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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr M Sharman (Chairman)

Cllr C Franklin (Vice Chairman)

Cllr D Aitchison

Cllr N Barber

Cllr S Bennett

Cllr J Candy

Cllr A Folley

Cllr S Harkin

Cllr M Morris

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 11 September 2024** at **7.30pm** for the transaction of the following business:

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:

<https://us02web.zoom.us/j/89465860989>

Alternatively, you may join via the meeting ID 894 6586 0989 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.

Ash Tadjrishi
Town Clerk
6 September 2024

For information (via email):

All Town Councillors
Local Press



A G E N D A

- 1. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Committee on any relevant matters.
- 2. Apologies for Absence**
To receive any apologies for absence.
- 3. Declarations of Interest**
To receive any declarations of interest and to consider any requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of Civic & Community Committee meeting held on 12 June 2024 as a true record. **(Pages 3-7)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 31 August 2024 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Annual Grants, Community Fund Projects & Partnerships**
To review and consider Annual Grants and Community Fund Projects in preparation for Committee's draft 2024/25 budget. **(Pages 9-10)**
- 7. Remembrance 2024**
To note arrangements for this year's Remembrance events. **(Page 11)**
- 8. Christmas Events**
To note and consider funding support towards Felixstowe's Christmas events plans. **(Page 12)**
- 9. Christmas Civic Service and Mayor's Charity Events**
To receive an update on the Christmas Civic Service and other Mayoral events. **(Page 12)**
- 10. Felixstowe in Flower**
To receive an update on Felixstowe in Flower. **(Page 13)**
- 11. Twinning: Wesel 50 / Salzwedel 30**
To consider a report on Twinning activities and visits. **(Page 14)**
- 12. Flag Flying Arrangements**
To review and consider Flag Flying arrangements at the Town Hall. **(Page 15 & Appendix B)**
- 13. CCTV Update**
To receive a report on CCTV. **(Page 16)**
- 14. Charities Summit**
To consider an update on the Charities Summit. **(Pages 17-18)**

15. Press & Media Policy

To review the Council's Press & Media Policy since the Council Motion to suspend its use of X (formerly twitter). **(Page 13 & Appendix C)**

16. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 9 October 2024 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 12 June 2024 at 7.30pm

PRESENT: Cllr M Sharman (Chairman)
Cllr N Barber
Cllr J Candy
Cllr A Folley
Cllr S Harkin
Cllr M Morris
Cllr B Price

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Civic Events Officer)
Ms H Miles (Communications Apprentice)

51. PUBLIC QUESTION TIME

None.

52. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr C Franklin**.

53. DECLARATIONS OF INTEREST

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

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

Cllr S Harkin declared an Other Registerable Interest in the grant application from Felixstowe Museum (as a Trustee of the Museum).

As the matter for consideration directly related to her Other Registerable Interest, Cllr Harkin advised that she would leave the meeting prior to any debate and decision on this item.

Cllr M Morris declared an Other Registerable Interest in the grant application from Felixstowe Fairtrade Forum (as a Trustee of the Museum).

As the matter for consideration directly related to her Other Registerable Interest, Cllr Morris advised that she would leave the meeting prior to any debate and decision on this item.

Cllr M Sharman declared an Other Registerable Interest in the grant application from Felixstowe Society (as a Member of the Society).

As the matter for consideration directly related to his Other Registerable Interest, Cllr Sharman advised that he would leave the meeting prior to any debate and decision on this item.

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.

54. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 10 April 2024 be confirmed as a true record.

55. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 7 June 2024.

RESOLVED that the Budget Report to 7 June 2024 be received and noted as presented with no other action required at this time.

56. 80TH ANNIVERSARY OF THE CRASHING OF THE LANCASTER BOMBER LM258 INTO THE SEA

Members discussed a commemorative event to mark the 80th anniversary of the crashing of the Lancaster Bomber LM258 into the sea on 25th August 1944.

It was agreed that the Town Council would commemorate the event with the Museum, potentially with a wreath out to sea and a short service outside the Town Hall. The event would also be promoted via the Council's social media channels and in the Autumn magazine.

RESOLVED that the Town Council support a commemorative event to mark the 80th anniversary of the crashing of the Lancaster Bomber LM258 into the sea on 25th August 1944.

