



9 am to 4 pm Mondays to Fridays

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 G Newman
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 the **FELIXSTOWE TOWN HALL** on **Wednesday 22 June 2022 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.

There is a limit to the number of public attending in-person, which may be further affected by coronavirus guidance. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

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.

Ash Tadjrishi
Town Clerk
17 June 2022

Moment of Reflection: Kingsfleet Primary School - Video.

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 Council on any matter relating to the town of Felixstowe.
- 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.
- 4. Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 26.
- 5. Confirmation of Council Minutes**
To confirm the minutes of the Annual Council Meeting held on Wednesday 18 May 2022 as a true record. **(Pages 4-13)**
- 6. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Pages 14-15)**
- 7. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following meetings:
 - a) Planning & Environment Committee 25 May 2022 **(Pages 16-19)**
 - b) Planning & Environment Committee 8 June 2022 **(Pages 20-23)**
 - c) Finance & Governance Committee 8 June 2022 **(Pages 24-26)**
 - d) Civic & Community Committee 15 June 2022 **(Pages 27-30)**
- 8. Reports from Members appointed to Outside Bodies**
Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.
- 9. Internal Audit Report: Full Year 2021/22**
To receive the final report of the Internal Auditor for 2021/22 and consider any recommendations therein. **(Page 31 & Appendix A)**
- 10. Annual Governance Statement and Annual Return 2021/22**
To approve the Accounts, Annual Governance Statement and Annual Return for 2021/22, along with any supporting documents, and to authorise the Mayor to sign the return on behalf of the Town Council. **(Pages 32-38 & Appendix B)**

- 11. Review of Internal Audit Effectiveness 2022/23**
To consider the recommendation of the Finance & General Purposes Committee and review the effectiveness of Council's internal audit arrangements. **(Pages 39-40)**
- 12. Statement of Internal Control 2022/23**
To consider the recommendation of the Finance & General Purposes Committee and approve the Statement of Internal Control for the year ending 31 March 2023. **(Page 41 & Appendix C)**
- 13. Community Funding Support**
To consider the recommendation of the Civic & Community Committee to authorise funding from Earmarked Reserves to support the community with the cost-of-living crisis. **(Page 42)**
- 14. Felixstowe Business Improvement District (BID)**
To consider an invitation from the Felixstowe BID to appoint a Town Council representative to the BID Executive Management Board. **(Pages 43-44)**
- 15. Ukraine2Felixstowe Briefing**
To receive the notes following a briefing to Members from the Ukraine2Felixstowe group on 16 June 2022; and to consider an invitation from the group to appoint a Town Council representative to its committee. **(Appendix D)**
- 16. Town Hall Windows**
To consider tenders received for the repair of the Town Hall Windows. **(Pages 45-46 & Appendix E)**
- 17. FTC/ESC Joint Liaison Group Meeting**
To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 17 May 2022; and consider any matters for discussion at the next meeting on 26 July 2022. **(Appendix F)**
- 18. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix G)**

Date	Voucher Nos.	Total Payment
18/05/2022	48 – 70	£6,853.65
30/05/2022	71 – 94	£85,510.43
13/06/2022	95 - 113	£9,305.66
	TOTAL	£101,669.74

- 19. Closure**
To close proceedings and note that the next Ordinary Council Meeting will be at 7.30pm on Wednesday 7 September 2022.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

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

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

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

IN ATTENDANCE: 26 Members of the Public.

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

MOMENT OF REFLECTION

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

1. ELECTION OF MAYOR

Mayor, Cllr Mark Jepson, in the chair.

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

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

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

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

Mayor, Cllr Sharon Harkin, in the chair.

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

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

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

2. ELECTION OF DEPUTY MAYOR

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

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

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

The Deputy Mayor installed Mrs Louise Richardson as Mayoress.

3. PUBLIC QUESTION TIME

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

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

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

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

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

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

4. APOLOGIES FOR ABSENCE

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

5. DECLARATIONS OF INTEREST

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

6. CONFIRMATION OF COUNCIL MINUTES

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

7. MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

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

8. ANNUAL REPORT 2021-22

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

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

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

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

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

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

10. COUNCIL GOVERNANCE AND POLICY 2022/23

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

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

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

11. APPOINTMENTS TO COMMITTEES

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

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

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

FINANCE & GOVERNANCE COMMITTEE (9)

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

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

CIVIC & COMMUNITY COMMITTEE (9)

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

ASSETS & SERVICES COMMITTEE (9)

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

PLANNING & ENVIRONMENT COMMITTEE (9)

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

PERSONNEL COMMITTEE (5)

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

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

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

YOUTH FORUM (3 FTC)

