



**TO ALL TOWN COUNCILLORS**

Cllr S Bennett (Mayor of Felixstowe)  
Cllr M Deacon (Deputy Mayor)  
Cllr D Aitchison  
Cllr N Barber  
Cllr S Bird  
Cllr J Candy  
Cllr A Folley  
Cllr C Franklin

Cllr S Harkin  
Cllr M James  
Cllr C MacGregor  
Cllr M Morris  
Cllr B Price  
Cllr D Rowe  
Cllr M Sharman  
Cllr S Wiles

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 10 January 2024** at **7.30pm**.

**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/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/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. Members are also 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**  
**5 January 2024**

**Moment of Reflection:** Caroline Sturman, Founder & Director of Breast Friends CIC

## **A G E N D A**

- 1. Councillor’s Declaration of Acceptance of Office**  
To note that, in accordance with section 83(3) of the Local Government Act 1972, Cllr Cherrie MacGregor, who was elected to Felixstowe Town Council following the South Ward byelection on 23<sup>rd</sup> November, has made their Declaration of Acceptance of Office before the Town Clerk.
- 2. 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 Council on any matter relating to the town of Felixstowe.
- 3. Apologies for Absence**  
To receive apologies for absence.
- 4. 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.
- 5. Questions to the Mayor**  
For the Mayor to respond to questions from Members, in accordance with Standing Order 26.
- 6. Confirmation of Council Minutes**  
To confirm the minutes of the Ordinary Council Meeting held on Wednesday 8 November 2024 as a true record. **(Pages 4-10)**
- 7. Mayor’s Announcements**  
To receive such communications as the Mayor may wish to lay before Council. **(Pages 11-12)**
- 8. Minutes of Committee Meetings**  
To receive and adopt the minutes of the following meetings:
  - a) Planning & Environment Committee 15 November 2023 **(Pages 13-16)**
  - b) Assets & Services 22 November 2023 **(Pages 17-20)**
  - c) Planning & Environment Committee 29 November 2023 **(Pages 21-23)**
  - d) Finance & Governance Committee 6 December 2023 **(Pages 24-26)**
  - e) Planning & Environment Committee 13 December 2023 **(Pages 27-30)**
  - f) Civic & Community Committee 13 December 2023 **(Pages 31-34)**
- 9. Reports from Members appointed to Outside Bodies**  
*Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.*

- 10. Invitation to appoint a Chair and Representative to the NFGN Stakeholder Forum**  
 To consider the invitation from ESC for the Town Council to appoint a Chair to the North Felixstowe Garden Neighbourhood Stakeholder Forum, and a Representative from the Town Council, as per the Terms of Reference of the Forum. **(Page 35 & Appendix A)**
- 11. Appointments to Committees**  
 To update the membership of Council's Committees since the South Ward byelection held on 23rd November 2023. **(Schedule on pages 36-38)**
- 12. Appointments to Outside Bodies**  
 To update the Council's representatives to Outside Bodies since the South Ward byelection held on 23rd November 2023. **(Schedule on pages 39-40)**
- 13. Budget, Reserves and Precept 2024/25**  
 To consider and approve the Budget, Reserves and Precept for the Financial Year 2024/25. **(Pages 41-45 & Appendices B and C)**
- 14. Meeting Schedule 2024/25**  
 To approve the schedule of meetings for Council and its Committees for the Municipal Year 2024/25. **(Page 46 & Appendix D)**
- 15. Earmarked Reserves Expenditure**  
 To note Committee decisions on using Earmarked Reserves in accordance with approved Terms of Reference for 2023-24 **(Pages 47-48)**
- 16. Council Chamber Ceiling repair**  
 To consider the report on the repair of the Council Chamber ceiling and approve expenditure from the Town Hall Earmarked Reserve. **(Pages 49-50)**
- 17. Data Retention and Disposal Policy**  
 To adopt the Data Retention and Disposal Policy as recommended by Council's Finance & Governance Committee. **(Page 51 & Appendix E)**
- 18. Accounts for Payment**  
 To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix F)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
10/11/2023	288 - 311	£14,395.02
30/11/2023	312 - 327	£82,941.81
13/12/2023	328 - 344	£6,785.97
20/12/2023	345 - 374	£77,985.36
	<b>TOTAL</b>	<b>£182,108.16</b>

- 19. Closure**  
 To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 6 March 2024.

## **AGENDA ITEM 6: CONFIRMATION OF COUNCIL MINUTES**

**MINUTES** of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 8 November 2023** at **7.30pm**

**PRESENT:** Cllr S Bennett (Mayor)  
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 D Rowe  
Cllr C Franklin                                  Cllr M Sharman  
Cllr A Folley                                      Cllr S Wiles

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

**IN ATTENDANCE:** 4 members of the public  
2 members of the public (*via Zoom*).

### **MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Mr Nick Barrett-White, National Coastwatch Initiative.

### **266. PUBLIC QUESTION TIME**

None.

### **267. APOLOGIES FOR ABSENCE**

None.

### **268. 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)

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.

## **269. QUESTIONS TO THE MAYOR**

None.

## **270. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Annual Council Meeting held on 6 September 2023 be signed by the Mayor as a true record and adopted by the Council.**

## **271. MAYOR'S ANNOUNCEMENTS**

The Mayor addressed the Council and spoke about the high number of engagements since the previous meeting. The Tour of Britain and Love Felixstowe Festival had been a great success. The Mayor attended the Felixstowe-Wesel Committee's meeting to plan events for the 50<sup>th</sup> Anniversary of twinning next year. Every month the Mayor will be speaking on Felixstowe Radio. Music in Felixstowe and Last Night of the Proms had been a special evening showcasing lots of talent. The BSE Multicultural Services evening at Trinity Park had been a particularly interesting evening celebrating good work in this area.

The Mayor was proud to attend the opening of the Poundstretcher store in the former M&S building. Another highlight was attending the maiden call of the OOCL Felixstowe to the Port of Felixstowe with the Deputy Mayor where they heard about the Port's plans to reach net zero by 2035.

Opening the Love to Work in Felixstowe job fair, was a great success for the Job Centre, Chamber and BID. The Mayor also attended the Walton Parish Nursing Annual Service with the Deputy Mayor who provide a great community service. Other highlights included the Ipswich Mayor's Civic Service and procession through the town centre; Travelwatch AGM, where the Mayor was struck by how well attended it was and how important those services are to a lot of people. The 50<sup>th</sup> Anniversary of the Old Felixstowe Community Association was a great pleasure to attend. The Mayor also attended the opening of the new funeral directors on Undercliff Road West and the Homestart Group, which meets every Tuesdays and does a positive job to give families the extra support that they need. The Mayor also recently attend the BID Meeting and Ukraine 2 Felixstowe committee meeting.

The Mayor reflected on his first visit to Wesel, which was quite an experience. It was the first civic visit since the pandemic and coincided with the Hansefest, historic celebration of hanseatic towns and a site visit to a state of the art swimming facility being built on the banks of the Rheine. The Mayor paid tribute to the warm and respectful relationship between all three of the towns involved in twinning.

The Mayor highlighted the upcoming Remembrance events and the Mayor's Carol Service on 21<sup>st</sup> December.

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

**272. 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 6 September 2023**
- b) **Civic & Community Committee 13 September 2023**
- c) **Planning & Environment Committee 20 September 2023**
- d) **Assets & Services 20 September 2023**
- e) **Planning & Environment Committee 4 October 2023**
- f) **Civic & Community Committee 11 October 2023**
- g) **Personnel Committee 17 October 2023**
- h) **Planning & Environment Committee 18 October 2023**
- i) **Finance & Governance Committee 25 October 2023**
- j) **Planning & Environment Committee 1 November 2023**

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

The following reports were received from Cllr J Candy:

**Friends of Felixstowe Library**

I have met with the Chair of the friends and had an on site meeting in the Library. It was decided that I would assist, as much as I could, in the creation of a quiet corner . During our discussion we decided to invite the late Cllr David Underwood to see if we could expand the notion of a quiet corner into one which included a safe and productive space for visually impaired folk to once again enjoy the ambience of a Library. Cllr Underwood joined us for a meeting and was extremely helpful in advising ways in which the space could assist the visually impaired. The next meeting is to be held soon when we will discuss David's ideas and move forward with the quiet and safe space corner.

**Felixstowe Travel Watch**

This is a really thriving group who delight in the use of and watching of our public transport. They are also station adopters who successfully lobbied for increased bin capacity at the station and they keep an eye on all things travel related in and out of our town . Aside from meetings I have had many communications from the group about the lack of a regular bus service to the Ipswich hospital and the poor and no-existent service to Old Felixstowe. I gave a talk at their AGM and was pleased to receive many emails asking for the return of a coastal service up to Lowestoft.

The following two reports were received from Cllr Seamus Bennett:

**Ukraine 2 Felixstowe Committee notes 05.11.23**

Currently 72 Ukrainian guests in Felixstowe. Of these, 23 are living with 14 hosts, another 49 living in (16) private rented accommodation (PRA). U2F support has helped ensure that among one of the highest clusters of Ukrainians in Suffolk, none have become homeless, even temporarily. Current government policy is that monthly ‘thank you’ payments to hosts will cease two years after guests’ arrival in UK which means Spring 2024 for many. This means more will be looking for PRA.