57. OCCASIONAL GRANTS ROUND 1 2024/25

Committee considered completed applications for funding received prior to the 31 May 2024 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being £18,491.75.

RESOLVED that the following Occasional Grants be awarded:

At this point in the meeting, having declared an Other-Registerable Interest in the following item, Cllr S Harkin left the meeting.

- i. Up to £500 awarded to Felixstowe Museum towards events to mark the 80th anniversary of the crashing of the Lancaster Bomber LM258.

Cllr Harkin returned.

- ii. £750 awarded to Breast Friends towards surgery kits, publicity material and refreshments for breast cancer survivor events.
- iii. £1,000 awarded to Dora Brown for the Felixstowe Families Project towards waste disposal, furniture and self-care equipment for 3 Felixstowe families.

At this point in the meeting, having declared an Other-Registerable Interest in the following item, Cllr M Morris left the meeting.

- iv. £200 awarded to Felixstowe Fairtrade Forum towards the visit of Patrick Kaberia.

Cllr M Morris returned.

- v. £500 awarded to Ipswich Skating Club towards coach training and skates – funding to be ringfenced until a Felixstowe venue is confirmed.
- vi. £36.99 awarded to Save the Children Fund towards a new trailer tarpaulin.
- vii. £2,000 awarded to TS Landguard – Felixstowe Sea Cadets for training room furniture.

At this point in the meeting, having declared an Other-Registerable Interest in the following item, Cllr M Sharman left the meeting.

In the absence of the Chairman and Vice-Chairman, Cllr N Barber was elected as the Chairman for the consideration of the following item.

- viii. £1,600 awarded to the Felixstowe Society towards Heritage Open Day promotion costs

Cllr Sharman returned. Cllr Sharman in the Chair.

- ix. £500 awarded to WAMFest towards Multicultural Workshops.

It was therefore **RESOLVED** that for the first round of Occasional Grants for 2024/25 a total of £7,086.99 be awarded and approved for payment based on the schedule above.

58. SUFFOLK DAY 2024

Members noted the report and received a verbal update from the Civic Events Officer. Local residential homes and schools had been invited.

It was noted that the event would be promoted on social media and all Councillors would be reminded of the details.

RESOLVED that the update report on Suffolk Day 2024 be noted.

59. CCTV UPDATE

The Deputy Town Clerk presented a report on the CCTV Working Group. Following a discussion it was agreed that the Working Group should report back to Committee in September with further updates.

RESOLVED that the CCTV update report be noted.

60. FELIXSTOWE IN FLOWER

The Civic Events officer presented a report on Felixstowe in Flower.

RESOLVED that the Felixstowe in Flower report be noted.

61. TWINNING: WESEL 50 / SALZWEDEL 30

Members noted the report on Town Twinning and received an update from the Clerk.

RESOLVED that the report on Twinning be noted; a Reception event be held at the Town Hall on 20th July for the 30th Salzwedel Anniversary; and that a Civic Party, comprising the Mayor, Mayor's Escort, Deputy Mayor, Deputy Mayor's Consort and the Town Clerk, attend the 50th Anniversary of Twinning events in Wesel in September.

62. CHARITIES' SUMMIT

Members received a proposal for the Town Council to host a summit to facilitate networking and support for local charities. The Committee agreed that it is important to consult with the charities to understand their expectations and goals for the summit.

Considering the overlap with the Love to Work event and the summer break for many groups, the Committee suggested that October might be too early for the summit. Further discussions will be held to determine a more suitable date and the Clerk would report back to Committee in due course.

RESOLVED that further information is sought from charities, and the Clerk to reported back to Committee in September or October.

63. CLOSURE

The meeting was closed at 9.11pm. It was noted that the next meeting was scheduled to take place on Wednesday 11 September 2024 at 7.30pm.

AGENDA ITEM 5: CIVIC & COMMUNITY BUDGET REPORT

Committee is to regularly receive reports on the Civic & Community element of Council's budget. A summary of the position to 31 August 2024 is provided below with a detailed report at **Appendix A**.