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

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

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

ESC/FTC JOINT FORUM

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

TOWN MAGAZINE WORKING GROUP

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

CLIMATE EMERGENCY WORKING GROUP

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

12. APPOINTMENTS TO OUTSIDE BODIES

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

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

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

CHARITY TRUSTEES

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

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

13. AUTHORISATION OF SIGNATORIES

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

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

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

- Cllr Doreen Savage

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

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

14. SUBSCRIPTIONS

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

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

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

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

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

15. ASSET REGISTER

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

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

16. ACCOUNTS FOR PAYMENT

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

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

17. CLOSURE

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

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

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

19 th May	Rob Dunger Felixstowe Radio
20 th May	Inspire Suffolk Platinum Torch Relay
26 th May	Felixstowe Academy (Jubilee Badges)
26 th May	Kingsfleet Primary School (Jubilee Badges)
27 th May	Langer Primary School (Jubilee Badges all) Maidstone School Grange School Causton School Colneis School Fairfield School
28 th May	Flower in Flower Launch – The Triangle
29 th May	Renaming Rugby Ground 3PL - Photoshoot
31 st May	Barry Garnham - Fresh Gold Radio
31 st May	Felixstowe Community Hospital Rose Bush Planting, patient visit, tea party
31 st May	Platinum Jubilee Torch Relay – Felixstowe leg + Jubilee Badges presentation to Emily and Ethan
1 st June	Landguard Fort – Promote Corgi Trail
2 nd June	Jubilee Parade & Proclamation
2 nd June	Broadway House – toast, cake cutting, jubilee competition
2 nd June	Jubilee Beacon Lighting
3 rd June	Jubilee Carnival Weekend – Stage presentation of Civic Award Winners
4 th June	Old Felixstowe Community Association – Jubilee tree planting; bench unveiling
5 th June	<i>Eye Jubilee Parade (Deputy Mayor)</i>
5 th June	Jubilee Thanksgiving Service – Psalm reading
5 th June	Jubilee ‘Big Lunch’ @ Leisure Centre – welcome, cut cake, judging
5 th June	Ranelagh Road Jubilee Street Party
5 th June	Foggies Theatre @ Spa – backstage visit
6 th June	Costa Coffee – Office opening of refurbished café + latte making! (+ <i>Deputy Mayor</i>)
8 th June	@inc New Business Hub - Launch

9 th June	Carers Week – coffee with carers
12 th June	Platinum Jubilee County Service of Celebration – St Edmundsbury Cathedral
14 th June	Falklands Service Felixstowe Memorial - Psalm reading
15 th June	Landguard Fort – Corgi Winners
16 th June	Coniston House
17 th June	Smart Towns Project Launch – Felixstowe Triangle

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.

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 25 May 2022 at 9.15am

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

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

IN ATTENDANCE: Two members of the public (*via Zoom*)

18. PUBLIC QUESTION TIME

The Chairman advised that he would invite members of the public to make their representations on item

19. APOLOGIES FOR ABSENCE

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

20. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr D Savage	22E	Local Non-Pecuniary (as the applicant property is a near neighbour)

21. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 4 May 2022 be confirmed as a true record.

22. PLANNING APPLICATIONS

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

A	DC/22/1659/FUL Dormer loft conversion including Juliet balcony and metal railings, installation of 2 no. roof windows to the front elevation and 2 no. windows to the rear elevation. 6 Orford Road
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Committee recommended REFUSAL. We recognise that this property is part of the wider Martello Park housing development that was designed uniformly and, in particular, with the concept of symmetry – both within each block and as a whole. Furthermore, in the original planning consent Permitted Development rights for the entire development were removed with the intention of “retaining control over this particular form of development in the interests of amenity and the protection of the local environment” (condition 29 of C/12/0068). The applicant refers to a revised application in 2013 which allowed for the inclusion of additional dormers. However, this amendment was prior to the construction of the development and was designed to maintain the symmetry within each block. If this application were to be permitted the symmetrical appearance of this block – on both the front and rear elevations would be compromised. We therefore feel that this application contravenes SCLP11.1(b) (c)i, ii, and iv, and (e).

B	<p>DC/22/1849/FUL Existing redundant letter box / metal plate cover to be removed. Existing aperture to be infilled by brickwork to match existing. Existing night safe to be removed. Existing aperture to be infilled by brickwork to match existing. Existing CCTV camera to be removed and make good. Existing ATM to be removed. Existing aperture to be infilled by brickwork to match existing. Existing lighting for ATM to be removed and make good. Existing branch nameplate/opening hours to be removed and make good. Existing heritage signage to be removed and make good. Existing heritage projecting sign to be removed and make good. Existing redundant letter box. Sign to be removed and to be sealed closed.</p> <p>18 Hamilton Road</p>
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Committee recommended APPROVAL and we welcome the attention given to the quality of this building by the current owner. We would request that the ESC Conservation Officer check the quality of the replacement brickwork so as to maintain the visual appearance of this prominent building in the Felixstowe Conservation Area.

C	<p>DC/22/1809/FUL Construction of a substation in association with an outline planning permission (DC/21/0670/VOC). This substation is required in order to feed electricity to the business units and school attached to the outline permission</p> <p>Land At Candlet Road</p>
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Committee recommended APPROVAL. Committee welcomes the sympathetic design and the landscaping elements included in this application.

D	DC/22/1651/FUL Demolition of rear conservatory. Construct single storey rear extension to kitchen/dining. Enlarge rear bedroom with dormer construction. 132 Grange Road
Committee recommended APPROVAL.	

E	DC/22/1536/FUL Replacement Garage, outbuilding and works to boundary wall including new entrance. Conifers 11 High Beach
Committee recommended APPROVAL. We welcome this sympathetically designed proposal which Committee believe will enhance the appearance of this property in the Conservation Area.	

F	DC/22/1772/FUL Relocation of UKPN sub-station Electricity Sub Station Clifflands Car Park Cliff Road
<p>Committee recommended REFUSAL of this application. Firstly, we see no reason why this cannot be located in a more recessive position within the application site, as the current substation is. The proposed location will be in the most prominent position and therefore visually intrusive. Additionally, the utilitarian design, with no screening fence or landscaping, will be out of keeping with the street scene. We therefore feel that this proposal will be contrary to SCLP 11.1 (b) and (d). We have further concerns that the proposed location, immediately adjacent to the car park access, will compromise visibility and therefore safety for road users.</p>	

G	DC/22/1371/FUL The property is a 2nd floor flat. It is proposed to replace all 3 existing brown stained softwood windows and one bay window with brown UPVC windows and bay windows to similar opening pattern and style 79 Capel Drive
Committee recommended APPROVAL.	

H	DC/22/1755/TCA 1no. Group of mixed species (9 on plan) - Side reduce by up to 2 metres on south side; 1no. Laburnum (10 on plan) - fell; 2no. Prunus (11 and 12 on plan) - fell; 1no. Holm oak (13 on plan) - Overall crown reduction by up to 2metres 59 Orwell Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

I	DC/22/1675/TPO TPO No. SCDC/04/0176 8 x Sycamore (1-8 on plan) - Re-pollard St John The Baptist Church Orwell Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	
J	DC/22/2004/TCA 3no. Holm oak (marked on plan) - Fell, 8no. Holm oak (marked on plan) - Re-pollard Martello Place Golf Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

23. PLANNING DECISIONS

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

24. MEETING REQUEST FROM PERSIMMON HOMES

Committee considered a request from Persimmon Homes for a meeting with the Town Council to discuss their proposals for the Phase 2 development off Candlet Road, in advance of the developer submitting a further reserved matters application later in the year.

