

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

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 12 February 2025** 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
7 February 2025

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 11 December 2024 as a true record. **(Pages 4-8)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 5 February 2025 and consider any actions deemed necessary. **(Page 9 & Appendix A)**
- 6. Charity and Voluntary Groups Summit**
To receive an update report on the Charity Summit. **(Page 10)**
- 7. Annual Town Meeting and Civic Awards 2025**
To consider arrangements for this year's Annual Town Meeting and Civic Awards. **(Page 11)**
- 8. VE80 Events in Felixstowe**
To consider a report on events marking the 80th Anniversary of VE Day in Felixstowe. **(Page 12-13)**
- 9. Felixstowe in Flower 40th Anniversary**
To receive an update report on the 40th Anniversary of Felixstowe in Flower. **(Pages 14-15)**
- 10. Harwich Harbour Ferry Agreement for 2025**
To receive the Harwich Harbour Ferry Partnership Agreement for 2025. **(Page 16 & Appendix B)**
- 11. Mayor's Cadet**
To consider introducing a Mayor's Cadet program and an associated policy. **(Page 17 & Appendix C)**
- 12. Play Area Refurbishments**
To receive an update on the Play Area Refurbishment project. **(Page 18)**
- 13. Occasional Grants Policy**
To review Council's Occasional Grants Policy and make any recommendations to Council. **(Page 19 & Appendix D)**

14. Press & Media Policy

To review Council's Press & Media Policy and make any recommendations to Council. **(Page 19)**

15. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 9 April 2025 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 11 December 2024 at 7.30pm

PRESENT: Cllr M Sharman (Chairman)
Cllr C Franklin (Vice Chairman) Cllr J Candy
Cllr D Aitchison Cllr A Folley
Cllr N Barber Cllr S Harkin
Cllr S Bennett Cllr M Morris

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Ms H Miles (Communications Officer)

IN ATTENDANCE: 5 members of the public (in-person)
1 member of the public (via Zoom)

318. PUBLIC QUESTION TIME

Committee heard from members of the public in attendance, representing the Palestine Solidarity Campaign (Ipswich and South Suffolk Branch). The group were requesting the Council to raise the Palestinian flag in support of the plight of the people of Gaza and in remembrance of the thousands of children killed in the past year.

Committee agreed for item 7 – Flag flying Arrangements to be brought forward to item 5.

319. APOLOGIES FOR ABSENCE

None.

320. 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	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of Suffolk County Council)
Cllr S Harkin	All	Disclosable Pecuniary Interest and Other registerable interest (as an employee of East Suffolk Council)

Cllr J Candy	322	Other registerable interest as Member of a Palestine support group
Cllr D Aitchison	324	Other registerable interest as Chair of Governors (Felixstowe School)
Cllr A Folley	324	Other registerable interest as friend of applicant for I-Woman CIC
Cllr S Harkin	330	Other registerable interest as Chair of Felixstowe Museum (VE day)

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 Civic & Community Committee meeting held on 9 October 2024 be confirmed as a true record.

322. FLAG FLYING ARRANGEMENTS

Members reviewed the Council’s Flag Flying Policy, drafted following the previous meeting.

Members recognised the precedence set by the Council for receiving requests for flying flags of other nations with the raising of the Ukraine flag, but also felt that the Council had raised the flag in support of ‘Homes in Ukraine’ as many Ukrainians had been re-housed in Felixstowe.

Requests for the flying of other flags not covered by the policy, but linked to a ‘recognised’ event should be received by the Committee to consider.

It was RESOLVED that the Flag Flying policy be adopted with the following amendments:

- i. The last two paragraphs of the existing flag flying policy with reference to Ukraine and delegation to the Clerk are deleted; and,**
- ii. The following is inserted:**

Committee may consider other flag raising events in advance on a case by case basis. However, the Town Council will not ordinarily fly flags of other nations.

323. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 30 November 2024.

RESOLVED that the Budget Report to 30 November 2024 be received and noted as presented with no other action required at this time.

324. OCCASIONAL GRANTS 2024-25

Committee noted the update from Ipswich Skating Club regarding their Felixstowe venue and the funding from Round 1 of £500 has been released.

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 £29,568.56 from a pot of £17,253.01.