1 April - 31 August 2024 (2024 - 2025)

Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
301 Civic & Community	4,191.00		4,191	0.00%	38,578.00	19,270.32	19,308	49.95%
302 Grants				N/A	44,950.00	25,946.99	19,003	57.72%
303 Felixstowe in Flower	6,000.00	3,370.87	2,629	56.18%	9,250.00	6,455.81	2,794	69.79%
304 Communication	8,000.00	995.00	5,005	12.44%	22,000.00	4,903.00	17,097	22.29%
305 Community Projects & Partne	8,000.00			N/A	11,000.00	11,000.00	0	100.00%
NET TOTAL	26,191.00	4,365.87	11,825.13	16.67%	125,778.00	67,576.12	58,201.88	53.73%

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Committee is requested to consider the budget report to 31 August 2024 and decide any action it deems necessary.

AGENDA ITEM 6: ANNUAL GRANTS, COMMUNITY PROJECTS & PARTNERSHIPS

Each year, the Council provides ongoing financial support to a number of local partner organisations. These organisations have been invited to confirm their funding requirements for the upcoming financial year, 2025/26, to enable the Committee to consider provisions for Annual Grants.

Members will be presented with the completed applications submitted prior to the meeting.

Please also note that the Fairtrade Forum has, for the first time, requested an annual grant to cover the cost of maintaining their website.

For reference, the funding allocated to each organisation in the current year is listed alongside their funding request for 2025/26, as detailed on their application forms.

As Annual Grants:

	2024/25	Application request
Art on the Prom	£3,000	£4,000
Citizen's Advice	£3,000	£3,000
FACTS	£2,500	£2,500
Felixstowe Book Festival	£2,000	£2,000
Felixstowe Carnival	£3,500	£5,000
Felixstowe Council for Sport and Recreation	£ 300	£ 300
Felixstowe Coast Patrol	£2,000	£2,000
Landguard Fort	£1,000	£1,000*
Royal British Legion	£ 250	£ 250
Salzwedel Twinning Association	£ 200	£ 200
Wesel Twinning Association	£ 200	£ 200
WAMFest	£2,000	£3,000
Fairtrade Forum	-	£42
Total	£19,950	£23,492

** application not received at time of writing agenda so previous year amount is being assumed in the meantime.*

Through Community Projects & Partnerships:

Level Two Youth Project	£10,000
Harwich Harbour Ferry Services Partnership	£ 1,000
Total	£11,000

Christmas Lights

The grant received was £6,750 for many years and last year was increased to £8,000.

For the 2025/26 season the Lions are requesting **£8,000**. A report and grant application has also been received and will be forwarded to members prior to the meeting.

Harwich Harbour Ferry Services

A report has also been received from Harwich Harbour Ferry Services (HHFS), with recent accounts for Committee to consider any agreement for 2025. The partnership agreement is currently renewed on an annual basis, and in order to review the financial situation from all perspectives at an early stage for the 2025 season, a meeting of the partners normally takes place in October/November.

Under the terms of the agreement, the partners' contributions, totalling £30,750 are currently split as follows:

- Essex County Council: £12,500
- Suffolk County Council: £12,250
- Tendring District Council £1,500
- East Suffolk Council: £1,500
- Babergh District Council: £1,000
- Felixstowe Town Council: £1,000
- Harwich Town Council: £1,000

The annual contribution is to support the refurbishment and running costs of the service. Essex County Council manage the agreement on behalf of the partners, advising Harwich Harbour Ferry Services on the marketing of the service, the partnership and monitor the performance of the service in discussion with the partners.

Committee is requested to consider the provision of Annual Grants and Community Fund Projects for inclusion as part of the preparation for the Committee's 2025/26 draft budget recommendations.

AGENDA ITEM 7: REMEMBRANCE 2024

The Remembrance events for 2024 have been confirmed as follows:

- **Saturday 26th October:** Launch of the 2024 Poppy Appeal at the Triangle, featuring a parade.
- **Thursday 7th November, 7.30pm:** Felixstowe Festival of Remembrance Concert at St John's Church, Orwell Road (organised by the Felixstowe Branch of the Royal British Legion).
- **Sunday 10th November:** Remembrance Sunday
 - 9.45am: Civic Remembrance Service at St John's Church, Orwell Road.
 - 10.45am: Civic Act of Remembrance at Felixstowe War Memorial, Undercliff Road West.
 - 12.00 noon: Remembrance Service at the War Graves, Felixstowe Cemetery.
- **Monday 11th November, 10.45am:** Armistice Day Schools have been invited to attend and participate. Due to the large number of wreaths laid following Remembrance Sunday, wooden crosses will not be laid by schoolchildren this year. However, schools are encouraged to read poems and bring their own tributes, which can be placed prior to the 11am silence.