RESOLVED that Persimmon be invited to provide a briefing to Councillors on a Wednesday morning that would not clash with a Planning & Environment Committee.

25. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. **Adoption of Historic Buildings Supplementary Plan Document.**
East Suffolk Council had adopted a new Affordable Housing Supplementary Planning Document (SPD) on 3rd May 2022, replacing the July 2004 Supplementary Planning Guidance 2 Affordable Housing for the former Suffolk Coastal area.
- ii. **Invitation from Bloor Homes to suggest street names for the development at Walton High Street, Felixstowe.**
Bloor were seeking 20 names for the 16 roads within the development. Committee agreed that this should be included on the agenda for formal consideration at the next meeting.

26. CLOSURE

The meeting was closed at 10.55am. It was noted that the next meeting was scheduled to take place on Wednesday 8 June 2022 at 9.15am.

	<p>be connected into the new network where possible, allowing water collected from the site to be sent to the separator.</p> <p>Haven Filling Station Dock Road The Docks</p>
<p>Committee recommended APPROVAL subject to satisfactory resolution of the concerns expressed by both ESC Environment Protection and SCC as the Lead Local Flood Authority.</p>	
B	<p>DC/22/1996/FUL Replacement beach side kiosk adjacent to promenade</p> <p>Kiosk Site Near Bent Hill The Promenade Undercliff Road West</p>
<p>Committee recommended APPROVAL and welcomed this addition to the tourism offer in Felixstowe.</p>	
C	<p>DC/22/1955/FUL Two bedroom terrace house on empty plot attached to other terraced dwellings</p> <p>19 Margaret Street</p>
<p>Committee recommended REFUSAL. Whilst we greatly welcome redevelopment of this untidy and unattractive site, which is detrimental to the amenity of the neighbourhood. We recommend refusal of this specific design due to the rear first-floor element leading to substantial loss of light to the windows of No.17. We therefore feel that this is contrary to SPG16 and SCLP11.2 para. (c).</p>	
D	<p>DC/22/2011/FUL Single storey rear extension</p> <p>85 Gainsborough Road</p>
<p>Committee recommended APPROVAL. However, we would ask that the roof design be amended to remove the side parapet such that the roof height at the boundary is no higher than usual eaves height. We also note, with concern, that the applicant's submitted documents make no reference to the fact that this property is within the Felixstowe Conservation Area.</p>	
E	<p>DC/22/1926/FUL Single storey extension & alterations</p> <p>33 Upperfield Drive</p>
<p>Committee recommended APPROVAL.</p>	
F	<p>DC/22/1824/FUL Single storey extension to kitchen at rear of property</p> <p>24 High Road East</p>
<p>Committee recommended APPROVAL.</p>	
G	<p>DC/22/1422/FUL The proposed works include: - The removal of the existing timber double glazed windows & doors & replacement with UPVC</p>

	<p>white double glazed windows & doors. Front door grey, remainder white. - Removal of a rear window & brickwork below with the installation of a new patio/french double doorway, colour white. - The removal of brickwork & the installation of lintol & UPVC double glazed window to the side elevation, colour white. - The removal of a central brick pier & two single garage doors. The installation of a new lintol, brickwork over & new electrically operated garage door & frame. White. - To install a 1m high metal estate fence to the LH side front boundary flank to match the front elevation, colour black, oak posts to match.</p> <p>6 College Green</p>
<p>Committee recommended APPROVAL having had regard to the fact that the property is within the Conservation Area. We feel that this proposal does conform to this but note, with concern, that the applicant's submitted documents make no reference to the fact that this property is within the Felixstowe Conservation Area.</p>	
<p>H</p>	<p>DC/22/1756/FUL To replace the existing White P.v.c.u. windows and doors with windows and doors of the same colour /material and of similar design. No change of use, Private Dwelling.</p> <p>38 High Road West</p>
<p>Committee recommended APPROVAL.</p>	

The meeting was adjourned at 10.39am.

The meeting resumed at 10.47am.

32. PLANNING DECISIONS

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

33. STREET NAMING FOR BLOOR HOMES SITE, WALTON HIGH STREET

Committee considered the request from Bloors Homes for street name ideas. Themes were discussed and it was agreed that the Clerk should submit the Committee's recommendations to Bloor Homes on the basis of the 15 names relating to the RAF's seaplanes programme which were also relevant to coastal/nature, two names relating to the Felixstowe suffragettes, two historic names relevant to Walton and to request that the spine road be named Jubilee Avenue.

RESOLVED that the Clerk submit the Committee's recommendations to Bloor Homes on the basis above.

34. ESC COMMUNITY GOVERNANCE REVIEW (CGR) CONSULTATION

Committee reviewed the recommendations of East Suffolk Council in relation to the CGR consultation.

RESOLVED that the recommendations of East Suffolk Council in relation to the CGR consultation be approved; and the Clerk to respond accordingly.

35. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. Following Committee's concerns that a number of applications had not correctly identified as being within the Felixstowe Conservation Area, the Chairman reported having received confirmation from ESC that applicants were not required to do so. **Committee noted the clarification but would still seek to highlight to ESC such applications.**

36. CLOSURE

The meeting was closed at 11.35am. It was noted that the next meeting was scheduled to take place on Wednesday 22 June 2022 at 9.15am.

42. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Committee reviewed the arrangements for, and effectiveness of, Council's internal audit.

Members considered the good service received from the SALC-appointed auditor and the benefit of an internal auditor with experience of working within the town council sector. It was proposed that the arrangement be recommended to continue on the same basis for 2022/23.

