suffolk Council.

The Mayor also spoke of his interesting encounter with Chris and Kate, who had been raising money for SSAFA by walking the UK coastline for the past 4 years.

The Mayor then invited the Deputy Mayor to address the Council on the engagements she had attended on his behalf. The Deputy Mayor highlighted the WAMFest and the knitted seagull trail and gave thanks for the work in creating the knitted poppies and Remembrance items around the town.

The Mayor thanked the Deputy Mayor for attending engagements on his behalf.

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

232. 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 8 September 2021**
- b) Civic & Community Committee 15 September 2021**
- c) Planning & Environment Committee 22 September 2021**
- d) Assets & Services 22 September 2021**
- e) Planning & Environment Committee 6 October 2021**

- f) **Personnel Committee 6 October 2021**
- g) **Planning & Environment Committee 20 October 2021**
- h) **Civic & Community Committee 20 October 2021**
- i) **Finance & Governance Committee 27 October 2021**
- j) **Planning & Environment Committee 3 November 2021**

233. TOWN WIFI PROJECT

The Mayor invited Ms Morag McInnes to address the Council. Ms McInnes presented an update on the ESC Town WiFi project, as part of the digital towns programme. Members heard that the project would bring benefits of increased connectivity to Felixstowe, supporting local enterprise, Visit Felixstowe and the Felixstowe BID. The project would also provide data on footfall, dwell time and how people move around the town.

The installation was expected to commence in early 2022 and would be relatively low impact, visually.

Ms McInnes presented an example of the data dashboard showing how many visitors attended another town in East Suffolk across given days, weeks, certain events etc. as well as journey routes. Members of the Town Council and the Felixstowe BID would be invited to a meeting in future to be shown the dashboard in greater depth.

The free Wi-Fi offer would be made available via the Visit Felixstowe website and was fully data compliant. Coverage would be contiguous with the Felixstowe BID area.

It was noted that this project was being delivered by East Suffolk Council and funded for the next 4 years. In the future, there may be an opportunity to review the value of the project with Felixstowe Town Council and the Felixstowe BID, both of which will be invited to attending regular steering group meetings.

In response to a question on the extent of the coverage, Ms McInnes advised that some of the side street shops may still find the Wi-Fi reaches their locations, but this could not be guaranteed.

In response to a question on CCTV, Ms McInnes confirmed that combining this with smart towns was problematic from a Data Protection perspective.

A question was received regarding coverage at the train station as this was felt an important area to capture statistics of people arriving by train, elements of footfall will be captured from that area of the town. Ms McInnes agreed to go back to the provider to see if this area could also be included.

In response to a question on seafront coverage past the Spa Pavilion, Ms McInnes confirmed that, due to funding limitations, there would not be coverage fully across the whole seafront. However, further locations such as Landguard

could be rolled out later if they were worthwhile. There could also be the opportunity to utilise portable footfall counters.

A Member asked whether the system could be used to modernise noticeboards around the town. It was confirmed that this could be possible.

In respect of the data capture, Ms McInnes confirmed that footfall data would be collected anonymously, the additional data available via the Wi-Fi use would be opt-in. It was also confirmed that new and repeat visitors would only be identified via a code so it will tell the difference between one visitor and a returning visitor on the same day.

Members thanked Ms McInnes and looked forward to further information in due course.

It was RESOLVED that the presentation from Ms Morag McInnes, East Suffolk Council Project Manager on the Town WiFi Project as part of the Digital Towns Programme be noted.

234. REPORTS FROM MEMBERS OF OUTSIDE BODIES

Council received a report from Cllr Aitchison, as a representative to the Felixstowe & District Council for Sport and Recreation. Cllr Aitchison reported that the cricket third team had already commenced playing at the former Deben High School site, which had freed up Coronation Park to be exclusively used by the Rugby Club. The Cricket Club were currently looking for a second ground. An update was received on the planned new Leisure Centre, with the completion date now anticipate to be around 2025.

Cllr Aitchison advised that, further to a suggestion by Council's Civic & Community Committee, the Sports Council will be updating their website. Council also heard that the pitches at Eastward Ho were currently unable to be used due to their condition. The Sports Council were keen for Felixstowe Town Council to work with East Suffolk Council to address this.

It was RESOLVED that the report from Cllr Aitchison be noted.

