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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr M Sharman (Chairman)

Cllr C Franklin (Vice Chairman)

Cllr D Aitchison

Cllr N Barber

Cllr J Candy

Cllr A Folley

Cllr S Harkin

Cllr M Morris

Cllr B Price

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 13 December 2023** at **7.30pm** for the transaction of the following business:

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:

<https://us02web.zoom.us/j/89465860989>

Alternatively, you may join via the meeting ID 894 6586 0989 or over the telephone by calling 0131 460 1196.

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
8 December 2023

For information (via email):

All Town Councillors
Local Press



A G E N D A

- 1. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Committee on any relevant matters.
- 2. Apologies for Absence**
To receive any apologies for absence.
- 3. Declarations of Interest**
To receive any declarations of interest and to consider any requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of Civic & Community Committee meeting held on 11 October 2023 as a true record. **(Pages 3-6)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 6 December 2023 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Occasional Grants 2023/24**
To receive an update from round 1 from Dora Brown and consider Occasional Grants applications submitted for round two, deadline extended to 7 December 2023. **(Pages 8-10)**
- 7. Cost of Living Fund**
To receive an update on expenditure from the Council's Cost-of-Living Support Earmarked Reserve, in response to funding requests. **(Pages 11-12)**
- 8. Remembrance Street Signs**
To consider the administration of sponsorship funding to purchase new street signs for Remembrance 2024 onwards. **(Page 13)**
- 9. 71st Anniversary of the Felixstowe Floods**
To receive information on the Anniversary of Felixstowe Floods **(Page 14)**
- 10. CCTV update**
To receive a report on CCTV. **(Page 15 & Appendix B)**
- 11. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 14 February 2024 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a **CIVIC & COMMUNITY COMMITTEE MEETING** held at **TOWN HALL, Felixstowe, on Wednesday 11 October 2023 at 7.30pm**

PRESENT: Cllr M Sharman (Chairman)
Cllr C Franklin (Vice Chairman) Cllr S Harkin
Cllr D Aitchison Cllr M Morris
Cllr J Candy Cllr B Price

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Ms H Miles (Communications Apprentice) *via Zoom*
Mr S Congi (Finance Administration Assistant) *via Zoom*

IN ATTENDANCE: None

215. PUBLIC QUESTION TIME

None.

216. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr A Folley**.

217. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr D Aitchison	223	Other registerable interests (as Chairman of the Felixstowe Branch of the Royal British Legion)
Cllr D Aitchison Cllr M Morris	222	Other registerable interests (as Trustees of the Felixstowe Relief Charity)

Having confirmed that his interest was directly affected by the matter on the agenda, Cllr Aitchison advised that he would leave the meeting prior to any debate and decision on the item regarding Remembrance.

Item 222 was unlikely to require any decisions regarding Felixstowe Relief Charity but if this changed then appropriate requirements to leave the meeting would be made.

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.

218. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 13 September 2023 be confirmed as a true record.

219. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 5 October 2023.

RESOLVED that the Budget Report to 5 October 2023 be received and noted as presented with no other action required at this time.

220. DRAFT BUDGET CONSIDERATION 2024-25

Committee considered first draft proposals for its element of the Council's 2024-25 budget and reviewed the accompanying notes to the budget estimates in the report.

It was RESOLVED that the draft proposals for the Civic & Community element of the Council's 2024-25 budget be recommended, as per the report, to Council's Finance & Governance Committee for further consideration.

221. FELIXSTOWE IN FLOWER

Committee considered arrangements for the postponement of the Felixstowe in Flower Awards ceremony. Members agreed it was important to do something to recognise the winners of the competitions, and a thank you to the Sponsors should also be recognised.

It was RESOLVED that the Felixstowe in Flower Awards evening should be rearranged to take place at the Town Hall, this could be split into two parts, with the children being invited after school and adults to be invited later that evening. Refreshments to be provided. Suggested timing to be around the end of November.

222. COST OF LIVING

Members considered the £39,254.46 remaining funds in the Community Support Fund Earmarked Reserve and ways of helping the community with the cost of living crisis.

Cllr S Harkin gave an update, and confirmed that East Suffolk Council were meeting next Tuesday when there will be an update on what they have planned. Last year there were 12 projects but it is likely that this will be reduced. It is also likely that grants for the Warm Room scheme are reduced this year. Committee agreed that this fund should continue to build on the work being carried out by East Suffolk Council, by adding value to projects that were supported in Felixstowe

last year and confirming with other local community groups that they do not require support to help with the cost of living.