It was RESOLVED that:

- i. The update from Ipswich Skating Club be noted along with the release of the £500 grant from Round 1; and,**
- ii. the following Occasional Grants for Round 2 be awarded:**

Name of Organisation	Grant Project	Amount Awarded
356 Air Cadets	STEM Engagement equipment (Science, Technology, Engineer & Maths)	£1,000.00
Compass	Debt support for 8 local families overwhelmed by debt	£1,313.20
Cuppa	Repair Café - recalibration of PAT tester and thermal camera	£392.27
Edible Felixstowe	Edible Felixstowe 2025 Celebration Event / Harvest Festival	£750.00
F-Cat	Felixstowe Folk & Shanty Festival #2	£1,000.00 Subject to going ahead
Felixstowe Lions Club	School Garden Improvement Project	£500.00
Felixstowe Methodist Church	New Kitchen project used by variety of groups	£1,000.00
Felixstowe Opportunities Group	Essential repairs and Redecoration	£1,500.00
Felixstowe Radio	Outdoor broadcasting equipment	£1,000.00

Friends of Fairfield & Colneis	Early Years Foundation Stage (EYFS) outdoor equipment	£500.00
Hamilton MAS	WAVE - a move/me(a)nt for health as part of UK wide Coastal Arts Festival 'Beach of Dreams'	£1,800.00 Subject to going ahead
Headway	Support for People with Neurological Conditions	£500.00
Home Start	Cooking Group in Felixstowe for carers/parents	£405.00
i-Woman	i-Woman Community Platform events to empower women in Felixstowe	£600.00
Little Hoppers	Undercover outdoor area	£1,000.00
Memory Lane	Crafts and refreshments for Memory Lane Group	£700.00
SARS	SARS Felixstowe Activity	£500.00
Save the Children	Santa and Rudolph's Ride Around Felixstowe Tracker	£99.99
Suffolk Mind	Improving Sustainability at Suffolk Mind's Felixstowe Office	£500.00
TS Landguard Sea Cadets	New Classroom – Land Clearance/ Skip Hire/ Footings	£500.00

It was therefore RESOLVED that for the second round of Occasional Grants for 2024/25 a total of £15,560.46 be awarded and approved for payment based on the schedule above from the Occasional Grant Budget.

325. HARWICH HARBOUR FERRY UPDATE

Members noted the update report from the Harwich Harbour Ferry.

It was RESOLVED that the Harwich Harbour Ferry update be noted.

326. SUMMIT FOR CHARITIES AND VOLUNTARY GROUPS

Members considered the report on the Charities and Voluntary Groups Summit taking place on 20th February 2025 at Felixstowe School.

It was RESOLVED that the report on the Summit for Charities and Voluntary Groups be noted.

327. FELIXSTOWE IN FLOWER 40TH ANNIVERSARY

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

It was RESOLVED that the report on the 40th Anniversary of Felixstowe in Flower be noted.

328. MS EUROPEAN GATEWAY REMEMBERED

Committee considered the report on the 42nd Anniversary of the MS European Gateway disaster.

It was RESOLVED that the report on the 42nd Anniversary of the MS European Gateway disaster be noted.

329. 72ND ANNIVERSARY OF THE FELIXSTOWE FLOODS

Committee considered the report on the 72nd Anniversary of the Felixstowe Floods.

It was RESOLVED that the report on the 72nd Anniversary of the Felixstowe Floods be noted.

330. 80TH ANNIVERSARY OF VE DAY

Committee considered the report on the 80th Anniversary of VE Day. It was agreed that a working party including all interested parties should be formed to include Royal British Legion, Landguard Trust and representatives of Felixstowe Town Council.

It was RESOLVED that:

- i. the report on the 80th Anniversary VE Day be noted; and,**
- ii. the Town Clerk meet with interested Members, the Royal British Legion and Landguard Trust and bring regular updates to Committee.**

331. CLOSURE

The meeting was closed at 10.09 pm. It was noted that the next meeting was scheduled to take place on Wednesday 12 February 2025 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 5 February 2025 is provided below with a detailed report at **Appendix A**.

1 April - 5 February 2025 (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	28,328.96	10,249	73.43%
302 Grants				N/A	44,950.00	39,502.45	5,448	87.88%
303 Felixstowe in Flower	6,000.00	4,050.06	1,950	67.50%	9,250.00	7,488.57	1,761	80.96%
304 Communication	6,000.00	3,550.00	2,450	59.17%	22,000.00	14,709.00	7,291	66.86%
305 Community Projects & Partne	8,000.00			N/A	11,000.00	11,000.00	0	100.00%
NET TOTAL	24,191.00	7,600.06	8,590.94	31.42%	125,778.00	101,028.98	24,749.02	80.32%

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Committee is requested to consider the budget report to 5 February 2025 and decide any action it deems necessary.

