

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

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 14 February 2024** 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
9 February 2024

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 13 December 2023 as a true record. **(Pages 3-6)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 9 February 2024 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Annual Town Meeting and Civic Awards 2024**
To consider arrangements for this year's Annual Town Meeting and Civic Awards. **(Page 8)**
- 7. Felixstowe in Flower 2024**
To receive an update report and consider arrangements for Felixstowe in Flower 2024. **(Page 9)**
- 8. CCTV update**
To receive a report on CCTV. **(Page 10)**
- 9. Harwich Harbour Ferry Agreement for 2024**
To receive the Harwich Harbour Ferry Partnership Agreement for 2024. **(Page 11)**
- 10. Occasional Grants Policy**
To review Council's Occasional Grants Policy and make any recommendations to Council. **(Page 12 & Appendix B)**
- 11. Press & Media Policy**
To review Council's Press & Media Policy and make any recommendations to Council. **(Page 12 & Appendix C)**
- 12. Twinning – Felixstowe/Wesel 50th Anniversary and Salzwedel Invitation**
To consider arrangements to mark the 50th Anniversary of the Felixstowe/Wesel Twinning and a recent invitation to visit Salzwedel. **(Page 13 & Appendix D)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 10 April 2024 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a **CIVIC & COMMUNITY COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 13 December 2023** at **7.30pm**

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

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

IN ATTENDANCE: 1 Member of the Public (*via Zoom*)

336. PUBLIC QUESTION TIME

None.

337. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr S Wiles**.

338. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr A Folley Cllr J Candy	All	Other registerable interests (as Members of East Suffolk Council)

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	342	Other registerable interests (as Trustee to the Felixstowe Hospital League of Friends)

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 matters relating to the Felixstowe Hospital League of Friends. 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.

339. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 11 October 2023 be confirmed as a true record.

340. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 6 December 2023.

RESOLVED that the Budget Report to 6 December 2023 be received and noted as presented with no other action required at this time.

341. OCCASIONAL GRANTS 2023-24

Committee considered the release of the remaining Round 1 Grant to Dora Brown of £800. Now that a Felixstowe family had been identified it was agreed to release the grant.

Committee considered completed applications for funding received prior to the deadline for the second round of Occasional Grants. The total of grant funding requested in this first round being £22,724.98 from a pot of £15,370.

Having declared an Other-Registerable Interest in Felixstowe Hospital League of Friends, Cllr D Aitchison left the Chamber during any discussion and consideration of a grant to this organisation.

It was RESOLVED that:

- i. The remaining grant of £800 from Round 1 awarded to Dora Brown be released for payment; and,**
- ii. the following Occasional Grants for Round 2 be awarded:**

Name of Organisation	Grant Project	Amount Awarded
Cuppa	PAT Testing equipment for Repair Café	£445
Felixstowe & Suffolk Bowling Club	Repair and improve walkways and footpaths	£1,000
Felixstowe Community Hospital League of Friends	Hospital Staff Garden Rest Area	£1,650
Felixstowe Ferry Sailing Club	Safety Boat Rebuild & Replacement Engine	£500

Felixstowe Men's Shed	Enhanced Woodturning	£1,200
Friends of Felixstowe Library	Felixstowe Library Audio Visual Corner	£4,000
Headway Suffolk	Support for People with Neurological Conditions	£500
Home-Start in Suffolk	Volunteer recruitment and training	£1,000
Music in Felixstowe	Free Music for All - 2024	£2,000
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.	£720
St Andrews Pre School	Healthy Start project to widen children's food experiences	£720
St Philips Community Hub	To replace defibrillator pads	£175
Suffolk Accident Rescue Service (SARS)	SARS Felixstowe activity	£500
Suffolk Mind	The Felixstowe Counselling & Cost of Living Support Project	£1,980 *
The Salvation Army	Job Club to develop IT and employability skills through purchase of 6 Chromebooks	£550

It was therefore RESOLVED that for the second round of Occasional Grants for 2023/24 a total of £14,960 be awarded and approved for payment based on the schedule above from the Occasional Grant Budget, * with £1,980 for the Felixstowe Counselling and Cost of Living Support Project (Suffolk Mind) being funded from the Community Support Cost of Living Earmarked Reserve.