Committee is requested to note the report on Remembrance activities, alongside any other update, and decide on any actions it deems necessary.

AGENDA ITEM 8: CHRISTMAS LIGHTS AND EVENTS 2024

Felixstowe's festive season for 2024 is shaping up to be a vibrant one, beginning with the much-anticipated Lions Christmas lights and tree switch-on at 5pm on 30th November.

Building on the success of Love Green Felixstowe, the Felixstowe BID's plans for this year's Christmas events are well underway.

Felixstowe BID has expressed its appreciation for the Town Council's ongoing financial support towards Christmas events and has requested similar funding to assist with this year's festivities, to enable the return of the popular ice rink.

In 2023/24, the Council contributed £3,000 towards Christmas events for this purpose and a provision for the same was included in this year's 2024/25 budget.

The Committee is invited to review the Christmas Lights and seasonal programme and to approve the £3,000 donation from the Seasonal Events budget to support the return of the Christmas Ice Rink.

AGENDA ITEM 9: CIVIC CHRISTMAS CAROL SERVICE AND MAYOR'S CHARITY EVENTS

Committee is requested to note the Mayoral events scheduled, as follows:

- **Barn Dance – 11th October** Felixstowe Labour Club – Details tbc
- **Boogie Bingo – 16th November** – Felixstowe Labour Club 7pm
- **The Mayor's Civic Christmas Carol Service** will be held on **Thursday 19 December at 4.30pm**, Trinity Methodist Church, 26 Hamilton Rd, Felixstowe IP11 7AN.
- **Mayor's Charity Curry Night Monday 13th January 6.30 for 7pm Bombay Nite**, Walton High Street
- **Alba Chira evening Tuesday 11th February** – Details tbc
- **La Vida - Night at the Musicals** – February – Details and date tbc
- **Mayor's Fashion Show** – March -Details tbc

Full details and information on these, and other events, including how to book tickets, will be promoted widely and direct to Councillors. Members are encouraged to support the Mayoral events wherever possible.

Committee is requested to note the details for the Civic Christmas Carol Service and Mayor's Charity events and decide any action it deems necessary.

AGENDA ITEM 10: FELIXSTOWE IN FLOWER

The Felixstowe in Flower Awards evening is scheduled to take place at 6pm on Thursday, 17th October, at Felixstowe Ferry Golf Club.

The hanging baskets, installed in May, have performed well throughout the season and are due for gradual removal starting mid-September. Sponsorship levels have remained consistent with the previous year, with £5,171 invoiced against the set budget of £6,000. Once again, David Button Independent Funeral Directors served as the primary sponsor.

In preparation for Remembrance, the planters at the front of the Town Hall will be refreshed.

Following last year's switch to a new supplier after Grange Nurseries ceased trading, the Grounds Team has been pleased with the quality of the flowers from Katie's Gardens. Given the challenges in obtaining three quotes from local suppliers, the recommendation is to continue using Katie's Gardens going forward.

Water retention gel was used in the baskets this year. While it did not reduce the need for watering (still twice a week), it significantly improved the plants' resilience during dry periods.

Next year marks the 40th anniversary of Felixstowe in Flower. Members are asked to consider ways to celebrate this milestone, and a working party could be formed to organise a special event to commemorate the occasion.

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

AGENDA ITEM 11: TWINNING: WESEL 50 / SALZWEDEL 30

Wesel

The Mayor, Deputy Mayor, and Town Clerk will represent Felixstowe during their visit to Wesel in celebration of the 50th Anniversary of town twinning between Wesel and Felixstowe at the end of September.

The Civic Party will depart from Stansted Airport to Cologne on Friday, 20th September, where they will be met by the Wesel Fire Service bus. Arrival in Wesel is expected around 5pm, at which time they will be welcomed by their hosts.