English Language classes are well attended (2 x classes of 20) Tues eves at Felixstowe School, funded by Suffolk County Council through West Suffolk College. Other nationalities are welcome – currently 2-3 non-Ukrainians. U2F’s monthly Coffee, Cake, Crafts & Chat evenings are well attended – for all guests, hosts & supporters. Town Council Members are welcome – next is Sunday 12th November 6-7.30pm, United Reformed Church, Tomline Road.

**BID (Business Improvement District) exec meeting notes 01.11.23**

Significant footfall increase: up 46% Jan-Sept versus the same period 2022. Love Felixstowe Festival & Love to Work in Felixstowe both successful events in Sept / Oct. Hostile Explore Suffolk BID attempt by Ipswich BID (which could have subsumed Felixstowe BID) failed to gain votes needed which is good news for Felixstowe BID.

December: 9-10<sup>th</sup> Makers Market (Great Eastern Square) and 16-17<sup>th</sup> music at Triangle. Ice Rink 20-23<sup>rd</sup> December

2024 plans: Love Felixstowe & Art on Prom 31.08 - 02.09.24;  
Love Green Felixstowe launch February 2024.

**274. EAST SUFFOLK COUNCIL RESPONSE TO FELIXSTOWE TOWN COUNCIL’S MOTIONS**

Council noted the formal response from East Suffolk Council to the motions submitted by the Town Council following the previous meeting.

Members welcomed the response and noted the constructive proposals from East Suffolk Council, although it was noted that more prompt action was needed to address the immediate needs of the town’s streets.

There will be a quarterly contact meeting to pick up on any concerns with East Suffolk Services and look at things on the horizon that might impact services ie future events.

Cllr James confirmed that action is required now.

Cllr Folley had recently contacted a company that had put fly posters in many places over the town removed by contacting them and asking them to supply their licence.

The Clerk advised that he would discuss the format of the quarterly contact meeting and keep Members updated.

East Suffolk Members present expressed their optimism that services would improve.

**It was RESOLVED that the response from East Suffolk Council to Felixstowe Town Council's motions be noted.**

**275. EARMARKED RESERVES EXPENDITURE**

Council noted the report on Council's Committees approved Earmarked Reserve spending.

**It was RESOLVED that the report on Earmarked Reserve Expenditure be noted.**

**276. NOTICE OF ELECTION FOR FELIXSTOWE SOUTH WARD**

Council noted the Notice of Election for one Town Councillor to the Felixstowe South Ward had been published on 19<sup>th</sup> October 2023 and the election will take place on Thursday 23<sup>rd</sup> November 2023.

The cost is currently unknown, however, Council has an Election Earmarked Reserve to cover 1 full election and 1 by-election every 4 years. Once the new Councillor has been elected, the Committee appointments and Outside Bodies Representative will be brought to Council in January.

**It was RESOLVED that the by-election details for the Town Councillor vacancy be noted.**

**277. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23**

Council received the report on the Annual Governance & Accountability Return 2022/23 and noted that the notice of conclusion of audit had been displayed on the noticeboard and on the website.

Council gave thanks to the staff for their hard work in achieving an unqualified audit.

**It was RESOLVED that the Annual Governance & Accountability Return 2022/23 is approved by Council.**

**278. INTERIM INTERNAL AUDIT REPORT 2023/24**

Council noted a report on the Interim Internal Audit Report 2023/24.

Council gave thanks to the staff for their hard work in achieving another positive audit report.



**It was RESOLVED that the Interim Internal Audit Report 2023/24 was approved by Council.**

**279. MEMBERS' ALLOWANCES AND EXPENSES POLICY 2023-27**

The Town Clerk provided an update following the Council's request that the Finance & Governance Committee consider a broader Members' Allowances and Expenses Policy. Members were reminded a Parish Basic Allowance had not been agreed but wanted to ensure that Members were not out of pocket, so allowances for subsistence and dependent care had now been added to the policy.

Members noted that the Clerk had referred the matter, of the Independent Remuneration Panel having not made any recommendations on a Parish Basic Allowance for parish councils within East Suffolk, to SALC and would update mMembers as soon as this has been received.

Following further discussion and a debate on the potential loss of earnings and mileage concerns the Policy was approved with the following corrections:

Members noted the quoted wording from the LGA1972 and asked that the policy be updated to make the wording gender neutral.

That the Policy runs for one year from 2023 – 24 and is reviewed again next year.

The policy will go to Council's Finance & Governance Committee in a year's time and Members asked that this be highlighted to all Councillors so they can attend the Committee if they so wish.

**It was RESOLVED that the Member's Allowances and Expenses Policy 2023-24 be approved.**

**280. EAST SUFFOLK – POLLING DISTRICT AND POLLING PLACES REVIEW 2023**

Members considered East Suffolk's consultation on the review of Parliamentary polling districts and polling places.

**It was RESOLVED that the Town Clerk responds by the 30 November deadline to say that Council welcomes the proposal.**

**281. REMEMBRANCE EVENTS 2023**

Cllr Aitchison as Chairman of the Royal British Legion spoke about the forthcoming remembrance events at the weekend.

**It was RESOLVED that the report on events taking place for Remembrance 2023 be noted.**

**282. FTC/ESC JOINT LIAISON GROUP MEETING**

The Town Clerk updated Council on the meeting that had taken place the previous day. The Liaison Group meeting is an informal briefing session which aids good working relationships between the Councils and they discuss significant infrastructure.

The meetings are held quarterly, there are standing items and they discuss future projects that affect Felixstowe.

The minutes will be circulated as soon as they are received and the Town Clerk will report back to Council on the new set format for these meetings. There had been three representative but it would be good to expand to all East Suffolk Felixstowe Councillors. It was noted that no decisions are made at these meetings.

**It was RESOLVED that the update on the FTC/ESC Joint Liaison Group Meeting be noted.**

**283. STAFF ANNUAL LEAVE**

Council considered the recommendation of the Personnel Committee to award all staff two days additional leave during the 2024/25 leave period only.

**It was RESOLVED that all staff are awarded two days additional leave (pro rata) during the 2024/25 leave period as a way of saying thank you for the excellent service provided to the residents of Felixstowe and to Councillors over the past few years, in at times very challenging circumstances.**

**284. 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>
15/09/2023	218 - 238	£8,741.49
31/09/2023	239 - 256	£76,520.93
15/10/2023	257 - 270	£34,806.55
31/10/2023	271 - 287	£46,928.30
	<b>TOTAL</b>	<b>£166,997.27</b>

**CLOSURE**

The meeting was closed at 9.35 pm. It was noted that the next Ordinary Meeting was scheduled for 10 January 2024 at 7.30pm.

## **AGENDA ITEM 7: MAYORS ANNOUNCEMENTS**

The following Mayoral Engagements have been undertaken since the previous meeting:

09/11/2023	Felixstowe Festival of Remembrance – Spa Pavilion
10/11/2023	Poppy Wreath Laying Felixstowe schools
10/11/2023	Felixstowe Fairtrade AGM
11/11/2023	Armistice Day – Wreath laying
12/11/2023	Remembrance Sunday
12/11/2023	Ukraine CCC meeting
13/11/2023	Wesel Committee
14/11/2023	Port Liaison group
16/11/2023	Felixstowe Environment awards (Litter-Free)
18/11/2023	Sea Shanty evening (Mayor’s charities, Sailing Club)
22/11/2023	Pitstop Christmas opening
23/11/2023	Freight Quality partnership
23/11/2023	Felixstowe Chamber ‘net zero’ event (Sea You café)
27/11/2023	Rotary - Kids Kitchen awards
28/11/2023	Felixstowe in Flower awards
01/12/2023	Felixstowe District Scout Carol Service - Salvation Army
02/12/2023	St John’s Christmas coffee morning
02/12/2023	Christmas Lights Switch On
05/12/2023	Charity Christmas Tree Festival - judging
06/12/2023	Felixstowe-Wesel Association - St Nicholas Fest - Brook Hotel
07/12/2023	Seashore Village opening
08/12/2023	Freeport East meeting with Steve Beel, Chief Executive (Town Hall)
08/12/2023	Langer Primary Academy Xmas Fair
09/12/2023	Christmas Bazaar Felixstowe Community Hospital league of friends
09/12/2023	Christ Church Free Christmas Fair
10/12/2023	URC Carol Service & Ukraine Hub Xmas gathering
12/12/2023	Christmas Visit Bellstone Residential Home
14/12/2023	Christmas Visit Sunrise Residential Home
15/12/2023	Rodwell’s Memorial Service - Salvation Army

16/12/2023	Love Felixstowe Christmas Maker's Market
16/12/2023	St John's Church Christmas Bazaar
18/10/2023	Visit Manna pop-up shop (last before Xmas)
19/12/2023	Orwell Connection choir Xmas concert (St Marys Walton)
20/12/2023	Christmas visit Mill Lane Nursing Home
20/12/2024	Felixstowe School Carol Service (reading, St Mary's Walton)
21/12/2023	Opening of Felixstowe Ice Rink – BID
21/12/2023	Mayors Civic Christmas Carol Service
22/12/2023	Pushchair Pitstop Christmas Party
22/12/2023	Christmas Visit to Cotman House
22/12/2023	Westcliff Nursing home visit
22/12/2023	Christmas Visit Merryfield's
25/12/2023	Christmas Day Dip – speech + dip! St Elizabeth Hospice
25/12/2023	Salvation Army - Christmas Lunch
25/12/2023	Visit Cuppa (Walton) Xmas lunch
07/01/2024	Wesel Half-Marathon

**Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.**

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## **AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS**

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 15 November 2023 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman) Cllr J Candy  
Cllr M Morris (Vice-Chairman) Cllr A Folley  
Cllr S Bennett Cllr C Franklin

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mrs S Morrison (Planning Administration Assistant)

**IN ATTENDANCE:** 3 members of the public (*in person*)  
3 members of the public (*via Zoom*)

### **285. PUBLIC QUESTION TIME**

None.

