

**MINUTES of the ORDINARY COUNCIL meeting held at Felixstowe Town Hall on
Wednesday 19 June 2024 at 7.30pm**

PRESENT: Cllr D Rowe (Mayor) Cllr A Folley
Cllr C Franklin (Deputy Mayor) Cllr S Harkin
Cllr S Bennett Cllr M James
Cllr M Deacon Cllr M Morris
Cllr S Bird Cllr B Price
Cllr J Candy Cllr M Sharman

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mr S Congi (Finance Administration Assistant)

IN ATTENDANCE: 6 members of the public
5 members of the Public (*via Zoom*).

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection from Ms Val Taylor, Ranelagh Christian Fellowship.

72. PUBLIC QUESTION TIME

Council heard from members of the public on the issue of parking on Undercliff Road East. A beach hut licensee quoted terms of their beach hut licence which they had to comply with and which they felt were not being mutually considered by nuisance parking, which often caused obstructions and impacted on other users, particularly for those with protected characteristics. A representative of the Beach Huts and Chalets Association echoed similar concerns, urged that the Council ask East Suffolk Council to provide an alternative site for campervans and to reinstate the discounted car park season ticket for beach hut owners.

73. APOLOGIES FOR ABSENCE

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

74. 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 S Bird 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)
Cllr S Harkin	All	Other registerable interest (as an employee of East Suffolk Council)
Cllr A Folley	87	Other registerable interest (as sometimes contracted to work for the Felixstowe BID)

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.

75. QUESTIONS TO THE MAYOR

None.

76. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 15 May 2024 be signed by the Mayor as a true record and adopted by the Council.

77. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council and spoke of his recent Mayoral Engagements, highlighting his the Blue Flag Award and the moving commemoration for the 80th Anniversary of the D-Day.

The Mayor spoke of his delight in raising the Pride Flag to celebrate Pride Month.

The Mayor thanked those who attended his Civic Service, which had been a successful event.

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

78. 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 22 May 2024**
- b) Planning & Environment Committee 5 June 2024**
- c) Finance & Governance Committee 5 June 2024**
- d) Civic & Community Committee 12 June 2024**

79. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

There were none.

80. PARKING ON UNDERCLIFF ROAD EAST

Council considered a number of proposals from East Suffolk Council in respect of options to regulate the parking of campervans on Undercliff Road East.

The Clerk advised that, whilst the Town Council had no authority over parking enforcement or regulations, East Suffolk Council, as the enforcement authority, was seeking a steer from the Town Council prior to consulting with Suffolk County Council, as the authority responsible for traffic regulations, as to what – if any – options should be considered further.

Members agreed that the matter was an issue that needed to be addressed, as many residents had also expressed similar concerns as those raised at this meeting.

Following further discussion and debate it was agreed that regulations to prevent campervan and motorhome parking should be welcomed, notwithstanding that Felixstowe, as a popular visitor destination, should remain a resort which welcomes campers. As such it was agreed that any response to East Suffolk Council on this issue should include a recommendation that an alternative, appropriate, site for campervans and motorhomes be found in the town.

It was also agreed that there was a need for blue badge parking along Undercliff Road East and it was suggested that these spaces should be located close to the dropped kerbs, providing access to the prom from the road.

Following proposal and a vote it was RESOLVED that option one, as outlined in the report, should be recommended to East Suffolk Council, with the following addition that this not be implemented until a potential permanent alternative site be found for campervan and motorhome users.

81. INTERNAL AUDIT REPORT: FULL YEAR 2023/24

Council considered the final Internal Audit Report for the year 1 April – 31 March 2024 as presented.

It was RESOLVED that:

- i. it be noted that there were no significant actions arising from the final Internal Audit Report for the Financial Year 2023/24 and, therefore, no action plan is required to be submitted with the Annual Return 2023/24 to the External Auditor.**

82. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2023/24

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2023/24 as presented. Council paid thanks to the Town Clerk, Deputy Town Clerk and the Financial Administration Assistant for their hard work and were advised that the Notice of Public Rights and Publication of unaudited Annual Governance & Accountability Return notice would be displayed on the Town Hall noticeboard and on the Town Council Website in accordance with the statutory requirements.

In response to a question on election costs the Town Clerk confirmed that the November byelection had cost £6,354.37.

It was RESOLVED that:

- i. the Annual Return for the financial year ended 31 March 2024 (Section 1 – Annual Governance Statement) be approved and the Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- ii. the Annual Return for the financial year ended 31 March 2024 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council’s Responsible Finance Officer be approved, and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. it be noted that there were no actions arising from the final Internal Audit Report for the Financial Year 2023/24 and, therefore, no action plan was required to be submitted with the Annual Return 2023/24 to the External Auditor.**

83. REVIEW OF INTERNAL AUDIT EFFECTIVENESS 2024/25

Council reviewed the effectiveness of its internal audit arrangements.

It was RESOLVED that:

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of the auditors appointed by Suffolk Association of Local Councils; SALC be appointed to continue as the Council’s internal auditor, undertaking a half-yearly and year-end audit on the basis of Section 4 of the “Accountability and Governance Practitioner’s Guide 2024”.**

84. STATEMENT OF INTERNAL CONTROL 2024/25

Council received the Statement of Internal Control for the year end 31 March 2025 as reviewed and recommended by the Finance & Governance Committee.

It was RESOLVED that the Internal Control Statement for the year 2024/25 be adopted.

85. ANNUAL REPORT 2023/24

Council considered the Annual Report for the year 2023/24 as presented.

It was RESOLVED that the Annual Report for the Municipal Year 2023/24 be adopted.

86. COUNCIL INVESTMENTS

Council considered the re-investment from the proceeds of a 1 year fixed-rate bond with Close Brothers and other investments.

It was RESOLVED that :

- i. £500,000 be reinvested in a one year fixed rate bond with Close Brothers; and,**
- ii. Other investments are re-considered at Council's Finance and Governance Committee.**

87. LOVE GREEN FELIXSTOWE

Council considered a report on the Love Green Felixstowe festival. It was noted that the Felixstowe BID and East Suffolk Council had each committed £10,000 towards the event.

Members debated the merits of the Love Felixstowe event and the support of the Town Council.

It was RESOLVED that Council should support the Love Green Felixstowe festival and contribute £1,000 towards the event, via the Community Fund Earmarked Reserve.

88. FINANCIAL REGULATIONS 2024/25

Council received the updated Financial Regulations for 2024/25 as recommended by the Finance & Governance Committee. It was noted that these were based on the latest NALC model, published in May 2024.

It was **RESOLVED** that the Financial Regulations for the year 2024/25 be adopted.

89. RESERVES POLICY 2024-2026

Council received the General and Earmarked Reserves Policy for 2024-26 as reviewed and recommended by the Finance & Governance Committee.

It was **RESOLVED** that the **General and Earmarked Reserves Policy for 2024-26 be adopted.**

90. ACCOUNTS FOR PAYMENT

It was **RESOLVED** that the schedule and payment of accounts be received and approved as follows:

Date	Voucher Nos.	Total Payment
18/05/2024	39 – 69	£43,466.16
31/05/2024	70 – 80	£50,592.84
12/06/2024	81 - 96	£13,789.74
	TOTAL	£107,848.74

91. CLOSURE

The meeting was closed at 9.11pm. It was noted that the next Ordinary Meeting was scheduled for 4 September 2024 at 7.30pm.

Date: _____

Town Mayor: _____