

**MINUTES** of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Tuesday 20 June 2023** at **7pm**

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

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

**IN ATTENDANCE:** 6 members of the public  
3 members of the Public (*via Zoom*).  
Ms Kate Cain, Felixstowe BID

**MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Dr Josh Hunt, Chaplain to Felixstowe School, BOOST.

**60. PUBLIC QUESTION TIME**

A member of the public informed Council that they had tried to attend the Annual Council meeting via Zoom but was unable to, and asked for reassurance that they would be able to attend remotely in the future. The Town Clerk advised that there had been an issue with the link to join the meeting, which had been since rectified and was unlikely to occur again.

**61. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Rowe** and **Cllr D Underwood**.

**62. 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 N Barber	#68	Other registerable interest (as a Director of the Felixstowe BID)
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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.

**63. QUESTIONS TO THE MAYOR**

None.

**64. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Annual Council Meeting held on 17 May 2023 be signed by the Mayor as a true record and adopted by the Council.**

**65. MAYOR'S ANNOUNCEMENTS**

The Mayor addressed the Council and spoke about his recent Mayoral Engagements, highlighting the inaugural raising of the Progress Pride flag in June, which had been well-attended, and the first 999 Emergency Service Day on 27<sup>th</sup> May which had included many of the organisations that Felixstowe was lucky to have. The Mayor enjoyed celebrating the 200<sup>th</sup> parkrun in Felixstowe and even found time to run it himself. The Mayor's Civic Service was another highlight with 180 people in attendance including civic dignitaries from as far afield as Lowestoft, Bungay and West Suffolk.

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

**66. 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 24 May 2023**
- b) Finance & Governance Committee 24 May 2023**
- c) Planning & Environment Committee 7 June 2023**
- d) Civic & Community Committee 14 June 2023**

**67. REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

There were none. The Mayor advised that he would circulate a report on Ukraine2Felixstowe in due course.

## 68. **FELIXSTOWE BID UPDATE**

The Mayor invited Kate Cain, Felixstowe BID Manager, to give an update to Council on recent achievements and upcoming plans. Council heard that work had been taking place with the High Street Task Force who attended earlier this year. Part of this work had revealed that Felixstowe was bucking the trend with less than 6% unoccupied shops compared to the national average of 10%. Statistics from the Smart Town initiative also showed that footfall was growing with a 20% increase month on month. Ms Cain advised that this data would be more useful next year when year-on-year figures could be compared.

Ms Cain advised that the BID were pleased to be working well in partnership with Felixstowe Town Council on projects such as the Christmas lights, the ice rink, and the planting throughout the town. The BID were keen to make even more impressive changes in the future and had been involved in the walking and cycling strategy and green strategy linking the beach to the town.

Council heard about the 'Love Felixstowe' festival which was in the planning stages and would showcase what Felixstowe and its local businesses have to offer. Councillors were invited to contact Ms Cain if they would like to be involved in the event.

In response to a question from Members about whether BID had much support from the police, Ms Cain advised that the BID did not have much sway over crime management. In response to a suggestion for volunteer Street Rangers, this was something that could be put in BID's next survey to see if there was an interest or need for this. It was noted that the BID did not currently have much to do with the Chamber of Commerce, but this could change in future. On a question as to whether a market could be held in Hamilton Road, Ms Cain advised that there were issues with this competing with the levy paying businesses.

Members praised the BID's 'Love Felixstowe' logo design, which would be used across the media for the event. An aerobatic display was also being planned.

Members congratulated BID on the increase in footfall and the work that had been done for the local business community.

It was noted that the Town Clerk and previous Mayor had attended BID meetings prior to the elections. Members agreed that this should continue, ex-officio.

Council thanked Ms Cain for her attendance.

**It was RESOLVED that the BID update be noted; and, that Mayor and the Town Clerk be the Town Council's representatives at the BID meetings, ex-officio.**

**69. INTERNAL AUDIT REPORT: FULL YEAR 2022/23**

Council considered the final Internal Audit Report for the year 1 April – 31 March 2023 as presented.

**It was RESOLVED that:**

- i. it be noted that there were no significant actions arising from the final Internal Audit Report for the Financial Year 2022/23 and, therefore, no action plan is required to be submitted with the Annual Return 2022/23 to the External Auditor.**

**70. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2022/23**

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2022/23 as presented. Council paid thanks to the Deputy Town Clerk and the Financial Administration Assistant for their hard work and were advised that the Notice of Public Rights and Publication of unaudited Annual Governance & Accountability Return notice would be displayed on the Town Hall noticeboard and on the Town Council Website in accordance with the statutory requirements.

**It was RESOLVED that:**

- i. the Annual Return for the financial year ended 31 March 2023 (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 2023 (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 2022/23 and, therefore, no action plan was required to be submitted with the Annual Return 2022/23 to the External Auditor.**

**71. REVIEW OF INTERNAL AUDIT EFFECTIVENESS 2023/24**

Council reviewed the effectiveness of its internal audit arrangements.

**It was RESOLVED that:**

- 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”.

**72. STATEMENT OF INTERNAL CONTROL 2023/24**

Council considered the Statement of Internal Control for the year end 31 March 2024.

**It was RESOLVED that the Internal Control Statement for the year 2023/24 be adopted.**

**73. ANNUAL REPORT 2022/23**

Council considered the Annual Report for the year 2022/23 as presented.

**It was RESOLVED that the Annual Report for the Municipal Year 2022/23 be adopted.**

**74. 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>
18/05/2023	63 – 82	£7,441.49
31/05/2023	83 – 99	£50,408.64
15/06/2023	100 - 120	£16,636.03
	<b>TOTAL</b>	<b>£74,486.16</b>

**75. CLOSURE**

The meeting was closed at 8.06pm. It was noted that the next Ordinary Meeting was scheduled for 6 September 2023 at 7.30pm.

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

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