



9 am to 4 pm Mondays to Fridays

## 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 September 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 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](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

**To join the meeting please follow this 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.*



*The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.*

**Ash Tadjrishi**  
**Town Clerk**  
**8 September 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 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 14 June 2023 as a true record. **(Pages 4-7)**
- 5. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 6 September 2023 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Annual Grants, Community Fund Projects & Partnerships**  
To review and consider Annual Grants and Community Fund Projects in preparation for Committee's draft 2024/25 budget. **(Pages 9-10)**
- 7. Occasional Grant update**  
To review the Occasional Grant awarded to Dora Brown. **(Page 10)**
- 8. Remembrance 2023**  
To note arrangements for Remembrance 2023. **(Page 11)**
- 9. Christmas Lights and Events 2023**  
To note and consider funding support towards Felixstowe's Christmas events plans. **(Pages 11-12)**
- 10. Christmas Civic Service and Mayor's Charity Events**  
To receive an update on the Christmas Civic Service and other Mayoral events. **(Page 12)**
- 11. Felixstowe in Flower**  
To receive an update on Felixstowe in Flower. **(Page 13)**
- 12. Twinning**  
To consider a report on Twinning activities and visits. **(Page 14)**
- 13. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 11 October 2023 at 7.30pm.



**RESOLVED that the Budget Report to 9 June 2023 be received and noted as presented with no other action required at this time.**

**53. OCCASIONAL GRANTS ROUND 1 2023/24**

Committee considered completed applications for funding received prior to the 31 May 2023 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being £15,650.

Members noted the number of organisations that were responding to community need in the current financial climate.

**At this point in the meeting, having declared an Other-Registerable Interest in the following two items, Cllr M Sharman left the meeting.**

**RESOLVED that the following Occasional Grants be awarded:**

- i. Felixstowe Museum  
£900 for poster printer (on confirmation of the cost of the equipment).**
- ii. Ipswich Skating Club  
£1,000 for the Back to Skate at Felixstowe project.**

**Cllr Sharman returned.**

**RESOLVED that the following Occasional Grants be awarded:**

- iii. Air Cadets 356 Sqn  
£1,300 for the Get Active project and Life Saving Skills for cadets.**
- iv. Dora Brown  
£2,000 for the Felixstowe Families Project (on confirmation of recipient families being identified).**
- v. Emmaus  
£1,030 towards the Felixstowe Wellbeing Hub held at Felixstowe Library.**
- vi. Felixstowe and Villages Carers Group  
£400 for activities for the group and white board/flip chart**
- vii. Felixstowe Opportunity Group  
£500 towards the Energy Efficiency Project.**
- viii. Old Felixstowe Nursery  
£500 towards play equipment and activity sets.**
- ix. WAMFest  
£2,000 for WAMFest 2023 – series of art events in Felixstowe**

**It was therefore RESOLVED that for the first round of Occasional Grants for 2023/24 a total of £9,630 be awarded and approved for payment based on the schedule above.**

#### **54. ANNUAL GRANTS UPDATE**

The Deputy Town Clerk updated Members on the Annual Grant which had been approved for Art on the Prom but which had been retained whilst confirmation had been sought on whether the event would be taking place in 2023.

Members noted that the organiser was working with Art Eats and the event would be going ahead in the same way as in previous years. Members also commented on the increased costs associated with delivering the event.

**It was RESOLVED that the £2,000 Annual Grant for Art on the Prom be released and authorised for payment to the event organiser.**

#### **55. SUFFOLK DAY 2023**

Members noted the report and received a verbal update from the Civic Events Officer. Local residential homes and schools had been invited. Members noted that Morrisons would be supporting the event and supplying 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 2023 be noted.**

#### **56. FLAG FLYING ARRANGEMENTS**

Committee received the report detailing designated days when the Union Flag should be flown on government buildings and other flag flying occasions.

**RESOLVED that the Flag Flying policy be approved as presented.**

#### **57. TWINNING POLICY**

Members noted the report on Town Twinning and received an update from the Clerk on current arrangements.

