

**MINUTES of the ANNUAL COUNCIL meeting held at Felixstowe Town Hall on  
Wednesday 17 May 2023 at 7pm**

**PRESENT:** Cllr S Harkin (Mayor)  
Cllr D Aitchison  
Cllr S Bennett  
Cllr S Bird  
Cllr J Candy  
Cllr M Deacon  
Cllr A Folley  
Cllr C Franklin  
Cllr M James  
Cllr M Morris  
Cllr B Price  
Cllr D Rowe  
Cllr M Sharman  
Cllr D Underwood  
Cllr S Wiles

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs S Faversham (Civic Events Officer)  
Mrs S Morrison (Planning Administration Assistant)  
Mr S Congi (Finance Administration Assistant)  
Miss H Miles (Communications Officer)  
Mrs J Smith (Assets & Services Officer)  
Mr T Minns (Grounds & Maintenance Manager)

**IN ATTENDANCE:** Mr M Richardson  
19 Members of the Public.

**IN ATTENDANCE ONLINE:** 2 Members of the Public

**MOMENT OF REFLECTION**

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

**1. ELECTION OF MAYOR**

**Mayor, Cllr Sharon Harkin, in the chair.**

The Mayor reflected on an unprecedented Mayoral year with many extraordinary events, such as recovering from the threat of covid, the war in Ukraine, members of the community queuing up to use the town's 'pop up shop' food banks, the deaths of Councillor Graham Newman and Her Majesty Queen Elizabeth II and the recent coronation of King Charles III.

The Mayor thanked the Civic Events Officer, for her support throughout her Mayoral year and thanked the Deputy Mayor and his wife for their support. The Mayor commented on how glad she was to be able to co-host the recent Civic Awards with the Deputy Mayor. The Mayor also thanked all Councillors, post election sitting together facing change and hope to now move forward as one team united to deliver best service for people of Felixstowe.

The Mayor encouraged newly elected Councillors to take time to settle in, with assistance from seasoned Councillors, the Town Clerk and Council's staff. The Mayor wished all Councillors well for the forthcoming term.

Following the Mayor's address, it was proposed by Cllr M Deacon, seconded by Cllr S Harkin, that Cllr S Bennett be elected as Mayor of Felixstowe for the ensuing Municipal Year.

**RESOLVED that Cllr Seamus Bennett be elected Mayor of Felixstowe for the Municipal Year 2023-24.**

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

### **Mayor, Cllr Seamus Bennett, in the chair.**

The Mayor thanked the outgoing Mayor, Cllr S Harkin, on behalf of the Council for her hard work over the past year and her love of Felixstowe. The Mayor then presented her with a gift.

Cllr S Harkin presented the Mayor with a gift to the Town Council, a painting of the Town Hall painted by a Ukrainian staying with a local host family.

The Mayor thanked everyone, also his family, and the past-Mayor for the past year's events, those sad and joyous. He spoke of the past four years and how Felixstowe Town Council was one of the first local councils to declare a Climate Emergency; and paid tribute to former Councillor, Mark Jepson and his wife, for the two Mayoral years during the pandemic. The Mayor spoke on the importance of working for the good of the town in a non-political context. The Mayor paid tribute to the Council's last Liberal Democrat Mayor, Harry Dangerfield, who had the office in 2001 and was present. The Mayor spoke of the honour to follow in the footsteps of all Mayors on Mayoral board.

The Mayor concluded his address by outlining the breadth of activities in the year ahead with a stage of the Men's cycle tour finishing in Felixstowe on Sept 7<sup>th</sup>, the return of Art on the Prom, the Love Felixstowe weekend, Fun Run, the new Beach Village being completed, a new Tourist Information Hut and the 2023 Blue Flag and Seaside Award status. Whilst there were many things to celebrate and be proud of, there was still a big demand for food banks and mental health services. The Mayor looked forward to a busy year, supported by the Town Council staff and Councillors, working for the community of Felixstowe.

## **2. ELECTION OF DEPUTY MAYOR**

It was proposed by Cllr M Morris, seconded by Cllr A Folley, that Cllr Mike Deacon be elected as Deputy Mayor for the ensuing Municipal Year.

