

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 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 15 February 2023** 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 meeting 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.

Public are very welcome join via Zoom using the following 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.

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
10 February 2023

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 three minutes 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 requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of Civic & Community Committee meeting held on 14 December 2022 as a true record. **(Pages 4-7)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 31 January 2023 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Annual Town Meeting and Civic Awards 2023**
To consider arrangements for this year's Annual Town Meeting and Civic Awards. **(Page 9)**
- 7. East Suffolk Awards 2023**
To note that Felixstowe has been nominated as Community of the Year in the 2023 East Suffolk Awards. **(Page 10)**
- 8. Felixstowe in Flower 2023**
To receive an update report and consider arrangements for Felixstowe in Flower 2023. **(Page 11)**
- 9. Coronation of King Charles III**
To consider arrangements for marking the Coronation of King Charles III in May 2023. **(Page 12)**
- 10. Commemorative Wall**
To note information from East Suffolk Council and give feedback on plans for a Commemorative Wall on Bath Hill. **(Page 13 & Appendix B)**
- 11. Harwich Harbour Ferry Agreement for 2023**
To receive the Harwich Harbour Ferry Partnership Agreement for 2023 **(Page 13 & Appendix C)**
- 12. Occasional Grant Update**
To receive an update from F-CAT/Two Sisters Art Centre. **(Page 14)**

13. Occasional Grants Policy

To review Council's Occasional Grants Policy and make any recommendations to Council.

(Page 14 & Appendix D)

14. Press & Media Policy

To review Council's Press & Media Policy and make any recommendations to Council.

(Page 14 & Appendix E)

15. Closure

To close proceedings and confirm the date of the next meeting, scheduled for Wednesday 12 April 2023 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 14 December 2022** at **7.30pm**

PRESENT: Cllr S Wiles (Chairman)
Cllr D Aitchison
Cllr M Morris
Cllr M Richardson

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)

IN ATTENDANCE: One member of the public (via Zoom)

330. PUBLIC QUESTION TIME

There were none.

331. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant, Cllr S Harkin, Cllr G Newman, Cllr D Savage** and **Cllr K Williams**.

332. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Richardson Cllr S Wiles	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Wiles	All	Other registerable interest (as a Members of Suffolk County Council)
Cllr S Wiles	335	Other registerable interest (as Trustee to Landguard Trust)
Cllr D Aitchison	335	Other non-registerable interest (as Vice Chair to Felixstowe School Governors)
Cllr M Morrison Cllr D Aitchison	336	Other non-registerable interest (as Trustees to Felixstowe Relief Charity)

333. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 19 October 2022** be signed as a true record.

334. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 7 December 2022.

RESOLVED that the **Budget Report to 7 December 2022** be received and noted as presented with no other action required at this time.

335. OCCASIONAL GRANTS 2022/23

Committee considered completed applications for funding received prior to the 30 November 2022 deadline, for the second round of Occasional Grants. The total of grant funding requested in this second round being £20,364.08.

The Town Clerk advised that there was £13,790 available in the budget for this second round of grant applications.

Following consideration of all the eligible applications which had been received, Committee proposed that grants be awarded on the following basis:

Disability Advice Service

£1,236 towards equipment for expansion of the service specifically three laptops and three telephones (including loudspeakers and headsets)

Felixstowe Area Community Transport (FACTS)

£2,000 to replace office equipment and improve volunteer and staff facilities.

Felixstowe Creative Arts Trust/Two Sisters Arts Centre

£250 towards a five year anniversary art installation, subject to match funding from Trimley St Mary Parish Council.

Felixstowe Radio CIC

£1,335 towards their new studios project.

Headway Suffolk

£500 towards To support people living in Felixstowe who have neurological conditions.

Landguard Conservation Trust (Landguard Bird Observatory)

£1500 towards LBO Ringing and Data Collection.

Manna

£1,000 towards a shipping container for pop up shop storage.

Music in Felixstowe

£1,000 towards Music for All project to include school children, care homes and other special groups.

Felixstowe Ferry Sailing Club

£1250 towards Water safety equipment – life jackets for free taster sessions.

