

**MINUTES of the ANNUAL COUNCIL meeting held at Felixstowe Town Hall on  
Wednesday 15 May 2024 at 7pm**

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

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs S Faversham (Civic Events Officer)  
Mrs S Morrison (Planning Administration Assistant)  
Mr S Congi (Finance Administration Assistant)  
Miss H Miles (Communications Officer)  
Mrs J Smith (Assets & Services Officer)

**IN ATTENDANCE:** 25 Members of the Public.  
1 Member of the Press

**IN ATTENDANCE ONLINE:** 3 Members of the Public

**MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection delivered by Rev. Philip Young, St John's Church, Felixstowe.

**1. ELECTION OF MAYOR**

**Mayor, Cllr Seamus Bennett, in the chair.**

Cllr Bennett reflected on the life-enhancing experience of his Mayoral year, highlighting the recent charity bike ride where £7,500 was raised for the Mayor's charities in five days by cycling 400 miles coast to coast from St David's to Felixstowe.

He also spoke of the Civic visit to Salzwedel for the 30th Anniversary of twinning and the warm welcome received. Other notable events included Felixstowe's hosting of the 50th Anniversary twinning event with Wesel, the Love Green Felixstowe Launch, the launch of Edible Felixstowe, the Ipswich to Felixstowe Classic Car Run, and a cream tea with the Friends of Felixstowe Hospital.

Cllr Bennett expressed his gratitude to the Council and all staff for their support throughout his Mayoral year.

Following the Mayor's address, Cllr M Deacon proposed, seconded by Cllr M Morris, that Cllr D Rowe be elected as Mayor of Felixstowe for the upcoming Municipal Year.

**RESOLVED that Cllr David Rowe be elected Mayor of Felixstowe for the Municipal Year 2024-25.**

Cllr Rowe was invested with the Mayor's Chain of Office and duly read out and signed the Declaration of Acceptance of Office.

### **Mayor, Cllr David Rowe, in the Chair.**

The Mayor expressed his privilege to serve as Mayor of the town he has called home all his life. He thanked his fellow Councillors for the great honour, specifically acknowledging Cllr Mike Deacon for proposing and Cllr Margaret Morris for seconding his nomination.

Although only elected to the Council last year, Cllr Rowe has a history of service as a Town and District Councillor from 1995-99 and County Councillor from 2001-05. He emphasised the special nature of this opportunity given his persistent efforts in council elections since the early 1990s.

The Mayor announced his charities for the forthcoming year: the Landguard Partnership Trust (supporting the Nature Reserve, Fort, and Museum) and Breast Friends, which provides support during and after breast cancer treatment.

Finally, the Mayor thanked the outgoing Mayor, Cllr S Bennett, on behalf of the Council for his hard work and commitment to Felixstowe over the past year and presented him with a gift.

### **2. ELECTION OF DEPUTY MAYOR**

It was proposed by Cllr A Folley, seconded by Cllr M James, that Cllr Corrine Franklin be elected as Deputy Mayor for the ensuing Municipal Year.

**RESOLVED that Cllr Corrine Franklin be elected Deputy Mayor for the ensuing Municipal Year 2024/25.**

### **3. PUBLIC QUESTION TIME**

There were none.

### **4. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Sharman**.

## **5. 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 Bennett Cllr S Wiles	All	Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett Cllr J Candy Cllr M Deacon Cllr A Folley	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Harkin	All	Other registerable interest (as an employee 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.

## **6. CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the **Minutes of the Ordinary Council Meeting held on 6 March 2024** be signed by the Mayor as a true record and adopted by the Council.