**RESOLVED that the Twinning Policy be approved as presented.**

#### **58. CCTV UPDATE**

The Deputy Town Clerk presented a report on the CCTV Working Group. Following a discussion it was agreed that the Working Group should report back to Committee in September with its recommendations. Committee understood that the current maintenance contract was due to expire on 30<sup>th</sup> June and agreed that the agreement should renew for a quarter and be reviewed at the September meeting.

**RESOLVED that the CCTV update report be noted.**

## 59. **CLOSURE**

The meeting was closed at 9.11pm. It was noted that the next meeting was scheduled to take place on Wednesday 13 September 2023 at 7.30pm.

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## **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 September 2023 is provided below with a detailed report at **Appendix A**.

1 April - 1 September 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	1,000.00	3,191	23.86%	33,828.00	15,952.59	17,875	47.16%
302 Grants				N/A	38,700.00	20,830.00	17,870	53.82%
303 Felixstowe in Flower	6,000.00	2,279.24	3,721	37.99%	8,900.00	6,156.15	2,744	69.17%
304 Communication	8,000.00	760.00	7,240	9.50%	21,000.00	4,903.00	16,097	23.35%
305 Community Projects & Partne	8,000.00			N/A	11,000.00	11,000.00	0	100.00%
<b>NET TOTAL</b>	<b>26,191.00</b>	<b>4,039.24</b>	<b>14,151.76</b>	<b>15.42%</b>	<b>113,428.00</b>	<b>58,841.74</b>	<b>54,586.26</b>	<b>51.88%</b>

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

## AGENDA ITEM 6: ANNUAL GRANTS, COMMUNITY PROJECTS & PARTNERSHIPS

Council provides on-going funding support for several local partner organisations each year. Relevant organisations have been asked to confirm their ongoing requirements in order that Committee can consider provisions for Annual Grants in the 2024/25 financial year. Members will be provided with completed applications which are received in advance of the meeting.

It was agreed previously that both FACTS and WAMFest be invited to apply for an annual grant this year (*Minute #335 ii 2022/23 refers*). Funding that was given in the current year is shown beside the request received on their application form as applicable:

### As Annual Grants:

	<b>2023/24</b>	<b>Application request</b>
Art on the Prom	£2,000	£3,000
Citizen's Advice	£3,000	£3,000
FACTS	-	£2,500
Felixstowe Book Festival	£2,000	£2,000
Felixstowe Carnival	£3,000	£3,500
Felixstowe Council for Sport and Recreation	£ 300	£ 300
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500	£2,000
Landguard Fort	£1,000	£1,000*
Wesel Twinning Association	£ 200	£ 200**
Salzwedel Twinning Association	£ 200	£ 200
WAMFest	-	£2,000
<b>Total</b>	<b>£13,200</b>	<b>£19,700</b>

\* *application not received at time of writing agenda so previous year amount is being assumed in the meantime.*

\*\* *the 50<sup>th</sup> Anniversary of Twinning with Wesel occurs during the 2024/25 financial year and a range of events are being planned to mark this occasion.*

### Through Community Projects & Partnerships:

Level Two Youth Project	£10,000
Harwich Harbour Ferry Services Partnership	£ 1,000
<b>Total</b>	<b>£11,000</b>



## **Christmas Lights**

The Felixstowe Lions continue to look for ways to improve the quality and reliability of the Christmas displays. In the current year the storage facility will be established in a new building at Garrison Lane carpark. Once the facility is complete Lions will be responsible for its upkeep and running costs, power, insurance and maintenance. They have estimated this annual cost as an extra £1,250.

Although the grant received has remained at £6,750 for many years the use of LEDs and purpose-built circuitry has meant that the repair costs have fallen giving a small surplus each year. Currently they are improving the Triangle displays with 30 'mistletoe balls' in the trees and are continuing discussions with the Town Clerk and BID about acquiring an outdoor laser projector which could also be used. The cost of an outdoor laser unit is circa £9,000.

For the 2024/25 season the Lions are requesting **£8,000**.

## **Harwich Harbour Ferry Services**

A report has also been received from Harwich Harbour Ferry Services (HHFS), with recent accounts for Committee to consider any agreement for 2024, which will be sent to members via email. The partnership agreement is currently renewed on an annual basis, and in order to review the financial situation from all perspectives at an early stage for the 2024 season, a meeting of the partners normally takes place in October.