### **286. APOLOGIES FOR ABSENCE**

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

### **287. 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 Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Bennett	All	Other registerable interests (as Members of Suffolk County Council)

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.

### **288. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 1 November 2023 be confirmed as a true record.

### **289. PLANNING APPLICATIONS**

**Committee heard from the applicant in respect of application A below, confirming their intended hours of operation.**

**Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following recommendations to East Suffolk Council:**

<b>A</b>	<p><b>DC/23/4205/VOC</b>   Variation of Condition No. 2 of DC/17/2047/COU - Changing a shop usage from A1 to A3 with take out hot drinks and to put tables and chairs to the front of the shop - Alteration to opening hours - The use hereby permitted shall only take place between the hours of 0800am and 0000am on Sun-Thur, and 0800am and 0100am on Fridays and Saturdays</p> <p><b>187 Hamilton Road</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>B</b>	<p><b>DC/23/4170/FUL</b>   Siting of InPost Parcel Locker</p> <p><b>221 High Street Walton</b></p>
<p><b>Committee recommended REFUSAL. Whilst in principle we understand the merits of this type of facility, Committee had serious concerns relating to highway and pedestrian safety. We recognise that this is a very busy road and that this facility has been located in an area where loading is not permitted and its use will obstruct the bus stop.</b></p> <p><b>We believe that the traffic movements relating to its use, both in terms of deliveries and customer collections, will have an unacceptable impact on highways safety. We also have concerns that, whilst the facility is not located on the pedestrian footway, customers using it will inhibit the use of the footway by pedestrians.</b></p> <p><b>We therefore feel that this application is contrary to NPPF para. 111 and SCLP11.1 para. f.</b></p>	

<b>C</b>	<p><b>DC/23/4140/OUT</b>   Outline Application (All matters reserved) - Construction of 1 No.1 bed dwelling.</p> <p><b>Land Adjacent 130 Mill Lane</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

<b>D</b>	<p><b>DC/23/4092/OUT</b>   Outline Application (All Matters Reserved) - of garden and erection of detached self-build Subdivision dwelling and creation of new vehicular access.</p> <p><b>Field Cottage Marsh Lane</b></p>
<p><b>Committee recommended APPROVAL in principle, subject to any Reserved Matters application stipulating the minimal loss of vegetation on the site, in creating the vehicular access.</b></p>	

<b>E</b>	<b>DC/23/4262/FUL</b>   Two storey front extension with ground floor rear extension <b>9 Westmorland Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>F</b>	<b>DC/23/4165/FUL</b>   Single storey rear extension <b>20 St Georges Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>G</b>	<b>DC/23/4198/FUL</b>   Rear extension and new garage <b>13 Goyfield Avenue</b>
<b>Committee recommended APPROVAL.</b>	
<b>H</b>	<b>DC/23/3974/FUL</b>   First Floor Rear Extension <b>16 Arwela Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>I</b>	<b>DC/23/4096/FUL</b>   Install conservatory to the rear of the property <b>83 Stables Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>J</b>	<b>DC/23/4132/TCA</b>   1no. Conifer (in back garden of 32 Undercliff Road West) - Fell <b>32 Undercliff Road West</b>
<p><b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.</b></p> <p><b>Committee noted the applicant’s intention to replace the tree with a species more appropriate to the location and would seek assurance that this will be implemented.</b></p>	

## **290. CONSULTATION OF EAST SUFFOLK COUNCIL’S TRADING POLICY**

Committee considered the consultation on East Suffolk Council’s Trading Policy.

Members noted that the proposal was to introduce a policy whereby the district just has prohibited streets where no street trading can take place at all.

**Committee welcomed the proposal.**

## 291. PLANNING DECISIONS

**RESOLVED** that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

## 292. CORRESPONDENCE

**Committee NOTED** the following correspondence:

- i) Appeal in respect of DC/21/1402/FUL - 2 Blyford Way  
**Noted that an appeal had been made to the Secretary of State against the decision of East Suffolk Council to refuse planning permission for the construction of a fence around the front of the property.**
  
- ii) Draft Healthy Environments and Draft Rural Development Supplementary Planning Documents  
**Noted that East Suffolk Council was consulting on the above draft SPDs, with deadline for comments being 10 January 2024. The Clerk advised that these would be brought to the next Committee meeting for formal consideration.**

## 293. CLOSURE

The meeting was closed at 11.18am It was noted that the next meeting was scheduled to take place on Wednesday 29 November 2023 at 9.15am.

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A query was raised regarding the feasibility of re-coating the flat roof while the scaffolding is in place. This flat roof has been inspected as being sound still by a local roofing company who do not feel that the roof is the issue, it is suggested that the source of the damp ingress which made the ceiling collapse is due to wind driven rain and sea-spray on the gable. There was a suggestion that a structural engineer be consulted to determine whether it would be more advantageous to perform additional roof work while the scaffolding is up, or if such tasks could be integrated into future preventative maintenance. Additionally, it was proposed that the Town Clerk contact Felixstowe Library, as they have experienced similar roofing issues and might offer valuable insights.

Committee discussed the potential flooring options. Members agreed that the current carpet in the Courtroom Gallery still has some life left and could be rejuvenated with a deep clean and repainting of the room.

A suggestion was made regarding improving the accessibility features in the disabled entrance before renewing the flooring.

**It was RESOLVED that:**

- i. the Town Hall Update Report be noted; and,**
- ii. delegated authority be given to the Town Clerk to proceed with the necessary works to repair the Council Chamber ceiling, acknowledging its urgency. Appropriate quotes to be obtained and the Chairman and Vice-Chairman of this Committee consulted if more extensive work is needed; and,**
- iii. quotes be sought for the installation of a more robust ramp, and improved railings in the disabled entrance.**

### **300. BROADWAY HOUSE UPDATE**

Committee received the update report on Broadway House. A query was raised concerning the source of the 50% grant for Orwell Housing. The Town Clerk confirmed that it would not be funded by Felixstowe Town Council the grant is likely to come from the Social Housing Decarbonisation Fund.

It was suggested that maybe more could be done to highlight that Broadway House was a Felixstowe Town Council asset.

**It was RESOLVED that:**

- i. the Broadway House update report be noted; and,**
- ii. ideas for promoting Broadway House and other Felixstowe Town Council assets be discussed at next meeting.**

### **301. WALTON COMMUNITY HALL UPDATE**

Committee received the update report on Walton Community Hall. Members discussed the various options available for improving the energy efficiency of Walton Community Hall. They also considered the advantages of engaging an independent engineer to assess the building and offer comprehensive recommendations for optimal heating and energy-efficient solutions. Until this has been carried out Members agreed to delay the decision on lowering the ceiling height.

A point was raised that East Suffolk Council Communities teams are actively seeking applicants for a Community Hub fund. Cllr S Harkin agreed to gather more information on this opportunity and share it with the Deputy Town Clerk and the Assets & Services Officer.

**It was RESOLVED that:**

- i. the Walton Community Hall update report be noted; and**
- ii. the Deputy Town Clerk to organise a site visit for Committee Members; and,**
- iii. the possibility of obtaining reports from an independent engineer/surveyor be investigated.**

### **302. CEMETERY UPDATE REPORT**

The Grounds & Maintenance Manager presented the Cemetery Update Report. Members considered two quotes for reducing the size of a London Plane tree overhanging a neighbouring property belonging to Sanctuary Housing at Langley Flats. Company A was chosen to carry out this work.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted; and,**
- ii. Company A be employed to carry out tree works at the Sanctuary Housing Langley Flats at the cost of £700 to be funded from the Cemetery Earmarked Reserve; and,**
- iii. The additional cost of £600 for percolation test be approved and be funded from the Cemetery Earmarked Reserve.**

### **303. ALLOTMENTS UPDATE REPORT**

The Assets & Services Officer presented the Allotments update report. The discussion revolved around assessing the success of Felixstowe Town Council in recovering clearance costs from departing tenants and exploring alternative schemes to enhance cost recovery.

**It was RESOLVED that:**

- i. the Allotment update report be noted; and,
- ii. The Tenancy agreement be updated to highlight that the plot clearance fee may include skip hire.