Save the Childre Fund

£1,893.08 towards Major refit/refurbishment of the Rudolph trailer 2022.

TS Landguard – Felixstowe Sea Cadets

£1,800 towards Replacement Rigid Inflatable Rescue Boat (RIB) - Associated Safety Costs and Modifications.

It was RESOLVED that:

- i. for the second round of Occasional Grants for 2022/23 a total of £13,764.08 be awarded and approved for payment on the basis of the schedule above; and,
- ii. **FACTS** be approached to consider applying for an Annual Grant in future.

336. COST OF LIVING SUPPORT FUND

Members received an update from the Cost of Living fund panel and the Town Clerk who had been given delegated authority to commit expenditure from Council's Cost of Living fund (*Minute #222ii 2022/23 refers*).

It was RESOLVED that:

- i. the payments totalling £9,226 allocated to local organisations/ charities to help with the cost of living as approved by the Town Clerk under his Delegated Authority as set out in the report were noted; and,
- ii. payments to be taken from the Community Fund and Community Support Fund Earmarked Reserve.

337. BLUE FLAG 2023

Members received the report outlining the increased cost of the 2023 Blue Flag and Seaside Award.

It was RESOLVED that the funding for the 2023 Blue Flag and Seaside Awards at a cost of £879 +VAT from the 2023/24 Advertising and Promotion budget be approved.

338. MAYOR'S CIVIC AND CHARITY EVENTS

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

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

339. HARWICH HARBOUR FOOT FERRY UPDATE

The Deputy Town Clerk presented the report and gave a verbal update on the meeting of the partners held yesterday.

All partners expected to keep the level of funding the same, three were confirmed at the meeting as staying the same.

Plans are being made to turn the ferry into an electric boat, and discussions have been started with the Harwich Haven Authority. The project expected to

take at least a couple of years will investigate funding possibilities to reduce the carbon footprint of the ferry.

It was RESOLVED that the report on the Harwich Harbour Foot Ferry be noted.

340. 70TH ANNIVERSARY OF THE FELIXSTOWE FLOODS

Members received an update on plans to mark the 70th Anniversary of the Felixstowe Floods.

Further promotion will be made on social media and Council's website throughout January.

Members gave thanks to the grounds team for their work in refurbishing the flood memorial.

RESOLVED that the report on the 70th anniversary of the Felixstowe Floods be noted.

341. CLOSURE

The meeting was closed at 8.32pm. The next meeting was noted as being scheduled for Wednesday 15 February 2023 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 31 January 2023 is provided below with a detailed report at **Appendix A**.

1 April - 31 January 2023 (2022 - 2023)

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	27,593.29	4,837	85.09%
302 Grants				N/A	86,200.00	34,774.08	51,426	40.34%
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	14,709.00	-1,509	111.43%
305 Community Projects & Partne				N/A	16,000.00	14,106.21	1,894	88.16%
NET TOTAL	22,242.00	7,424.01	14,817.99	33.38%	153,730.00	95,482.58	58,247.42	62.11%

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Committee is requested to consider the budget report to 31 January 2023 and decide any action it deems necessary.

AGENDA ITEM 6: ANNUAL TOWN MEETING / CIVIC AWARDS

Enquiries have been made to hire the Auditorium at Felixstowe School – which hosted the Annual Town Meeting and Civic Awards in the two years prior to the pandemic - and to hire the Orwell Hotel, which hosted last year’s successful event.

Quotes for costs for hiring these venues are being sought and should be available for the meeting. Committee is asked to consider which venue is preferred for this year’s event which will be held at 7pm on Wednesday 10th May.

Members are to note that the closing date for Civic Award nominations is 31st March. So far, only a few nominations have been received, though this will be further promoted in the Spring magazine and through a digital campaign. Members are asked to consider nominations and helping to raise the profile of the Awards through their community contacts. All Civic Award recipients will be invited, with their families, to the Annual Town Meeting.

As usual, all community groups who received a grant from the Town Council in the past year will be asked to write a report on how the grant was used and the success of their projects. These will be presented at the Town Meeting. Community groups, grant recipients from recent years and other local organisations will also be invited to have a display to showcase their projects.