RESOLVED that it be recommended to Council that:

- i. having reviewed the effectiveness of its internal audit, it be resolved that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils be appointed to continue as the Council's internal auditor, undertaking a half-yearly and year-end audit on the basis of paras 4.14-4.17 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2019".**

43. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2021-22

Members considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2021/22 as presented. Council recorded a vote of thanks to the Town Clerk, Deputy Town Clerk, and the Finance Administration Assistant for their hard work in preparing the accounts. The Clerk advised that the Notice of Audit would be displayed on the Town Hall noticeboard in accordance with the statutory requirements.

It was RESOLVED that it be recommended to Council that:

- i. the Annual Return for the financial year ended 31 March 2022 (Section 1 – Annual Governance Statement) be approved and the Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- ii. the Annual Return for the financial year ended 31 March 2022 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council's Responsible Finance Officer be approved, and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. it be noted that there were no actions arising from the final Internal Audit Report for the Financial Year 2021/22 and, therefore, no action plan was required to be submitted with the Annual Return 2021/22 to the External Auditor.**

44. BUDGET MONITORING TO 31 MAY 2022

Committee received the budget monitoring report to 31 May 2022. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

Members noted and were concerned by the cost of electricity at Walton Community Hall, with almost half the annual budgeted expenditure having already been incurred. Members agreed that the Council's Assets & Services Committee should consider all the options which may be available to Council to address the cost of energy consumption at Walton Community Hall.

It was RESOLVED that:

- i. the budget monitoring report to 31 May 2022 be noted; and,**
- ii. Council's Assets & Services Committee be requested to consider how best to address the increasing cost of energy consumption at Walton Community Hall.**

45. QUARTERLY BANK RECONCILIATION

It was confirmed that Cllr D Savage, as the Council's nominated Quarterly Bank Reconciliation Signatory (*Min #13 2022/23 refers*), had signed the reconciliation between the bank statement and Scribe accounts to confirm the amounts agreed each month.

RESOLVED that it be noted that the reconciliations between the bank statement and accounts statements for the period 1 April 2021 – 31 March 2022 had been reviewed and signed by Cllr D Savage.

46. STATEMENT OF INTERNAL CONTROL 2022/23

Committee noted the requirement of the Accounts and Audit Regulations 2015 for Council to ensure that it has a sound system of internal control.

Following consideration of the Council's policy and internal control statement document it was proposed that it be recommended to Council for approval and adoption with no further changes.

It was RESOLVED that the Internal Control Statement for the year ending 31 March 2023 be recommended to Council for formal adoption as presented.

47. CLOSURE

The meeting was closed at 8.18pm. The next meeting was noted as being scheduled for Wednesday 13 July 2022 at 7.30pm.

52. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 8 June 2022.

RESOLVED that the Budget Report to 8 June 2022 be received and noted as presented with no other action required at this time.

53. OCCASIONAL GRANTS ROUND 1 2022/23

Committee considered completed applications for funding received prior to the 31 May 2022 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being £20,465.21.

Committee proposed that grants be awarded on the following basis:

Activ Lives

Awarded funding of £960 towards their Saturday ActivSport Hub - Felixstowe.

Felixstowe Creative Arts Trust (F-CAT)

Awarded funding of £250 towards Felixstowe Maritime Festival.

Felixstowe & Walton Utd. FC (Youth Teams)

Awarded funding of £2,000 towards the Development of Langley Avenue.

Landguard Trust

Awarded funding of £1,440 towards Volunteer Workshop Refurbishment.

OFCA

Awarded funding of £1,000 towards their Jubilee Courtyard.

Suffolk Accident Rescue Service (SARS)

Awarded funding of £500 towards SARS Felixstowe Activity.

St. Philips Community Hub

Awarded funding of £990 towards Christmas Flower decoration and Christmas Party with Gift (ringfenced until event is confirmed closer to the time).

Suffolk Mind

Awarded funding of £1,600 towards Mental Health Training for Felixstowe Town Pastors (subject to confirmation that this is not being delivered within a recent commission by East Suffolk Council)

The Salvation Army

Awarded funding of £470 towards Summer Holiday Meal and Activity.

WAMFest Felixstowe

Awarded funding of £2,000 towards the Women Arts and Music Festival Felixstowe.

Members discussed the ways in which the Town Council might be able to support the community during the cost-of-living crisis, anticipating that there would be increased likelihood of hardship amongst the community after the summer. It was agreed that Council should be asked to release funding from its reserves for the Committee to be able to steer in an appropriate way to help support the community during these difficult times.

It was RESOLVED that:

- i. for the first round of Occasional Grants for 2022/23 a total of £11,210 be awarded and approved for payment based on the schedule above;**
- ii. it be recommended to Council that an allocation of £50,000 be authorised from the Community Fund and Community Support Fund Earmarked Reserves, with the authority to commit expenditure delegated to the Civic & Community, for the purposes of supporting the community during the cost-of-living crisis; and,**
- iii. it be recommended to Council that the Civic & Committee be tasked with the consideration of a policy framework for the administration of funding for the purposes above at its next meeting.**

54. ANNUAL GRANTS UPDATE

Members noted the update on the annual grant for Art on the Prom of £1400 which will no longer be required. The Town Clerk gave a verbal update on a commercial event being organised in the absence of Art on the Prom, this event called Art on the Beach is being planned to be held at Beach Street.

RESOLVED that the Annual Grants update be noted.

55. THE QUEEN'S PLATINUM JUBILEE WEEKEND

Committee received the report on the Platinum Jubilee Weekend and were pleased to note that the final financial cost will come in within budget. Members gave thanks to Felixstowe Carnival, the organising committee and all involved in making the events such a success.

RESOLVED that report on the Queen's Platinum Jubilee Weekend be noted.

56. SUFFOLK DAY 2022

Members noted the report and received a verbal update from the Civic Events Officer. Local residential homes and schools had been invited. Members suggested that the biscuits and cakes are sourced locally and that the East of England Coop be approached to enquire about supplying the refreshments.