**304. TREES NEAR FERRY ROAD ALLOTMENTS**

Members received the update on the trees near Ferry road allotments. Members considered three quotes for replacement trees, to be sited at other locations. Company A was chosen to supply the replacement trees.

**It was RESOLVED that:**

- i. the report on the trees near Ferry Road Allotments be noted; and.
- ii. replacement trees be purchased from Supplier A, at a cost of £1,085 +VAT to be funded from the Public Spaces Earmarked Reserve.

**305. GOSFORD WAY PARK AND ALLENBY PARK**

Members received the update on the footpaths of both parks.

**It was RESOLVED that the Gosford Way Park and Allenby Park update report be noted.**

**306. DRAFT BUDGET CONSIDERATIONS 2024-25**

Committee considered first draft proposals for its element of the Council's 2024-2025 budget and reviewed the accompanying notes to the estimates in the report. A suggestion was raised to consider funding for potential projects, as recently discussed in the Felixstowe Town Council Business plan meeting. It was advised that as the Budget is signed off before the Business plan is finalised, aspirations for the business plan cannot be considered in this upcoming budget, but can be planned for over the next four years.

**It was RESOLVED that the draft proposals for the Assets & Services element of the Council's 2024-25 budget be recommended as presented to Council's Finance & General Purposes for further consideration.**

**307. CLOSURE**

The meeting was closed at 8.50pm. The next meeting was noted as being scheduled for Wednesday 21 February 2024 at 7.30pm.

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**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 29 November 2023 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman)  
Cllr M Morris (Vice-Chairman)      Cllr A Folley  
Cllr J Candy                                      Cllr S Wiles

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs S Morrison (Planning Administration Assistant)

**IN ATTENDANCE:** 2 members of the public (*in person*)  
2 members of the public (*via Zoom*)  
Cllr C Franklin (*via Zoom*)

**308. PUBLIC QUESTION TIME**

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

**309. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr S Bennett** and **Cllr C Franklin**.

**310. 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 J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members of Suffolk County Council)

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.

**311. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 15 November 2023 be confirmed as a true record.**

### 312. PLANNING APPLICATIONS

At the direction of the Chairman, item B was moved ahead of item A, below.

Committee heard from the applicant in respect of application B below, confirming the amendment to the original application was to provide a gap between the huts to allow water outfall from the prom adjacent.

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following recommendations to East Suffolk Council:

<b>B</b>	<b>DC/23/2089/FUL</b>   The reinstatement of 14 beach huts, previously sited on the promenade, and the erection of associated wooden platforms located on the beach between the shelter and Spa Pavilion. <b>14 Beach Huts Undercliff Road West</b>
<b>Committee recommended APPROVAL. We are satisfied that this application is policy compliant, specifically in relation to SCLP 12.14 which supports tourist related uses in this location. This approval would be subject to East Suffolk Council granting the necessary licenses for these huts and their being satisfied as to the safety requirements of the installation of the huts.</b>	
<b>A</b>	<b>DC/23/4433/FUL</b>   Erection of new agricultural dairy cattle building following demolition of existing open silage clamp. <b>Gulpher Farm Gulpher Road</b>
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/23/4351/FUL</b>   Construction of single storey rear extension and cladding to the front elevation and demolition of existing side/utility extension. <b>20A Lynwood Avenue</b>
<b>Committee recommended APPROVAL.</b>	
<b>D</b>	<b>DC/23/4427/FUL</b>   To change current wooden windows to upvc <b>Flat 1 South Beach Mansion Bent Hill</b>
<b>Committee recommended APPROVAL. However, we recognise that this is a historically significant building in a prominent location. Furthermore, the applicant has not supplied a drawing to show the replacement double doors proposed. We therefore recommend APPROVAL subject to ESC's Design and Conservation Officer being satisfied that all of the proposed door and window replacements are visually like-for-like to match the existing.</b>	

<b>E</b>	<b>DC/23/4411/TCA   5no. Leylandii (marked on plan) - Fell The Cottage Martello Lane</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. However, we would request suitable replacement planting for these five trees.</b>	

**313. DRAFT HEALTHY ENVIRONMENTS AND DRAFT RURAL DEVELOPMENT SUPPLEMENTARY PLANNING DOCUMENTS**

Committee considered the consultation on the draft Healthy Environments and Draft Rural Development Supplementary Planning Documents.

**RESOLVED that the consultations be noted.**

**314. AREAS OF OUTSTANDING NATURAL BEAUTY RENAMED NATIONAL LANDSCAPES**

**RESOLVED that the renaming of all Areas of Outstanding Natural Beauty (AONBs) nationwide to 'National Landscapes' from 22<sup>nd</sup> November 2023 be noted.**

**315. PLANNING DECISIONS**

**RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.**

**316. CORRESPONDENCE**

**Committee NOTED the following correspondence:**

- i. Notification of Appeal ENF/21/0026/DEV in respect of Garage Block North of 2, Chepstow Road.**  
Noted the appeal against East Suffolk Council's decision to issue an enforcement notice for Appeal against High Wall adjacent to a highway.
- ii. ESC Neighbourhood Plan Presentation.**  
Noted that the Planning Administration Assistant had attended a presentation on Neighbourhood Plans, hosted by East Suffolk Council. The Clerk would forward a copy of the presentation to all Town Councillors.

**317. CLOSURE**

The meeting was closed at 10.57am It was noted that the next meeting was scheduled to take place on Wednesday 13 December 2023 at 9.15am.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at  
Town Hall, Felixstowe on Wednesday 6 December 2023 at 7.30pm**

**PRESENT:** Cllr D Rowe (Vice-Chairman)  
Cllr S Bird  
Cllr M James  
Cllr M Sharman  
Cllr S Wiles

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mr S Congi (Financial Administration Assistant)

**IN ATTENDANCE:** One member of the public (*via Zoom*)

**318. PUBLIC QUESTION TIME**

There was none.

**319. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Deacon, Cllr S Bennett and Cllr D Aitchison**

**320. 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	All	Other registerable interests (as Members of Suffolk County Council)

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.

**321. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 25 October 2023 be signed by the Chairman as a true record.**

**322. BUDGET MONITORING TO 30 NOVEMBER 2023**

Committee received the budget monitoring report to 30 November 2023. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

**It was RESOLVED that the budget monitoring report to 30 November 2023 be noted.**



### **323. BUDGET ESTIMATES 2024/25 (DRAFT)**

Committee considered the papers showing a first draft full budget, including suggested Earmarked Reserve transfers 2024/25. Members considered comparisons against the current year budget, actual expenditure, and projected outturn for the full year 2023/24.

Members noted that relevant sections of the budget had been examined by the Council's Civic & Community, Assets & Services and Personnel committees.

The Town Clerk highlighted the pressure on the Council's General Reserves due to inflationary factors and increased service provision. The draft budget illustrated how a 0% change to Council Tax would require a contribution from the General Fund of £34,886 (excluding any projected Earmarked Reserve expenditure) to meet the estimated net expenditure requirements for the forthcoming year. To negate this deficit in its entirety, an increase of 5.54% to the Town Council's element of the Council Tax charge would be required.

Members debated both options, as well as the possibility of reducing the deficit via a lower increase to the Council Tax. Members noted the research into the tax charges of the other town councils in the East Suffolk district and that Felixstowe was one of the lowest.

It was noted that Council was in the process of reviewing the Business Plan which will cover 2024 to 2028. Whilst this budget setting period would not be able to account for any new projects emerging from the Business Plan, it was anticipated that any first-year requirements could be considered via Reserves.

Members were pleased that Council had managed the increase of year-on-year expenditure well and this was due to careful budget management for which they thanked the staff for.

Members discussed the budget proposal. To continue to support the community during the cost-of-living crisis and also to enable Council to not reduce the amount of reserves it used to attain this, it was agreed that it should be recommended to Council to increase its portion of the council tax by 3% and use its General Fund to offset the anticipated budget deficit for 2024/25.

The Clerk advised that a 3% change to the Town Council's element of council tax for 2024/25 was projected to be a net cost to the General Fund of £15,972 (budgeted income vs expenditure, net of Earmarked Reserves transfers and expenditure).

Members noted that the draft budget proposals for 2024/25 with a 3% increase would require a precept of £648,755. With the tax base confirmed by East Suffolk Council to be 8,887.28 this would equate to £73.00 per Council Tax Band D equivalent ratepayer, an increase of £2.13 per annum for a Band D Council Tax Rate.

Committee recommended that the budget be referred to Council for approval in January for final consideration, to include any adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change.

Committee recorded a vote of thanks to the Town Clerk, Deputy Town Clerk and Finance Administration Assistant, for their work developing the 2024/25 budget.

**It was RESOLVED that it be recommended to Council that, subject to any further adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change, the draft budget 2024-25 proposals of a 3% increase (£2.13 per annum for a Band D) be recommended for approval as presented.**

### **324. DATA RETENTION POLICY**

Committee reviewed the Council's Data Retention and Disposal Policy, outlining the length of time and basis for the retention of specific documents and information before they should be disposed.

