

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

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 D Aitchison

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 14 December 2022** at **7.30pm** for the transaction of the following business:

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/89465860989>

Alternatively, you may join via the meeting ID 830 9051 8311 or over the telephone by calling 0131 460 1196.

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.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi
Town Clerk
9 December 2022

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 19 October 2022 as a true record. **(Pages 3-8)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 7 December 2022 and consider any actions deemed necessary. **(Page 9 & Appendix A)**
- 6. Occasional Grants 2022/23**
To consider Occasional Grants applications submitted for round two, deadline 30 November 2022. **(Pages 10-11)**
- 7. Cost of Living Support Fund**
To receive an update on the allocation of Cost-of-Living support funding to date. **(Pages 12-13)**
- 8. Blue Flag 2023**
To approve funding for the 2023 Blue Flag and Seaside Awards application. **(Page 14)**
- 9. Mayor's Civic and Charity Events**
To receive an update on the Mayor's Civic and Charity events including the Mayor's Ball **(Page 15)**
- 10. Harwich Harbour Foot Ferry Update**
To receive an update on the Harwich Foot Ferry **(Page 16)**
- 11. 70th Anniversary of the Felixstowe Floods**
To receive an update on preparations to mark the 70th anniversary of the Felixstowe Floods. **(Pages 17-18)**
- 12. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 15 February 2023 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 5 October 2022** at **7.30pm**

PRESENT: Cllr D Savage (Vice-Chairman)
Cllr D Aitchison
Cllr S Harkin
Cllr M Morris

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Ms H Miles (Communications Apprentice)

IN ATTENDANCE: Cllr Steve Wiles (*via Zoom*)
Jenny Edgerley, Development Officer, East Suffolk Council
(*via Zoom*)

209. PUBLIC QUESTION TIME

There were none.

210. APOLOGIES FOR ABSENCE

Apologies for absence were received from, **Cllr S Gallant, Cllr G Newman, Cllr M Richardson, Cllr S Wiles** and **Cllr K Williams**.

211. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Harkin	222	Local Non-Pecuniary (as Communities Officer, Felixstowe Peninsula, East Suffolk Council)
Cllr D Savage	135	Local Non-Pecuniary (as a Trustee to Citizens' Advice)

212. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 15 June 2022** be signed as a true record.

213. LANGER PARK UPDATE

Committee welcomed Ms Jenny Edgerley, East Suffolk Council Development Officer, who gave a presentation on the ongoing development project at Langer Park. It was noted that there had been some damage to the guards surrounding the oak trees planted under the scheme for The Queen's Platinum Jubilee. New benches designed by a local designer had been installed. The toilet block had

now been refurbished and it was noted that the opening times were being adjusted to minimise the risk of vandalism and antisocial behaviour.

New signs had been established at the entrance to Langer Park, with an anti-graffiti covering.

Jenny reported that agreement had been made in principle to access the water course near Langer Park to improve drainage in the area. This should help to resolve the flooding issues.

Work was due to commence begin next Spring to update the play area. New equipment including a new climbing frame will be installed and three pieces of pre-existing play equipment retained. The surface would be replaced with the same 'Matta' material that was used in Gosford Way and Allenby Park play areas. Railings surrounding the park have been painted and two new football goals have been ordered.

Following the Town Council's interest in supporting the delivery of the 'Lost Creek Play Trail' Ms Edgerley had contacted several companies to carry out this work, to the value of £15,000 which had previously been suggested for this element. East Suffolk Council had selected Groundworks East as the contractor and Committee saw some example images of wooden sculptures that had been the result of a previous project. Ms Edgerley advised that this company had been selected on the basis of their proposal to develop the project by having an open consultation event on the site so local people can collaborate with the artist to help form ideas. Members asked that the proposal be forwarded to the Town Council for formal consideration and approval.

Members discussed the possibility of a 'Resilience Memorial' and it was agreed that this element should be postponed due to the current cost-of-living crisis.