## **7. 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:**

**Planning & Environment Committee 6 March 2024**  
**Planning & Environment Committee 20 March 2024**  
**Finance & Governance Committee 20 March 2024**  
**Planning & Environment Committee 3 April 2024**  
**Personnel Committee 3 April 2024**  
**Civic & Community Committee 10 April 2024**  
**Planning & Environment Committee 17 April 2024**  
**Assets & Services Committee 24 April 2024**  
**Planning & Environment Committee 1 May 2024**

**8. NOTICE OF CASUAL VACANCY**

Council noted the resignation of Cllr Cherrie MacGregor and the resulting Casual Vacancy that had arisen.

The Town Clerk confirmed that, should 10 electors so request in writing to East Suffolk Council by 31 May 2024, a byelection for the vacant seat would be held. Otherwise, the Council could co-opt to the vacancy.

**It was RESOLVED that the Casual Vacancy Notice be noted.**

**9. ASSET REGISTER 2023/24**

The Asset Register had been reviewed by Council's Asset and Services Committee on 24 April 2024 and recommended for adoption as presented.

**It was RESOLVED that the Asset Register be adopted as presented.**

**10. COMMUNITY INFRASTRUCTURE LEVY (CIL) ANNUAL REPORT 2023/24**

Council received the report on CIL payments that had been received in the year 2023/24 and approved the CIL Annual report for the year 2023/24.

**RESOLVED that the Community Infrastructure Levy Annual Report for 2023/24 be approved as presented, published on the Council's website, and sent to East Suffolk Council.**

**11. SCHEME OF DELEGATION TO THE TOWN CLERK 2024/25**

**RESOLVED that the powers delegated to the Town Clerk for 2024/25 be approved as presented in the report.**

**12. COUNCIL GOVERNANCE AND POLICY 2024/25**

**It was RESOLVED that the following governance documents be approved and adopted by Council, inclusive of all recommendations as presented in the report and appended to the Minute Book 2024/25:**

- a) Terms of Reference.
- b) Standing Orders
- c) Financial Regulations
- d) Risk Management Policy & Risk Register
- e) Complaints Procedure
- f) Freedom of Information Publication Scheme
- g) Community Engagement Strategy

**It was RESOLVED that the Council's continued use of BACS payments be confirmed and approved.**

### **13. APPOINTMENTS TO COMMITTEES**

The Mayor referred Council to the schedule of proposed appointments to Council's Committees.

It was noted that the Mayor of Felixstowe was an ex-officio Member of all Committees with full voting rights if not otherwise formally appointed as a Councillor.

**It was RESOLVED that appointments to Committees for the ensuing Municipal Year 2024-25 be made 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 Darren Aitchison
4. Cllr Seamus Bennett
5. Cllr Stuart Bird
6. Cllr Marc James
7. Vacant – *to be appointed in due course*
8. Cllr Michael Sharman *\*\* (ex-officio as Chairman of C&C)*
9. Cllr Steve Wiles

#### **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 Darren Aitchison
4. Cllr Nick Barber
5. Cllr Jan Candy
6. Cllr Amanda Folley
7. Cllr Sharon Harkin
8. Cllr Margaret Morris
9. Cllr Bernard Price

#### **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 Darren Aitchison
4. Cllr Nick Barber
5. Cllr Jan Candy
6. Cllr Sharon Harkin
7. Cllr Margaret Morris
8. Cllr Bernard Price
9. Cllr Michael Sharman

### **PLANNING & ENVIRONMENT COMMITTEE (9)**

1. Cllr Stuart Bird (Chairman)
2. Cllr Margaret Morris (Vice-Chairman)
3. Cllr Nick Barber
4. Cllr Seamus Bennett
5. Cllr Jan Candy
6. Cllr Amanda Folley
7. Cllr Corrine Franklin
8. Cllr Bernard Price
9. Cllr Steve Wiles

### **PERSONNEL COMMITTEE (5)**

1. Mayor of Felixstowe (Chairman) (*ex-officio as Mayor of Felixstowe for 2024/25*)
2. Deputy Mayor (*ex-officio as Deputy Mayor for 2024/25*)
3. Cllr Seamus Bennett (*ex-officio as Mayor of Felixstowe for 2023/24*)
4. Cllr Mike Deacon
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

## **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

## **COMMUNITY INFRASTRUCTURE LEVY (CIL) WORKING GROUP**

1. Cllr Mike Deacon (Chairman)
2. Cllr Darren Aitchison
3. Cllr Nick Barber
4. Cllr Seamus Bennett
5. Cllr Margaret Morris
6. Cllr David Rowe
7. Cllr Michael Sharman

## **14. APPOINTMENTS TO OUTSIDE BODIES**

The Mayor referred Council to the schedule of proposed appointments to Outside Bodies.