**It was RESOLVED that the Data Retention Policy and Disposal Policy for the period 2023-2026 be recommended to Council for adoption as presented.**

### **325. BUSINESS PLAN 2024-2028**

Committee noted the report on the Business Plan. The two workshops had recently been held, and members felt that the Consultation process had worked well and that the consultant had done a very good job. The Town Clerk will update committee once the data has been analysed and further to responses from members of the public generated from the article in the Winter Magazine.

**It was RESOLVED that the Business Plan 2024-28 update report be noted.**

### **326. CLOSURE**

The meeting was closed at 8.27pm. The next meeting was noted as being scheduled for Wednesday 17 January 2023 at 7.30pm.

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**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 13 December 2023 at 9.15am**

**PRESENT:** Cllr S Bird (Chairman) Cllr J Candy  
Cllr M Morris (Vice-Chairman) Cllr A Folley  
Cllr S Bennett Cllr C Franklin

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs S Morrison (Planning Administration Assistant)

**IN ATTENDANCE:** 2 members of the public (*via Zoom*)

**327. PUBLIC QUESTION TIME**

None.

**328. APOLOGIES FOR ABSENCE**

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

**329. 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 Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird	All	Other registerable interests (as a Member of Suffolk County Council)

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.

**330. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 29 November 2023 be confirmed as a true record.

**331. PLANNING APPLICATIONS**

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following recommendations to East Suffolk Council:

A	<p><b>DC/23/4648/P3MA</b>   Prior Notification - Extension and conversion of existing commercial building to accommodate 8No residential apartment dwellings across Ground, First and Second floor. Proposed extension to second floor extends capacity of existing floor area. Demolition of ground floor back-of-house area to allow for provision of ground floor residential communal courtyard amenity space. New commercial unit entrance proposed to ground floor on the intersection of Victoria Street and Hamilton Road.</p> <p><b>18 Hamilton Road</b></p>
<p><b>Committee recommended APPROVAL. We welcome the conversion being done under Prior Notification and, in particular, eight well-needed residential units and a retention of a commercial element. We do also note the structural changes within the Felixstowe Conservation Area. However, these proposed changes we believe will enhance the building and will therefore be compliant with SCLP11.5</b></p>	
B	<p><b>DC/23/4478/FUL</b>   Proposed single and two-storey extension to rear of existing two-storey detached dwelling</p> <p><b>44 Garrison Lane</b></p>
<p><b>Committee recommended REFUSAL. Whilst we are not against the concept of a rear extension on this property in principle, we have concerns that this large, 5.4m deep, two-storey extension will have severe impact on the loss of daylight amenity and outlook to the neighbour at no. 46. We therefore feel that this application is contrary to SCLP11.2 para. b, c, and e.</b></p>	
C	<p><b>DC/23/4430/FUL</b>   Single storey rear extension for private use.</p> <p><b>38 Lynwood Avenue</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	
D	<p><b>DC/23/4336/FUL</b>   Retrospective Application - Changing the current extraction unit which the council deemed not sufficient to a slightly larger unit with carbon filters fitted to combat cooking smells</p> <p><b>Ferry Boat Inn The Ferry</b></p>
<p><b>Committee recommended APPROVAL, subject to confirmation from ESC Environmental Protection that the unit complies with odour and noise controls.</b></p>	

<b>E</b>	<b>DC/23/3524/FUL</b>   Demolish cycle / motorcycle garage. Erect two storey side extension for utility room, shower, toilet, coats and cycle /motorcycle garage with bedroom and ensuite over. <b>2 Queens Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>F</b>	<b>DC/23/4463/FUL</b>   Installation of air source heat pump to rear of 12 King Street. Heat pump to be installed is Daikin Model EDLA09D3V3, dimensions 870h x 1380w x 460d. <b>12 King Street</b>
<b>Committee recommended APPROVAL, subject to ESC Environmental Protection being satisfied that the unit complies with noise emissions.</b>	

<b>G</b>	<b>DC/23/4170/FUL</b>   Retrospective Application - Siting of In Post Parcel Locker <b>221 High Street Walton</b>
<p><b>Committee note the revised drawings presented. However, we remain of the same view as to the serious highways and pedestrian obstruction on this very busy road where this facility has been located, in an area where loading is not permitted and its use is obstructing the bus stop.</b></p> <p><b>We are already aware of the unacceptable impact due to the traffic movements relating to its use, both in terms of deliveries and customer collections. Committee therefore recommend REFUSAL and feel that this application is contrary to NPPF para. 111 and SCLP11.1 para. f.</b></p>	

<b>H</b>	<b>DC/23/4002/LBC</b>   Listed Building Consent - Install insulation to the inside of external walls in the living room, bedroom 1 and bedroom 2 to enable the replacement of storage heaters and upgrading of the thermal performance of the external walls. To also take advantage of an Eco 4 Grant <b>8 Harvest House Cobbold Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>I</b>	<b>DC/23/4514/TCA</b>   4no. Lime (marked on plan) - Fell <b>33A &amp; 35A Quilter Road</b>
<p><b>Committee OBJECT to this proposed felling of four lime trees. Whilst we recognise that it is not a requirement to provide a reason for such work within a TCA notification, we feel that there are inadequate reasons for felling. We believe that tree management would be an acceptable alternative to felling. Furthermore, we recognise that these</b></p>	

**four trees provide clear amenity value. We would therefore ask East Suffolk Council's Arboricultural Officer to review the notification.**

<b>J</b>	<b>DC/23/4525/TPO   1no. Holm oak (marked on plan) - Undertake tree works detailed in 'Tree Cutting' document. Saville Court Victoria Road</b>
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**Committee NOTED the proposed work to this tree and are concerned that any pruning be minimal in nature to preserve the health and stature of this protected Holm Oak.**

### **332. PLANNING DECISIONS**

**RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.**

### **333. DELEGATED AUTHORITY**

**RESOLVED that authority be delegated to the Town Clerk in consultation with the Chairman and/or Vice-Chairman, to respond to any planning matters that would otherwise be out of time for a response by the next scheduled meeting.**

### **334. CORRESPONDENCE**

None.

### **335. CLOSURE**

The meeting was closed at 10.58am It was noted that the next meeting was scheduled to take place on Wednesday 10 January 2024 at 9.15am.

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**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:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
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:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
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:**

<b>Name of Organisation</b>	<b>Grant Project</b>	<b>Amount Awarded</b>
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. 71<sup>st</sup> ANNIVERSARY OF THE FELIXSTOWE FLOODS**

Committee noted the event planned for 31<sup>st</sup> January 2024 to mark the 71<sup>st</sup> 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 70<sup>th</sup> Anniversary will be erected in the streets where residents died in the floods.

**It was RESOLVED that:**

- i. The report on the 71<sup>st</sup> 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 10: INVITATION FOR A CHAIR AND REPRESENTATIVE TO THE NFGN STAKEHOLDER FORUM**

The Town Council has received the following invitation from East Suffolk Council:

### *FAO Felixstowe Town Council*

*As East Suffolk Council's master-planning process for the North Felixstowe Garden Neighbourhood is progressing and as we look to the New Year, we are keen to start our community engagement and consultation programme in earnest. The aim for North Felixstowe Garden Neighbourhood (NFGN) is to create a cohesive, sustainable, and healthy environment, where there is a real pride of place. People are at the heart of this project and meaningful engagement and consultation are essential in realising the vision.*

*The first element of community engagement that we are looking to establish is a Stakeholder Forum. The aim of this group is to keep key stakeholders informed. This will allow the community to directly feedback to the project team on a regular basis, making processes smoother and outcomes better.*

*We would like to invite Felixstowe Town Council to select both a chair and also a representative member from within its elected council. For full details please see attached terms of reference. The inaugural event will take place at Felixstowe Town Hall on the 11<sup>th</sup> of January at 6pm for approximately an hour and a half.*

*We sincerely hope that you are able and interested to take us up on this invitation. We hope that January's event will bring together key stakeholders who are passionate about Felixstowe, and who will seize the opportunity to contribute towards creating a community that is integrated within the town and the surrounding countryside. We would be most grateful if you would let us know at your earliest convenience.*

The Terms of Reference for the NFGN Stakeholder Forum are attached at **Appendix A**.

**Council is therefore requested consider the invitation from ESC for the Town Council to appoint a Chair to the North Felixstowe Garden Neighbourhood Stakeholder Forum, and a Representative from the Town Council, as per the Terms of Reference of the Forum.**

## **AGENDA ITEM 11: APPOINTMENTS TO COMMITTEES**

Following the Felixstowe South Ward byelection, Cllr Cherrie MacGregor was duly elected to the Town Council.

Council is therefore now requested to review the current schedule of appointments to Committees and appoint Members to any vacancies 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. **VACANT**
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. **VACANT**
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. **VACANT**

### **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)

### **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

### **BUSINESS PLAN STEERING GROUP**

1. Cllr Seamus Bennett
2. Cllr Mike Deacon
3. Cllr David Rowe
4. Cllr Marc James
5. Town Clerk

**Council is requested to consider and update its Appointments to Committees for 2023/24.**

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## AGENDA ITEM 12: APPOINTMENTS TO OUTSIDE BODIES

Following the Felixstowe South Ward byelection, Cllr Cherrie MacGregor was duly elected to the Town Council.