Planting of wildflowers was suggested as a good biodiversity option.

It was RESOLVED that :

- i. The update on Langer Park be noted;**
- ii. the work suggested in the presentation be supported; and,**
- iii. Ms Edgerley to forward the proposal for the Lost Creek Play Trail for further consideration by the Council.**

214. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 28 September 2022.

Committee noted that income from sponsorship for Felixstowe in Flower and the Council's Magazine had yet to reach pre-pandemic level and was under budget.

RESOLVED that the Budget Report to 28 September 2022 be received and noted as presented with no other action required at this time.

215. ANNUAL GRANTS, COMMUNITY FUND PROJECTS & CHRISTMAS LIGHTS 2022/23

Committee considered applications for on-going funding support from several local partner organisations and a report from Harwich Harbour Ferry Services.

It was RESOLVED that:

- i. £6,750 towards the provision of the 2023 Christmas lights be included as part of the recommendations for the 2023/24 budget alongside the following:**

As Annual Grants:

Art on the Prom	£2,000
Citizen’s Advice	£3,000
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£3,000
Felixstowe Council for Sport and Recreation	£300
Felixstowe Coast Patrol	£1,500
Landguard Fort	£1,000
Wesel Twinning Assoc.	£200
Salzwedel Twinning Association	£ 200
Total	£13,700

Through Community Fund Projects:

Level Two	£10,000
Harwich Harbour Ferry Services Partnership	£1,000
Total	£11,000

216. OCCASIONAL GRANT UPDATE

The Deputy Town Clerk updated Members on correspondence received from St Philips Community Hub confirming plans for Christmas provisions from the ringfenced Occasional Grant. Members agreed to release the grant. An update was also received from Suffolk Mind in respect of a grant award of £1,600 made in June 2022. The organisation requested that it be permitted to use the grant to support the provision of alternative courses, such as ‘Supporting Other’s Mental Health’ and their ‘Mental Health Toolkit’ course, due to the impact on Pastors’ time because of workload created by the cost-of-living crisis.

It was RESOLVED that:

- i. **the ringfenced grant of £990 be released to St Philips Community Hub towards their Christmas Party, with Christmas Flower decorations and a gift; and,**
- ii. **Suffolk Mind be thanked for updating Committee on the change in training for which the grant had originally been awarded, with a report requested from the organisation by the end of the financial year.**

217. REMEMBRANCE 2022

Members received the report outlining Remembrance activities this year.

It was RESOLVED that the Remembrance 2022 arrangements be noted.

218. CHRISTMAS LIGHTS AND EVENTS 2022

Members received the report detailing the planned Christmas events.

Committee considered a request from the Felixstowe BID for funding support towards Christmas 2022 events.

It was noted that the BID were bringing back the ice rink, with some funding towards this from East Suffolk Council, and with the Town Council's support the Christmas offer could be enhanced with further festive elements. Amongst the plans, Committee noted that there would be a craft Christmas tree at Great Eastern Square, stilt-walkers and other live festive attractions in the town centre. The BID were also commissioning local artist, Tracy Barrit-Brown, to create angel sculptures and were also looking to source a centrepiece item such as a carousel, helter-skelter as well as other decorative additions.

Members were happy to become a partner in these celebrations and it was agreed that £3,000 from the Council's seasonal events budget should be put towards the festivities.

It was RESOLVED that :

- i. **The report on Christmas Lights and Events 2022 be noted; and,**
- ii. **£3,000 be allocated to Felixstowe BID to support Christmas 2022 events.**

219. CHRISTMAS CIVIC SERVICE AND MAYOR'S CHARITY EVENT

Members received the report detailing the planned Mayor's Charity Events and Civic Christmas Carol Service.

It was RESOLVED that the report on the Civic Christmas Carol Service and Mayors Charity Events be noted.