AGENDA ITEM 6: CHARITY AND VOLUNTARY GROUPS SUMMIT

Following Committee's approval of the event, plans have been finalised for the upcoming Charity and Voluntary Groups Summit, scheduled for Thursday, 20th February 2025, at Felixstowe High School

The Summit is aimed at supporting and enhancing the work of charities, voluntary, and community groups in the area. The event will feature a series of workshops, keynote speeches, and networking opportunities, with a focus on topics that are vital for the success and growth of these groups. Workshop topics were selected based on survey feedback from attendees and a number of relevant third-party organisations have been engaged to provide valuable insights and practical guidance on the topics that are most relevant to our local charity and community groups.

The event will be structured as follows:

- 9:30 – 10:00am: Refreshments on arrival
- 10:00am: Introduction by the Mayor of Felixstowe, Cllr David Rowe
- 10:15am: Keynote Speech, Ms Gulshan Kayembe, Deputy Lieutenant of Suffolk.
- 10:30 – 11:10am: Workshop 1
- 11:20am – 12:00pm: Workshop 2
- 12:00 – 1:00pm: Lunch (with time to browse the stands)
- 1:00 – 1:40pm: Workshop 3
- 1:50 – 2:30pm: Workshop 4
- 2:30 – 3:00pm: Summary of discussions and closing comments by Mayor Cllr David Rowe

Workshops Overview

Eight workshop topics are being offered, with four sessions of each planned across the day:

1. Grant Funding and Making Successful Applications
2. Marketing and Promotion
3. Governance, Policies and Procedures
4. Fundraising
5. Attracting, Managing, and Training Volunteers / Recruiting Trustees, Treasurers
6. Event Management
7. Safeguarding
8. Facilitator-led Discussion on Collaboration

Following promotion of the event to relevant stakeholders within the charity and community sector, 80 attendees have signed up to the event to date and we anticipate 100–120 on the day.

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

AGENDA ITEM 7: ANNUAL TOWN MEETING / CIVIC AWARDS 2025

Annual Town Meeting

Enquiries have been made to hire the Auditorium at Felixstowe School which hosted the Annual Town Meeting and Civic Awards last year. This date and time this year is 7pm on Wednesday 14th May.

As in previous year, all community groups who received a grant from the Town Council in the past year will be asked to write a report on how the grant was used and the success of their projects. These will be presented at the Town Meeting. Community groups, grant recipients from recent years and other local organisations will also be invited to have a display to showcase their projects.

Civic Awards

Members are to note that the closing date for Civic Award nominations is 31st March. So far, only a few nominations have been received, though this will be further promoted at the Charity Summit, in the Spring magazine and through a digital campaign. Members are asked to consider nominations and helping to raise the profile of the Awards through their community contacts. All Civic Award recipients will be invited, with their families, to the Annual Town Meeting.

Environmental Award

Council's Climate Emergency Working Group Members have asked if this year an Environmental category can be added to the Mayor's Civic Awards. This could be a nomination for either an individual or an organisation who has voluntarily gone the extra mile to promote the environment, sustainability and make a difference.

Committee is requested to consider the update report for the Annual Town Meeting and the 2024-25 Civic Awards.

AGENDA ITEM 8: 80TH ANNIVERSARY OF VE DAY

Felixstowe Town Council is working with local partners to organise a series of events to commemorate the 80th anniversary of VE Day in May 2025. A planning meeting was held on 28th January 2025, attended by representatives from the Town Council and key stakeholders. This report provides an update on event planning and outlines the Council's potential role in delivering key activities on VE Day itself.

The following events are currently being planned:

VE Day Thursday 8th May

The Town Council is expected to take a leading role in delivering the following activities:

Flag Raising (9am)

FTC to fly the VE Day flag at a cost of £17.76.

Wreath Laying and Service at the War Memorial (11am)

Organised in collaboration with the Royal British Legion (RBL) and Clergy. The Mayor to lay a VE80 wreath at a cost of £25.50.

