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9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

**TO ALL TOWN COUNCILLORS**

Cllr S Harkin (Mayor of Felixstowe)  
Cllr M Richardson (Deputy Mayor)  
Cllr D Aitchison  
Cllr N Barber  
Cllr S Bird  
Cllr S Bennett  
Cllr M Deacon  
Cllr S Gallant

Cllr T Green  
Cllr M Jepson  
Cllr M Morris  
Cllr D Savage  
Cllr A Smith  
Cllr S Wiles  
Cllr K Williams

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at **FELIXSTOWE TOWN HALL** on **Wednesday 11 January 2023** at **7.30pm**.

***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.

*If you wish to attend in person, please email [townclerk@felixstowe.gov.uk](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

***Note: This meeting is not being broadcast on Zoom.***

*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.*

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**Ash Tadjrishi**  
**Town Clerk**  
**6 January 2023**

**Moment of Reflection: Mrs Gulshan Kayembe, Deputy Lieutenant for Suffolk.**

**A G E N D A**

- 1. Cllr Graham Newman**  
Council will pay tribute to Cllr Graham Newman, who passed away on 28<sup>th</sup> December 2022.
- 2. 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 Council on any matter relating to the town of Felixstowe.
- 3. Apologies for Absence**  
To receive apologies for absence.
- 4. 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.
- 5. Questions to the Mayor**  
For the Mayor to respond to questions from Members, in accordance with Standing Order 25.
- 6. Confirmation of Council Minutes**  
To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 9 November 2022 as a true record. **(Pages 4-9)**
- 7. Mayor's Announcements**  
To receive such communications as the Mayor may wish to lay before Council. **(Pages 10-11)**
- 8. Minutes of Committee Meetings**  
To receive and adopt the Minutes of the following Meetings:
  - a) Planning & Environment Committee 16 November 2022 **(Pages 12-14)**
  - b) Assets & Services Committee 23 November 2022 **(Pages 15-17)**
  - c) Planning & Environment Committee 30 November 2022 **(Pages 18-20)**
  - d) Finance & Governance Committee 8 December 2022 **(Pages 21-23)**
  - e) Planning & Environment Committee 14 December 2022 **(Pages 24-27)**
  - f) Civic & Community Committee 14 December 2022 **(Pages 28-31)**
- 9. Budget, Reserves and Precept 2023/24**  
To consider and approve the Budget, Reserves and Precept for the Financial Year 2023/24. **(Pages 32-36 & Appendices A and B)**
- 10. Meeting Schedule 2023/24**  
To approve the schedule of meetings for Council and its Committees for the Municipal Year 2023/24. **(Page 37 & Appendix C)**

**11. Earmarked Reserves Expenditure**

To note Committee decisions on using Earmarked Reserves in accordance with approved Terms of Reference for 2022-23 (*Minute #10 of 2022/23 refers*).

**(Pages 38-39)**

**12. Accounts for Payment**

To confirm and approve the payments of accounts since the previous meeting as follows:

**(Schedules attached at Appendix D)**

| <b>Date</b> | <b>Voucher Nos.</b> | <b>Total Payment</b> |
|-------------|---------------------|----------------------|
| 18/11/2022  | 312 - 330           | £5,524.43            |
| 30/11/2022  | 331 - 341           | £46,933.30           |
| 14/12/2022  | 342 – 364           | £17,039.80           |
| 20/12/2022  | 365 - 385           | £63,928.78           |
|             | <b>TOTAL</b>        | <b>£ 144,919.48</b>  |

**13. Closure**

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 8 March 2023.

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## **AGENDA ITEM 6: CONFIRMATION OF COUNCIL MINUTES**

**MINUTES** of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 9 November 2022 at 7.30pm**

**PRESENT:** Cllr S Harkin (Mayor) Cllr T Green  
Cllr M Richardson (Deputy Mayor) Cllr G Newman  
Cllr D Aitchison Cllr M Morris  
Cllr N Barber Cllr D Savage  
Cllr S Bennett Cllr M Deacon  
Cllr S Bird Cllr S Wiles  
Cllr S Gallant

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mr S Congi (Finance Administration Assistant)

**IN ATTENDANCE:** 2 Members of the public  
1 Member of the public (*via Zoom*)  
Ms K Cain (Manager, Felixstowe BID)

### **MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Reverend Abe Konadu-Yiadom, Trinity Methodist Church.

### **260. PUBLIC QUESTION TIME**

None.

### **261. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Jepson, Cllr A Smith, and Cllr K Williams.**

### **262. DECLARATIONS OF INTEREST**

| <b>Member(s)</b>  | <b>Minute No.</b> | <b>Nature of Interest</b>                                   |
|---|-------------------|---|
| Cllr S Bird<br>Cllr G Newman<br>Cllr S Wiles  | All               | Non-Pecuniary (as Members of Suffolk County Council)        |
| Cllr S Bird<br>Cllr M Deacon<br>Cllr S Gallant<br>Cllr M Richardson<br>Cllr S Wiles | All               | Non-Pecuniary (as Members of East Suffolk District Council) |
| Cllr S Bennett  | 267               | Non-Pecuniary (as FTC Representative to Ukraine2Felixstowe) |
| Cllr N Barber   | 268               | Non-Pecuniary (as Felixstowe BID Board Member)              |

## **263. QUESTIONS TO THE MAYOR**

None.

## **264. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Annual Council Meeting held on 7 September 2022 be signed by the Mayor as a true record and adopted by the Council.**

## **265. MAYOR'S ANNOUNCEMENTS**

The Mayor addressed the Council, highlighting several the engagements attend since the previous meeting. The Mayor spoke of the poignant way in which Felixstowe responded to the death of Her Majesty Queen Elizabeth II and events that followed. The Proclamation had been a particularly momentous and memorable occasion. The Mayor spoke about a number of other well-attended engagements, and thanked councillors for their support at some of the Mayor's Charity Events. The Mayor congratulated the Town Council staff on the successful return of the Felixstowe in Flower Awards Ceremony and was also proud to have collected the 'Most Active Town' award on behalf of Felixstowe, which had won in the category at the Suffolk Community Awards.

The Mayor thanked the Deputy Mayor for attending the Civic Service in Beccles.

The Mayor then drew Council's attention to the work being carried out by the councils, community groups and other agencies to support the community with the cost-of-living crisis.

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

## **266. 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:**

- g) Planning & Environment Committee 7 September 2022**
- h) Planning & Environment Committee 28 September 2022**
- i) Assets & Services 28 September 2022**
- j) Planning & Environment Committee 5 October 2022**
- k) Civic & Community Committee 5 October 2022**
- l) Personnel Committee 12 October 2022**
- m) Planning & Environment Committee 19 October 2022**
- n) Finance & Governance Committee 26 October 2022**
- o) Planning & Environment Committee 2 November 2022**

## **267. REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

Council noted a report from Cllr S Bennett, representative to the Ukraine2Felixstowe Steering Committee. In summing up the report Cllr Bennett praised the ongoing language, communication, and skills development courses offered by the group. The support offered by the Homes for Ukraine scheme was also cited.

**It was RESOLVED that the Outside Body Report be noted.**

## **268. FELIXSTOWE BID MANAGER**

Council welcomed Ms Kate Cain, Manager of the Felixstowe BID.

In addressing the Council, Ms Cain outlined the purpose and objectives for the BID, namely, to increase footfall to Felixstowe and bring value to its levy-payers. Ms Cain also cited ongoing discussions between the BID and East Suffolk Council together with the challenges that brought. The BID were looking forward to supporting the return of Art on the Prom and were also focused on bringing a Christmas Craft Market and a broader range of festive activities to the town this year. Following the presentation the Council thanks Ms Cain for attending.

**It was RESOLVED that the update from the Felixstowe BID Manager be noted.**

## **269. EARMARKED RESERVES EXPENDITURE**

Council noted a report on Earmarked Reserve Expenditure for the financial year 2022/23.

