

**MINUTES of the ANNUAL COUNCIL meeting held at Felixstowe Town Hall on
Wednesday 18 May 2022 at 7pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Faversham (Civic Events Officer)
Mr S Congi (Finance Administration Assistant)

IN ATTENDANCE: 26 Members of the Public.

IN ATTENDANCE ONLINE: Mrs D Frost (Deputy Town Clerk)
Mrs S Morrison (Planning Administration Assistant)
Mrs J Smith (Administration Assistant)
Miss H Miles (Communications Apprentice)
14 Members of the Public

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection delivered by Rev. Chris Hood, St Andrew's Church, Felixstowe.

1. ELECTION OF MAYOR

Mayor, Cllr Mark Jepson, in the chair.

The Mayor reflected on the previous two years, having been elected as Mayor via Zoom at the online Annual Council Meeting in 2020. The Mayor thanked Visit Felixstowe for helping to set up 90 online interviews with local businesses throughout lockdown. The Mayor thanked the staff, who continued to run frontline services during the pandemic. Highlights of the two years included Joan Rich's 102 laps of Allenby Park by her 102nd birthday raising almost £35,000 for the NHS, Felixstowe's hosting of the Women's Tour final stage in October 2021 and the service for the Ukraine in March 2022. In the past year, with the easing of Covid restrictions the Mayor had carried out 135 engagements and was pleased to have been able to host several charity events over the previous. The Mayor was delighted to announce a total of £15,550 raised for his charities. The Mayor thanked all Councillors, Town Council staff, particularly the Civic Events Officer and Communications Apprentice and the Deputy Mayor, for their support during his tenure.

Following the Mayor's address, it was proposed by Cllr Doreen Savage, seconded by Cllr Graham Newman, that Cllr Sharon Harkin be elected as Mayor of Felixstowe for the ensuing Municipal Year.

RESOLVED that Cllr Sharon Harkin be elected Mayor of Felixstowe for the Municipal Year 2022-23.

Cllr Harkin was invested with the Mayor's Chain of Office and duly read out and signed the Declaration of Acceptance of Office.

Mayor, Cllr Sharon Harkin, in the chair.

The Mayor thanked Cllrs Savage and Newman for nominating her to the office of Mayor for 2022/23. In her incoming address, the Mayor advised that she was looking forward to working with the Felixstowe BID, supporting vulnerable members of the community, and giving women a voice. The Mayor extended a welcome to families from the Ukraine who were beginning to arrive in Felixstowe and looked forward to meeting them in due course.

In her incoming announcement, the Mayor confirmed that the charities chosen for the Municipal Year 2022/23, would be the Felixstowe Community Hospital League of Friends, the Felixstowe Opportunity Group and the Compass Charity.

The Mayor thanked the outgoing Mayor, Cllr M Jepson, on behalf of the Council for his hard work over the past two years and presented him with a gift.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr Nick Barber, seconded by Cllr Wiles that Cllr Mick Richardson be elected as Deputy Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Mick Richardson be elected Deputy Mayor for the ensuing Municipal Year 2022/23.

The Deputy Mayor thanked Cllrs Barber and Wiles for nominating him and paid tribute to the outgoing Mayor, Cllr M Jepson, for leading the Council through the pandemic.

The Deputy Mayor installed Mrs Louise Richardson as Mayoress.