Cllr D Aitchison left the meeting at 20.40

220. FELIXSTOWE IN FLOWER

Members received an update on Felixstowe in Flower. Members were sorry to learn that Grange Nurseries, which had previously supplied the flowers for the baskets, were no longer trading. Committee considered two quotes from alternative suppliers and chose the local and cheaper quotation.

The Clerk advised that sponsorship for Felixstowe in Flower should be reviewed for the forthcoming year, given that two long-standing key sponsors were no longer able to continue sponsoring to the same level. Committee also noted that there could be extra costs for structural column testing in future years. This was relevant for both hanging baskets and Christmas lights. Suffolk County Council had confirmed that lampposts would not be replaced unless they do not fulfil their statutory obligation. Committee noted that there were currently 5 lampposts now out of use for Felixstowe in Flower and the Christmas light. Whilst the 5 lampposts were situated in such locations that they should not significantly impact on the overall display, should further columns become unavailable it would become quite noticeable.

It was RESOLVED that:

- i. the report on Felixstowe in Flower be noted;**
- ii. an order be placed with Supplier A at £5,597+VAT for the flowers to be planted in baskets and troughs for Felixstowe in Flower 2023, with the cost to be included in the budget for 2023/24.**
- iii. any further notifications from Suffolk County Council regarding lampposts failing structural testing requirements to be reported to Committee.**

221. COMMUNITY EMERGENCY PLAN

Committee received the update from the Community Emergency Plan Working Group and considered the adoption of a Community Self-Help agreement with Suffolk Council. Cllr Wiles updated Committee that the use of water pumping equipment, which the Langer Road Flood Group had been hoping to purchase has already been pursued, and was contrary to the self-help agreement.

It was RESOLVED that:

- i. the report on the Community Emergency Plan be noted;**
- ii. the Langer Road Flood Group be enabled to enter into the self-help agreement led by Felixstowe Town Council; and,**
- iii. the Community Emergency Working Group to remain in contact with the Langer Flood Group, and update Committee on the implementation of the self-help agreement.**

222. COST OF LIVING FUND – FUNDING FRAMEWORK

Members considered the process and framework for the administration of the Council's Cost-of-Living funding support, £50,000 allocated via the Community Fund and Community Support Fund Earmarked Reserve (*Minute #82i 2022/23 refers*).

Committee agreed that this fund should build on the work being carried out by East Suffolk Council on their 'Ease the Squeeze' campaign, adding value to projects that were being supported in Felixstowe. To ensure that funds could be directed to organisations that were operating local for the benefit of Felixstowe residents, Councillors were asked to consider community groups within their wards which may need funding to assist them in delivering community support.

To expedite the consideration of funding, Committee delegated authority to the Clerk to commit expenditure from the Council's Cost-of-Living funding support, in consultation with a small panel from the Civic & Community Committee, to include the Chairman, Vice-Chairman, Cllr Harkin and Cllr Morris. Committee also considered options for a 'Cost of Living' leaflet to be distributed throughout the town.

It was RESOLVED that:

- i. funding be allocated for 14,000 four-sided, A4 leaflets, highlighting the availability of local cost-of-living support, for distribution to all IP11 addresses. The cost of £1,382 to be taken from the Community Fund and Community Support Fund Earmarked Reserve; and,**
- ii. authority be delegated to the Clerk to commit expenditure from the Council's Cost-of-Living support fund of £50,000, in response to funding requests, in consultation with a small panel from the Civic & Community Committee, to include the Chairman, Vice-Chairman, Cllr Harkin and Cllr Morris.**

223. DRAFT BUDGET CONSIDERATIONS 2023-24

Committee considered first draft proposals for its element of the Council's 2023-24 budget and reviewed the accompanying notes to the budget estimates in the report.

It was RESOLVED that the draft proposals for the Civic & Community element of the Council's 2023-24 budget be recommended, as per the report, to Council's Finance & Governance Committee for further consideration, subject to the annual grants budget being amended to £13,700, as per Minute #215 2022/23 above.