Council is therefore now requested to review the current schedule of appointments to Outside Bodies and Partnerships and appoint Members to any vacancies 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. Cllr Bernard Price
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. <b>VACANT</b>
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. <b>VACANT</b>
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. <b>VACANT</b>
Ukraine2Felixstowe	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
ESC/FTC Joint Forum	1. Cllr Margaret Morris 2. <b>VACANT</b> 3. Town Clerk

**Council is requested to consider and update its Representatives to Outside Bodies and Partnerships for 2023/24.**

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## **AGENDA ITEM 13: BUDGET, RESERVES AND PRECEPT 2024/25**

Council is requested to consider and approve its budget estimates and Precept for the financial year 2023/24.

East Suffolk Council is required to calculate the tax base by 31<sup>st</sup> January each year for the financial year ahead. East Suffolk Council has confirmed that the tax base for Felixstowe Town Council for the year 2024/25 will be 8,887.28 band D equivalent properties. An increase in the tax base of 115.88 since 2023/24.

Each relevant section of the budget has been considered and reviewed by Council's Assets & Services, Civic & Community and Personnel Committees and incorporated within a full draft which was considered by the Finance & Governance Committee.

Should the total annual charge per Band D property remain the as 2022/23 (£70.87) the precept would be £629,841.53 (£8,212.41 more than last year). This is projected to result in a deficit of £34,886 (excluding any expenditure from Earmarked Reserves).

To achieve a 0% deficit (excluding ER expenditure) would require a 5.54% increase to the Band D Council Tax rate (to £74.80), with a precept of £664,727.

In accordance with the recommendation of the Finance & Governance Committee meeting of 6 December 2023 (*Minute #324 of 2023/24 refers*) the budget and precept is presented to Council for consideration alongside current-year expenditure and projected outturn for the full year to 31 March 2024 and a comparison against the previous year provided in the summary at **Appendix B**.

A detailed draft full budget and notes to the estimates are provided at **Appendix C**. This includes proposals for movements, reallocations, and transfers to Earmarked Reserves.

Members will note that the budget estimates presented provide for the following:

	<b>Budget 2023/24</b>	<b>Budget 2024/25</b>
Estimated Total Expenditure Requirement	£818,314	£843,383
Less Estimated Income	£167,633	£178,656
Less Contribution <b>from</b> General Fund	£29,052	£15,972
<b>Gross Precept Requirement</b>	<b>£621,629</b>	<b>£648,755</b>
Band D Equivalent Properties	8,771.40	8,887.28
Annual Council Tax charge per Band D	<b>£70.87</b>	<b>£73.00</b>
% change 2023/24 to 2024/25		3%

The Finance & Governance Committee has recommended a 3% change to the Band D Council Tax rate, with a contribution from the General Fund of £15,972 to offset the estimated net expenditure requirements next year. A contribution of £41,500 from the General Fund towards Earmarked Reserves is also being recommended, however this is an internal transfer rather than direct expenditure.

An overview of recent years' and projected yearend balances (assuming no change to the tax base and precept for 2025-26) is shown in the table below:

	Actual 2021-22	Actual 2022-23	Est. Outturn 2023-24	Draft Budget 2024-25	Forecast Budget 2025-26
<b>TOTALS</b>					
General Reserves (c/f)	449,926	437,340	391,149	301,260	243,788
Earmarked Reserves (c/f)	680,229	795,445	873,528	961,506	953,006
<b>TOTAL RESERVES (c/f balance)</b>	<b>1,130,155</b>	<b>1,232,785</b>	<b>1,264,677</b>	<b>1,262,766</b>	<b>1,196,794</b>
Income (excluding Precept or CIL)	199,458	157,491	156,969	178,656	184,093
Precept	601,608	612,736	621,629	648,755	648,755
Expenditure	719,462	769,919	806,987	843,383	855,438
Expenditure (from Earmarked Reserves)	-21,026	-31,583	-26,478	50,000	17,291
Transfers from GF to Earmarked reserves	94,190	46,500	61,500	41,500	41,500
General Reserves (balance 31 March)	437,340	391,149	301,260	243,788	179,698
Earmarked Reserves (balance 31 March)	795,445	873,528	961,506	953,006	977,215
(of which CIL) 24/25 & 25/26 income TBC	(118,883)	(235,395)	(359,754)	(359,754)	(359,754)
<i>Surplus (+) Shortfall (-)</i>	<i>102,630</i>	<i>31,892</i>	<i>-1,911</i>	<i>-65,972</i>	<i>-39,881</i>
<i>Surplus (+) Shortfall (-) excl. ER</i>	<i>81,604</i>	<i>308</i>	<i>-28,389</i>	<i>-15,972</i>	<i>-22,590</i>
<i>% Expenditure change excl. ER</i>		<i>7.01%</i>	<i>4.81%</i>	<i>4.51%</i>	<i>1.43%</i>
<b>TOTAL RESERVES (closing balance)</b>	<b>1,232,785</b>	<b>1,264,677</b>	<b>1,262,766</b>	<b>1,196,794</b>	<b>1,156,913</b>

Felixstowe Town Council set a 0% Council Tax increase for the 2023/24 year, whereas the increase in the average Band D Council Tax charge for all Town and Parish Councils in East Suffolk from 2023/24 was 3.59%, resulting in an average figure of £78.53 for 2023/24.

Members will note that a budget deficit is projected from the current financial year and beyond, from a surplus in previous years. Council's reserves are such that it is possible to run a deficit for a couple of years but, given that expenditure increases (predominately due to inflation, energy and staffing costs) are not anticipated to reduce in future, this may not be sustainable in the medium-term. The taxbase (number of houses on which the precept is calculated) will undoubtedly increase as housing developments are completed, which will mitigate the deficit, however it is unlikely that Council will be able to continue to freeze the Council Tax indefinitely.

Members are to note that the RPI over the past 12 months to November 2023 was 5.3% (12 months to September 2023 was 8.9%):

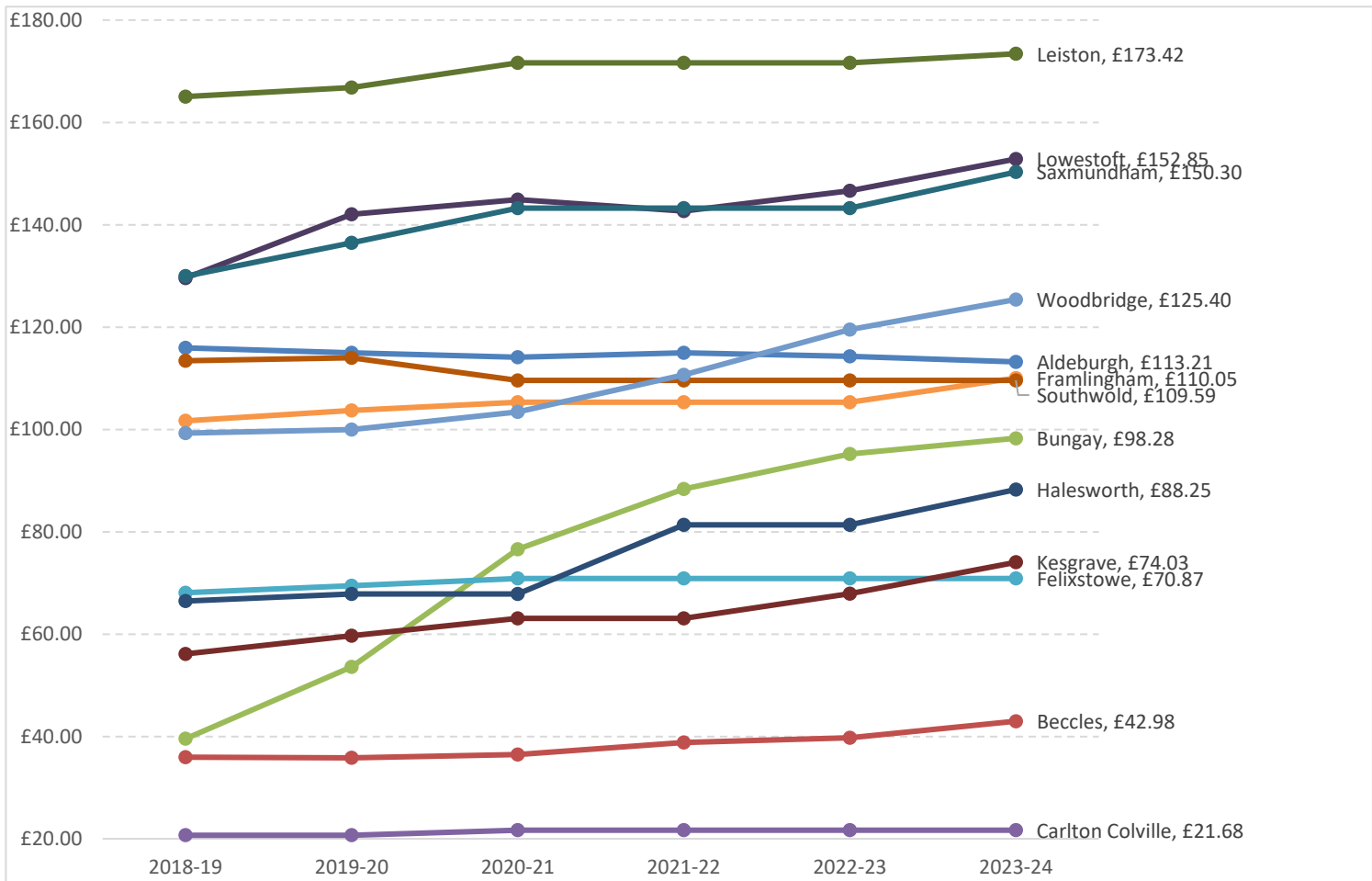
[www.ons.gov.uk/economy/inflationandpriceindices/timeseries/czbh/mm23](https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/czbh/mm23)

In the full year internal audit 2022/23 on page 8 of the report, <https://felixstowe.gov.uk/wp-content/uploads/2023/05/Felixstowe-TC-Internal-Audit-YE-2023-05-22.pdf> the Auditor drew Council's attention to the fact that using general reserves to support a freeze on council tax is a reasonable step to cover short-term increased costs, however Councillors should note that if increased costs are not temporary, achieving a balanced budget in subsequent years can become more challenging as the gap met by spending from reserves will at some point have to be covered as well as inflation.