**RESOLVED that Cllr Mike Deacon be elected Deputy Mayor for the ensuing Municipal Year 2023/24.**

### **3. COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE**

Council noted that in accordance with Section 83 (3) of the Local Government Act 1972, all Members elected to Felixstowe Town Council have made their Declaration of Acceptance of Office before the Town Clerk.

### **4. PUBLIC QUESTION TIME**

A member of the public congratulated the Mayor, and gave congratulations on the Blue flag, and enquired about the process of getting the flag and retaining that in the future. The Mayor responded, that Felixstowe had a Blue Flag in the early 2000s and then four years ago, the process was reviewed and found to have become much easier and are looking to renew each year now. The water quality needs to be regularly monitored and maintained. Various other factors are looked at e.g. education, and the work of Litter Free Felixstowe was a great asset to this. The Mayor was hoping to do some research through the Tourist Information into how the Blue Flag attracts visitors.

A member of the public had a couple of questions, although was aware that they may be East Suffolk Council and Suffolk County Council. Speaking as a member of the Friends of the Seafront Gardens which were renovated 10 years ago, with a maintenance agreement in place for those 10 years. The member of the public wants to ensure that they are properly maintained by professional gardeners with the support of the volunteers. The Mayor spoke of the change in organisation from Suffolk Coastal Norse to East Suffolk Services and will take that forward and ask the Clerk to respond.

The second question was regarding Undercliff Road East and campervans parking along that stretch of road. The member of public would like some clarification that Councillors are taking this seriously. They understand that it is not in the remit of the Town Council but would like support. The Mayor responded and said that a meeting had taken place some time ago with East Suffolk Council, at which it was suggested that this could be reviewed as part of a holistic town wide parking review, and this would be followed up.

### **5. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber**.

### **6. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Wiles Cllr S Bennett	All	Other registerable interest (as Members of Suffolk County Council)

Cllr S Bennett Cllr J Candy Cllr M Deacon Cllr A Folley	All	Other registerable interest (as Members of East Suffolk Council)
Cllr D Rowe	504i (2022/23)	Other registerable interest (as a Director of Level Two Youth Project)
Cllr M Sharman	504i (2022/23)	Other registerable interests (as Chairman of the Felixstowe & District Council for Sports & Recreation and a Member of Landguard Trust)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

## **7. CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 8 March 2023 be signed by the Mayor as a true record and adopted by the Council.

## **8. 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:

**Planning & Environment Committee 8 March 2023**  
**Planning & Environment Committee 22 March 2023**  
**Finance & Governance Committee 22 March 2023**  
**Planning & Environment Committee 5 April 2023**  
**Personnel Committee 5 April 2023**  
**Civic & Community Committee 12 April 2023**  
**Planning & Environment Committee 19 April 2023**  
**Assets & Services Committee 26 April 2023**  
**Planning & Environment Committee 3 May 2023**

There was a correction to the Planning & Environment minutes dated 8 March 2023, page 10 planning application DC/23/0539/VOC should read 61 parking places and not 16.

## **9. ASSET REGISTER 2022/23**

The Asset Register had been reviewed by Council's Asset and Services Committee on 26 April 2023 and recommended for adoption as presented.

It was **RESOLVED** that the Asset Register be adopted as presented.

## **10. GENERAL POWER OF COMPETENCE**

Council considered to continue with the adoption of the General Power of Competence and confirmed that the eligibility conditions have been met.