224. CLOSURE

The meeting was closed at 9.30pm. The next meeting was noted as being scheduled for Wednesday 14 December 2022 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 December 2022 is provided below with a detailed report at **Appendix A**.

1 April - 9 December 2022

Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
301 Civic & Community	3,992.00		3,992	0.00%	32,430.00	24,420.79	8,009	75.30%
302 Grants				N/A	86,200.00	65,930.00	20,270	76.48%
303 Felixstowe in Flower	8,250.00	3,437.57	4,812	41.67%	5,900.00	4,300.00	1,600	72.88%
304 Communication	10,000.00	3,986.44	6,014	39.86%	13,200.00	9,806.00	3,394	74.29%
305 Community Projects & Partne				N/A	16,000.00	13,811.21	2,189	86.32%
NET TOTAL	22,242.00	7,424.01	14,817.99	33.38%	153,730.00	118,268.00	35,462.00	76.93%

Created by  Scribe

Committee is requested to consider the budget report to 9 December 2022 and decide any action it deems necessary.

AGENDA ITEM 6: OCCASIONAL GRANTS 2022/23 ROUND TWO

Committee is to consider the applications received for the Occasional Grant fund Round Two for 2022/23 from the following organisations:

(Members have been provided the full application details under separate cover)

Name of Organisation	Grant Project	Amount Requested	Other Funding applied for (Total project cost)	Previous Grant given by FTC
Disability Advice Service – East Suffolk	Equipment for expansion of the Service	£1,586	0 (£1,586)	£1,500 Dec 2020 £1,500 Dec 2021
Felixstowe Area Community Transport	Replace Office Equipment and Improve Volunteer and Staff Facilities	£2,000	0 (£2,000)	£1,000 Dec 2016 £2,000 Dec 2017 £2,000 Dec 2018 £2,000 Dec 2019 £2,000 Dec 2021 £2,000 Dec 2022
Felixstowe Creative Arts Trust/Two Sisters Arts Centre	Five Year Anniversary Art Installation	£500	£500 (£1,000)	£3,000 June 2016 £1,000 June 2019 £350 Dec 2021
Felixstowe Radio CIC	Felixstowe Radio New Studios Project	£1,335	£1,950 (£3954)	£575 June 2015
Felixstowe School *	Environmental	£5,000	0 (£5,000)	Boost received £1,500 June 2018 £2,500 Dec 2022
Headway Suffolk	To support people living in Felixstowe who have neurological conditions	£500	0 (£500)	£600 - 2021
Landguard Conservation Trust (Landguard Bird Observatory)	LBO Ringing and Data Collection	£1,500	£500 (£2,000)	-
Manna Pop up shop	Shipping container for Manna storage	£1,000	£6,000 (£10,000)	-
Music in Felixstowe	Music for All project to include school children, care homes and other special groups	£2,000	£6,000 (£8,000)	£400 Dec 2017 £1,000 June 2018 £2,000 June 2019 £500 Dec 2020

Felixstowe Ferry Sailing Club Ltd	Water safety equipment – life jackets for free taster sessions	£1,250	£1,027.70 (£2,277.70)	£1,000 June 2016
Save the Children Fund	Major refit/ refurbishment of the Rudolph trailer 2022	£1,893.08	0 (£1893.08)	£606.71 2021 £373.82 2019 £600 2007
TS Landguard – Felixstowe Sea Cadets	Replacement Rigid Inflatable Rescue Boat (RIB) - Associated Safety Costs and Modifications	£1,800	£3,509.95 (£5,309.95)	£1,500 from Armed Forces weekend legacy fund 2019
Total Grant amount requested		£20,364.08		

* We are checking to ascertain as to whether this is an application from Felixstowe School itself, which would ordinarily not be an organisation eligible to apply for a grant, or whether it is from an associated body, such as BOOST.