342. COST OF LIVING FUND

Members considered the update on the Cost-of-Living Support Fund. The Clerk confirmed that the Cost of Living Bulletin was currently being circulated, with East Suffolk Council sharing a proportion of the cost.

It was RESOLVED that the update on the Cost-of-Living Support Fund be noted.

343. REMEMBRANCE STREET SIGNS

Committee considered the report on replacement of the Remembrance street signs.

It was RESOLVED that the Town Council should administer the sponsorship funding received via Felixstowe Remembers in order to fund the replacement street signs.

344. 71st ANNIVERSARY OF THE FELIXSTOWE FLOODS

Committee noted the event planned for 31st January 2024 to mark the 71st Anniversary of the North Sea Floods.

Members discussed the potential of having signage directing people to the Flood Memorial and it was suggested that Felixstowe Society may be interested in pursuing this. Also, to make more of the Felixstowe Tower and Cottages.

Cllr Aitchison confirmed that the Flood Road signs which were produced last year to mark the 70th Anniversary will be erected in the streets where residents died in the floods.

It was RESOLVED that:

- i. The report on the 71st Anniversary of the Felixstowe Floods be noted; and,**
- ii. Cllr Aitchison approach the Felixstowe Society regarding signage to the Flood Memorial and whether more can be done to promote the Felixstowe Tower and Cottages which were used during the Floods.**

345. CCTV

Committee noted the report on CCTV. The Deputy Town Clerk updated Members on correspondence just received from the new Project Manager for the East Suffolk Council CCTV project and how that affected the Town Council's plan to upgrade their CCTV.

The CCTV Working Group will be meeting in January to try and progress the project as soon as possible.

Committee discussed the existing contract and agreed to continue renewal on a quarterly basis.

It was RESOLVED that :

- i. the CCTV update report be noted, and,**
- ii. the quarterly contract with STC Solutions be renewed on a quarterly basis.**

346. CLOSURE

The meeting was closed at 9.13pm. It was noted that the next meeting was scheduled to take place on Wednesday 14 February 2024 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 9 February 2024 is provided below with a detailed report at **Appendix A**.

1 April - 9 February 2024 (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	28,052.34	5,776	82.93%
302 Grants				N/A	38,700.00	37,490.00	1,210	96.87%
303 Felixstowe in Flower	6,000.00	5,145.92	854	85.77%	8,900.00	7,086.65	1,813	79.63%
304 Communication	8,000.00	4,495.00	3,505	56.19%	21,000.00	15,559.00	5,441	74.09%
305 Community Projects & Partne	8,000.00			N/A	11,000.00	11,000.00	0	100.00%
NET TOTAL	26,191.00	12,736.42	5,454.58	48.63%	113,428.00	99,187.99	14,240.01	87.45%

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Committee is requested to consider the budget report to 9 February 2024 and decide any action it deems necessary.

AGENDA ITEM 6: ANNUAL TOWN MEETING / CIVIC AWARDS

2024

Annual Town Meeting

Enquiries have been made to hire the Auditorium at Felixstowe School – which hosted the Annual Town Meeting and Civic Awards in the two years prior to the pandemic - and to hire the Orwell Hotel, which hosted last year's successful event.

Quotes for costs for hiring these venues are being sought and should be available for the meeting. Committee is asked to consider which venue is preferred for this year's event, which will be held at 7pm on Wednesday 8th May.

Civic Awards

Members are to note that the closing date for Civic Award nominations is 31st March. So far, only a few nominations have been received, though this will be further promoted in the Spring magazine and through a digital campaign. Members are asked to consider nominations and helping to raise the profile of the Awards through their community contacts. All Civic Award recipients will be invited, with their families, to the Annual Town Meeting.