**It was RESOLVED that the Earmarked Reserves Expenditure be noted.**

## **270. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2021/22**

Council received the report on the Annual Governance & Accountability Return 2021/22, noting the comment in respect of the short-timing of the paper copy of the Public Notice for inspection. Council gave thanks to the staff for their hard work in achieving an unqualified audit.

**It was RESOLVED that the Annual Governance & Accountability Return 2021/22 is approved by Council.**

## **271. INTERIM INTERNAL AUDIT REPORT 2022/23**

Council noted a report on the Interim Internal Audit Report 2022/23. Within the report the internal auditor had reiterated the Public Notice discrepancy, and reminded Councillors to update their Registers of Interest, but otherwise noted

a clean audit. Council gave thanks to the staff for their hard work in achieving another positive audit report.

**It was RESOLVED that the Interim Internal Audit Report 2022/23 was approved by Council**

**272. CLIMATE EMERGENCY WORKING GROUP UPDATE**

Councillor M Richardson updated Council following a Climate Action Meeting with local stakeholders on 12 October. Members heard that there was good enthusiasm for further meetings and cooperation. It was anticipated that there would be a follow-up meeting in the new year and some of the ideas in the notes could be relevant to other Council-led projects.

**It was RESOLVED that the update from the Climate Emergency Working Group be noted.**

**273. TOWN HALL WINDOWS UPDATE REPORT**

The Town Clerk gave an update on the forthcoming renovation works to the Town Hall windows.

**It was RESOLVED that the report be noted.**

**274. REMEMBRANCE AND FLOOD MEMORIAL EVENTS**

Council noted a report on Remembrance and Flood Memorial events. Remembrance planning meetings and briefings had been successfully carried out for Armistice Day and Remembrance Sunday. Plans to commemorate the 70th Anniversary of the Felixstowe Floods were in progress, with local historians, the church, the Environment Agency, and local schools all involved.

**It was RESOLVED that the report on Remembrance and Flood Memorial Events be noted.**

**275. LANGER PARK – LOST CREEK PLAY TRAIL**

Council considered funding the provision of a new play trail in Langer Park, following consideration of this same by the Civic & Community Committee. Members expressed concerns about vandalism, which had blighted Langer Park in recent years, but felt that it was important to continue to invest in public amenities.

**It was RESOLVED that the Council fund the Lost Creek Play Trail project, with the expenditure, totalling £15,000, to be authorised and evenly split from the Play Equipment Earmarked Reserve and Community Fund Earmarked Reserve.**

## **276. SUFFOLK PUBLIC MENTAL HEALTH PROGRAMME**

Council received a report on the Suffolk Public Mental Health Programme. It was noted that two representatives from the Town Council were invited to participate. These could be Councillors or officers, however, attendees were expected to be available to attend both workshops.

**It was RESOLVED that Cllr T Green and the Town Clerk be appointed as the Town Council's representatives on the Suffolk Public Mental Health Programme**

## **277. FTC/ESC JOINT LIASON GROUP MEETING**

Council received the notes of the FTC/ESC Joint Liaison Group meeting held on 1 November 2022. As an outcome from the meeting, Council would receive a briefing from ESC on the issues of street vendor licences across the district in January.

It was noted that the next meeting was scheduled to take place on 21 February 2023 and the Clerk invited Members to contact him with any other items they wished to be considered for inclusion on the agenda.

**It was RESOLVED that the notes from the Felixstowe Town Council/East Suffolk Council Joint Liaison group be noted.**

## **278. FELIXSTOWE CHAMBER OF COMMERCE - MEMBERSHIP**

Council consider the invitation to join the Chamber of Commerce as an honorary member. Following a discussion on appointing a lead Member to receive invitations for Chamber events, it was agreed that this should be the Mayor, ex-officio, in the first instance, with Councillors also welcome to attend events which were of particular interest to them. The cost of attendance would be met by the Council's expenses budget.

**It was RESOLVED that the Council should accept honorary membership of the Felixstowe Chamber of Commerce, with the Mayor to be the Council's representative, ex-officio.**

## **279. PARISH WARDING ARRANGEMENTS AND ELECTION COSTS 2023**

Council noted a report on East Suffolk Council's district-wide Community Governance Review. Council was pleased to note that the consequential changes to the parish warding arrangements from the County Council review were to be brought forward to the May 2023 elections.

It was also note that the estimated cost of the elections in the report were based on the current warding arrangements and would be subject to change.



It was RESOLVED that the report on electoral arrangements and costs for 2023 be noted.

**280. ACCOUNTS FOR PAYMENT**

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

| <b>Date</b> | <b>Voucher Nos.</b> | <b>Total Payment</b> |
|-------------|---------------------|----------------------|
| 15/09/2022  | 228 - 247           | £11,313.03           |
| 30/09/2022  | 248 - 271           | £64,165.58           |
| 17/10/2022  | 272 - 290           | £5,691.93            |
| 31/10/2022  | 291 - 311           | £49,950.77           |
|             | <b>TOTAL</b>        | <b>£131,121.31</b>   |

**281. CLOSURE**

The meeting was closed at 9:28pm. It was noted that the next Ordinary Meeting was scheduled for 11 January 2023 at 7.30pm.

## **AGENDA ITEM 7: MAYOR'S ANNOUNCEMENTS**

The following Mayoral Engagements have been undertaken since the previous meeting:

|            |  |
|------------|--|
| 05/11/2022 | Judge Scone Bake Off - Cuppa                                 |
| 08/11/2022 | Mayor's Charity – Fashion Show                               |
| 10/11/2022 | Festival of Remembrance – Felixstowe Spa                     |
| 11/11/2022 | Armistice Day – War Memorial                                 |
| 12/11/2022 | Police Roadshow  |
| 13/11/2022 | Civic Church Service of Remembrance – St John's              |
| 13/11/2022 | Civic Act of Remembrance – War Memorial                      |
| 13/11/2022 | Service of Remembrance War Graves Felixstowe Cemetery        |
| 15/11/2022 | Felixstowe Chamber Event – Guest Speaker                     |
| 17/11/2022 | Rotary Landguard – Guest Speaker                             |
| 21/11/2022 | Wesel Association Mtg  |
| 25/11/2022 | Orwell Scouts Carol Service                                  |
| 27/11/2022 | Ukrainian Event - United Reform Church                       |
| 28/11/2022 | Kids Kitchen Rotary Evening – The Alex                       |
| 03/12/2022 | Crib Event - St Felix Church                                 |
| 03/12/2022 | Christmas Light Up Day/Carols                                |
| 05/12/2022 | Christmas Visit Coniston House - Abba Party                  |
| 06/12/2022 | Charity Christmas Tree Festival – Salvation Army             |
| 06/12/2022 | St Nikalaus Fest Wesel Association Brook Hotel               |
| 08/12/2022 | Felixstowe Town Council Award - Photography Society          |
| 09/12/2022 | Langer School Christmas Fayre (Deputy Mayor)                 |
| 10/12/2022 | Knitmas Tree Switch On Great Eastern Square                  |
| 10/12/2022 | Felixstowe Harmonies St Mary's Church Walton                 |
| 12/12/2022 | Christmas Visit - Westcliff Care Home                        |
| 14/12/2022 | BBC Radio Suffolk Xmas Roadshow Felixstowe – Wayne Bennett   |
| 14/12/2022 | Suffolk Blind Association Xmas Lunch, Trades and Labour Club |
| 14/12/2022 | Felixstowe Town Hall – Christmas Get Together                |
| 15/12/2022 | Christmas Visit - White Gables Christmas Visit               |
| 15/12/2022 | Christmas Visit - Bellstone Residential Care                 |

|            |  |
|------------|--|
| 16/12/2022 | Colneis School Visit - Christmas Card Winner                       |
| 16/12/2022 | Mayor's Civic Carol Service - St Andrews Church                    |
| 17/12/2022 | Ice Rink Launch - BID  |
| 17/12/2022 | Landguard Fort Christmas Day 1 of 2                                |
| 18/12/2022 | Landguard Fort Christmas Day 2 of 2 (Deputy Mayor)                 |
| 18/12.2022 | Judging Annual Christmas Decoration Competition at Beach Street    |
| 19/12/2022 | 40 <sup>th</sup> Anniversary Service for European Gateway Disaster |
| 23/12/2022 | Foxgrove Residential Home (Deputy Mayor)                           |
| 23/12/2022 | Maynell House Care Home (Deputy Mayor)                             |
| 24/12/2022 | Cotman House (Deputy Mayor)  |
| 25/12/2022 | St Elizabeth Hospice Christmas Day Dip                             |
| 25/12/2022 | Salvation Army Christmas Day Dinner                                |
| 25/12/2022 | Cuppa Christmas  |
| 05/01/2023 | Felixstowe School Student Leadership Team                          |

**Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.**

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## **AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS**

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 16 November 2022 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman) Cllr S Gallant  
Cllr A Smith (Vice-Chairman) Cllr M Morris  
Cllr S Bennett

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs S Morrison (Planning Administration Assistant)

**IN ATTENDANCE:** Cllr K Williams (via Zoom)  
1 member of the public.

### **282. PUBLIC QUESTION TIME**

None.

### **283. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Jepson, Cllr D Savage, Cllr S Wiles** and **Cllr K Williams**. **Cllr K Williams** attended via Zoom.

### **284. DECLARATIONS OF INTEREST**

| <b>Member(s)</b>              | <b>Minute No.</b> | <b>Nature of Interest</b>                             |
|-------------------------------|-------------------|---|
| Cllr S Bird<br>Cllr S Gallant | All               | Non-Pecuniary (as Members of East Suffolk Council)    |
| Cllr S Bird                   | All               | Non-Pecuniary (as a Member of Suffolk County Council) |

### **285. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 2 November 2022 be confirmed as a true record.

### **286. PLANNING APPLICATIONS**

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council:

|  |   |
|--|---|
| <b>A</b>   | <b>DC/22/3983/FUL</b>   Two storey side extension, single storey rear extension & first floor front extension. New detached garage. New front and side boundary walls. Render to front elevation.<br><b>68 Links Avenue</b> |
| <b>Committee recommended APPROVAL. Committee noted the comments of Suffolk Highways PROW requesting that free and unhindered access to the bridleway should be maintained at all times, and also we would support Suffolk County Council Highways in their request for a detailed drawing of the visibility splay.</b> |   |

|   |  |
|---|--|
| <b>B</b>  | <b>DC/22/4122/FUL</b>   Part single storey/part two storey rear extension and alterations<br><b>5 Links Avenue</b>   |
| <b>Committee recommended APPROVAL.</b>  |  |
| <b>C</b>  | <b>DC/22/4322/FUL</b>   Two storey rear extension, single side/front infill extension and construction of a front porch<br><b>York Cottage 17 Lansdowne Road</b>   |
| <b>Committee recommended APPROVAL.</b>  |  |
| <b>D</b>  | <b>DC/22/4181/FUL</b>   Conversion of existing dwelling to five residential apartments, including external alterations and extension and formation of new access.<br><b>Tehidy House 65 Orwell Road</b>  |
| <b>Committee recommended APPROVAL. We welcome this sensitive conversion within the Conservation Area.</b>   |  |
| <b>E</b>  | <b>DC/22/4101/ADN</b>   Non Illuminated Advertisement - New large advertising sign below existing clock feature, positioned on the rear of the clock tower Cotman House (previously Lodge) Care Home, Sign 1750 mm x 1750mm square, formed from 50mm deep aluminium tray powder coated white. Text from 3mm applied acrylic to match PMS 282c, to be fixed to wall on centreline of clock panel<br><b>Cotman House Garfield Road</b> |
| <b>Committee recommended REFUSAL. Whilst we recognise that advertising displays can be allowed on commercial buildings within the Conservation Area, we feel that this application in this particular location should be refused. It will be particularly noticeable from the public realm. We feel that the application is contrary to NPPF para. 191, and SCLP 11.5 para. b) in that this proposal would neither preserve nor enhance the character of the Conservation Area and SCLP para. c) as its excessive size and scale would be detrimental to the Conservation Area. Committee was also concerned that the colour contrasts starkly with the brickwork surround.</b> |  |

## 287. PLANNING DECISIONS

**RESOLVED** that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

## 288. CORRESPONDENCE

**Committee NOTED** the following correspondence:

- i. Notification from Historic England that the Roman Catholic Church of St Felix on Gainsborough Road was given Grade II listing on 8<sup>th</sup> November and subsequently added onto the list of buildings of special architectural or historic interest.**
- ii. Notification from East Suffolk Council of the recently adopted East Suffolk Cycling & Walking Strategy.**
- iii. Information that SERCO were seeking further accommodation within East Anglia for asylum seekers.**

**The Clerk had circulated further information to Committee Members via email.**

## **289. CLOSURE**

The meeting was closed at 10.37am. It was noted that the next meeting was scheduled to take place on Wednesday 30 November 2022 at 9.15am.

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**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 23 November 2022 at 7.30pm**

**PRESENT:** Cllr N Barber (Chairman) Cllr M Morris  
Cllr D Savage (Vice Chairman) Cllr G Newman  
Cllr D Aitchison Cllr A Smith  
Cllr S Harkin

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs J Smith (Administration Assistant)

**IN ATTENDANCE:** No members of the public present

**290. PUBLIC QUESTIONS**

None.

**291. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr M Richardson** and **Cllr K Williams**.

**292. DECLARATIONS OF INTEREST**

| <b>Member(s)</b> | <b>Minute No.</b> | <b>Nature of Interest</b>                             |
|------------------|-------------------|---|
| Cllr G Newman    | All               | Non-Pecuniary (as a Member of Suffolk County Council) |

**293. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 28 September 2022 be signed by the Chairman as a true record.**

**294. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 18 November 2022.

**It was RESOLVED that the Budget Report to 18 November 2022 be received and noted, with no other action required at this time.**

**295. TOWN HALL UPDATE REPORT**

The Town Clerk updated committee on the Town Hall Report. Members requested that the use of Fineo glass in the new windows be well publicised, and the current and future energy consumption of the Town Hall be observed to measure the difference over the coming years.

**It was RESOLVED that the Town Hall update report be noted.**

**296. WALTON COMMUNITY HALL**

The Town Clerk presented the update on Walton Community Hall. Members asked what types of groups had been hiring the hall and were pleased by the diversity of groups using the hall.

**It was RESOLVED that the Walton Community Hall update be noted.**

**297. BROADWAY HOUSE UPDATE REPORT**

Committee received the Broadway House update report. It was noted that there were ongoing maintenance issues with the automatic doors at Broadway house.

Members discussed the potential for Broadway House to host some community get togethers in the form of health walks and Community 'chinwags'.

**It was RESOLVED that:**

- i. the Broadway House update report be noted; and,**
- ii. any opportunities for increasing community reach be forwarded to FOPWA for consideration.**

**298. CEMETERY UPDATE REPORT**

Committee received the Cemetery update report, the Town Clerk also presented committee with some positive feedback form a Cemetery visitor regarding the staff and their hard work.

**It was RESOLVED that the Cemetery update report and positive feedback be noted.**

**299. ALLOTMENTS UPDATE REPORT**

The Administration Assistant presented the Allotment update report. Members suggested that as East Suffolk Council had released their Field to Fork Grants this week, that Felixstowe Town Council promote it on their social media platforms.