235. FELIXSTOWE ALLOTMENT ASSOCIATION – COMMUNITY HUT PROJECT

Council considered the recommendation of Civic & Community Committee to approve funding of £10,000 towards the Felixstowe Allotment Association's replacement community 'hut' on the Cowpasture Allotment Site.

It was RESOLVED that funding of £10,000 towards the Felixstowe Allotment Association's replacement community 'hut' on the Cowpasture Allotment Site is taken from the Community Infrastructure Levy Earmarked Reserve.

236. RESERVES POLICY 2021-2023

Council considered the Reserves Policy as recommended by the Finance & Governance Committee. Some clarification of the difference between ring-fenced and standard earmarked reserves (*Minute #77 of 2021/22 refers*) had been added.

It was RESOLVED that the Reserves Policy 2021-23 be approved as presented.

237. EARMARKED RESERVES EXPENDITURE

In Council's Terms of Reference which were approved and adopted at Annual Council (*Minute #9a of 2021/22 refers*), an additional authority gives Committees the ability to approve expenditure from Earmarked Reserves relevant to their scope of business, up to a limit of £20,000 in each financial year, without requiring further approval from Council.

It was RESOLVED that Council notes the following spending from Earmarked Reserves approved by the Assets & Services committee on 22 September 2021:

Min #	Description	Net Amount	Earmarked Reserve
162 ii	Service valves replaced on all 4 toilets	£640	Broadway House
163 ii	Refurbishments to Cemetery Office and Workshop	up to £3,000	Cemetery
163 iv	Tree Survey	£2,800	Cemetery
165 ii	War Memorial refurbishment	£3,089.99	Cemetery

238. LEASE OF ELECTRIC VAN

Council received a report on the lease of an electric van as an additional vehicle for the Grounds Team as recommended by the Assets & Services Committee (*Minute #163 iii 2021/22 refers*).

It was suggested that HVO is investigated as an alternative fuel for the existing truck. HVO fuel is a 100% renewable diesel, which can have a reduction of up to 90% of net CO2 emissions of regular diesel.

The lease includes servicing, maintenance and tyres and the van will be serviced at Bristos of Ipswich where the lease will be taken out.

It was RESOLVED that :

- i. a Renault Kangoo MWB ML20 I ZE 33 is purchased on a contract basis for 3 years. The cost of the deposit (£3,735.24 +VAT) and charging cable (£500) to come from the Asset Repair and Replacement Earmarked Reserve. The monthly hire payment of**

£311.27 +VAT to be incorporated within the Council's draft budget for 2022-23; and,

- ii. **HVO fuel is investigated as an alternative fuel for the existing truck.**

239. QUEEN'S PLATINUM JUBILEE EVENTS

Council considered a report on plans for a celebratory weekend of events to mark the Queen's Platinum Jubilee over the bank holiday weekend 2-5th June 2022. The Carnival Association will be overseeing the delivery of the weekend working in partnership with Felixstowe Town Council, The East Suffolk Council Communities Officer and the Felixstowe Branch of the Royal British Legion.

It was noted that in accordance with Council's Climate Emergency Declaration, the Committee had also stated that the event should focus on sustainability and be as environmentally friendly as possible.

It was RESOLVED that the Queen's Jubilee events on the weekend of 2-5th June 2022 be underwritten to the total sum of £30,000, via the VE75 Earmarked Reserve and with the remaining £20,003.92 being authorised from the Community Fund Earmarked Reserve.

240. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

Members considered the recommendation of the Finance & Governance Committee (*Minute #209 of 2021/22 refers*).

It was RESOLVED that:

- i. **it be noted that the Finance & Governance Committee has approved and accepted the Annual Governance and Accountability Return including Audit Certificate as presented; and,**
- ii. **it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 & the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 14 September and is available to view on the Financial Page of the Town Council Website.**

241. INTERIM AUDIT REPORT: YEAR 2021/22

Council considered the interim Internal Audit Report for 2021/22, which had been completed with no formal recommendations being made.

Members noted the comments of the internal auditor.

RESOLVED that the Interim Internal Audit Report for the period 1 April 2021 - 30 September 2021 be noted.

242. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
17/09/2021	188 - 207	£8,181.76
30/09/2021	208 - 220	£60,706.43
15/10/2021	221 - 243	£6,770.63
29/10/2021	244 - 260	£45,911.72
	TOTAL	£121,570.54

243. CLOSURE

The meeting was closed at 9.05pm. It was noted that the next Ordinary Meeting was scheduled for 12 January 2022 at 7.30pm.

Date: _____

Town Mayor: _____