As in previous year, all community groups who received a grant from the Town Council in the past year will be asked to write a report on how the grant was used and the success of their projects. These will be presented at the Town Meeting. Community groups, grant recipients from recent years and other local organisations will also be invited to have a display to showcase their projects.

Committee is requested to consider the update report for the Annual Town Meeting and the 2023-24 Civic Awards.

AGENDA ITEM 7: FELIXSTOWE IN FLOWER 2024

Felixstowe in Flower, now in its 39th year, is set to launch on Saturday, June 1st, at the Triangle. This year, we aim to promote the event early through the Spring Magazine and on social media channels. The Mayor will visit local schools to promote youth competitions, emphasizing environmental projects.

Local organizations are invited to participate in the launch event, where we hope to showcase Love Green Felixstowe. Councillors will engage in a friendly competition for the best flowerpot, with sustainability as a potential theme.

Flowers will once again be supplied by Katies Garden at Newbourne, costing £5,969 excluding VAT, with hanging baskets scheduled to be up by the last week of May in preparation for the launch. After a trial of perennials in tubs, we found summer bedding to be more sustainable, and we plan to transition back to this approach.

The 3-tiered will be planted with summer bedding, while the large blue tubs at the top and bottom of the shared space will feature bee-friendly perennials, necessitating new plants due to vandalism. Funds allocated for baskets at the Orwell Hotel will be redirected towards tubs and tiers.

Felixstowe Ferry Golf Club is keen to support Felixstowe in Flower with the provision of water again, subject to their own needs and dependent on the amount of rainfall over summer. It is likely that some additional water will need to be provided via the Council's own supply. After a successful trial of using Broadleaf P4 water retention granules in tubs last year we will have it put in all hanging baskets this year at a cost of £100 and we hope this will reduce the frequency of watering further.

The Award Ceremony is planned to take place on October 17th (tbc). Although last year was a lower key event held at the town hall in two stages a larger venue is probably required. Having hosted successful awards events at the Orwell Hotel previous years, Members are asked to consider whether this venue should host again this year. Enquiries are being made to Felixstowe School for this year.

Some consideration should also be given to reviewing the competition categories to either reduce the number of trophies given or shorten the length of time the award ceremony takes.

Committee is requested to consider the update report on Felixstowe in Flower

AGENDA ITEM 8: CCTV UPDATE

The CCTV Working Group reconvened in January, marking significant progress in the project in collaboration with representatives from East Suffolk Council (ESC). ESC received the initial phase of their Safer Streets funding, slated for expenditure by March 2024 to upgrade the CCTV monitoring centre at Lowestoft. By this time, the webserver will be operational, allowing direct access to images by the police. Additionally, ESC's newly appointed Project Manager for the CCTV project is overseeing the upgrade of the control room in Lowestoft and orchestrating a new camera rollout in Felixstowe.

Currently, there are 15 CCTV cameras in place, 9 owned by Felixstowe Town Council and 6 by ESC. These will be replaced as part of the ongoing review. The quoted cost for the replacement includes 14 Pan, Tilt, and Zoom Cameras along with 2 Fixed Cameras, along with wireless links for all 16 cameras, totalling £109,739.78. However, this cost does not encompass a maintenance contract or line support. A maintenance contract can be customised, covering services such as health checks and repairs. One visit for an annual "health-check" for all 16 cameras and a cherry picker costs a contracted rate of £500. Alternatively, one visit to one camera (not contracted) would cost £127 per hour plus travel and this does not include a cherry picker. Also, when not in a contract, they do not come prepared to replace, the camera would need to be taken down and sent back to be repaired. The contract can be tailored by us and ESC. Cameras are under warranty for 3 years, wireless for 1 year.

Deployable cameras with 3 or 4G capabilities offer flexibility and can be relocated as needed. However, there are additional costs associated with signage and data usage. The Police have provided an updated list of areas of Anti-Social Behaviour (ASB) to inform decision-making on camera placements.