It was noted that the event would be promoted on social media and all Councillors would be reminded of the details.

RESOLVED that the update report on Suffolk Day 2022 be noted.

57. FLAG FLYING ARRANGEMENTS

Committee received the report detailing designated days when the Union Flag should be flown on government buildings. Members agreed the list as suggested.

Members requested that the Clerk confirm whether, as suggested, the Union Flag can be flown together with another flag from the same flagpole as long as it was in the superior – i.e. higher – position.

It was RESOLVED that:

- i. The Flag Flying Arrangement report be noted; and,**
- ii. The Clerk should confirm whether the Union Flag can be flown together with another flag from the same flagpole.**

58. TWINNING POLICY

Members noted the report on Town Twinning and received an update from both the Clerk and the Mayor.

RESOLVED that the Twinning Policy be amended to include Salzwedel and to be reworded to give more flexibility to the Mayor to decide on their commitment towards any prospective annual visits.

59. CCTV UPDATE

The Deputy Town Clerk gave an update on the CCTV and the report was noted.

RESOLVED that the CCTV update report be noted.

60. CLOSURE

The meeting was closed at 9.32pm. The next meeting was noted as being scheduled for Wednesday 14 September 2022 at 7.30pm.

AGENDA ITEM 9: INTERNAL AUDIT REPORT: FULL YEAR 2021/22

The Internal Audit for the year ending 31 March 2022 took place on Thursday 5 May 2022 and the signed report is presented at **Appendix A**. There were no actions or recommendations made.

The Internal Auditor has completed page 3 of the Council's Annual Governance and Accountability Return confirming that the Council has met all its internal control objectives.

Council is requested to consider the final Internal Audit Report for the year 1 April 2021- 31 March 2022 and any actions it deems necessary

AGENDA ITEM 10: ANNUAL GOVERNANCE STATEMENT AND ACCOUNTABILITY RETURN FOR 2021-22

Council is required to approve its Annual Governance Statement and Accountability Return for 2021-22, presented at **Appendix B**.

Council's Full Year Internal Audit for 2021-22 was carried out 5 May and there were no matters arising from the report requiring an action plan to be submitted with the Annual Return 2021-22 to the External Auditor. Accordingly, Council's Internal Auditor has completed page 3 of the Annual Governance and Accountability Return confirming that all internal control objectives have been met.

Notes are provided below to provide some context to the figures to the Accounting Statements 2021/22 Section 2 of the Annual Return (figures for Year Ending 31 March 2021 are shown in brackets for comparison). The External Auditor requires an explanation of any variances for box 3 in Section 2 where the percentage change is greater than +/- 15% and if the increase or decrease is greater than £200, variances of £100,000 or more also require explanation regardless of the % variation year on year. Where this applies, the explanation is given below and will be appropriately evidenced alongside all other documentation due to be submitted to the External Auditor. All figures are rounded to the nearest £1.

1 - Balances Brought Forward: £1,130,155 (£1,065,336 for Y.E. 31 March 2021)

This represents the total balances and reserves as recording in the financial records at the start of the year and agrees with the audited figure in Box 7 of the previous year ending 31 March 2021.

2 - Precept: £601,608. (£600,570) Variance = < 1%

As approved by Council at its meeting of 13 January 2021 (*Minute #424 of 2020/21 refers*).

3 - Total other receipts: £271,412 (£166,136) Variance = +63%

Explanation of Variance

Variance predominately attributed to:

- Income in the form of CIL (£77,290)
- CJRS Retention Scheme (£9,690)
- Apprenticeship Grant (£3,000)
- Precept Grant (£7,476)

In addition to sharp increases in income due to the ease of lockdown restrictions:

- Weddings (£7,076)
- Walton Hirings (£4,282)
- Broadway House Lease (£1,584)
- Sponsors for Felixstowe in Flower being moved forward from the previous year (£3,088).

4 - Staff Costs: £478,247 (£430,028) Variance = +11%

5 - Loan Repayments: £34,732 (£34,732) Variance = 0%

Repayment of PWLB loan at fixed sum paid in two instalments of £17,365.97 per year.

6 – All Other Payments: £257,412 (£237,127) Variance = 9%**Explanation of Variance****7 – Balance Carried Forward: £1,232,785 (£1,130,155) Variance = 9%**

Representing total Balances and Reserves at 31 March 2022.

Movements to Council's General Fund and allocated Earmarked Reserves for the year are shown below (all figures are rounded):

General Fund opening Balance: £ 449,926

Earmarked Reserves: £ 680,229

Total opening Balance 01.04.21: **£1,130,155**

Total Receipts: £ 873,020 (+)

Total Expenditure: £ 770,390 (-)

Total closing Balance 31.03.22: **£1,232,785**

Represented by

General Fund: £ 437,340

Earmarked Reserves: £ 795,445 (Net change to ER 21/22 = £ 115,216)

A summary of transfers to and from Earmarked Reserves is provided in the table below:

Description	Opening Balance 1/4/21	Transfer In/Out	From/To Reference	Direct Expenditure	Reference	Closing Balances 31/3/22
Election Expenses	£11,862.00	£6,000	Min #424 2020/21	£0		£17,862.00
Enhancement & Promotional	£692.00	£0		£0		£692.00
Asset Repairs & Replacement	£21,032.00	£3,000	Min #424 2020/21	£416.67	Min #238 2021/22	£23,615.33
IT Replacement Fund	£30,313.60	£0		£4,910.98	Min #59 ii & iii of 20/21	£25,402.62
Cemetery Projects	£186,475.30	£20,000	Min #424 2020/21	£11,130.85	Min #237, 325, 412 of 2021/22	£195,344.45
Broadway House	£56,296.34	£2,500	Min #424 2020/21	£1,345.35	Min # 129 2020/21 and Min #162, 262, 325 2021/22	£57,450.99