The Town Council provided a total of £25,000 for Committee to award to eligible organisations through its Coronavirus and Occasional Grants in 2022/23. £11,210 was awarded in Round one. Therefore, the total available for Committee to award in this second and final round of Occasional Grants for 2021/22 is **£13,790**.

Whilst Committee is not obliged to award all the available funding, the overall total awarded in the full year 2022/23 cannot exceed £25,000 without further approval from Council.

Committee is requested to consider the above Occasional Grant applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make.

AGENDA ITEM 7: COST OF LIVING FUND

At the previous meeting of Civic & Community Committee, Members considered the process and framework for the administration of the Council's Cost-of-Living funding support, following the £50,000 allocated via the Community Fund and Community Support Fund Earmarked Reserve (*Minute #82i 2022/23 refers*).

Committee agreed that this fund should not only build on East Suffolk Council's 'Ease the Squeeze' campaign, adding value to projects that were being supported in Felixstowe, but to also help local community groups and charities that were directly supporting residents in need. Councillors were asked to consider community groups within their wards which may need funding to assist them in delivering community support in the cost-of-living crisis.

To expedite the allocation of funding, Committee delegated authority to the Clerk to commit expenditure from the Council's Cost-of-Living funding support, in consultation with a small panel from the Civic & Community Committee, to include the Chairman, Vice-Chairman, Cllr S Harkin and Cllr M Morris (*Minute #222ii 2022/23 refers*).

Following consultation with the panel on 30 November, the Clerk determined that the following support would be made. On completion of an appropriately straightforward application form, these payments have been, or are in the process of being, made:

Organisation	Project Title	Purpose/Impact	Costs	Total
St. Philips Community Hub	Tues Warm Space and Pop-up Shop (Separate to the Thurs Comm hub)	Cash donation for fuel vouchers. Supplies of fresh fruit & veg, cleaning & hygiene products not provided by Fareshare. Storage racks for cupboard/pop up Shop Was supporting 20 now supports 45+ people	£100 one off payment £100 a month x 4 months plus £81 for storage racks	£581
St Peter and Paul Church	Pop-up Shop	Supplies of fresh food in addition to the support by Fareshare and Lidl	£100 per month for fresh food	£400
Manna (Christchurch)	Pop-up Shop every 2 weeks Dec 19 – Marc 27 (8 sessions)	Supplies of food to supplement Fareshare, including fresh fruit & veg, milk, eggs, cereals, squash. Supporting over 100 people locally.	£200 per session (once a fortnight) 8 sessions left	£1,600
St John's Church	Parish Pantry	Open every day Funding would purchase additional food to top up shop and Fareshare donations	£300 per month	£1,200
Compass	To purchase fuel vouchers	Funding would be used to purchase fuel vouchers to be distributed (last year £15k was distributed through previous household support grant)	£250 per month	£1,000

Christmas Support				
Salvation Army/FACTS	Christmas Day	FACTS providing transport to and from Salvation Army Christmas Day	To cover fuel costs for transport	£45
St. Philips Community Hub	Christmas event Tues Pop Up Shop Group x 50	Separate group to that which received FTC occasional grant this year.	£2 per person	£100
Manna	Dec 19 th	Funding to buy food for Manna Xmas Special e.g. chocolate coins, Christmas cake/pudding, crackers, chocolate biscuits etc	£300	£300
Compass	Christmas Hamper Project	50 families identified.	£20 per hamper	£1,000
Other support				
Level Two	Hardship fund	Supporting those in hardship with household bills, food, school uniform & shoes. Used to be a family hardship fund; work with schools; no cash given direct to families	£1,000	£1,000
Felixstowe Relief Charity	Hardship fund	To enable individuals to be referred for out of scope requests, i.e. educational needs, white goods.	£2,000	£2,000
Total				£ 9,226

Committee is requested to note the payments totalling £9,226 allocated to the above local organisations/charities, to be taken from the Community Fund and Community Support Fund Earmarked Reserves as approved by the Town Clerk under his Delegated Authority, to help with the Cost-of-Living projects.