On Saturday, 21st September, the Civic Party will attend an exhibition showcasing 50 years of twinning, followed by a reception in the Council Chamber.

Sunday, 22nd September, will see the unveiling of a memorial stone and plaque to commemorate the 50-year partnership, located in front of the Musik & Kunstschule. The memorial will stand alongside five trees, each symbolizing a decade of twinning between the two towns.

The delegation will return to Felixstowe on Monday, 23rd September.

Salzwedel

Following the 20th July Reception held at the Town Hall for the 30th Anniversary of the towns' partnership, the Burgermeister of Salzwedel, Olaf Meining, formally invited a civic delegation from the Town Council to visit Salzwedel in October.

Due to budgetary and diary constraints, and given that a delegation from the Town Council visited Salzwedel in April under the previous Mayor's tenure in office, the invitation was declined. The Mayor expressed the Town Council's appreciation for the invitation and grateful thanks for the gift of a tree which was planted in Allenby Park to commemorate the anniversary.

Committee is requested to consider the report on Twinning and decide on any actions it deems necessary.

AGENDA ITEM 12: FLAG FLYING ARRANGEMENTS

Committee is requested to review the Council's current flag-flying arrangements at the Town Hall. Since 2016, the Council has followed a calendar of designated flag-raising days, with the Union Flag flown by default and additional flag-raising events considered on a case-by-case basis.

Following the updated guidance issued by the Department for Digital, Culture, Media and Sport on 24 March 2021, the Union Flag is permitted to be flown on UK Government Buildings every day. The guidance encourages the Union Flag to be flown all year round, unless another flag takes precedence—such as a national flag of the UK, a county flag, or flags marking civic pride. The Union Flag should be the default and, when flown with other flags, must take the superior position.

There are designated days when the Union Flag should be flown on UK government buildings by command of His Majesty the King as per the guidance here:

<https://www.gov.uk/guidance/designated-days-for-union-flag-flying>

- **1 March:** St David's Day (in Wales)
- **11 March:** Commonwealth Day (second Monday in March)
- **17 March:** St Patrick's Day (in Northern Ireland)
- **9 April:** HM The King's Wedding Anniversary
- **23 April:** St George's Day (in England)
- **6 May:** Coronation Day
- **15 June:** Official Birthday of HM The King
- **21 June:** Birthday of HRH The Prince of Wales
- **17 July:** Birthday of HM The Queen
- **8 September:** HM The King's Accession
- **10 November:** Remembrance Day (second Sunday in November)
- **14 November:** Birthday of HM The King
- **30 November:** St Andrew's Day (in Scotland)

The Council has also flown other flags for civic pride on specific dates:

- **Pride Month (June):** Progress Pride Flag flown in the week before the King's Official Birthday.
- **Suffolk Day (21 June)**
- **Armed Forces Day (24 June)**
- **NHS and Frontline Workers Day (5 July)**
- **Merchant Navy Day (3 September)**
- **Emergency Services Day (9 September)**

Additionally, the Council has previously flown flags for Fairtrade Fortnight in September, and the flag of Ukraine on the anniversary of the invasion and the country's Independence Day.

To address the growing number of ad-hoc requests and reduce uncertainty, Committee is asked to review the current policy and ensure clarity for future flag-flying events. This would provide a consistent framework for the Council to handle flag requests while maintaining the significance of key civic and national days.

Committee is requested to review the Council's arrangements for flag-flying at the Town Hall as per the policy at Appendix B.

AGENDA ITEM 13: CCTV UPDATE

Following the update provided at the June Civic and Community Committee meeting, East Suffolk Council has been actively working to obtain a range of quotes for the installation of a CCTV camera at Seashore Beach Village

The initial quote presented to the committee for a complete CCTV replacement featured equipment typically used by the military, which proved to be significantly more expensive compared to the options now under consideration by East Suffolk Council.

During the last meeting, the Council's CCTV Working Group expressed interest in receiving feedback from East Suffolk Council regarding the performance of the deployable camera currently in use at Seashore Beach Village before making any further decisions about the broader CCTV system.

East Suffolk Council is now reviewing these quotes, and once they have been evaluated, the matter will be subject to a consultation process.