To expedite the consideration of funding, Committee delegated authority to the Clerk to commit expenditure from the Council's Cost-of-Living funding support, in consultation with a small panel from the Civic & Community Committee, to include the Vice-Chairman Cllr C Franklin, Cllr J Candy, Cllr Harkin and Cllr Morris.

Committee also agreed that the 'Cost of Living' leaflet, produced and distributed throughout the town last year, should be repeated this year and Members asked that enough copies be printed to ensure availability of the leaflet to distribute amongst community stakeholders.

It was RESOLVED that:

- i. a leaflet, highlighting the availability of local cost-of-living support, for distribution to all IP11 addresses be produced. The cost of which to be authorised from the Cost-of-Living Support Earmarked Reserve; and,**
- ii. authority be delegated to the Town Clerk to commit expenditure from the Council's Cost-of-Living Support Earmarked Reserve, in response to funding requests, in consultation with a small panel from the Civic & Community Committee, to include the Vice-Chairman, Cllr Candy, Cllr Harkin and Cllr Morris.**

223. REMEMBRANCE SUNDAY

At this point in the meeting, 8.02pm, having declared an Other-Registerable Interest in the Royal British Legion, Cllr D Aitchison left the meeting.

Committee considered funding the post-Remembrance Sunday refreshments for service personnel, veterans and cadet staff to be held at the Felixstowe and Suffolk Bowls Club.

Members agreed that the Council should support this event.

It was RESOLVED that:

- i. a grant of £250 towards the refreshments offered to Service Personnel, Veterans and Cadet Staff after the Remembrance Sunday services be funded from the Occasional Grants budget, subject to the Occasional Grant application form being completed by the Royal British Legion; and,**
- ii. An extra £250 added to the 2024/25 budget for Annual Grants for the year 2024/25, subject to an Annual Grant application form being completed by the Royal British Legion for the year 2024/25.**

At this point in the meeting, 8.09pm, Cllr Aitchison returned.

224. TWINNING SALZWEDEL 30TH ANNIVERSARY

Committee noted the report on 2024 marking the 30th Anniversary of twinning with Salzwedel.

It was RESOLVED that:

- i. both the twinning partnerships be encouraged to use the funding to increase membership and broaden the reach of the benefits of twinning; and,**
- ii. the previously agreed increase in the Twinning budget should be sufficient to cover both the 50th Anniversary of twinning with Wesel and the 30th Anniversary of twinning with Salzwedel. However, if there was a particular event or requirement for funding that either associations required, they should be invited to apply for an Occasional grant.**

225. CLOSURE

The meeting was closed at 8.21pm. It was noted that the next meeting was scheduled to take place on Wednesday 13 December 2023 at 7.30pm.

AGENDA ITEM 5: CIVIC & COMMUNITY BUDGET REPORT

Committee is to regularly receive reports on the Civic & Community element of Council's budget. A summary of the position to 6 December 2023 is provided below with a detailed report at **Appendix A**.

1 April - 1 December 2023 (2023 - 2024)

Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
301 Civic & Community	4,191.00	3,095.50	1,096	73.86%	33,828.00	21,113.10	12,715	62.41%
302 Grants				N/A	38,700.00	22,280.00	16,420	57.57%
303 Felixstowe in Flower	6,000.00	3,145.92	2,854	52.43%	8,900.00	6,167.90	2,732	69.30%
304 Communication	8,000.00	3,855.00	4,145	48.19%	21,000.00	10,533.75	10,466	50.16%
305 Community Projects & Partne	8,000.00			N/A	11,000.00	11,000.00	0	100.00%
NET TOTAL	26,191.00	10,096.42	8,094.58	38.55%	113,428.00	71,094.75	42,333.25	62.68%

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Committee is requested to consider the budget report to 6 December 2023 and decide any action it deems necessary.

AGENDA ITEM 6: OCCASIONAL GRANTS 2023/24

In Round 1, £2,000 was allocated to Dora Brown subject to confirmation of recipient families being identified. £1,200 of this fund was allocated in September (*Minute #174 2023/24 refers*), with £800 remaining.

An update has been received from Dora Brown to let us know that their application to the Charity Commission to convert Brown Sisters CIC from a CIC to a charity (CIO) by the name of Dora Brown has been successful and so wanted to let their current funders know. Their mission and day to day work are not changing, just their governance structure and status. Their charity number is 1205728.