Walton Community Hall	£70,000.00	£2,500	Min #424 2020/21	£249.16	Min #262, 325 2021/22	£72,250.84
Town Hall Maintenance	£83,792.54	£5,000	Min #424 2020/21	£2,210	Min #237, 325, & 412 of 21/22	£86,582.54
Play Equipment	£0	£7,500	Min #424 2020/21	£0		£7,500.00
Community Fund	£79,300.76	-£20,003.92	Min #424 2020/21	£25,000	Min #123 of 2021/22	£34,296.84
CCTV	£42,000.00	£0		£0		£42,000.00
Staffing Reserve	£36,874.21	£22,689.69	Min #424 2020/21	£1,000	Min #253 2019/20	£58,563.90
Community Infrastructure Levy 2018/19	£4,057.15	£0		£4,057.15	Min #235 2021/22	£0
Community Infrastructure Levy 2019/20	£30,245.03	£0		£5,942.85	Min #235 2021/22	£24,302.18
Community Infrastructure Levy 2020/21	£17,291.40	£0		£0		£17,291.40
Community Infrastructure Levy 2021/22	£0	£77,289.65		£0		£77,289.65
Queen's Platinum Jubilee (formally VE 75 Event)	£9,996.08	£20,003.92	Min #128 2020/21 & Min #239 2021/22	£0		£30,000
Community Support		£25,000	Min #424 2020/21			£25,000
Totals	£680,228.41	£171,479.34		-£56,263.01		£795,444.74

8 – Total Cash and Short-Term Investments: £1,233,379 (£1, 125,171)

Variance = 10%

Variance between Boxes 7 and 8 = £594.59

Represented by:

Debtors: -£15,164.85

Creditors: £15,759.44

9 - Fixed Assets Plus Other Long Terms Investments/Assets: £76,785 (£70,489)

Variance = 9%

The value of fixed assets reported in 2020/21 was £70,489. The following additions and deletions took place:

Additions (Subtotal: £6,796.88)

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
Optoma UHZ65LV 4K UHD Projector	Town Hall	11/06/2021	£2,915.83	£2,915.83	£2,915.83
Logitech Conference Kit	Town Hall	11/06/2021	£1,895.00	£1,895.00	£1,895.00
Additional XL Shoring	Cemetery	25/05/2021	£943.00	£943.00	£943.00
Dell Laptop Latitude 7410	Town Hall	16/09/2021	£1,043.05	£1,043.05	£1,043.05

Deletions (Subtotal: £501.00)

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
Clearing Saw	Cemetery	07/04/2014	£500.00	£500.00	£500.00
Play Equipment	Various Locations			£41,183.36	£1.00
Beam Jumps & Matting	Trim Trail, Sea Road	31/03/2015	£1,855.49	£1,855.49	
Horizontal Ladder & Matting	Trim Trail, Sea Road	31/03/2015	£3,156.33	£3,156.33	
Jump up & Matting	Trim Trail, Sea Road	31/03/2015	£1,629.08	£1,629.08	
Step up & Matting	Trim Trail, Sea Road	31/03/2015	£952.36	£952.36	
Vertical Climb & Matting	Trim Trail, Sea Road	31/03/2015	£2,241.76	£2,241.76	
Leg Lift & Matting	Trim Trail, Sea Road	31/03/2015	£1,130.96	£1,130.96	
Chin up & Matting	Trim Trail, Sea Road	31/03/2015	£1,562.99	£1,562.99	
Parallel Bars & Matting	Trim Trail, Sea Road	31/03/2015	£892.36	£892.36	
Sit up & Matting	Trim Trail, Sea Road	31/03/2015	£753.23	£753.23	
Push up & Matting	Trim Trail, Sea Road	31/03/2015	£604.08	604.08	

In accordance with the Practitioner's Guide to Governance and Accountability for Smaller Authorities, the Council's land and premises transferred under local government reorganisation or any 'community assets' without an intrinsic resale value are given a nominal valuation of £1.

The value of fixed assets reported to Council (Min #15 2022/23 refers) for 2021/22 was £76,785

10 – Total borrowings: £311,450 (£320,874) Variance = -6%

Felixstowe Town Council borrowed £500,000 from the Public Works Loan Board in 2007/08 for the purchase and refurbishment of Felixstowe Town Hall. The loan period being 25.5 years. Repayments are £34,731.94 per annum and the balance outstanding as at 31 March 2022 was £311,450.

Further to the Accounting Statements, the following additional notes may be of benefit to Council:

Leases

At the end of 2021/22 the Town Council had no new lease of property. Parts of the Town Hall are licensed to third party organisations, as follows:

Lessee	Purpose	Annual Lease Payable £	Year of Expiry
Suffolk County Council	Registration Service Accommodation	£4,137.85 per annum (£3,448.21 net)	Annual renewal
East Suffolk Council	Felixstowe Forward Accommodation	£3,250.00 per annum (£2,708 net)	Annual renewal
East Suffolk Council	Resort Team Accommodation	£2,500.00 per annum (£2,083 net)	Quarterly renewal

The Town Council owns the freehold interest in two schemes within Felixstowe which have either been re-built or re-furbished in conjunction with the Orwell Housing Association. Both schemes comprise a community hall on the ground floor and social housing flats on the upper floors.

The Housing Association financed the building works at each site and consequently has the benefit of an agreement to a long lease of the flats at a peppercorn rent to reflect the value of the building works carried out. The Housing Association then sub-lets the flats to its own tenants.

