

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 12 February 2025 at 7.30pm

PRESENT: Cllr M Sharman (Chairman)
 Cllr C Franklin (Vice Chairman)
 Cllr D Aitchison
 Cllr N Barber
 Cllr S Bennett

Cllr J Candy
 Cllr A Folley
 Cllr S Harkin
 Cllr M Morris

OFFICERS: Mrs D Frost (Deputy Town Clerk)
 Mrs S Faversham (Civic Events Officer)

385. PUBLIC QUESTION TIME

None.

386. APOLOGIES FOR ABSENCE

None.

387. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr A Folley Cllr S Bennett Cllr J Candy	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of East Suffolk Council)
Cllr S Bennett	All	Disclosable Pecuniary Interest and Other registerable interest (as Member of Suffolk County Council)
Cllr S Harkin	All	Disclosable Pecuniary Interest and 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.

388. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 11 December 2024 be confirmed as a true record.

389. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 5 February 2025.

RESOLVED that the Budget Report to 5 February 2025 be received and noted as presented with no other action required at this time

390. CHARITY AND VOLUNTARY GROUPS SUMMIT

A member inquired whether organisations from the Orwell villages had been invited to the summit. It was clarified that the event was primarily intended for Felixstowe-based organisations; however, invitations could still be extended to those from the Orwell villages if appropriate.

RESOLVED Committee is requested to consider the report on the Charity and Community Summit.

391. ANNUAL TOWN MEETING AND CIVIC AWARDS 2025

Committee noted the report on the Annual Town Meeting and Civic Awards 2025. The Civic Events Officer confirmed that Felixstowe School had been booked as the venue, with the meeting scheduled to take place at 7pm on Wednesday 14th May.

Members considered a recommendation from the Council's Climate Emergency Working Group to introduce an Environmental Award as part of the Mayor's Civic Awards. While recognising the value of such an award, Committee noted potential challenges in identifying suitable nominees on an annual basis. However, it was agreed that the award should be introduced.

It was RESOLVED that :

- i. The report on the Annual Town Meeting and Civic Awards 2025 be noted; and,**
- ii. An Environmental Award be considered for inclusion as part of the Civic Awards at the Annual Town Meeting for the year 2025/26.**

392. VE80 EVENTS IN FELIXSTOWE

Committee received the report on the 80th Anniversary of VE Day. A correction was made to the report, clarifying that the cost of the VE80 wreath was £27.50 rather than £25.50.

The Deputy Town Clerk confirmed that funding for the event, estimated to be around £1,000, could be covered using a projected underspend from the Charity Summit budget. The Charity Summit had been allocated £3,000 from the Community Fund Earmarked Reserve (*Min #182 2024/25 refers*), with

anticipated costs of around £2,000. It was also noted that any external grant funding secured for the VE80 event would be welcomed.

It was RESOLVED that:

- i. the report on the VE 80th Anniversary be noted; and,**
- ii. funding for the event be drawn from the remaining balance of the £3,000 previously allocated for the Charity Summit (Min #182 2024/25 refers).**

393. FELIXSTOWE IN FLOWER 40TH ANNIVERSARY

Committee considered the report on the 40th anniversary of Felixstowe in Flower.

Members requested that the Working Group explore the possibility of holding the awards evening at the Town Hall in two sessions, with children's awards presented first, followed by the adult categories, as was done in 2023. It was felt that the Town Hall would be a prestigious and fitting venue for the event.

It was also suggested that some particular unapproached local businesses be invited to participate in sponsorship opportunities. Felixstowe BID was also identified as a potential partner. It was noted that the Mayor would be visiting schools in March. Officers would be aiming to increase sponsorship to progress towards covering 100% of costs. Members suggested that the Working Group should consider the sponsoring of trophies.

Additionally, members encouraged the involvement of community groups such as Guides and Scouts.