**It was RESOLVED that:**

**Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk being:**

- i. At the time of the resolution, at least two thirds of the Council hold office as a result of being declared elected;**
- ii. The Town Clerk and Deputy Town Clerk both hold the Certificate in Local Council Administration (CiLCA); and,**
- iii. from 17 May 2023, until the next relevant Annual Meeting of the Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Council adopts the General Power of Competence.**

## **11. SCHEME OF DELEGATION TO THE TOWN CLERK 2022/23**

**Subject to a clarification under delegation (ii) in the report to confirm that staff working hours would only be changed with staff agreement, it was RESOLVED that the powers delegated to the Town Clerk for 2023/24 be approved as presented in the report.**

## **12. COUNCIL GOVERNANCE AND POLICY 2023/24**

**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 2023/24:**

- 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) Community Engagement Strategy**
- h) Press & Media Policy**

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

### **13. 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 2023-24 be made as follows:**

#### **FINANCE & GOVERNANCE COMMITTEE (9)**

1. Cllr Mike Deacon (Chairman)
2. Cllr David Rowe (Vice-Chairman) *\*(ex-officio as Chairman of A&S)*
3. Cllr Marc James
4. Cllr Michael Sharman *\*\* (ex-officio as Chairman of C&C)*
5. Cllr Stuart Bird
6. Cllr Steve Wiles
7. Cllr David Underwood
8. Cllr Seamus Bennett
9. Cllr Darren Aitchison

#### **CIVIC & COMMUNITY COMMITTEE (9)**

1. Cllr Michael Sharman\* (Chairman) *(and ex-officio Member of F&G above)*
2. Cllr Corrine Franklin (Vice-Chairman)
3. Cllr Margaret Morris
4. Cllr Amanda Folley
5. Cllr Sharon Harkin
6. Cllr Nick Barber
7. Cllr Jan Candy
8. Cllr Bernard Price
9. Cllr Darren Aitchison

#### **ASSETS & SERVICES COMMITTEE (9)**

1. Cllr David Rowe *\*\* (Chairman) (and ex-officio Member of F&G above)*
2. Cllr Marc James (Vice-Chairman)
3. Cllr Michael Sharman
4. Cllr Margaret Morris
5. Cllr Sharon Harkin
6. Cllr Nick Barber
7. Cllr Jan Candy
8. Cllr David Underwood
9. Cllr Darren Aitchison

### **PLANNING & ENVIRONMENT COMMITTEE (9)**

1. Cllr Stuart Bird (Chairman)
2. Cllr Margaret Morris (Vice-Chairman)
3. Cllr Amanda Folley
4. Cllr Corrine Franklin
5. Cllr Nick Barber
6. Cllr Steve Wiles
7. Cllr Seamus Bennett
8. Cllr Jan Candy
9. Cllr David Underwood

### **PERSONNEL COMMITTEE (5)**

1. Mayor of Felixstowe (Chairman) (*ex-officio as Mayor of Felixstowe for 2023/24*)
2. Deputy Mayor (*ex-officio as Deputy Mayor for 2023/24*)
3. Cllr Sharon Harkin (*ex-officio as Mayor of Felixstowe for 2022/23*)
4. Cllr David Rowe
5. Cllr Michael Sharman

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

1. Cllr Margaret Morris (Chairman)
2. Cllr Amanda Folley (Vice-Chairman)
3. Cllr Marc James
4. Cllr Nick Barber
5. Cllr Bernard Price

### **YOUTH FORUM (3 FTC)**

1. Cllr Margaret Morris
2. Cllr Bernard Price
3. Cllr Darren Aitchison

### **OTHER MEETINGS/GROUPS:**

#### **COMMUNITY EMERGENCY GROUP**

1. Cllr Amanda Folley (Lead Emergency Coordinator)
2. Cllr Nick Barber (Deputy Emergency Coordinator)
3. Cllr Darren Aitchison (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

#### **ESC/FTC JOINT FORUM**

1. Cllr Margaret Morris
2. Cllr David Underwood
3. Town Clerk

### **CCTV WORKING GROUP**

1. Cllr Marc James (Chairman)
2. Cllr Nick Barber
3. Cllr Sharon Harkin
4. Cllr Darren Aitchison
5. Deputy Town Clerk

### **CLIMATE EMERGENCY WORKING GROUP**

1. Cllr Margaret Morris (Chairman)
2. Cllr Mike Deacon
3. Cllr Jan Candy
4. Cllr Seamus Bennett
5. Cllr Nick Barber
6. Cllr Sharon Harkin
7. Cllr Darren Aitchison
8. Town Clerk
9. Deputy Town Clerk