Members will also be interested to note that, at £70.87, Felixstowe Town Council is currently one of the lowest charging town councils in East Suffolk:

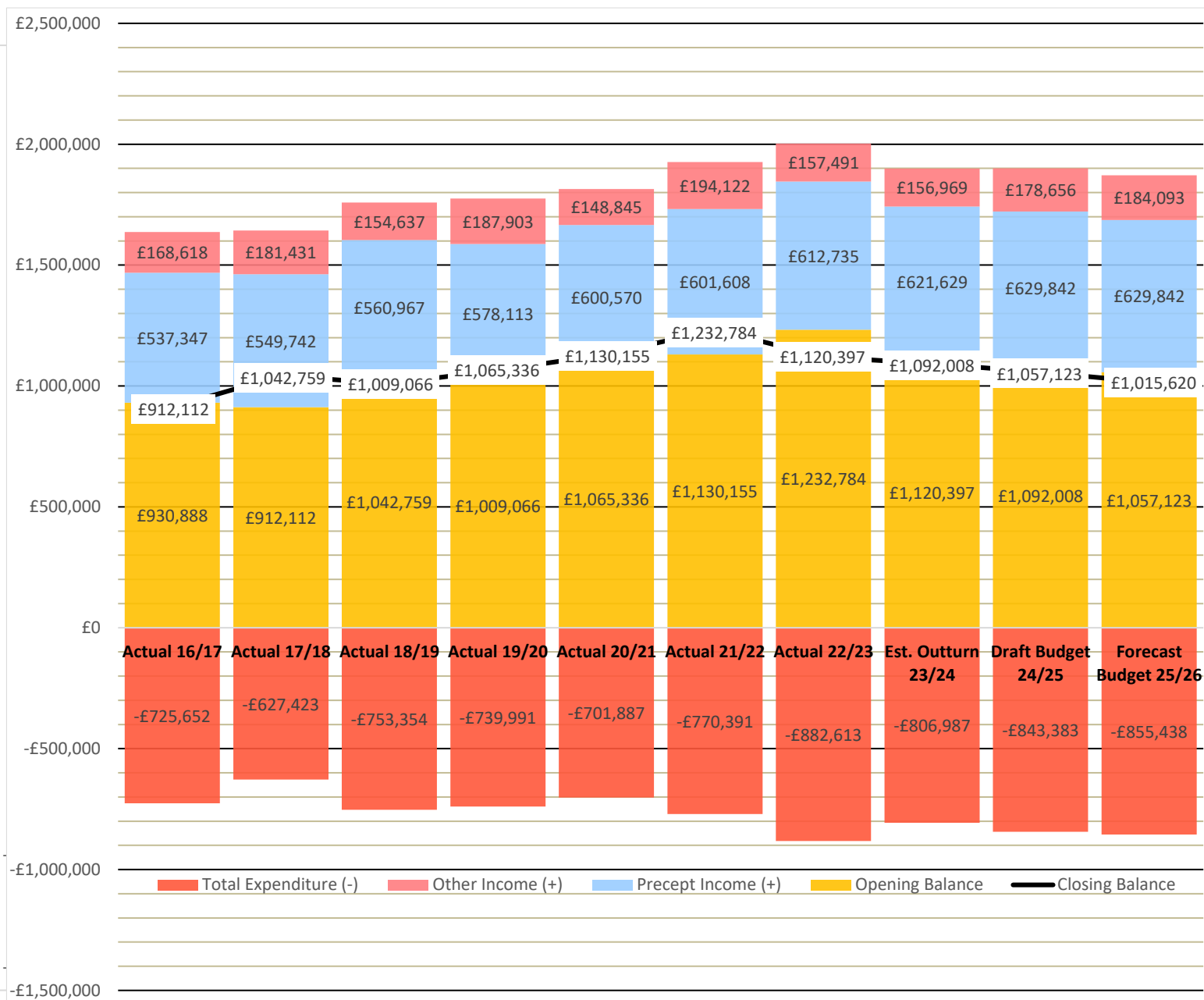
	Annual Band D Tax Charge				
Town Council	2019-20	2020-21	2021-22	2022-23	2023-24
Leiston	£166.83	£171.63	£171.63	£171.63	£173.42
Lowestoft	£142.07	£144.91	£142.68	£146.63	£152.85
Saxmundham	£136.46	£143.28	£143.28	£143.28	£150.30
Woodbridge	£99.97	£103.45	£110.67	£119.50	£125.40
Aldeburgh	£114.98	£114.14	£114.95	£114.31	£113.21
Framlingham	£103.72	£105.31	£105.31	£105.31	£110.05
Southwold	£114.01	£109.59	£109.59	£109.59	£109.59
Bungay	£53.61	£76.61	£88.34	£95.18	£98.28
Halesworth	£67.83	£67.83	£81.34	£81.34	£88.25
Kesgrave	£59.67	£63.07	£63.07	£67.93	£74.03
Felixstowe	£69.45	£70.87	£70.87	£70.87	£70.87
Beccles	£35.82	£36.44	£38.82	£39.74	£42.98
Carlton Colville	£20.69	£21.68	£21.68	£21.68	£21.68

The annual change to the council tax charge for each town council in East Suffolk is shown in the graph below:



To better understand how the Town Council's income and expenditure and precept has affected its overall balance over time, a ten-year view, from 2015/16 to a projection at the 2024/25 year-end, is provided in the graph on the following page.

The orange block is the opening balance for the specified financial year, with the closing balance for that year (net of income (red), precept (light blue) and expenditure (dark red)), shown in the white boxes:



Earmarked Reserves are set aside for non-revenue projects such as the future cemetery extension, capital repairs and upgrade of CCTV equipment.

**Council is therefore requested to consider:**

- i. Approving and adopting the Felixstowe Town Council Budget for 2024/25 as set out in the report as follows:**

**Total Budgeted Expenditure: £843,383**  
**Total Budgeted Income: £178,656**

- ii. Approving the 2024/25 Precept demand to East Suffolk Council of £648,755, representing a 3% increase cost to Band D equivalent Council Tax payer); and,**
- iii. Instructing the Clerk to take any necessary action due and submit any information required by East Suffolk Council in this matter.**

## **AGENDA ITEM 14: MEETINGS SCHEDULE 2024/25**

The draft Meeting Calendar for the 2024/25 Municipal Year is attached at **Appendix D**.

The calendar is based on the following regular schedule:

**Annual Council Meeting (Number of meetings: 1):** 7pm on the 3<sup>rd</sup> Wednesday in May.

**Council (5):** 7.30pm on Wednesdays of 19 June, 4 September, 6 November, 8 January and 5 March.

**Finance & Governance (5):** 7.30pm on Wednesdays of 5 June, 23 October, 4 December, 15 January and 19 March.

**Assets & Services (5):** 7.30pm on Wednesdays of 10 July, 18 September, 20 November, 19 February and 23 April.

**Civic & Community (6):** 7.30pm on Wednesdays of 12 June, 11 September, 9 October, 11 December, 12 February and 9 April.

**Personnel (2):** 6pm on Wednesdays of 2 October and 2 April.

**Planning & Environment (24):** Fortnightly on Wednesdays, with a recess in August and at Christmas.

**Annual Town Meeting (Number of meetings: 1):** 7pm on the 2<sup>nd</sup> Wednesday in May.

Other meetings TBC:

**Youth Forum:** *to be confirmed with local schools.*

**Appeals Committee:** Arranged if required.

As several Town Councillors are dual or triple-hatted and Members of other authorities, this schedule of meetings has been compared to the most recently available schedule of meetings for East Suffolk Council and Suffolk County Council.

There is currently no known clashes, however ESC Full Council meetings are usually held on the 3<sup>rd</sup> Wednesday of the month. Should this pattern be retained there could be a possible clash for ESC Members with the Assets & Services Committee meeting scheduled for 19<sup>th</sup> February 2025.