It was RESOLVED that:

- i. the report on the 40th Anniversary of Felixstowe in Flower be noted;**
- ii. the 40th Anniversary Working Group consider the Town Hall as a potential venue and review sponsorship opportunities for trophies;**
- iii. Officers seek to increase sponsorship with the aim of covering all associated costs; and,**
- iv. Felixstowe BID, and other local businesses be approached for potential involvement and sponsorship.**

394. HARWICH HARBOUR FERRY AGREEMENT FOR 2025

Committee received and noted the report on the Harwich Harbour Ferry Partnership agreement for 2025. The Deputy Town Clerk confirmed that £1,000 had been allocated in the budget to support the partnership grant for 2025/26.

It was RESOLVED that:

- i. the report on the Harwich Harbour Ferry Partnership be noted;**
- ii. the Harwich Harbour Ferry agreement be adopted and signed; and,**
- iii. The grant payment for 2025/26 be approved for payment in April.**

395. MAYOR'S CADET

Committee considered the introduction of a Mayor's Cadet for Felixstowe. It was proposed that instead of appointing a single cadet, both a Mayor's Cadet and a Mayor's Deputy Cadet be introduced. This would ensure that if the Mayor's Cadet was unable to attend an event, the Mayor's Deputy Cadet could step in. Each cadet organisation would be responsible for arranging representation.

Committee agreed that a badge should be presented to the Mayor's Cadet at the Annual Town Meeting, with framed certificates awarded at the end of their term to both cadets.

It was also agreed that the role of Mayor's Cadet should rotate between the Army Cadet Force, Air Training Corps, and Sea Cadets. Initial discussions had taken place with the Air Training Corps, and once confirmed, the other organisations would be approached.

Officers confirmed that a DBS check was not required, as the Mayor's Cadet would always be accompanied by a parent, guardian, or cadet representative.

Committee agreed that a safeguarding policy covering young and vulnerable individuals, including Youth Forum attendees, work experience placements, and the Mayor's Cadet, should be considered by the Personnel Committee.

It was RESOLVED that:

- i. the report on the Mayor's Cadet be noted;**
- ii. it be recommended to Council the Mayor's Cadet Policy be approved and consideration given to inviting the parent cadet force to also appoint a Mayor's Deputy Cadet; and,**
- iii. it be recommended to the Personnel Committee that a Safeguarding Policy be developed.**

396. PLAY AREA REFURBISHMENTS

Committee noted the report on play area refurbishments and welcomed the inclusion of varied equipment at different locations.

It was RESOLVED that the report on the play area refurbishments be noted.

397. OCCASIONAL GRANTS POLICY

Committee reviewed the Council's Occasional Grants Policy and suggested the following amendments:

- Page 1: Amend the eligibility criteria to explicitly include Community Interest Companies (CICs).
- Page 1: Modify the heading "What will not be funded" to read "What will usually not be funded" for greater flexibility.
- Page 3: Amend the final bullet point to state: "An Occasional Grant is given on the strict condition that the support of Felixstowe Town Council is suitably acknowledged in relevant promotional material and on social media, with evidence provided to the Council."
- two rounds are increased to three rounds for the year 2025/26 being 31 May, 30 September and 31 January.

It was RESOLVED that the Occasional Grants Policy for 2025/26 be recommended to Council for adoption, incorporating the above changes.

398. PRESS & MEDIA POLICY

Committee reviewed and approved the Press and Media Policy. Members suggested that the Council explore expanding its social media presence to include platforms such as Instagram and BlueSky. The Deputy Town Clerk advised that the Communications Officer would present a report on this at the next meeting.

It was RESOLVED that:

- i. the Press & Media Policy for 2025/26 be recommended to Council for adoption as presented; and,**
- ii. the Communications Officer provide a report on additional social media opportunities at the next Civic & Community Committee meeting.**

399. CLOSURE

The meeting was closed at 8.50 pm. It was noted that the next meeting was scheduled to take place on Wednesday 9 April 2025 at 7.30pm.

Date: _____

Chairman: _____