Lessee	Rent	Freeholder	Address
Orwell Housing Association Ipswich	Annual peppercorn	Felixstowe Town Council 65 years from January 2005	Broadway House Orwell Road Felixstowe
Orwell Housing Association Ipswich	Annual Peppercorn	Felixstowe Town Council 65 years from March 2007	Walton Community Hall Walton Felixstowe

In addition, the Town Council leases the following items of equipment:

Lessor	Purpose	Lease Payable Net £	Year of Expiry
Sharp	Multi-Functional Device	£97.57 per quarter	29.10.2021
Pitney Bowes	Franking Machine	£85.59 per quarter	10.12.2024
O2	4 Mobile Phones	£26.72 per month	23.07.2022

Tenancies

During the year, the following tenancies were held:

Council as Landlord

Tenant	Property	Rent p.a.	Repairing/Non repairing
Felixstowe Old Peoples Welfare Association	Broadway House	£ 2,225.34 (Note £1,583.60 paid 2021/22 pro rata due to Covid)	(Licence)
Telefonica	Telephone mast situated at Felixstowe Cemetery	£5,314.75	N/A

Council as Tenant

The Flood Memorial owned by Felixstowe Town Council is located at Langer Primary Academy, Langer Road, Felixstowe. An annual fee of £10.00 is due to Suffolk County Council.

General Power of Competence

The “General Power of Competence” was included in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). This power was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012. The power enables eligible councils to have “the power to do anything that individuals generally may do” as long as they are not prevented from doing so by other laws. The Town Council meets the criteria for eligibility and adopted the use of the General Power of Competence at its Annual Council Meeting on 15th May 2019.

Pensions

The Council is a member of the Suffolk County Council Local Government Pension Scheme. Employer’s contributions in 2021/22 were 23% and the Council paid £49,297.04 into the Suffolk County Council Local Government Pension fund in respect of its employees.

Employees qualifying for auto-enrolment to a pension scheme are enrolled into Council's NEST Pension scheme. Employer contributions for 2020/21 were 6% and the Council paid £9,443.47 into the NEST Pension scheme in respect of its employees.

Financial Impact of Coronavirus

As part of the Council's Annual Governance Statement it must confirm that it has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Council is requested to note that the Finance & Governance Committee regularly considered reports on the financial impact that the coronavirus has had, and is likely to have, on budget. The budget for 2022/23, set by Council in January 2022, reflects the limited impact on Council's finances, the anticipated and ongoing recovery from the pandemic, and the Council's reserves position. The Finance & Governance Committee will continue to monitor the Council's budget position regularly.

Council is requested to:

- i. confirm that it has considered the potential financial impact of the coronavirus on the authority's budget;**
- ii. approve the Annual Return for the financial year ended 31 March 2022 (Section 1 – Annual Governance Statement) and authorise the Mayor and Town Clerk to sign the declaration on behalf of Felixstowe Town Council;**
- iii. approve the Annual Return for the financial year ended 31 March 2022 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council's Responsible Finance Officer, and authorise the Mayor to sign the declaration on behalf of Felixstowe Town Council; and,**
- iv. note that there were no actions arising from the final Internal Audit Report for the Financial Year 2021/22 and, therefore, no action plan is required to be submitted with the Annual Return 2021/22 to the External Auditor.**

AGENDA ITEM 11: REVIEW OF INTERNAL AUDIT EFFECTIVENESS

The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.

Mr Colin Poole, as appointed by the Suffolk Association of Local Councils (SALC), has acted as the internal auditor to Felixstowe Town Council since October 2015. SALC have been providing internal audit services to the Town Council since December 2012.

Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. The Council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken. This item is to let members know that this item will go to the next Ordinary Council meeting.

Review of effectiveness of internal audit

Paragraph 4.22 of "Governance and Accountability for Smaller Authorities in England – a Practitioner's Guide (March 2019)" states that the "*review should be designed to assure the authority that it has maintained the standards of an adequate and effective internal audit of its risk management, control and governance processes. It should include, as a minimum, making an assessment of each of the following:*

- *the scope of internal audit;*
- *independence;*
- *competence;*
- *relationships with the clerk and the authority; and*
- *audit planning and reporting.*

The Council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the Council's internal controls and its management of risk.

An assessment against the above criteria is provided, as follows, to assist Council in reviewing the effectiveness of the Town Council's internal audit arrangements:

Scope of Internal Audit: *It is a matter for the authority to determine the necessary scope and extent of its internal audit. When securing an internal audit service, the authority should make sure that it is proportionate to the needs, size and the circumstances of the authority.*

The scope of the internal audit work carried out by Mr Poole follows that which was suggested in paras. 4.14-4.17 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2019."

Independence: *Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in or responsibility for the financial decision making, management or control of the authority, or with the authority's financial controls and procedures.*

Mr Poole is not involved in the Council's financial controls, procedures or decision making.

Relationships with the Clerk and the Authority:

Mr Poole is not related to, nor associated with, any Member of the Council, its staff or the Clerk. The internal auditor has direct access to the Council should they think this necessary.

Competence: *There are various ways for an authority to source an internal audit service, for example, appointing a local individual administered by a local association or branch of NALC, SLCC or ADA. An individual will need to demonstrate adequate independence and competence to meet the needs of the authority.*

Mr Poole has extensive experience of carrying out audit work for parish councils across Suffolk on behalf of the Suffolk branch of the National Association of Local Councils.

Audit Planning and Reporting: *The minimum reporting requirement for internal audit to the smaller authority is met by completing the annual internal audit report on page 3 of the Council's Annual Governance and Accountability Return.*

In addition to completing the annual internal audit report on the annual return, the SALC internal auditor prepares a report in their own name following completion of each internal audit. Each audit report is presented to the Council's Finance & Governance Committee and any recommendations are reviewed and considered at that time. Any actions taken prior to the meeting, such as may be appropriate under delegated authority or for matters of urgency, are reported to the Committee at this time. Any actions to be taken on the recommendations made are recorded in the minutes of the meeting and reported to Council for approval, if required.

An internal audit of Felixstowe Town Council was carried out twice during 2021/22 on a half-yearly basis.

Council's Finance & Governance Committee RECOMMENDED the following (Minute #42 of 2022/23 refers):

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a half-yearly and year-end audit on the basis of paras 4.14-4.17 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2019".**

AGENDA ITEM 12: STATEMENT OF INTERNAL CONTROL 2022/23

The Accounts and Audit Regulations 2015 states that a Council must ensure that it has a sound system of internal control which

- facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- ensures that the financial and operational management of the authority is effective; and
- includes effective arrangements for the management of risk.