The next steps involve the CCTV Working Group determining preferred locations for equipment deployment, followed by ESC's agreement on these locations. Further information has been requested from the chosen supplier to ascertain total five-year life costs, including installation, network connectivity, and maintenance. The next CCTV Working Group meeting is pending scheduling, and a separate meeting with ESC's Cabinet Member for Corporate Services is being arranged to fully understand current CCTV requirements.

Committee is requested to note the report on CCTV and decide any action it deems necessary.

AGENDA ITEM 9: HARWICH HARBOUR FERRY AGREEMENT 2024

Further to Committee's approval of provision for 2024 for the Harwich Harbour Ferry (*Minute #173 & 220 2023/24 refers*) a partnership meeting took place on 10th November with partners Essex County Council, Suffolk County Council, Tendring District Council, East Suffolk Council, Babergh District Council and Harwich Town Council.

The Ferry provides an important service, and the owner is keen to explore opportunities to develop the business; especially improved links with the Port of Felixstowe, Freeport East, Landguard Trust and its partners including Felixstowe Town Council. It is looking to diversify its passenger base into the commuter market.

£1,000 has been allowed for in the budget for 2024/25, with payment being due in April 2024.

The 2024 agreement is currently being drawn up and will be forwarded as soon as received.

Moving forward, it is likely that the Partnership of financial supporters needs to be strengthened with improved aims and objectives, and measured outputs. It would be useful for members to consider whether there is an appetite from Felixstowe Town Council to support this. For example, environmental aims and objectives set could offer a lot of benefits.

Committee is requested to note the Harwich Harbour Ferry Partnership update report and payment for 2024.

AGENDA ITEM 10: OCCASIONAL GRANTS POLICY

The Civic & Community Committee is responsible for considering and awarding small grants to eligible organisations as set out by Council's Occasional Grants Policy.

The policy is intended to provide clear and comprehensive guidance to anyone who may be interested in applying for grants from the Town Council; as well as a framework for Members when considering applications. The policy is published to raise the profile of the availability and provision of grants from the Town Council.

Council has approved a provision of £25,000 towards Occasional Grants in 2024/25. Applications will be considered by Committee at two stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £12,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2024/25 cannot exceed £25,000 without approval from Council.

The current policy is attached at **Appendix B** for review with no changes proposed at this time.

Committee is requested to review the Occasional Grants Policy and recommend to Council for approval.

AGENDA ITEM 11: PRESS & MEDIA POLICY

Council's Press & Media Policy, approved in March 2023, is now due for review and is attached at **Appendix C** with no changes proposed at this time.

Committee is requested to review the Press & Media Policy and recommend to Council for approval.

AGENDA ITEM 12: TWINNING – FELIXSTOWE/WESEL 50TH ANNIVERSARY AND SALZWEDEL INVITATION

Wesel

As reported to Committee in September, 2024 marks the 50th Anniversary of twinning with Wesel, and the Felixstowe-Wesel Association has planned a celebratory weekend over 19th - 22nd April. The Association and the Town Council are working on an official reception event at Harvest House on Friday 19th April for up to 200 attendees from the communities of Felixstowe and Wesel to mark the historic occasion. Costs for the reception event will be shared between the Association and the Town Council via its twinning budget, which was increased for 2024/25 from £2,500 to £5,000 in order to support the anniversary programme (*Minute #173 & 220 2023/24 refers*).

A full programme of events and features to mark the anniversary is being finalised and will be published in due course.

Salzwedel

An invitation has been received for a civic delegation from the Town Council to make an official visit Salzwedel, marking the 30th anniversary of its partnership with Felixstowe since 1994. Committee should note that the only cost to the Council for visit would be transport to/from Germany. The invitation is at **Appendix D** and Committee will note that two date options are provided, one falling within the current financial year and one the next. There is little budget available in the current financial year, around £285, which is unlikely to cover the cost of transport for a full civic party.

Committee is requested consider arrangements to mark the 50th Anniversary of the Felixstowe/Wesel Twinning and a recent invitation to visit Salzwedel.