**RESOLVED that the Members be appointed to Outside Bodies for the ensuing Municipal Year 2024-25 be appointed 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. Cllr Seamus Bennett

Haven Ports Welfare	1. Cllr Darren Aitchison
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Jan Candy 2. Cllr Seamus Bennett 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. Cllr Bernard Price
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 Corrine Franklin 2. Cllr Michael Sharman 3. Town Clerk
Felixstowe Chamber of Trade	1. Cllr Amanda Folley 2. Cllr Bernard Price
Ukraine2Felixstowe	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett

## **CHARITY TRUSTEES**

**RESOLVED** that the Council appoint the following Trustees to the Mayor of Felixstowe Charity Fund:

**Cllr David Rowe (Mayor of Felixstowe)**  
**Cllr Corrine Franklin (Deputy Mayor)**  
**Cllr Seamus Bennett (Immediate past Mayor)**

## **15. AUTHORISATION OF SIGNATORIES**

**COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBERS AS ITS BANK SIGNATORIES FOR 2024/25:**

**Cllr Seamus Bennett**  
**Cllr Mike Deacon**  
**Cllr Stuart Bird**  
**Cllr Sharon Harkin**  
**Cllr Margaret Morris**  
**Cllr Corrine Franklin**

**COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBER AS ITS QUARTERLY BANK RECONCILIATION SIGNATORY FOR 2024/25:**

**Cllr David Rowe**

**COUNCIL RESOLVED TO CONFIRM THE FOLLOWING OPEN CREDIT AGREEMENT FOR 2024/25:**

**Town Clerk, Deputy Clerk and Civic Events Officer be authorised by Council to withdraw up to £250 per month from Council’s bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.**

**16. SUBSCRIPTIONS**

Council reviewed its Council’s and staff subscriptions to other bodies for 2024/25 to the organisations below.

<b>Organisation</b>	<b>2024/25 fee</b>	<b>Notes</b>
Suffolk Association of Local Councils (SALC)	£2,521.57	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council’s risks.
Institute of Cemetery & Cremations Management (ICCM)	£100	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council’s risks.

And on behalf of its staff Council pays subscription fees to:

<b>Organisation</b>	<b>2024/25 fee</b>	<b>Notes</b>
Society of Local Council Clerks (SLCC)	£475	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£298	Professional membership of the Deputy Town Clerk

**It was RESOLVED that the subscriptions for 2024/25 be approved.**

**17. BUSINESS PLAN 2024-28**

Council considered the Business Plan covering the period of 2024-28.

Members commented on the thorough and professional process in the production of the business plan.

**It was RESOLVED that the Business Plan 2024-28 be approved and uploaded onto the Council’s website also being promoted via social media. The Summer magazine will include information from the Business Plan and express gratitude to respondents and outline the modifications made based on the survey feedback.**

**18. 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>
15/03/2024	444 - 454	£20,504.03
28/03/2024	471 - 493	£71,889.36
01/04/2024	1 - 5	£12,102.98
18/04/2024	6 - 19	£7,999.60
30/04/2024	20 - 38	£50,276.84
	<b>TOTAL</b>	<b>£162,772.81</b>

**19. CLOSURE**

The meeting was closed at 7.55 pm. It was noted that the next Ordinary Meeting was scheduled for 19 June 2024 at 7.30pm.

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

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