**It was RESOLVED that:**

- i. the Allotment update report be noted; and,**
- ii. the East Suffolk 'Field to Fork' Grant system be promoted through social media; and,**
- iii. the Administration assistant engages with Felixstowe Allotment Association and tenants regarding supporting the local pop up food shops.**



### **300. FELIXSTOWE WAR MEMORIAL AND FLOOD MEMORIAL REPORT**

The Town Clerk presented the Felixstowe War Memorial and Flood Memorial report.

**It was RESOLVED that Felixstowe War Memorial and Flood Memorial report be noted.**

### **301. PARKS**

The Town Clerk presented an update report on Council's park. Members noted the challenge faced by staff when asking people to vacate Allenby Park at closing time. It was suggested that some further signage explaining the closing times would be beneficial, in addition to those already in place.

**It was RESOLVED that Parks update be noted.**

### **302. DRAFT BUDGET CONSIDERATIONS 2023-24**

Committee considered first draft proposals for its element of the Council's 2023-2024 budget and reviewed the accompanying notes to the estimates in the report. In response to a question on Town Hall staffing cost increases, the Town Clerk reported that staff pay increases for 2022/23 had been in a lump sum rather than a percentage. It was also noted that, whilst there was an increase in budget for employee salaries in the Cemetery, the budget for pension contributions had decreased. Committee noted that the year-on-year increase to next year's budget estimates was mainly due to energy and fuel cost, inflation, and salaries.

**It was RESOLVED that the draft proposals for the Assets & Services element of the Council's 2023-24 budget be recommended as presented to Council's Finance & General Purposes for further consideration.**

### **303. CLOSURE**

The meeting was closed at 9.13pm. The next meeting was noted as being scheduled for Wednesday 22 February 2023 at 7.30pm.

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**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 30 November 2022 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman)                      Cllr M Morris  
                  Cllr A Smith (Vice-Chairman)            Cllr D Savage  
                  Cllr S Bennett    Cllr S Wiles  
                  Cllr M Jepson

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                  Mrs S Morrison (Planning Administration Assistant)

**IN ATTENDANCE:** 1 member of the public (via Zoom).

**304. PUBLIC QUESTION TIME**

None.

**305. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Gallant** and **Cllr K Williams**.

**306. DECLARATIONS OF INTEREST**

| <b>Member(s)</b>                             | <b>Minute No.</b> | <b>Nature of Interest</b>  |
|--|-------------------|--|
| Cllr S Bird<br>Cllr M Jepson<br>Cllr S Wiles | All               | Other registerable interests (as Members of East Suffolk Council)    |
| Cllr S Bird<br>Cllr S Wiles                  | All               | Other registerable interests (as a Member of Suffolk County Council) |

**307. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee meeting held on 16 November 2022 be confirmed as a true record.**

**308. PLANNING APPLICATIONS**

**Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to East Suffolk Council:**

|  |   |
|--|---|
| <b>A</b>                               | <b>DC/22/4502/VOC   Variation of Condition No 2 of DC/21/4185/FUL - (Alterations and extensions to form additional 6 flats on ground and first floor, with associated parking and vehicular access) - to rearrange car parking spaces, cycle spaces and bin stores on the site<br/>Police Station 32 High Road West</b> |
| <b>Committee recommended APPROVAL.</b> |   |

|  |  |
|--|--|
| <b>B</b>   | <b>DC/22/4350/FUL</b>   Two storey rear extension, single storey rear extension, clad frontage in hardi-plank, remove front projected window to lounge and replace with window flush to wall, render both gable elevations, remove side windows to east elevation and one to west elevation.<br><b>5 Cliff Road</b>  |
| <b>Committee recommended APPROVAL.</b>   |  |
| <b>C</b>   | <b>DC/22/4259/FUL</b>   Ramped access with galvanised rails<br><b>28 Stour Avenue</b>  |
| <b>Committee recommended APPROVAL.</b>   |  |
| <b>D</b>   | <b>DC/22/4281/FUL</b>   New dropped kerb and access<br><b>51 High Road East</b>  |
| <b>Committee recommended APPROVAL.</b>   |  |
| <b>E</b>   | <b>DC/22/4447/TCA</b>   1no. Palm (P1 on plan) - Remove branch on left hand side. 1no. Holm oak (Ho2 on plan) - Lateral reduction by 1 metre. 1no. Sycamore (S3 on plan) - Lateral reduction by 1 metre. 1no. Sycamore (S4 on plan) - Remove small lower branches back to main stem. 2no. Pine (P5 and P6 on plan) - Lateral reduction on building side by 1 metre.<br><b>Beach Place Undercliff Road East</b> |
| <b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b> |  |
| <b>F</b>   | <b>DC/22/4375/TCA</b>   1no. Cherry (T1 on plan) - Crown reduce in height by 1.5 metres and lateral spread by 2 metres<br><b>th Road</b>   |
| <b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b> |  |

### **309. PLANNING DECISIONS**

**RESOLVED** that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

### **310. RENEWAL OF PUBLIC SPACE PROTECTION ORDERS (PSPOs)**

Committee considered the ESC consultation on the renewal of several Public Space Protection Orders (PSPOs) and supported their renewal of all including Exclusion of dogs from Felixstowe Beach with clarification of details relating to the location and dates of exclusion of dogs from the beach

### **311. CORRESPONDENCE**

**Committee NOTED the following correspondence:**

**i) Two Notifications for Referral:**

Cllr Smith spoke at ESC Planning Committee on 22 November in respect of two applications. DC/22/2962 (41 Westmorland Road) where FTC had recommended refusal - this application was approved by the ESC Planning Committee. DC/22/3221 (Beach hut site, Manor Road) where FTC had recommended refusal on flooding issues - this application was refused by the ESC Planning Committee on the same grounds.

Additionally, DC/22/1341 (55-57 Undercliff Road West ). FTC had recommended approval and this was scheduled to be heard by ESC Planning Committee in December, Cllr Smith would represent FTC at the Committee meeting.

**ii) DC/21/2710/OUT – Land North of Conway Close**

The Clerk reported that the Environmental Report relating to the above application had been published. However were no changes to the outline planning application to which the Committee had recommended refusal.

**iii) Highways Reporting Platform**

Members were reminded of the Highways Reporting tool as the best method of reporting highways issues. Of 17 local items reported to the platform, 12 were responded to and were in progress while 5 were made good, 3 were potholes.

### **312. CLOSURE**

The meeting was closed at 10.17am. It was noted that the next meeting was scheduled to take place on Wednesday 14 December 2022 at 9.15am.

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**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at  
Town Hall, Felixstowe on Thursday 8 December 2022 at 7.30pm**

**PRESENT:** Cllr M Richardson (Chairman)                                  Cllr A Smith  
                 Cllr N Barber    Cllr S Wiles  
                 Cllr S Bird

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                 Mrs D Frost (Deputy Town Clerk)  
                 Mr S Congi (Financial Administration Assistant)

**313. PUBLIC QUESTION TIME**

There were none.

**314. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Bennett, Cllr M Deacon, Cllr T Green** and **Cllr K Williams**.

**315. DECLARATIONS OF INTEREST**

| <b>Member(s)</b>                                 | <b>Minute No.</b> | <b>Nature of Interest</b>                             |
|--|-------------------|---|
| Cllr S Bird<br>Cllr M Richardson<br>Cllr S Wiles | All               | Non-Pecuniary (as Members of East Suffolk Council)    |
| Cllr S Bird<br>Cllr S Wiles                      | All               | Non-Pecuniary (as a Member of Suffolk County Council) |

As no Pecuniary declarations were made, there were no requests for dispensation.

**316. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Finance & Governance Committee Meeting held on 26 October 2022 be signed by the Chairman as a true record.

**317. BUDGET MONITORING TO 30 NOVEMBER 2022**

Committee received the budget monitoring report to 30 November 2022. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

It was **RESOLVED** that the budget monitoring report to 30 November 2022 be noted.