AGENDA ITEM 8: BLUE FLAG 2023

Keep Britain Tidy (KBT) has advised that applications for 2023 Blue Flag and Seaside Awards can now be made.

As Felixstowe's bathing water was designated 'excellent', the town is able to apply for both the Blue Flag and Seaside Awards again.

Application fees have increased this year:

- Seaside Award £583 (plus VAT)
- Blue Flag £799 (plus VAT)
- Combined Blue Flag and Seaside Award £879 (plus VAT)

With East Suffolk Council supporting the application process, the Town Council has funded the combined award for the previous three years and provision for the award in 2023 has been included within the draft 2023/24 budget.

Committee is requested to approve funding for the 2023 Blue Flag and Seaside Awards at a cost of £879+VAT from the 2023/24 Advertising and Promotion budget.

AGENDA ITEM 9: MAYOR'S CHARITY EVENTS

Committee is requested to note the following fundraising events which have been arranged by the Mayor's Charities for Christmas and in to 2023:

- **The Mayor's Christmas Carol Service**
St Andrews Church.
16th December at 6:30pm
- **Mayors Charity Curry Night**
Bombay Nite
End of January/Middle of February TBC.
- **Murder Mystery – Theme "Surprise Party"**
Venue TBC
4th February
- **"Auction of Promises"**
Ferry Sailing Club
4th March
- **Mayor Charity Ball**
Orwell Hotel
28th April 6.30 for 7pm

There may be a few other events in addition between now and May, the details of which will be shared once known.

Committee is requested to note the update report on the Mayor's charity events.

AGENDA ITEM 10: HARWICH HARBOUR FOOT FERRY

Further to budget setting for next year 2023/24, at the last Civic & Community Committee meeting, £1,000 is being set aside in next year's budget for the Harwich Harbour Foot Ferry. At the last meeting a report was requested but not received in time, this can now be found at **Appendix B**

The partners are meeting on Tuesday 13th December to confirm next year's contributions. Under the terms of the agreement, the partners' contributions, totalling £31,000 are currently split between partners:

- 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 note the update report on the Mayor's charity events.

AGENDA ITEM 11: 70th ANNIVERSARY OF THE FELIXSTOWE FLOODS

Council's Assets and Services Committee have this year overseen the refurbishment of the Flood Memorial in time for the 70th Anniversary of the floods on 31st January 2023.

The work started a few weeks ago and includes the following:

- the brass plaques have been replaced with stainless steel with names laser engraved
- The wall to be cleaned
- Patch in and clean up mosaics
- Paint timber
- Get extra shingle to top up levels
- Clean block paving stones
- Touch up fence with phosphate paint
- Remove broken and rotten timber and replace
- Replace Bench
- Clean and obelisk.

The work has mostly been done in-house. The bench has just been completed and will have another coat of oil over it to bring out the grain, and should be in place next week.

A small working party are regularly meeting to organise the events surrounding the anniversary, comprising of Rev Andrew Dotchin, Jean McPhearson who has just completed a book called 'Never to be forgotten – The Felixstowe Floods of 1953' and will be launched at this anniversary, a representative from the Environment Agency, Felixstowe Museum and the library. The following events are planned:

Date	Time	What	Where
Sunday 29 January	6 pm	Church Service	St John's Church
Tuesday 31 January	10 am	Service at Memorial - School children invited	Flood Memorial
	12 noon	Ringing of the bells at St Johns	St Johns Church
	6pm	Procession of Light	Starting at War Memorial ending at St Edmunds Church
	Midnight	Toll of bells 41 times	St Johns Church

Dates to be confirmed		Exhibition to move around town, venues to be confirmed	Launch JM book, showing quilt. Venues tbc, visiting Library and ending up at Felixstowe Museum
------------------------------	--	--	--

Committee is requested to note the update report on the 70th Anniversary of the Felixstowe Floods