3. PUBLIC QUESTION TIME

A member of the public representing the Langer Road Flood Action Group asked why there were no medium- or long-term plans to improve the drainage along Langer Road and surrounding roads. Members were advised that Suffolk County Council had been given funds to improve roads and Felixstowe was a busy port with a high level of traffic in the south of town. Concerns centred on how problems with A14 traffic meant that diverted traffic along Langer Road causes high levels of noise, vibration and air pollution. The Langer Road Flood

Action Group were looking for a permanent solution for this and, as Langer Road floods at least once a year and traffic diversions could happen on a stormy night, when will funds be identified and work undertaken to improve this area? Cllr Wiles, in his capacity as Deputy Cabinet Member for Highways with responsibility for Highways Drainage at Suffolk County Council responded that Suffolk County Council are aware of the issues, there are over 330 gullies and assets in Suffolk and last year we had an extreme weather event, which caused excessive flooding. Suffolk County Council would be working with residents and had received £10m in addition to normal funds. Suffolk County Council would seek to ensure that all stakeholders work together with Highways and the Environmental Agency. Historic problems also in Walton will also be looked at by Suffolk County Council.

Another representative of the Langer Road Flood Group spoke about the ramp near Martello Park being closed. This was the only accessible way to enter the prom from this area for people with disability issues or with prams while the flood gates are closed. The Town Clerk was aware of the issue and advised that an update on the ramp had been sought from East Suffolk Council which had confirmed it had been delayed due to market supply issues in relation to the war in Ukraine. The latest update was that the timber should be arriving in May, steelwork would then be fabricated and work started by the end of May, this date could change due to supply issues.

A member of the Beach Hut Association, spoke about the history of their family owning a Beach Hut, and the historic value of the beach huts. Councillors were asked if they have any idea of the value of beach huts from an economic prospective. A Councillor referred to the recent Blue Flag awards as an example of how the Council promoted the seafront and contributed towards the town's resort economy

Another member of the Beach Hut Association shared the news that they had applied to have the Spa Huts listed. They spoke of evidence which had been found showing the beach huts being in place prior to the 1880s, well in advance of other seaside resorts, and that some of the huts were rare originals. Councillors were asked to protect the huts. The Mayor advised that this issue was with East Suffolk Council to consider at its annual meeting the following week and, since it was also subject to a judicial review, it was therefore not appropriate for Felixstowe Town Council to become further involved at this stage. Members hoped that a solution would be found.

A family member of the Mayor gave best wishes to the Mayor and thanked the Council for giving the opportunity to view the meeting online.

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr K Williams**.

5. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
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 Suffolk Coastal District Council)

6. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 9 March 2022 be signed by the Mayor as a true record and adopted by the Council.

7. 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 9 March 2022**
- b) **Planning & Environment Committee 23 March 2022**
- c) **Finance & Governance Committee 23 March 2022**
- d) **Planning & Environment Committee 6 April 2022**
- e) **Personnel Committee 6 April 2022**
- f) **Planning & Environment Committee 20 April 2022**
- g) **Civic & Community Committee 20 April 2022**
- h) **Assets & Services Committee 27 April 2022**
- i) **Planning & Environment Committee 4 May 2022**

8. ANNUAL REPORT 2021-22

Council received the Annual Report for 2021-22. Members thanked the Council Officers for the work that had gone into the Annual Report, and were particularly pleased by the environmental page, which set out how the Council was aiming to achieve to reduce their carbon footprint. A member requested that the school posters for 'No idling' be re-brought to school's attention via Youth Forum and the Climate Emergency Working Group representatives. It was also suggested that joint working could be explored other local councils to engage young people in these aspirations.

It was suggested that, under 'Plans for the Future' on the Climate Emergency page of the Annual Report, a line be included to show that the Council was

trying to find a solution of windows appropriate to the heritage of Felixstowe Town Hall and from an ecological perspective. Council's Assets and Services Committee was considering innovative options with the latest technology in slimline double glazed glass with unrivalled thermal performance and lowest u-value.

It was RESOLVED that the Annual Report of the Town Council for the Municipal Year 2021-22 be adopted, subject to the inclusion of the Council's exploration of innovative solutions to achieve the lowest u-value rated windows whilst respecting the heritage of the Town Hall.

9. SCHEME OF DELEGATION TO THE TOWN CLERK 2022/23

It was RESOLVED that the powers delegated to the Town Clerk for 2022/23 be approved as presented in the report.