Committee is requested to consider the update report for the Annual Town Meeting and the 2022-23 Civic Awards.

AGENDA ITEM 7: EAST SUFFOLK AWARDS 2023

Last staged in 2019, prior to the Covid pandemic, these awards, run by East Suffolk Council, celebrate the best in local businesses, people and community groups. The awards are about recognising contributions, celebrating successes, and giving people the 'round of applause' they deserve for improving lives in East Suffolk.

Felixstowe has been shortlisted for Community of the Year in the East Suffolk Awards 2023.

The Mayor, Deputy Mayor and Town Clerk have been invited to attend the Awards at Snape Maltings on Tuesday 28th February, and there is at least one additional (potentially two more – TBC) places available.

The full list of categories are:

- Team of the Year Award sponsored by Everyone Active
- Health and Wellbeing Award sponsored by Active Suffolk
- New Business of the Year Award sponsored by Spider
- Business Growth Award sponsored by ABP Associated British Ports
- Great Idea Award sponsored by Cory Brothers Ltd
- Green Impact Award sponsored by Suffolk Chamber of Commerce and Sizewell C Supply Chain
- Encouraging Tourism Award
- Community 'Next Big Idea' Award
- Apprentice of the Year Award sponsored by EDF
- High Street of the Year sponsored by East Suffolk Means Business
- Community champion of the year (individual) sponsored by Places Leisure
- Community of the year sponsored by East Suffolk Community Partnerships

Committee is requested to note the nomination for Felixstowe as Community of the Year in the East Suffolk Awards 2023, and consider any other representatives to attend the Awards.

AGENDA ITEM 8: FELIXSTOWE IN FLOWER

Felixstowe in Flower is in its 38th year and this year's launch is planned to take place at the Triangle on Saturday 27th May.

Local organisations will be invited to take up a stall and participate in the launch event.

Following the elections in May, returning and elected Councillors will be invited to participate in a friendly competition for the best flowerpot with a Coronation theme. The Coronation will also be an added theme to the main Felixstowe in Flower competition – similar to last year's 'Jubilee' theme.

The wooden tubs, which were planted up last year with sustainable bedding, will be considered for any extra or replacement bedding and the hanging baskets and troughs will bring the usual welcome colour throughout the town. Unfortunately, some damage was sustained late at night to some of the tubs between Bent Hill and the taxi rank.

Felixstowe Ferry Golf Club is keen to support Felixstowe in Flower with the provision of water again, subject to their own needs and dependent on the amount of rainfall over summer. Since the 'Treebilee', and with more trees arriving soon, extra water will be required to water both the existing ones at the meadow, the new ones planted and the birch trees throughout the town. It is likely that some additional water will need to be provided via the Council's own supply.

The Award Ceremony is planned to take place on Friday 22nd September (tbc). Having hosted at success awards event at the Orwell Hotel last year, Members are asked to consider whether this venue should host again this year. Some consideration should also be given to reviewing the competition categories to either reduce the number of trophies given or shorten the length of time the award ceremony takes.

Committee is requested to consider the update report on Felixstowe in Flower

AGENDA ITEM 9: CORONATION OF KING CHARLES III

The Coronation of King Charles III will take place at Westminster Abbey on Saturday 6th May 2023: <https://www.royal.uk/coronation-his-majesty-king>

The Coronation Ceremony will take place at Westminster Abbey, London, and will be conducted by the Archbishop of Canterbury.

The Ceremony will see His Majesty King Charles III crowned alongside The Queen Consort.

The Coronation of The King and The Queen Consort will be marked with events across the country and a concert at Windsor Castle. Their Majesties want to encourage people to spend the Coronation Weekend celebrating with friends, families and their communities.

This year's 'Big Lunch' has moved to the May Bank holiday to be a special Coronation Big Lunch on Sunday 7th May. The Coronation Big Lunch will bring neighbours and communities together to share friendship, food and fun. Communities are being encouraged to join millions across the UK with a Coronation Big Lunch celebration.