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

AGENDA ITEM 14: CHARITIES' SUMMIT

Following the report to the previous meeting, further discussions have been held and Committee is request to consider progressing this new initiative.

Following discussions with the Mayors Charities for 2024/25 , as desire to see charities across the town working more closely together and supporting one another has been expressed. This could be through networking , sharing information in relation to events being held and also supporting each other with challenges that all charities face in relation to requiring support in back office functions such as Human Resources, Legal Services, Marketing, Payroll and Accountancy services

As a result of these discussions the Town Clerk and Mayor discussed how support might be offered to Charities and how the Town Council might facilitate those support networks. The results of the discussion was that a Charities Summit could be held to bring Charities together.

Proposal

The proposal would be that the Town Council call a Charities Summit inviting all Charities and community groups in Felixstowe. The purpose of the summit would be to have a programme of activities that supported charities and provide networking opportunities , with a view to Charities working more closely together in future.

The role of the Town Council would be to facilitate the initial summit resulting in Charities then managing future support and joint working themselves perhaps with some initial support from the Town Council before they became fully self sufficient

How , Where And When

It would be hoped to hold the summit in February 2025 at Felixstowe School, from 10am-3.30pm (TBC).

The summit would include key note speeches that would be of interest to all charities such as Charities Commission, National or Suffolk Association of Voluntary Services. There would then be workshops which those attending could choose from such as Marketing, Fundraising, Accountancy and Payroll, Human Resources, Employment Law, Charity Law etc,. The workshops would be provided by local firms providing such services.

There would also be an opportunity for local charities and local businesses providing services for Charities to have a stand in the atrium which would be open before the event , during breaks and at lunch time.

Town Council Role

As the facilitator of the event the Town Council would organise the summit and manage the invites. The Mayor could open the event and draw it to a conclusion.

The Town Council would pay for the initial event such as hire of the building and lunch , although it may be possible to get sponsorship from some of the local

companies who are coming along and / or charge for businesses who may profit from the event to have a stand

Measures of Success

It would be hoped that following the event Charities would

- have confidence in working more closely together
- share information between themselves more widely
- perhaps set up a network to continue meeting
- consider how they might benefit from sharing back office functions such as Human resources , payroll or legal services by connecting with local business

The local businesses attending would

- have a greater understanding of the charity sector
- be able to tailor their services to meet the charity market
- consider teaming up with charities to offer discounted or free advice
- encourage some of their staff to become trustees

Budget

While it may be possible to get sponsorship from some of the businesses taking part and to make a small charge for businesses to have a stall in the marketplace, for budgeting it is assumed that the Council will pay for the event and therefore should any income be raised the cost would be less than indicated.

The budget requested is £1500 this is to cover hire of venue and lunch.

There may be some small incidental costs in relation to marketing the event although email addresses are held for most of the charities in the town and we can use established business networks such as the Chamber of Commerce to contact businesses

The cost of officer time has not been factored into the costs

Conclusion

It is believed that the Town Council could make a real difference to charities and community groups by facilitating such an event and play a part in supporting organisations that are very good at providing the direct support to our community that they offer but often struggle with the administrative and office tasks that go with running a charity or community group.

The event would connect charities with local business and result in closer working and sharing of information.

The committee is requested to consider the proposal that Felixstowe Town Council facilitate a Charities Summit to take place in February 2025 and recommend to Council that a budget of £1,500 is set aside for this purpose.

AGENDA ITEM 15: PRESS & MEDIA POLICY

The following Motion was passed by Council on 4th September (*Minute #162 of 2024/25 refers*):

“This Council is deeply saddened by the recent riots fuelled by hatred, far right extremism and islamophobia on social media in particular the X (formerly twitter) platform.

X appears to be doing little to restrict this hateful content.

As a result this Council determines to suspend the use X as a form of communication and instructs the Civic & Community Committee to review the Council’s Press & Media Policy accordingly.”

Since the Motion was passed, a statement on the Council’s suspension of the use of X Councillors has been issued and logo and its links were removed from the Town Council website.

In accordance with the Council’s instructions, Committee is requested to review the Council’s Press & Media Policy which is shown at Appendix C.