Under the terms of the agreement, the partners' contributions, totalling £31,000 are currently split as follows:

- Essex County Council: £12,500
- Suffolk County Council: £12,500
- Tendring District Council £1,500
- East Suffolk Council: £1,500
- Babergh District Council: £1,000
- Felixstowe Town Council: £1,000
- Harwich Town Council: £1,000

The annual contribution is to support the refurbishment and running costs of the service. Essex County Council manage the agreement on behalf of the partners, advising Harwich Harbour Ferry Services on the marketing of the service, the partnership and monitor the performance of the service in discussion with the partners.

**Committee is requested to consider the provision of Annual Grants and Community Fund Projects for inclusion as part of the preparation for the Committee's 2024/25 draft budget recommendations.**

## **AGENDA ITEM 7: OCCASIONAL GRANT UPDATE**

At the Civic & Community Committee meeting on 14 June 2023, Committee awarded Dora Brown a ring-fenced grant of £2,000 towards Felixstowe Families Project costs. We asked for them to let us have details once they had evaluated families in need, and we would then be able to release the grant in parts to cover the costs within 14 days of their requests.

They have a Felixstowe family confirmed to receive support from Dora. It is a big clearance job, plus the usual deep clean and provision of homeware and furniture. The cost estimate will hopefully be available before the meeting, but is expected to be approximately £1,250 for the waste removal.

**Committee is requested to consider releasing part of the occasional grant of £2,000 to Dora Brown and decide on any further actions it deems necessary.**

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## **AGENDA ITEM 8: REMEMBRANCE 2023**

The Remembrance programme has been agreed as follows:

**Saturday 28<sup>th</sup> October:** Launch of the 2023 Poppy Appeal at the Triangle with a Parade 10.30pm, parade at 1pm tbc.

**Thursday 9<sup>th</sup> November, 7.30pm** - Felixstowe Festival of Remembrance concert at Spa Pavilion (Coordinated by the Felixstowe Branch of the Royal British Legion). Tickets £15.

**Friday 10<sup>th</sup> November, Poppies on the Promenade 10.45am –**  
Two Minutes Silence at Felixstowe War Memorial. Schools are being invited to attend and participate.

**Saturday 11<sup>th</sup> November, 10.45 am Armistice Day**

**Sunday 12<sup>th</sup> November:**

**9.45am** - Civic Remembrance Service, St Johns Church, Orwell Road.

**10.45am** - Civic Act of Remembrance, Felixstowe War Memorial, Undercliff Road West.

**12 noon** - Remembrance service at the War Graves, Felixstowe Cemetery.

Afterwards all are invited to the Felixstowe Bowls Club, Crescent Road, Felixstowe IP11 7PB for refreshments.

It has been good to read that the Royal British Legion's poppies are now going plastic-free. Poppies will be made from 100% paper, available from October 2023 alongside remaining stocks of the current poppy. UCL found that the new poppy design has a 40% smaller carbon footprint. For further information see <https://www.britishlegion.org.uk/get-involved/remembrance/about-remembrance/the-poppy/new-plastic-free-poppy>

**Committee is requested to note the report on Remembrance activities, alongside any other update, and decide on any actions it deems necessary.**

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## **AGENDA ITEM 9: CHRISTMAS LIGHTS AND EVENTS 2023**

Christmas in Felixstowe 2023 is certainly going to be a busy one. Starting with the iconic Lions lights and tree switch-on on December 2nd.

Felixstowe BID will then have events happening around town each weekend from then up until Christmas.

After the fantastic success of Love Felixstowe, the BID will shortly be full steam ahead with Christmas.

Their plans so far are:

December 9<sup>th</sup>: Community themed events around the shared space/triangle.

December 16<sup>th</sup> and 17<sup>th</sup>: Music and fun for the family mainly centred around the triangle. Brass Bands/Singers/Children's Ride. It is the last shopping weekend before Christmas and it is hoped that many of the shops will opening on that Sunday.

December 20<sup>th</sup> - 23<sup>rd</sup>: Return of the very popular Ice Rink at Great Eastern Square with music, rides and also special guests being planned over the four days.

The BID has committed in excess of £20,000 for the Christmas campaign to give our shops the best boost and increased footfall possible.