### **318. APPOINTMENT OF EXTERNAL AUDITOR FOR THE PERIOD UNTIL 2026-27**

Committee noted that SAAA has appointed the external auditor for the next five years, and Council's external auditor will continue to be PKF Littlejohn LLP, which had been Council's auditor for the past four years.

**RESOLVED that it be noted that the SAAA has appointed PKF Littlejohn LLP as the Town Council's external auditor for the 5-year appointing period from 2022-23 until 2026-27.**

### **319. BUDGET ESTIMATES 2023/24 (Draft)**

Members considered the papers showing a first draft full budget, including earmarked reserve requirements for 2023/24. Members also considered comparisons against the current year budget, actual expenditure, and projected outturn for the full year 2022/23.

Members noted that the budget had been looked at by Civic & Community, Assets & Services and Personnel committees and a few amendments had been made to these, shown in the report in red.

The Clerk confirmed that CIL funding was kept in a separate Earmarked Reserve and so is not accounted for in the budgeting.

The Town Clerk highlighted how General Reserves would continue to decrease in future years if no increase to the precept was made or expenditure reviewed. Members noted the research in to the tax charges of the other town councils in the East Suffolk district and that Felixstowe was one of the lowest. Members considered how year-on-year expenditure had increased and, although the current year was anticipated to have increased further, this had been within the current rate of inflation due to careful budget management.

The Town Clerk reported that this was a comprehensive budget, enabling the Council to meet additional aspirations such as the new addition of the upkeep of both Allenby and Gosford Parks. Should cost-savings be sought in future years, this may have to be by reviewing the range of services being offer, since each budget line had been carefully scrutinised for efficiency during the budget setting process.

Members discussed the budget proposal and, to continue to support the community during the cost-of-living crisis, it was agreed that it should be recommended to Council to freeze its portion of the council tax and use existing funds to offset an anticipated budget deficit for 2023/24.

The Clerk advised that a 0% change to the Town Council's element of council tax for 2023/24 was projected to be a net cost to the General Fund of £29,052 (budgeted income vs expenditure, net of Earmarked Reserves transfers and expenditure).

Members noted that the draft budget proposals for 2023/24 required a precept of £621,629. With the tax base confirmed by East Suffolk Council to be 8,771.40 this would equate to £70.87 per Council Tax Band D equivalent ratepayer, a nil increase on 2022/23.

Committee recommended that the budget be referred to Council for approval in January for final consideration, to include any adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change.

Committee recorded a vote of thanks to the Town Clerk, Deputy Town Clerk and Finance Administration Assistant, for their work developing the 2023/24 budget.

**It was RESOLVED that it be recommended to Council that, subject to any further adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change, the draft budget 2023-24 proposals be recommended for approval as presented.**

### **320. CLOSURE**

The meeting was closed at 8.45pm. The next meeting was noted as being scheduled for Wednesday 18 January 2023 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 14 December 2022 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman)                      Cllr M Morris  
                 Cllr A Smith (Vice-Chairman)              Cllr D Savage  
                 Cllr S Bennett                                      Cllr S Wiles  
                 Cllr S Gallant

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                 Mrs S Morrison (Planning Administration Assistant)

**IN ATTENDANCE:** 1 member of the public (in person)  
                         4 members of the public (via Zoom).

**321. PUBLIC QUESTION TIME**

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

**322. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Jepson** and **Cllr K Williams**.

**323. DECLARATIONS OF INTEREST**

| <b>Member(s)</b>                              | <b>Minute No.</b> | <b>Nature of Interest</b>   |
|---|-------------------|---|
| Cllr S Bird<br>Cllr S Gallant<br>Cllr S Wiles | All               | Other registerable interests (as Members of East Suffolk Council)     |
| Cllr S Bird<br>Cllr S Wiles                   | All               | Other registerable interests (as a Members of Suffolk County Council) |

Cllr Gallant drew attention to his involvement, as Leader of East Suffolk District Council, with the relocation of the Spa Pavilion Beach Huts.

**324. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 30 November 2022 be confirmed as a true record.

**325. PLANNING APPLICATIONS**

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to East Suffolk Council:

Committee heard from three members of the public on application A, below. The public commented in support of the application, which placed a focus on the measures being proposed to, not simply protect, but enhance the biodiversity of the coastal vegetation which had been a matter of previous



ecological concern. Public comments referred to the recently submitted ecology impact assessment, the low-impact of the roped-off area, the opportunity to educate on the importance of the vegetation and asserted there would be a net benefit to the biodiversity habitat at this location.

|   |   |
|---|---|
| <b>A</b>  | <b>DC/22/4418/FUL</b>   Infront of the playground, in Martello Place, we are proposing to locate 7 beach huts on one side and 7 beach huts on the other side of the footpath from playground. The special care will be present for the biodiversity on the site.<br><b>Felixstowe Sea Front Martello Park</b> |
| <b>Committee recommended APPROVAL. We strongly welcome this application and additionally support the measures to enhance and preserve the valuable vegetative shingle in this location.</b> |   |

|  |  |
|--|--|
| <b>B</b>                               | <b>DC/22/4203/FUL</b>   Ground floor extension to extend existing flat and first floor rear extension to create additional flat.<br><b>Chicago Express Pizza 226 High Street</b> |
| <b>Committee recommended APPROVAL.</b> |  |

|  |  |
|--|--|
| <b>C</b>                               | <b>DC/22/4544/FUL</b>   Replacement loft conversion, single storey rear extension and alterations<br><b>123 Colneis Road</b> |
| <b>Committee recommended APPROVAL.</b> |  |

**Cllr D Savage left the Chamber briefly and was not present for the vote on the item below.**

|  |  |
|--|--|
| <b>D</b>                               | <b>DC/22/4662/FUL</b>   Rear single storey extension and extension of existing dropped kerb.<br><b>39 Leopold Road</b> |
| <b>Committee recommended APPROVAL.</b> |  |

**Cllr Savage returned to the Chamber.**

|  |  |
|--|--|
| <b>E</b>                               | <b>DC/22/4723/FUL</b>   Rear Extension.<br><b>15 Sunray Avenue</b> |
| <b>Committee recommended APPROVAL.</b> |  |

|  |   |
|--|---|
| <b>F</b>   | <b>DC/22/4556/FUL   To replace current windows like for like with upvc.<br/>Apartment 10 Martello Place Golf Road</b> |
| <b>Committee recommended APPROVAL.</b>   |   |
| <b>G</b>   | <b>DC/22/4619/TCA   1no. Holly (7 on plan) - Fell<br/>Belgrove 3 Ranelagh Road</b>                                    |
| <b>Committee had NO OBJECTION to the work proposed subject to the<br/>guidance of the East Suffolk Council's Arboricultural Officer.</b> |   |
| <b>H</b>   | <b>DC/22/4690/TCA   1no. Rowan and 1no. Lime (marked X on plan) - Fell<br/>1-4 Colbourn Court 11 Ranelagh Road</b>    |
| <b>Committee had NO OBJECTION to the work proposed subject to the<br/>guidance of the East Suffolk Council's Arboricultural Officer.</b> |   |

### **326. PLANNING DECISIONS**

**RESOLVED** that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

### **327. DELEGATED AUTHORITY**

**RESOLVED** that authority be delegated to the Town Clerk in consultation with the Chairman and/or Vice-Chairman, to respond to any planning matters that would otherwise be out of time for a response by the next scheduled meeting.

### **328. CORRESPONDENCE**

**Committee NOTED** the following correspondence:

- i. DC/22/1341/FUL, 55 Undercliff Road.**  
Noted that this application was on the agenda for the ESC Planning Committee South meeting of 20 December. Cllr Smith would attend to speak as representative from the Town Council.
- ii. DC/22/3931/FUL, Journeys End.**  
Noted that this application was presented to the referral panel as Officers recommendation of refusal was contrary to the Town Council. The panel concluded that there were no material planning considerations which warranted further discussion by the planning committee. The decision was therefore delegated to officers and the application would be refused
- iii. Equipment stored on grass verge at Sunningdale Drive.**  
Noted information from Highways Licensing that a privately-owned grass verge on Sunningdale Drive was being used as a storage space for 2

containers, Heras fencing, plant and other equipment, in association with utility works.