All scheduled Full Council and Cabinet meetings of Suffolk County Council commence at 2pm and do not clash with any Town Council meetings. Some committee meetings commencing at 10am may clash with the Town Council's Planning & Environment Committee but it is not known which (if any) of these will impact on local County Councillors.

**Council is requested to approve its Meetings Calendar for 2024/25.**

## **AGENDA ITEM 15: EARMARKED RESERVE EXPENDITURE**

Terms of Reference adopted at Annual Council (*Minute #12 of 2023/24 refers*) include authority for Committees to approve expenditure from Earmarked Reserves relevant to their scope of business, up to a limit of £20,000 in each financial year, without requiring further approval from Council.

Council is requested to note the following expenditure committed from Earmarked Reserves, following approval by the Assets & Services Committee and the Civic & Community Committee:

Min #	Description	Net Amount	Earmarked Reserve
303 ii	Tree work at the Cemetery adjoining Sanctuary Housing Langley Flats	£700	Cemetery
303 iii	Additional cost of percolation test for the cesspit work	£600	Cemetery
305 ii	Replacement oak trees for those felled at Ferry Road Allotments	£1,085	Public Spaces

During 2022/23, Council allocated £50,000 from the Community Fund and Community Support Fund Earmarked Reserves (*Minute #82i 2022/23 refers*) to provide additional support to Felixstowe with the cost-of-living crisis. At the start of the current year, a total of £39,254.46 remained in the fund. To expedite the consideration of funding during this winter, Committee delegated authority to the Town Clerk to commit expenditure from this Cost-of-Living Support Earmarked Reserve. Funding awards were to be in consultation with a small panel from the Civic & Community Committee, to include the Vice-Chairman of the Committee (Cllr Franklin), Cllr Candy, Cllr Harkin and Cllr Morris (*Minute # 222 ii 2023/24 refers*).

333	Grant to support Suffolk Mind's Felixstowe Counselling and Cost of Living Support Project	£1,980
222 ii	Compass – Funding towards fuel payments for people in need (£30 top up via vouchers or online (no cash))	£700
	Christmas support to provide Christmas hampers/supermarket vouchers	£287.50
222 ii	MANNA – Christ Church largest pop up shop – fortnightly (numbers increased 80-90 last year 106-111 this year)	£600
	Christmas Support towards Christmas Pop up 18 December	£500

	Christmas Food Parcels (Hamper) MANNA working in partnership with the Compass, CAP (Christians against poverty) to put forward individuals and families who could benefit from this.	£325
222 ii	St John's Food Pantry – Daily – less food waste available from Supermarkets and through FareShare	£525
222 ii	Pop up Shop St Peter & St Paul – weekly (£5 increase on last year to support adjacent warm space with a contribution towards refreshments	£390
222 ii	Pop up Shop St Philips Hub – 30+ people per session. 1 day a week for 3 months £50 per session	£600
222 ii	Christmas support towards gifts for those attending a hot Christmas dinner (Tues hub max 70 people) and Christmas Party (Thursday hub 90-100 people) Food covered by donations.	£300
222 ii	Level 2 Hardship fund to provide vouchers for less well-off families	£1,000
222 ii	Felixstowe Relief Charity – to help individuals with the Cost-of-Living Crisis	£2,000
<b>Total committed spend from Community Support Earmarked Fund to date</b>		<b>£9,207.50</b>

**Council is requested to note the expenditure from Earmarked Reserves as approved by the Assets & Services Committee and Civic & Community Committee.**

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## **AGENDA ITEM 16: COUNCIL CHAMBER CEILING REPAIR**

Following Storm Ciarán in November, part of the ceiling in the Council Chamber in the bay window area collapsed. It was hoped that this could be claimed on Council's insurance and advice from a Structural Engineer and quotes were obtained by roofers/plasterers. The second part of the ceiling of the bay windows further collapsed as was expected.

An application for a claim was completed and over the Christmas period Council's Insurers confirmed that the claim has been declined due to the damage being a result of a gradual issue over time rather than a one-off event. The immediate reason for the collapse is the failure of the nails holding up the laths of the lath and plaster ceiling, combined with differential pressure between outside and inside, caused by the strong winds around storm Ciaran the nails failed due to corrosion, the corrosion speeded by high moisture and salt in the ceiling void.

The Insurers have drawn our attention to the wording of the policy under Insured Perils as shown and highlighted below:

### Insured Perils

16. **Accidental damage** being all risks of **damage** to the **property** insured **excluding:**
- a) **damage** or **consequential loss** caused by Insured Perils 1 to 13 above whether insured or not or specifically excluded by those Insured Perils
  - b) **damage** or **consequential loss** caused by or consisting of:
    - i) inherent vice, latent defect, **gradual deterioration, wear and tear**, its own faulty or defective design or materials
    - ii) faulty or defective workmanship, operational error or omission on the part of the **insured** or any **employee**but this will not exclude subsequent **damage** or **consequential loss** which itself results from a cause not otherwise excluded
  - c) **damage** or **consequential loss** caused by or consisting of:
    - i) **corrosion**, rust, wet or dry rot, shrinkage, evaporation, loss of weight, dampness, dryness, marring, scratching, vermin or insects

Initially, a local roofer came out to inspect the flat roof of the bay and confirmed that the flat bay roof and parapet are in a water tight condition. These have been capped with BUF and GRP, and the roofer did not feel that the flat roof was the cause of the water ingress. The outlet is approx 10cm across, there was a small amount of foliage/silt etc in there but nothing that could cause the water to build up on the bay roof (this has now been cleared). The cost of this investigative work was £70 +VAT.

The Structural Engineer visited and reported that in his opinion the source of the damp ingress is wind driven rain and sea-spray on the exposed gable, which is penetrating the 230mm wide soft red brick feature gable, leading to brick spalling in the loft area, and moisture dropping out at ceiling level. It's likely that water does not penetrate in any quantity, for instance as dripping or trickling down the inside or middle of the wall, but rather that the brickwork is constantly damp, moisture laden air passes around the flashing and damp-proof tray, and condenses on the ceiling and steel beam when the temperature drops, there being little or no insulation in this small flat roof area.

His recommendation is to use a moisture resisting clear masonry paint eg 'Wethertex WB1 Weather Blocker' by Rawlins will be specified as an option to resist rain and spray ingress, galvanised passivated nails and foil-backed plasterboard should be used when re-instating the flat ceiling, and the steel beams should be wire brushed and treated with a zinc rich primer. The Engineer noted that it may only have taken 7 years for the plasterboard nails to fail, it will be necessary to use nails suitable for external use, and plasterboard nails are for internal use by definition, plasterboard not being suitable for external use. Therefore some care will be required in choosing a suitable nail. The Engineer would hope that the repaired ceiling would last considerably more than 7 years, although re-painting may need to be done every 4 years or so.

Three quotes were sought on this basis, Company A being from a contractor who had worked previously on the Town Hall renovation work which included the front gable in 2016 (now working for a new company). The third suggested contractor, although chased several times has not been to visit or provide a quote.

#### Company A

To provide access scaffold to the front of the building externally around the bay window to the right-hand side of the entrance door. To gain access to the top of the bay window and apply a clear weatherproof coating to the gable end to stop water ingress through the brickwork.

Internally, to sheet up, and provide an access tower to the main chamber room.

To carefully cut out the ceiling lathes within the bay area and dispose off site. To provide and install foil backed plasterboard to the same location. To skim the ceiling to provide a smooth flat ceiling ready for decorating. To decorate the ceiling locally with standard white emulsion. To repair / replace the decorative coving as required to match. Clean and clear any surplus arisings from site. **£7,330 + VAT**

#### Company B

To erect internal scaffolding and lay protection to surround floor, strip damaged area back ready for repair, dispose of waste. Prep steel beams and treat with high zinc-based paint, board ceiling with foil backed board using rust proof fixings. Repair cornice mouldings created out of mdf to match existing. Two coat plaster finish to new boarded ceiling, paint and decorate where required, strip scaffold and clean room. Erect external scaffolding to excess gable end and flat roof, repair gable end brickwork where required, treat with WTBB additionally renew lead flashing above flat roof and set higher. **£4,110 + VAT**

Company A's quote does not include renewing the lead flashing as this was recently suggested by the Structural Engineer as worth doing while the scaffolding is erected.

It may also be worth Council considering whether insulation can be added to this area while the work is being done, Company B is happy to include this free of charge but checks are currently being made with the Structural Engineer regarding whether it would be advisable due to it not being a warm deck roof.

**Council is requested to consider the report on the repair of the Council Chamber ceiling and approve expenditure from the Town Hall Earmarked Reserve**

## **AGENDA ITEM 17: DATA RETENTION AND DISPOSAL POLICY**

Council's Data Retention Policy, which was first adopted in September 2014, is to be reviewed every three years and recommended to Council for approval.

Council's Finance & Governance Committee reviewed the Council's Data Retention and Disposal Policy, outlining the length of time and basis for the retention of specific documents and information before they should be disposed.

The Council's policy for retaining data is made in accordance with NALC guidelines.

The Data Retention Policy is attached at **Appendix E** for approval as recommended by the Finance & Governance Committee (*Minute #325 of 2023/24 refers*).

**Council is requested to review and approve its Data Retention Policy for the period 2023-2026.**

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