A new Felixstowe family has been identified and a quote for waste disposal has been received at £1,260 and can be available at the meeting. It is another big clearance job, after which their volunteers will deep clean. The quote is for more than the amount left in their awarded funding, £800 will pay for just under two of the three loads which are estimated to be needed. They will seek other funding to cover the rest of the amount. Dora Brown have brought the start date for this family forward due to their circumstances, they fall under their priority criteria and so would appreciate the release of the remainder of the grant of £800 as soon as possible.

Dora Brown would like to pass on to Committee that they are very grateful for the support and funding provided. They have been working in the first family home and it has been really positive so far.

Round Two

Committee is to consider the applications received for the Occasional Grant fund Round Two for 2023/24 from the following organisations:

(Members have been provided the full application details under separate cover)

Name of Organisation	Grant Project	Amount Requested	Other Funding applied for or self funded (Total project cost)	Previous Grant given by FTC
Cuppa	PAT Testing equipment for Repair Café	£445	0 (£445)	0
Felixstowe & Suffolk Bowling Club	Repair and improve walkways and footpaths	£2,000	0 (£2,000)	0
Felixstowe Community Hospital League of Friends	Hospital Staff Garden Rest Area	£1,650	£350 (£2,000)	0
Felixstowe Ferry Sailing Club	Safety Boat Rebuild & Replacement Engine	£2,500	£17,500 (£20,000)	£1,000 June 2016 £1,250 Dec 2022

Felixstowe Men's Shed	Enhanced Woodturning	£2,399.98	£556.41 (£2,956.39)	£832 Dec 2018 £2,113 June 2021
Friends of Felixstowe Library	Felixstowe Library Audio Visual Corner	£4,000	£12,000 (£16,000)	£10,000 March 2020 from Community Fund
Headway Suffolk	Support for People with Neurological Conditions	£500	0 (£500)	£500 Dec 2022
Home-Start in Suffolk	Volunteer recruitment and training	£2,000	0 (£2,000)	£500 June 2016 £1,000 Dec 2018
Music in Felixstowe	Free Music for All - 2024	£2,000	£8,000 (£10,000)	£1,000 Dec 2015 £400 Dec 2017 £1,000 June 2018 £2,000 June 2019 £500 Dec 2020 £1,000 Dec 2022
Old Felixstowe Nursery	Teaching children life skills and understanding of the community and world around us. To include Den building kit, and role play equipment.	£1,305	0 (£1305 or any part of the list provided)	£500 June 2023
St Andrews Pre School	Healthy Start project to widen children's food experiences	£720	0 (£720)	£1,800 Dec 2016 £800 June 2021
St Philips Community Hub	To replace defibrillator pads	£175	0 (£175)	£725 Coronavirus Grant £990 June 2022
Suffolk Accident Rescue Service (SARS)	SARS Felixstowe activity	£500	£195,500 (£200,000)	£350 June 2015 £350 June 2016 £350 June 2017 £350 June 2018 £500 June 2021 £500 June 2022
Suffolk Mind	The Felixstowe Counselling & Cost of Living Support Project	£1,980	0 (£1,980)	£1,050 Dec 2020 £1,600 June 2022
The Salvation Army	Job Club to develop IT and employability skills through purchase of 6 Chromebooks	£550	£2,000 (£2,550)	£408 Coronavirus Grant 2020 £470 June 2022
Total Grant amount requested		£22,724.98		

The Town Council provided a total of £25,000 for Committee to award to eligible organisations through its Coronavirus and Occasional Grants in 2023/24. £9,630 was awarded in Round one. Therefore, the total available for Committee to award in this second and final round of Occasional Grants for 2023/24 is **£15,370**.

Whilst Committee is not obliged to award all the available funding, the overall total awarded in the full year 2023/24 cannot exceed £25,000 without further approval from Council.

Committee is requested to consider the above Occasional Grant applications for funding from the Felixstowe Town Council Occasional Grants budget and decide on any awards it wishes to make.

AGENDA ITEM 7: COST OF LIVING FUND

At the previous meeting of Civic & Community Committee, Members considered the process and framework for the administration of the Council's Cost-of-Living support fund. Last year £50,000 had been allocated via the Community Fund and Community Support Fund Earmarked Reserve (*Minute #82i 2022/23 refers*) to help with the Cost of Living. This year, a total of £39,254.46 remains in the fund. To expedite the consideration of funding, Committee delegated authority to the Town Clerk to commit expenditure from Council's Cost-of-Living Support Earmarked Reserve. This was to be in consultation with a small panel from the Civic & Community Committee, to include the Vice-Chairman Cllr Candy, Cllr Harkin and Cllr Morris (*Minute # 222 ii 2023/24 refers*).