**iv. Five Estuaries Offshore Wind Farm**

Noted that Councillors had been invited to attend a Project Update Briefing Invitation on 2<sup>nd</sup> February 2023. Cllrs S Bennett and A Smith expressed an interest in attending.

**329. CLOSURE**

The meeting was closed at 10.50am. It was noted that the next meeting was scheduled to take place on Wednesday 11 January 2023 at 9.15am.

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**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**

| <b>Member(s)</b>                    | <b>Minute No.</b> | <b>Nature of Interest</b>  |
|-------------------------------------|-------------------|--|
| Cllr M Richardson<br>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<br>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. 70<sup>TH</sup> ANNIVERSARY OF THE FELIXSTOWE FLOODS**

Members received an update on plans to mark the 70<sup>th</sup> 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 70<sup>th</sup> 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 9: BUDGET, RESERVES AND PRECEPT 2023/24**

Council is requested to consider and approve its budget estimates and Precept for the financial year 2023/24.

Each relevant section of the budget has been considered and reviewed by Council's Assets & Services, Civic & Community and Personnel Committees and incorporated within a full draft which was considered by the Finance & Governance Committee.

East Suffolk Council is required to calculate the tax base by 31<sup>st</sup> January each year for the financial year ahead. East Suffolk Council has confirmed that the tax base for Felixstowe Town Council for the year 2023/24 will be 8,771.40 band D equivalent properties. An increase in the tax base of 125.49 since 2022/23.

To freeze the Town Council's portion of council tax at 0% change (i.e. the same £70.87 charge per Band D property as 2022/23) a precept of £621,629.12 would need to be requested.

In accordance with the recommendation of the Finance & Governance Committee meeting of 8 December 2022 (*Minute #319 of 2022/23 refers*) the budget and precept is presented to Council for consideration alongside current-year expenditure and projected outturn for the full year to 31 March 2023 and a comparison against the previous year provided in the summary at **Appendix A**.

A detailed draft full budget and notes to the estimates are provided at **Appendix B**. This includes proposals for movements, reallocations, and transfers to Earmarked Reserves.

Members will note that the budget estimates presented provide for the following:

|  | <b>Budget<br/>2022/2023</b> | <b>Budget<br/>2023/24</b> |
|--|-----------------------------|---------------------------|
| Estimated Expenditure Requirement          | £813,272                    | £818,314                  |
| Add on est. Earmarked Reserve expenditure  | £85,651                     | £77,320                   |
| Less Estimated Income                      | £161,279                    | £167,633                  |
| Less Contribution <b>from</b> General Fund | £124,909                    | £106,372                  |
| Gross Precept Requirement                  | <b>£612,735</b>             | <b>£621,629</b>           |
| <br>                                       |                             |                           |
| Band D Equivalent Properties               | 8,645.91                    | 8,771.40                  |
| <br>                                       |                             |                           |
| Annual Council Tax charge per Band D       | <b>£70.87</b>               | <b>£70.87</b>             |
| % change 2022/23 to 2023/24                |                             | 0%                        |

The draft budget assumes a contribution from the General Fund to offset the estimated expenditure requirements and anticipated reduction in precept and other income next year. However, a portion of the General Fund contribution is being put towards Earmarked Reserves. Some Earmarked Reserve Expenditure, such as the elections in May, cemetery project and CCTV replacement, is anticipated during the forthcoming financial year.



The impact of a 0% change to the Town Council's portion of the Council Tax on General Fund (budgeted income vs expenditure, net of any CIL receipts and the contribution to Earmarked Reserves of £41,500) is estimated to be £29,052.

To offset this would require an increase of 4.7%, increasing the annual Band D tax charge to £74.20 (additional cost of £3.33 for the year). To offset the overall General Fund deficit (including the contribution to Earmarked Reserves) would require an increase of 11.3%, increasing the annual Band D tax charge to £78.91 (additional cost of £8.04 for the year).

To give Members an idea of how a freeze on Council Tax may impact on yearend balances, should the tax base and precept remain the same for 2024-25, a projection has been calculated as follows:

| <b>TOTALS</b>                             | <b>Actual<br/>2020-21</b> | <b>Actual<br/>2021-22</b> | <b>Est.<br/>Outturn<br/>2022-23</b> | <b>Draft<br/>Budget<br/>2023-24</b> | <b>Forecast<br/>Budget<br/>2024-25</b> |
|---|---------------------------|---------------------------|-------------------------------------|-------------------------------------|--|
| General Reserves (c/f)                    | 447,003                   | 449,926                   | 437,340                             | 346,431                             | 275,880                                |
| Earmarked Reserves (c/f)                  | 618,334                   | 680,229                   | 795,445                             | 834,513                             | 798,693                                |
| <b>TOTAL RESERVES (c/f balance)</b>       | <b>1,065,337</b>          | <b>1,130,155</b>          | <b>1,232,785</b>                    | <b>1,180,945</b>                    | <b>1,074,573</b>                       |
| Income (excluding Precept or CIL)         | 148,846                   | 199,458                   | 153,544                             | 167,633                             | 175,039                                |
| Precept                                   | 600,570                   | 601,608                   | 612,735                             | 621,629                             | 621,629                                |
| Expenditure                               | 668,137                   | 719,462                   | 775,688                             | 818,314                             | 842,476                                |
| Expenditure (from Earmarked Reserves)     | 16,461                    | -21,026                   | 42,431                              | 77,320                              | 54,302                                 |
| Transfers from GF to ER                   | 78,356                    | 94,190                    | 81,500                              | 41,500                              | 41,500                                 |
| General Reserves (balance 31 March)       | 449,926                   | 437,340                   | 346,431                             | 275,880                             | 188,572                                |
| Earmarked Reserves (balance 31 March)     | 680,229                   | 795,445                   | 834,513                             | 798,693                             | 785,891                                |
| (of which CIL) 23/24 & 24/25 income TBC   | (51,594)                  | (118,883)                 | (235,395)                           | (235,395)                           | (211,092)                              |
| <i>Surplus (+) Shortfall (-)</i>          | <i>64,818</i>             | <i>102,630</i>            | <i>-51,840</i>                      | <i>-106,372</i>                     | <i>-100,110</i>                        |
| <i>Surplus (+) Shortfall (-) excl. ER</i> | <i>81,279</i>             | <i>81,604</i>             | <i>-9,409</i>                       | <i>-29,052</i>                      | <i>-45,808</i>                         |
| <i>% Expenditure change excl. ER</i>      |                           | <i>7.68%</i>              | <i>7.82%</i>                        | <i>5.50%</i>                        | <i>2.95%</i>                           |
| <b>TOTAL RESERVES (closing balance)</b>   | <b>1,130,155</b>          | <b>1,232,785</b>          | <b>1,180,945</b>                    | <b>1,074,573</b>                    | <b>974,463</b>                         |