The Felixstowe BID has given thanks Council for its funding support toward the provision of the ice rink and the Christmas events in previous years, and would very much appreciate similar funding towards this year's Christmas events.

In 2022/23 Council gave £3,000 towards the Christmas Events.

**Committee is requested to consider the Christmas Lights and seasonal programme and to repeat the donation of £3,000 towards the BID's Christmas Ice Rink from the Seasonal Events budget.**

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## **AGENDA ITEM 10: CIVIC CHRISTMAS CAROL SERVICE AND MAYOR'S CHARITY EVENTS**

Committee is requested to note the Mayoral events scheduled, as follows:

- **Quiz Night** to be held at St Johns The Baptist Church, Orwell Road IP11 7PW, **Friday 29<sup>th</sup> September at 7pm**. Quiz Master Gill Hadwin, max capacity 22 teams, max 6 per team £12 per head including a ploughman's platter per team. Bring your own drinks.
- **The Sea Shanty**: Felixstowe Ferry Sailing Club on **18 October** (time tbc).
- **The Mayor's Civic Christmas Carol Service** will be held on **Thursday 21 December**, St Peter & St Paul Church, Church Road, Felixstowe.

Full details and information on these, and other events, including how to book tickets, will be promoted widely and direct to Councillors. Members are encouraged to support the Mayoral events wherever possible.

**Committee is requested to note the details for the Civic Christmas Carol Service and Mayor's Charity events and decide any action it deems necessary.**

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## **AGENDA ITEM 11: FELIXSTOWE IN FLOWER**

The Felixstowe in Flower Awards evening is due to take place at 6:30pm on the evening of Friday 22nd September at the Orwell Hotel.

The hanging baskets were erected in May and they have lasted well. They are due to be gradually taken down from the middle of September.

This year has seen a big improvement on sponsorship post-pandemic, and it is hoped that by increasing promotional campaigns, more people and organisations will agree to sponsor baskets in the future. £5,370 has been invoiced out of the budget set at £6,000.

Our main sponsor this year is David Button Independent Funeral Directors who has also confirmed he would like to continue to be our main sponsor next year.

Flowers will be planted in the planters at the front of the Town Hall in readiness for Remembrance.

This year was the first year that Felixstowe Town Council used a different nursery for the flowers in the baskets and troughs since Grange Nurseries ceased trading. The Grounds Team are very pleased with the new supplier and the flowers this year and as there was difficulty last year in getting three quotes from local suppliers and suggest continued use of Katie's Gardens.

It is hoped that the cost will be available for the meeting, with the order needing to be placed by early October. The Grounds Team have asked for Broadleaf p4, a water retention product, to be added to the compost in the baskets following a successful trial with the tubs and 3 tiers. This will add approx. 5% to the cost but would save that cost in fuel and man-hours for watering.

The order as it stands is for the exact same as this year, But it has been suggested to remove some baskets from Walton (these are the ones by the parked cars in the middle and those near the old police station) but some to be re-distributed onto the seafront and some kept back as spares.

**Committee is requested to note the Felixstowe in Flower update report and decide any action it deems necessary.**

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## **AGENDA ITEM 12: TWINNING**

An invitation has been received for the Mayor, Deputy Mayor and Town Clerk to visit Wesel for the annual Hanseatic Festival at the end of October. The Civic party will be travelling Outward on Thursday 26<sup>th</sup> October departing by coach from Felixstowe train station car park to Harwich International Ferry to arrive on Friday 27<sup>th</sup> October at Hook of Holland to be met by Wesel Fire service bus. The Civic party will arrive at Wesel around midday and will be met by the hosts.

The Civic party depart on Monday 30<sup>th</sup> October, arriving back to Felixstowe train station about 21.30.

Looking ahead, 2024 marks the 50<sup>th</sup> Anniversary of twinning with Wesel, and the Felixstowe-Wesel Association are planning several events to mark the occasion.

A celebratory weekend is being planned to take place over 19<sup>th</sup> - 22<sup>nd</sup> April. This will include a reception and a dinner dance. The Association anticipates a good number from various organisations coming from Wesel.

The Association has also asked that the Town Council consider a contribution towards the costs of the weekend, which are anticipated to be in the region of £5-7,000.

**Committee is requested to consider the report on Twinning and decide on any actions it deems necessary.**

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