Following the meeting, the Town Clerk and the group met to consider organisations which were seeking funding in order to support local residents to meet the anticipated challenges this winter.

Cllr Harkin, in her Communities Officer role, is contacting these groups to ask whether the support provided last year had been effective, whether all the funding was used and whether they will be seeking similar/less/more this year.

Any funding committed will be subject to a completed Cost-of-Living Grants application form being submitted to the Council, before any payment can be confirmed (under the Clerk's delegated authority) and released.

All groups will be asked to acknowledge the Town Council's support and will be provided with the Council's logo. They should also ensure that all beneficiaries are made aware that the funding has come via the Town Council and, as part of the terms of the funding, must agree to send a summary report of how the funding was used.

Support to cover the period Dec to April – 16 weeks

Organisation	Project Title	Purpose/Impact	Costs	Total
Salvation Army	Food Vouchers	To provide support to families/individuals with food vouchers, giving choice.	Up to 30 vouchers @ £25 ea.	£750 max.
Compass	Fuel Support (Pre-Payment Meters)	Supporting people with fuel poverty, topping up their pre-payment meters.	Up to 25 top-ups @£30 each.	£750
MANNA (Christchurch)	Pop up Shop every 2 weeks (8 sessions)	Largest local foodbank supporting 100+ people. Funding to buy food to supplement Fareshare e.g. fresh fruit & veg, milk, eggs, cereals, squash	£100 per session (once a fortnight) 8 sessions left	£800
St John's Church	Parish Pantry	Open every day Cash to purchase additional food to top up	16 weeks @ £50 per week	£800

		shop and Fareshare donations		
St Peter and Paul Church	Pop up Shop	Funding to buy food to supplement Fareshare e.g. fresh fruit & veg, milk, eggs, cereals, squash	£25 per week for fresh food	£400 TBC
Cuppa	Free Meals	Matchfunding Cuppa's own scheme to provide free meals to people in need	£TBC matchfunding @ cost price	TBC
DWP	Free Meals	Providing a food voucher @ cost price to FTC for a local café for their known users	£TBC cost price for a food voucher	TBC
Level Two	Hardship fund	Household bills and hardship Food School uniform & shoes Used to be a family hardship fund; work with schools; no cash given direct to families	£1,000	£1,000 TBC
Felixstowe Relief Charity	Hardship fund	To enable individuals to be referred for out of scope requests, i.e. educational needs, white goods.	£2,000	£2,000 TBC
Christmas Support				
St. Philips Community Hub	Christmas event Tues Pop Up Shop Group x 150	Festive food across two days for at least 150 people, including small Christmas gift @ £2 per person.	£5 per person for the meal, £2 per person for the Christmas gift.	£1,050
Manna	Christmas Pop-up 18 Dec	Funding to buy additional food for the Manna Xmas special e.g. chocolate coins, Christmas cake or pudding, crackers, chocolate biscuits etc. for approx. 100 people. Christmas food parcels for approx. 40 families.	£500 £25 per parcel x 40 families	£500 £1,000 TBC
Compass	Christmas Hamper Project	25 families identified.	£20 per hamper	£500

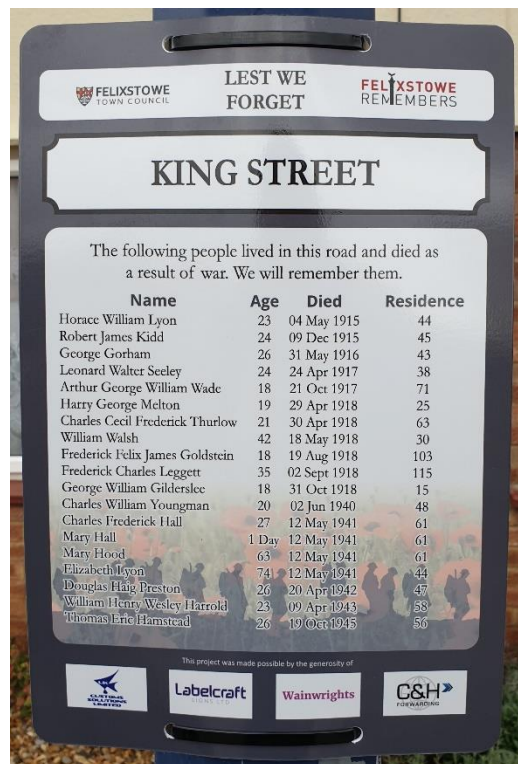
Committee is requested to note the update regarding the 2023 Cost of Living grants.