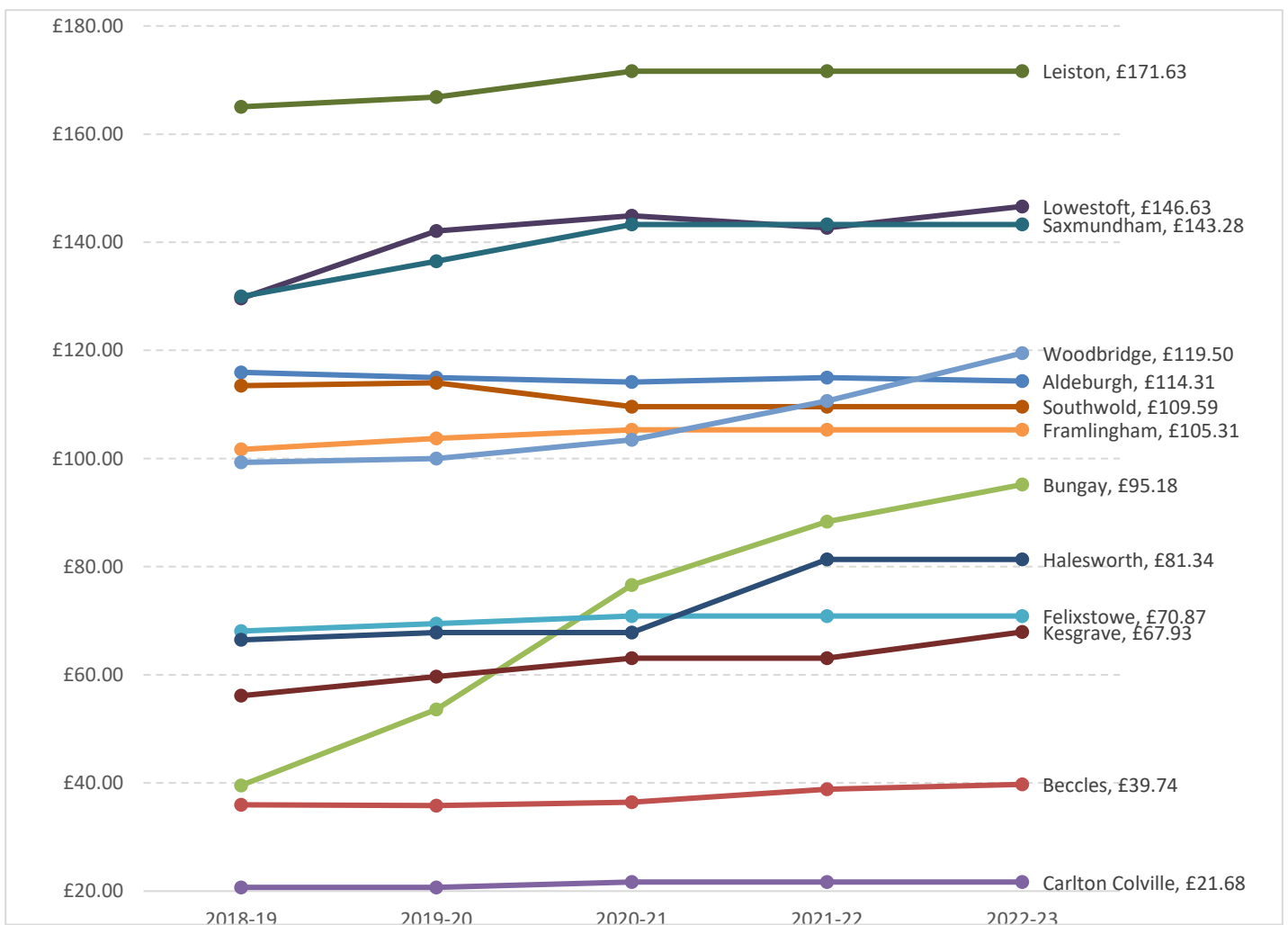
Members will note that a budget deficit is projected from the current financial year and beyond, from a surplus in previous years. Council's reserves are such that it is possible to run a deficit in the short-term but, given that expenditure increases (predominately due to inflation, energy and staffing costs) are not anticipated to reduce in future, this is not recommended in the medium-term. The taxbase (number of houses on which the precept is calculated) will undoubtedly increase as housing developments are completed, which will mitigate the deficit, however it is unlikely that Council will be able to continue to freeze the Council Tax indefinitely.

Felixstowe Town Council set a 0% Council Tax increase for the current year, whereas the increase in the average Band D Council Tax charge for all Town and Parish Councils in East Suffolk from 2021/22 was 3.49%, resulting in an average figure of £75.81 for 2022/23.

Council will also note that, at £70.87, Felixstowe Town Council is one of the lowest costing town councils in East Suffolk:

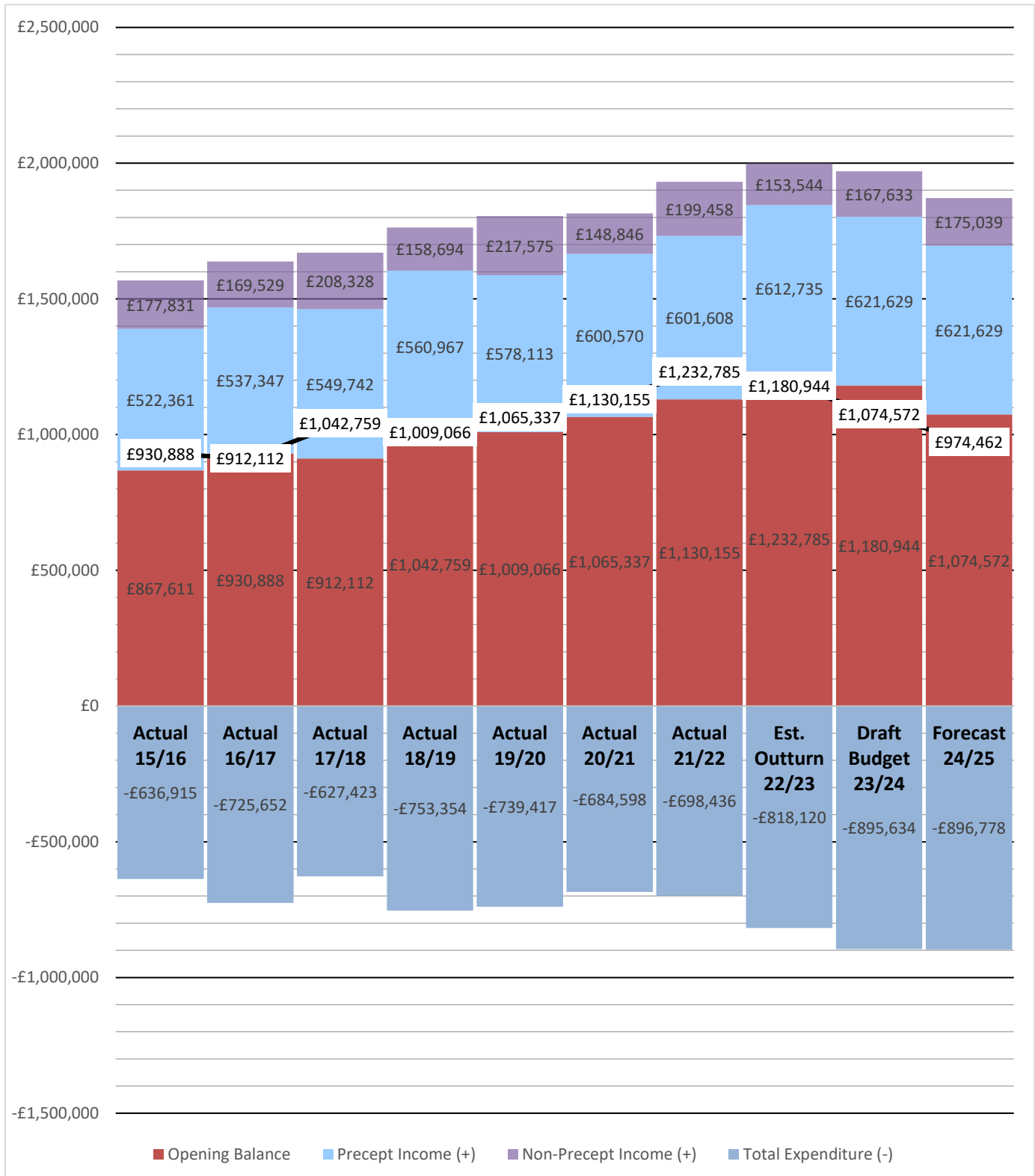
| Annual Band D Tax Charge |               |               |               |               |               |
|--------------------------|---------------|---------------|---------------|---------------|---------------|
| Town Council             | 2018-19       | 2019-20       | 2020-21       | 2021-22       | 2022-23       |
| Leiston                  | £165.05       | £166.83       | £171.63       | £171.63       | £171.63       |
| Lowestoft                | £129.60       | £142.07       | £144.91       | £142.68       | £146.63       |
| Saxmundham               | £129.96       | £136.46       | £143.28       | £143.28       | £143.28       |
| Woodbridge               | £99.28        | £99.97        | £103.45       | £110.67       | £119.50       |
| Aldeburgh                | £115.94       | £114.98       | £114.14       | £114.95       | £114.31       |
| Southwold                | £113.45       | £114.01       | £109.59       | £109.59       | £109.59       |
| Framlingham              | £101.68       | £103.72       | £105.31       | £105.31       | £105.31       |
| Bungay                   | £39.55        | £53.61        | £76.61        | £88.34        | £95.18        |
| Halesworth               | £66.46        | £67.83        | £67.83        | £81.34        | £81.34        |
| <b>Felixstowe</b>        | <b>£68.09</b> | <b>£69.45</b> | <b>£70.87</b> | <b>£70.87</b> | <b>£70.87</b> |
| Kesgrave                 | £56.13        | £59.67        | £63.07        | £63.07        | £67.93        |
| Beccles                  | £35.96        | £35.82        | £36.44        | £38.82        | £39.74        |
| Carlton Colville         | £20.69        | £20.69        | £21.68        | £21.68        | £21.68        |