A Big Lunch pack is available from <https://www.edenprojectcommunities.com/the-coronation-big-lunch-form> to help residents and groups get started with fun ideas, tips, and practical advice. Discussions are being held with the Felixstowe BID for a possible Big Lunch in the high street.

Also on Sunday 7th May there will be a Coronation Concert at Windsor Castle, during which there will be a 'Lighting up the Nation' moment. Details of this are not known at this stage but there may be an opportunity for councils to be involved with this aspect.

There are also discussions taking place on the possibility of a Community Fair (with a focus on volunteering and health) on the back of The Big Help Out on Monday 8th May, where people across the UK are invited to roll up their sleeves and do a shift for a local group or national charity: <https://thebighelpout.org.uk/>

Committee is requested to consider arrangements for marking the Coronation of King Charles III in May 2023.

AGENDA ITEM 10: COMMEMORATIVE WALL

East Suffolk Council is seeking views on concept designs for a memorial wall in Felixstowe's Seafront Gardens. The wall would be located in the area that currently houses a small memorial garden, just off just off Bath Hill, next to Harvest House.

It would have capacity for 500 commemorative plaques, available for purchase for people to remember loved ones, and take the shape of the familiar 'viewpoint' symbol used on maps and road traffic signs.

A central roundel pavement feature would lie before five sun-like 'rays', with space to walk between and around. Each ray would be made from self-weathering steel and bear 95 individual engraved, stainless steel round plaques.

While the wall would not require planning permission, its location would fall inside the Felixstowe Conservation Area.

The project and location are shown in the concept design document at **Appendix B**.

Felixstowe Town Council has been invited to provide feedback on the concept, before East Suffolk Council put this to a period of public consultation.

Committee is requested to consider any feedback to East Suffolk Council on its Commemorative Wall concept before it is put to public consultation.

AGENDA ITEM 11: HARWICH HARBOUR FERRY AGREEMENT 2023

Further to Committee's approval of provision for 2023 for the Harwich Harbour Ferry (*Minute #215 & 223 2-22/23 refers*) a partnership meeting took place on 13th December with Essex County Council, Suffolk County Council, Tendring District Council, East Suffolk Council, Babergh District Council and Harwich Town Council.

£1,000 has been allowed for in the budget for 2023/24, as per the agreement shown at **Appendix C** as with payment being due in April 2023. The agreement is the same as the previous year except for 7.3 which mentions the partners future aspirations to move the ferry to electric powered to reduce its carbon footprint.

Committee is requested to note the Harwich Harbour Ferry Partnership Agreement 2023.

AGENDA ITEM 12: OCCASIONAL GRANT UPDATE

At the last meeting a ringfenced grant of £250 was approved towards the five year anniversary art installation for the Two Sisters Art Centre to Felixstowe Creative Arts Trust. This was subject to match funding from Trimley St Mary Parish Council.

F-Cat have confirmed that this will go to Trimley's Council in February and on confirmation that the match funding has been obtained from Trimley St Mary then the grant will be released.

Committee is requested to note the update for F-Cat's occasional grant.

AGENDA ITEM 13: OCCASIONAL GRANTS POLICY

The Civic & Community Committee is responsible for considering and awarding small grants to eligible organisations as set out by Council's Occasional Grants Policy.

The policy is intended to provide clear and comprehensive guidance to anyone who may be interested in applying for grants from the Town Council; as well as a framework for Members when considering applications. The policy is published to raise the profile of the availability and provision of grants from the Town Council.

Council has approved a provision of £25,000 towards Occasional Grants in 2023/24. Applications will be considered by Committee at two stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £12,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2023/24 cannot exceed £25,000 without approval from Council.

The current policy is attached at **Appendix D** for review with no changes proposed at this time.

Committee is requested to review the Occasional Grants Policy and recommend to Council for approval.

AGENDA ITEM 14: PRESS & MEDIA POLICY

Council's Press & Media Policy, approved in March 2022, is now due for review and is attached at **Appendix E** with no changes proposed at this time.

Committee is requested to review the Press & Media Policy and recommend to Council for approval.