10. COUNCIL GOVERNANCE AND POLICY 2022/23

It was RESOLVED that the following governance documents be approved and adopted by Council, inclusive of all recommendations as presented in the report and appended to the Minute Book 2022/23:

- a) Terms of Reference.
- b) Standing Orders
- c) Financial Regulations
- d) Risk Management Policy & Risk Register
- e) Complaints Procedure
- f) Freedom of Information Publication Scheme
- g) ICT Policy
- h) Community Engagement Strategy
- i) Model Councillor Code of Conduct

It was RESOLVED that the Council's continued use of BACS payments be confirmed and approved.

11. APPOINTMENTS TO COMMITTEES

The Mayor referred Council to the schedule of proposed appointments to Council's Committees.

It was noted that the Mayor of Felixstowe was an ex-officio Member of all Committees with full voting rights if not otherwise formally appointed as a Councillor.

It was RESOLVED that appointments to Committees for the ensuing Municipal Year 2022-23 be made as follows:

FINANCE & GOVERNANCE COMMITTEE (9)

- 1. Cllr Mick Richardson (Chairman)
- 2. Cllr Tracey Green (Vice-Chairman)
- 3. Cllr Seamus Bennett

4. Cllr Nick Barber (*ex-officio as Chairman of Assets & Services Committee*)
5. Cllr Stuart Bird
6. Cllr Mike Deacon
7. Cllr Andy Smith
8. Cllr Steve Wiles (*ex-officio as Chairman of Civic & Community Committee*)
9. Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (9)

1. Cllr Steve Wiles (Chairman)
2. Cllr Doreen Savage (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Steve Gallant
5. Cllr Sharon Harkin
6. Cllr Graham Newman
7. Cllr Margaret Morris
8. Cllr Mick Richardson
9. Cllr Kimberley Williams

ASSETS & SERVICES COMMITTEE (9)

1. Cllr Nick Barber (Chairman)
2. Cllr Doreen Savage (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Sharon Harkin
5. Cllr Margaret Morris
6. Cllr Graham Newman
7. Cllr Mick Richardson
8. Cllr Andy Smith
9. Cllr Kimberley Williams

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Stuart Bird (Chairman)
2. Cllr Andy Smith (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Steve Gallant
5. Cllr Mark Jepson
6. Cllr Margaret Morris
7. Cllr Doreen Savage
8. Cllr Steve Wiles
9. Cllr Kimberley Williams

PERSONNEL COMMITTEE (5)

1. Cllr Sharon Harkin (Chairman) (*ex-officio as Mayor of Felixstowe for 2022/23*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Cllr Mick Richardson (*ex-officio as Deputy Mayor for 2022/23*)
4. Cllr Mark Jepson (*ex-officio as Mayor of Felixstowe for 2021/22*)
5. Cllr Doreen Savage

APPEALS COMMITTEE (5 Members who are not on the Personnel Committee)

1. Cllr Andy Smith (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Mike Deacon
4. Cllr Tracey Green
5. Cllr Nick Barber

YOUTH FORUM (3 FTC)

1. Cllr Mark Jepson
2. Cllr Nick Barber
3. Cllr Seamus Bennett

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

1. Cllr Mark Jepson (Lead Emergency Coordinator)
2. Cllr Darren Aitchison (Deputy Emergency Coordinator)
3. Cllr Andy Smith (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

ESC/FTC JOINT FORUM

1. Cllr Nick Barber
2. Cllr Sharon Harkin
3. Town Clerk

TOWN MAGAZINE WORKING GROUP

1. Cllr Doreen Savage
2. Cllr Kimberley Williams
3. Town Clerk
4. Deputy Town Clerk

CLIMATE EMERGENCY WORKING GROUP

1. Cllr Mick Richardson (Chairman)
2. Cllr Darren Aitchison
3. Cllr Nick Barber
4. Cllr Seamus Bennett
5. Cllr Margaret Morris
6. Cllr Doreen Savage
7. Cllr Andy Smith
8. Town Clerk
9. Deputy Town Clerk

12. APPOINTMENTS TO OUTSIDE BODIES

The Mayor referred Council to the schedule of proposed appointments to Outside Bodies.