The annual change to the council tax charge for each town council in East Suffolk is reflected in the graph below:



To better understand how the Town Council’s income and expenditure and precept has affected its overall balance over time, a ten-year view, from 2015/16 to a projection at the 2024/25 year-end, is provided in the graph below.

The dark red block is the opening balance for the specified financial year, with the closing balance, net of income (light-blue), precept (purple) and expenditure (dark-blue), shown in the white boxes:



As requested by Council's Finance and Governance Committee, below is a breakdown of the CIL receipts. Each year's CIL contributions are put in a separate earmarked reserve for that year so that it can be tracked and spent within the 5-year period permitted.

|                      |             |
|----------------------|-------------|
| CIL received 2019/20 | £34,302.18  |
| CIL received 2020/21 | £17,291.40  |
| CIL received 2021/22 | £77,289.65  |
| CIL received 2022/23 | £116,511.36 |

Total CIL held at 31.12.22 £235,394.59

Note: CIL can only be spent on community infrastructure projects.

Other Earmarked Reserves are set aside for non-revenue projects such as the future cemetery extension, capital repairs and upgrade of CCTV equipment.

**Council is therefore requested to consider:**

- i. Approving and adopting the Felixstowe Town Council Budget for 2023/24 as set out in the report as follows:**

|                                    |                 |
|------------------------------------|-----------------|
| <b>Total Budgeted Expenditure:</b> | <b>£818,314</b> |
| <b>Total Budgeted Income:</b>      | <b>£789,262</b> |

- ii. Approving the 2023/24 Precept demand to East Suffolk Council of £621,629.12 (representing a 0% increase cost to Band D equivalent Council Tax payer) on the following basis:**

|                               |          |                 |
|-------------------------------|----------|-----------------|
| <b>Band D rate</b>            |          | <b>£70.87</b>   |
| <b>Multiplied by tax base</b> | <b>x</b> | <b>8,771.40</b> |

**Thus a Precept demand of: £621,629.12**

- iii. Instructing the Clerk to take any necessary action due and submit any information required by East Suffolk Council in this matter.**
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## **AGENDA ITEM 10: MEETINGS SCHEDULE 2023-24**

The draft Meeting Calendar for the 2023/24 Municipal Year is attached at **Appendix C**.

The calendar is based on the following regular schedule:

**Annual Council Meeting (Number of meetings: 1):** 7pm on the 3<sup>rd</sup> Wednesday in May.

**Council (5):** 7.30pm on Wednesdays of 21 June, 6 September, 8 November, 10 January and 6 March.

**Finance & Governance (6):** 7.30pm on Wednesdays of 24 May, 12 July, 25 October, 6 December, 17 January and 20 March.

**Assets & Services (5):** 7.30pm on Wednesdays of 5 July, 20 September, 22 November, 21 February and 24 April.

**Civic & Community (6):** 7.30pm on Wednesdays of 14 June, 13 September, 11 October, 13 December, 14 February and 10 April.

**Personnel (2):** 6pm on Wednesdays of 4 October and 3 April.

**Planning & Environment (24):** Fortnightly on Wednesdays, with a recess in August and at Christmas.

**Annual Town Meeting (Number of meetings: 1):** 7pm on the 2<sup>nd</sup> Wednesday in May.

Other meetings TBC:

**Youth Forum:** *to be confirmed with local schools.*

**Appeals Committee:** Arranged if required.

As several Town Councillors are dual or triple-hatted and Members of other authorities, this schedule of meetings has been compared to the most recently available schedule of meetings for East Suffolk council and Suffolk County Council.

There is currently only one known clash of meetings between the Finance & Governance Committee and a Full East Suffolk Council meeting on 24 May 2023.

All scheduled Full Council and Cabinet meetings of Suffolk County Council commence at 2pm and do not clash with any Town Council meetings. Some committees meetings commencing at 10am may clash with the Town Council's Planning & Environment Committee but it is not known which (if any) of these will impact on local County Councillors.

**Council is requested to approve its Meetings Calendar for 2023/24.**

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## AGENDA ITEM 11: EARMARKED RESERVES EXPENDITURE

Council's Terms of Reference were approved and adopted at Annual Council (*Minute #10a of 2022/23 refers*), these included authority to Committees 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.

Council is to note the table below showing spending from Earmarked Reserves via delegated authority to the Town Clerk, following consultation with a small panel from the Civic & Community Committee (*Minute #222ii 2022/23 refers*) on 30 November 2022. These payments were noted by the Civic & Community Committee on 14 December 2022:

| Min #              | Description   | Net Amount | Earmarked Reserve      |
|--------------------|---|------------|------------------------|
| 82i<br>and<br>336i | Payments to local organisations to help with the Cost-of-Living crisis as detailed below: | £9,188.54  | Community Support Fund |

| Organisation              | Project Title   | Purpose/Impact   | Costs  | Total  |
|---------------------------|---|--|--|--------|
| St. Philips Community Hub | Tues Warm Space and Pop-up Shop                         | Cash donation for fuel vouchers.<br>Supplies of fresh fruit & veg, cleaning & hygiene products not provided by Fareshare.<br>Storage racks for cupboard/pop up Shop<br>Was supporting 20 now supports 45+ people | £100 one off payment<br><br>£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<br>Funding would purchase additional food to top up shop and Fareshare donations  | £300 per month   | £1,200 |
| The Compass Charity       | 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 |

| <b>Christmas Support</b>  |                          |  |                                   |           |
|---------------------------|--------------------------|--|-----------------------------------|-----------|
| Salvation Army/FACTS      | Christmas Day            | FACTS providing transport to and from Salvation Army Christmas Day   | To cover fuel costs for transport | £7.54     |
| St. Philips Community Hub | Christmas event          | Separate group to that which received FTC occasional grant this year. Tues Pop Up Shop Group x 50  | £2 per person                     | £100      |
| Manna (Christchurch)      | Dec 19 <sup>th</sup>     | 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    |
| <b>Other support</b>      |                          |  |                                   |           |
| Level Two                 | Hardship fund            | Supporting those in hardship with household bills, food, school uniform & shoes.<br><br>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                     |                          |  |                                   | £9,188.54 |

**Council is requested to note the expenditure against Earmarked Reserves as approved by the Civic & Community Committee.**

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