AGENDA ITEM 8:REMEMBRANCE STREET SIGNS

To commemorate the centenary of the end of WWI, Felixstowe Remembers embarked on a project to highlight the impact of war on local communities. Annually since 2018, in the run-up to Remembrance commemorations, signs have been erected in 66 roads across the area to recognise the 212 residents that were killed as a result of war. All of whom died during the First and Second World Wars. The reason for creating the project was primarily to remember those that died during the wars but also to inform our residents about which areas of town we lost them from.

The signs are now ageing having been erected for 5 years and are in need of replacement. The Chairman of the Royal British Legion will arrange funding via sponsorship but has asked if the purchase and receipt of the sponsorship can be transferred through the Council's current account as it is not possible to do this via the RBL.

The new signs will have the sponsors at the bottom, below is an example of one of the signs erected since 2019.



Committee is requested to consider allowing the Town Council to administer the receipt of sponsorship grants, and to then purchase a new set of Remembrance signs.

AGENDA ITEM 9: 71st ANNIVERSARY OF THE FELIXSTOWE FLOODS

On 31st January 2024 it will be the 71st Anniversary of the Felixstowe Floods. Further information will follow but it is expected that a short service will take place at the Flood Memorial at 10am, which is also attended by local school children.

The Flood Memorial is located at the far end of the playing field attached to Langer Primary School on Langer Road near the traffic light junction with Beach Station Road Felixstowe. It is the location of some of the deepest flood water in the town at the time of the East Coast floods on the night of 31st January 1953 in which 41 people lost their lives locally. The Memorial was unveiled at midnight on 31st January 2006 – exactly 53 years after the devastating floods hit. The anniversary is marked annually at the wall with the laying of a floral wreath.

The blue line at the top of the wall depicts the depth of the flood water that night and the plaque records the names of the victims. A full list of all those who lost their lives can be found on the Town Council's website.

Last year the Memorial underwent a refurbishment in time for the 70th Anniversary of the floods.



Committee is requested to note the update report on the 71st Anniversary of the Felixstowe Floods

AGENDA ITEM 10: CCTV

The CCTV working group met in October with East Suffolk Council and East Suffolk Services Officers. Now that East Suffolk Services is set up, it has been useful to have the Community Services Operations Manager attend these meetings as she has been integral to the camera provision and compliance in Lowestoft which is offering 24/7 surveyance which we should be able to tap into. The need to have the new cameras linked into Lowestoft and have real time vision is important.

East Suffolk Council have now recruited a new Project Manager for the CCTV project, who is working on upgrading the control room in Lowestoft, but also has a remit to undertake a new camera roll out for ESC in Felixstowe. The working group will be working with ESC to allow for an upgrade over the next few months.

East Suffolk Council will carry out site assessments to ensure their 6 existing location of cameras are in the right places but assume that they are still needed. It is likely that at least one will be needed at the new 'Sea Shore Village beach hut development. There are also a few potential projects, including lighting on the seafront, with free wifi which can seek a number of purposes. This is likely to be done in phases. East Suffolk Council are also looking at lighting in these new areas, as it creates a greater sense of safety as well as extending the season. A review of how many and where to put the cameras for East Suffolk Council's property is still to be carried out.

The Police have been contacted and have given the working group a list of locations in Felixstowe where ASB is an issue. The next step is for the group to complete PIA's (Privacy Impact Assessments) for each camera location.

The next step will then be to obtain three quotes, one quote has been obtained so far but that was for a far larger number of cameras and also included £22,500 for a web server that it is not required.

The new set up will involve a server at the Police/Fire station in Felixstowe with a link via the internet to the control room at Lowestoft. This would mean that there would still be back up, and live footage could still be seen by the Police, with previous footage being obtained from the 24/7 unit.

Each pan and tilt camera costs approx. £4,500. It is important that the cameras provide 'Evidence Quality images'.

A recent visit to the Police station in Felixstowe to view the current CCTV arrangements was useful but there were not many cameras working. The contractor STC were informed and a report is shown at **Appendix B** which has just arrived and will be considered by the working group. The date of the next CCTV Working group meeting is currently being arranged. In the meantime, Committee are requested to confirm the renewal of the existing CCTV contract on a quarterly basis with STC at the same rate as agreed last year.

Committee is requested to receive the report on CCTV, confirm renewal of the quarterly contract and decide any action it deems necessary.