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The Council must operate an overall system of internal control appropriate to its expenditure and activity. As part of its system of internal control, the council arranges for an internal audit where someone, (other than the Clerk or Responsible Financial Officer (RFO)) and acting independently of the council), scrutinises the council's financial systems.

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council Members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

Council's Statement of Internal Control for the year ending 31 March 2023 was reviewed by the Finance & Governance Committee on 8 June 2022 (*Minute #46 of 2022/23 refers*) and is recommended for approval at **Appendix C**.

Council is requested to approve the Statement of Internal Control for the year ending 31 March 2023, as recommended by the Finance & Governance Committee.

AGENDA ITEM 14: COMMUNITY FUNDING SUPPORT

At its meeting of 15 June, Council's Civic & Community Committee considered applications for funding received from local organisations for Council's first round of Occasional Grants. Members also discussed the anticipated increasing impact of the cost-of-living crisis on the local community and have asked Council to consider providing additional funding to the Committee to enable support to be given where it may be deemed appropriate and necessary.

Committee is requesting that an allocation of £50,000 be authorised from the Community Fund and Community Support Fund Earmarked Reserves, with the authority to commit expenditure delegated to the Civic & Community, for the purposes of supporting the community during the cost-of-living crisis. Subject to Council approval, Committee is also seeking to consider a policy framework for the administration of this funding at its next meeting. (*Minute #53 of 2022/23 refers*)

Council is therefore requested to consider the recommendation of the Civic & Community Committee and:

- i. allocate £50,000 from the Community Fund and Community Support Fund Earmarked Reserves to the Civic & Community Committee, delegating the authority to commit expenditure delegated to the Committee for the purposes of supporting the community during the cost-of-living crisis; and,**
- ii. task the Civic & Community Committee with the consideration of a policy framework for the administration of funding for the purposes above at its next meeting.**

AGENDA ITEM 15: FELIXSTOWE BUSINESS IMPROVEMENT DISTRICT (BID)

The Felixstowe Business Improvement District (BID) has been reviewing its management arrangements and is in the process of appointing a new BID Manager, is. Following successful partnership projects with the Town Council, including the recent jubilee weekend celebration events and the new tree planters in the town centre, the BID is keen to ensure that Felixstowe Town Council are kept up to date with BID activities and aspirations.

The BID has revamped the Visit Felixstowe website www.visitfelixstowe.org.uk which successfully relaunched in June. A digital marketing campaign commenced in advance of the summer season, featuring Felixstowe (as its closest seaside destination) on buses and digital screen in Cambridge – which is one of the largest tourist destinations in the UK.



The BID is currently working on a new project to improve connections between the town centre and seaside resort areas over the summer season. In partnership with FACTS, the BID is discussing the possibility of running a shuttle bus between the train station and Beach Street, taking in a few key stops along the way – for example, the town centre and the Spa Pavilion. Subject to achieving the necessary approvals, licenses are being sought and extra drivers will be recruited.

With support from other sponsors and partners, the BID will finance the venture and aims to provide this as a free service. The BID will keep the Town Council informed of progress and hopes that this could be a long-term enhancement to the visitor offer. The BID would welcome any feedback from Council at this time.

To facilitate ongoing communications between the two organisations, the Felixstowe BID has invited the Town Council to appoint a representative to the BID Executive Management Board. At the outset, the Town Council representative would be welcome to join the EMG meeting in an informal capacity.

Council is requested to consider the update from the Felixstowe BID and the request for a Town Council representative to the BID Executive Management Board.

AGENDA ITEM 16: TOWN HALL WINDOWS TENDERS

Council's Assets and Services Committee has been overseeing a project to refurbish the windows at the Town Hall. At its most recent meeting it was agreed that:

- further pre-planning advice would be sought;
- Plaice Architects be requested to make the Building Regulations application on behalf of the Council at a cost of £200-£400 +VAT dependent on Building Control requirements, to be authorised from the Town Hall Earmarked Reserve;
- Tenderers are sent the Schedule of Works and Form of Tender and asked to return in time for this Ordinary Council Meeting, (*Minute #498 2021/22 refers*).

East Suffolk Council's Planning department have made the following further response as to whether planning permission will be required:

"It may be possible for the works which you have proposed to be done without need for planning permission. Works of repair are unlikely to require planning permission.

*Replacement of the windows (where repair is not possible) could also potentially be done without planning permission; but the replacement windows will need to have the same appearance as the existing windows; **appearance refers to all features of the existing windows including materials, colour, size, aperture, form, profile, glazing arrangement, glazing bar layout, framing and method of opening.***

The replacement of single glazing with double glazing, may also be possible without need for planning consent. But as stated above, the windows will need to have the same appearance as the existing – it may be possible to achieve this through the use of slimline double glazing.

Whether or not planning permission is required will really depend on the final appearance of the replacement or refurbished windows. If the replacement or refurbished windows will have the same appearance as the existing, then it should be possible to undertake the works without need for planning consent."

Plaice Architects have made a "Full Plans" building regulations application on Council's behalf for the front windows and Council Chamber window.

Plaice advise that it would be prudent not to accept any of the tenders until the decision on building regulations is received from East Suffolk Council in case new regulations/points are brought up – which then might need pricing.

We have been advised that building regulations approval is usually quick and should not unduly delay the Town Council.

The cost of the building regulations and inspection fees is £150 +VAT. Members may find the Building Regulation notes that were sent to Building Control of interest shown at **Appendix E**.

Five companies have been contacted to tender for the work. Only two have been received by the deadline, one without providing the glass. All tenders received will be emailed to Councillors and brought to the meeting.

Council is requested to consider any tenders received to date and give a steer to Assets & Services Committee on the preferred contractor if this is possible.