RESOLVED that the Members be appointed to Outside Bodies for the ensuing Municipal Year 2022-22 be appointed as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Memory Lane Steering Group	1. Cllr Sharon Harkin
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Friends of Felixstowe Library	1. Cllr Tracey Green
Felixstowe Nightsafe	1. Cllr Mark Jepson
Felixstowe Old People's Welfare Association	1. Cllr Graham Newman + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr Mark Jepson 2. Cllr Margaret Morris 3. Cllr Graham Newman
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Mark Jepson 3. Cllr Steve Wiles + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Andy Smith (Substitute Cllr Margaret Morris)
Haven Ports Welfare	1. Cllr Doreen Savage
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Andy Smith 2. Mayor of Felixstowe (<i>ex-officio</i>) 3. Town Clerk (<i>ex-officio</i>)
Felixstowe Area ASB Meeting	1. Cllr Mark Jepson 2. Cllr Mick Richardson 3. Cllr Steve Gallant 4. Cllr Kimberley Williams
Level Two Youth Project	1. Cllr Mark Jepson 2. Cllr Margaret Morris
Freight Quality Partnership	1. Cllr Andy Smith
Fairtrade Forum	1. Cllr Graham Newman
East Suffolk Lines Community Rail Partnership	1. Cllr Graham Newman
Orwell District Scouts	1. Mayor of Felixstowe (<i>ex-officio</i>)
Felixstowe Peninsula Community Partnership	1. Cllr Sharon Harkin 2. Cllr Andy Smith 3. Town Clerk

CHARITY TRUSTEES

RESOLVED that the Council appoint the following Trustees to the Mayor of Felixstowe Charity Fund:

1. Cllr Sharon Harkin
2. Cllr Mick Richardson
3. Cllr Mark Jepson

13. AUTHORISATION OF SIGNATORIES

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBERS AS ITS BANK SIGNATORIES FOR 2022/23:

- Cllr Sharon Harkin (Mayor of Felixstowe)
- Cllr Mick Richardson (Deputy Mayor)
- Cllr Stuart Bird
- Cllr Steve Gallant
- Cllr Margaret Morris
- Cllr Andy Smith

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBER AS ITS QUARTERLY BANK RECONCILIATION SIGNATORY FOR 2022/23:

- Cllr Doreen Savage

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING OPEN CREDIT AGREEMENT FOR 2022/23:

- Town Clerk, Deputy Clerk and Civic Events Officer be authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

14. SUBSCRIPTIONS

Council reviewed its Council's and staff subscriptions to other bodies for 2022/23 to the organisations below.

Organisation	2022/23 fee	Notes
Suffolk Association of Local Councils (SALC)	£2,655.36	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£95	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.

And on behalf of its staff Council pays subscription fees to:

Organisation	2022/23 fee	Notes
Society of Local Council Clerks (SLCC)	£467	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£270	Professional membership of the Deputy Town Clerk

It was RESOLVED that the subscriptions for 2022/23 be approved.

15. ASSET REGISTER

Council reviewed the Asset Register for the year ending 31 March 2022.

It was RESOLVED that the Council's Asset Register to 31 March 2022 be adopted as presented.

16. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
17/03/2022	401 – 423	£16,559.25
31/03/2022	424 – 439	£68,512.96
16/04/2022	1 - 33	£22,045.17
30/04/2022	34 - 47	£52,050.47
	TOTAL	£159,167.85

17. CLOSURE

The meeting was closed at 8.22pm. It was noted that the next Ordinary Meeting was scheduled for 22 June 2022 at 7.30pm.

Date: _____

Town Mayor: _____