## **14. 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 2023-24 be appointed as follows:**

<b>Organisation</b>	<b>Representatives Appointed</b>
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Memory Lane Steering Group	1. Cllr Sharon Harkin 2. <i>Cllr Bernard Price</i>
Felixstowe Ferry Fairways Committee	1. Cllr Amanda Folley
Friends of Felixstowe Library	1. Cllr Jan Candy
Felixstowe Nightsafe	1. Cllr Marc James
Felixstowe Old People's Welfare Association	1. Cllr Margaret Morris + Mayor is Honorary President ( <i>ex-officio</i> )
SALC Area Meeting	1. Cllr David Rowe 2. Cllr Margaret Morris
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 Amanda Folley + Mayor is Honorary President ( <i>ex-officio</i> )



Felixstowe Travel Watch	1. Cllr David Underwood
Haven Ports Welfare	1. Cllr Darren Aitchison
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Jan Candy 2. Cllr David Rowe 3. Mayor of Felixstowe ( <i>ex-officio</i> ) 4. Town Clerk ( <i>ex-officio</i> )
Felixstowe Area ASB Meeting	1. Cllr Michael Sharman 2. Cllr Marc James 3. Cllr Stuart Bird
Level Two Youth Project	1. Cllr Corrine Franklin 2. Cllr Margaret Morris 3. Cllr Bernard Price
Freight Quality Partnership	1. Cllr Seamus Bennett
Fairtrade Forum	1. Cllr Margaret Morris 2. Cllr David Underwood
East Suffolk Lines Community Rail Partnership	1. Cllr Nick Barber
Orwell District Scouts	1. Mayor of Felixstowe ( <i>ex-officio</i> )
Felixstowe Peninsula Community Partnership	1. Cllr Sharon Harkin 2. Cllr Michael Sharman 3. Town Clerk
Felixstowe Chamber of Trade	1. Cllr Amanda Folley 2. Cllr David Underwood
Ukraine2Felixstowe	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett

## **CHARITY TRUSTEES**

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

**Cllr Seamus Bennett (Mayor of Felixstowe)**  
**Cllr Mike Deacon (Deputy Mayor)**  
**Cllr Sharon Harkin (Immediate past Mayor)**

## **15. AUTHORISATION OF SIGNATORIES**

**COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBERS AS ITS BANK SIGNATORIES FOR 2023/24:**

**Cllr Seamus Bennett**  
**Cllr Mike Deacon**  
**Cllr Stuart Bird**  
**Cllr Sharon Harkin**  
**Cllr Margaret Morris**  
**Cllr Corrine Franklin**

**COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBER AS ITS QUARTERLY BANK RECONCILIATION SIGNATORY FOR 2023/24:**

**Cllr David Rowe**

**COUNCIL RESOLVED TO CONFIRM THE FOLLOWING OPEN CREDIT AGREEMENT FOR 2023/24:**

**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.**

**16. SUBSCRIPTIONS**

Council reviewed its Council’s and staff subscriptions to other bodies for 2023/24 to the organisations below.

<b>Organisation</b>	<b>2023/24 fee</b>	<b>Notes</b>
Suffolk Association of Local Councils (SALC)	£2,442.79	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:

<b>Organisation</b>	<b>2023/24fee</b>	<b>Notes</b>
Society of Local Council Clerks (SLCC)	£470	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£296	Professional membership of the Deputy Town Clerk

**It was RESOLVED that the subscriptions for 2023/24 be approved.**

**17. 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>
15/03/2023	452 - 470	£32,715.09
31/03/2023	471 - 493	£67,325.30
01/04/2023	1 - 6	£12,973.80
18/04/2023	7 - 37	£52,610.55

30/04/2023	38 - 62	£84,410.28
	<b>TOTAL</b>	<b>£250,035.02</b>

**18. CLOSURE**

The meeting was closed at 8.29pm. It was noted that the next Ordinary Meeting was scheduled for 21 June 2023 at 7.30pm, however, this date may be subject to change due to Suffolk Day.

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Date: \_\_\_\_\_

Town Mayor: \_\_\_\_\_