Torch Parade & Beacon Lighting at the War Memorial (8.45pm)

Provisional Plan:

Torchlight procession at 9pm, honouring the 112 WWII dead.

Proclamation and Beacon Lighting at 9.30pm

Salvation Army have been requested to play I Vow To Thee My Country at 9.30pm.

Additionally, St. John's Church may participate in the national Bell Ringing at 6.30pm and a separate Beacon Lighting at Landguard Fort is being organised, with Landguard partners responsible for sourcing the beacon.

Friday 9th May

'Projection' Teaser at Martello Tower (TBC)

Potential light display in red, white, and blue.

Possible projection of drone footage from the 2018 torch procession.

Saturday 10th May

Wartime Tea Dance at Martello Tower Green

Open from 12:30pm, event runs 1:00pm – 5:00pm.

Free public event with performances, dancing, and themed picnic areas.

Organised by ESC Cultural Connections

Sunday 11th May

Reenactment & Projections at Landguard Fort

Details and timings to be confirmed.

Likely a free Eventbrite ticketed event, subject to costs.

Landguard organising.

Publicity & Community Engagement

A unified 'VE80 in Felixstowe' promotional campaign is being developed. Events will be highlighted in the Town Council's Spring Magazine. Public encouraged to share their own VE80 plans.

Potential funding sources are being explored, including Enabling Communities Budgets (ESC Ward Councillors) and Locality Budgets (SCC Councillors). However, these are not guaranteed and Committee should consider the provision of funding for the elements of the commemoration which are being led by the Town Council – including the provision of torches and wreaths, road closure, printing of programmes etc.- is estimated to be around £1,000.

Committee is requested to note the report on VE80 events, approve the Town Council's role in delivering the events scheduled for Thursday 8th May and consider allocating funding for associated costs, estimated to be around £1,000.

AGENDA ITEM 9: 40th ANNIVERSARY OF FELIXSTOWE IN FLOWER

The 40th Anniversary of Felixstowe in Flower will officially launch on Saturday, 7th June 2025, at the Triangle. To maximise promotion, early publicity will be undertaken through the Spring Magazine and social media channels. The Mayor will visit local schools to encourage participation in youth competitions, with a focus on environmental projects. Additionally, the Mayor will promote the initiative at the Youth Forum meeting on 19th March.

Schools Engagement & Sponsorship

To inspire school participation, gro-bags, canes, seeds, sunflower seeds, and tubs will be distributed during the Mayor's visits in March. The Grounds and Maintenance Manager is obtaining quotes for these materials. Sponsorship for this initiative has been secured from David Button, our main sponsor.

Community Involvement & Launch Event

Local organisations and community groups are invited to take part in the launch event, which will showcase 40 years of Felixstowe in Flower. Councillors will participate in a friendly competition for the best flowerpot, with sustainability as a potential theme. All sponsors of Felixstowe in Flower will be invited to attend the launch event for a special group photograph as a token of appreciation.

Planting & Floral Arrangements

Flowers will again be supplied by Katie's Garden Centre at a cost of £6,335.20 (excl. VAT). Hanging baskets will be installed by the final week of May in preparation for the launch. Following a trial of perennials in tubs, it was determined that seasonal summer bedding was a more sustainable option, and this approach will be reinstated.

- The three-tier planters will be filled with summer bedding.
- The large blue tubs at the top and bottom of the shared space will feature bee-friendly perennials, replacing plants lost due to vandalism.
- Funds originally allocated for baskets at the Orwell Hotel will be redirected towards tubs and tiered planters.

Watering Arrangements

Felixstowe Ferry Golf Club has once again offered to support the scheme by providing water, subject to their own requirements and rainfall levels over the summer. Additional water may be required from the Council's supply. Following last year's successful trial, Broadleaf P4 water retention granules will be used in all hanging baskets in 2025 at a cost of £110, reducing the frequency of watering.

Awards Ceremony & Venue Considerations

The Felixstowe in Flower Awards Ceremony is scheduled for Thursday, 18th September 2025 (TBC).

Following feedback that last year's venue at Felixstowe Ferry Golf Club was too small, Members are asked to consider relocating the event to SEA YOU, which has confirmed availability for 18th September.

- Buffet option: £10 per head.
- Venue hire charge: Waived.

Commemorative Merchandise

The Civic Events Officer has obtained three quotes for the purchase of '40 Years of Felixstowe in Flower' themed tote bags, which will be distributed at the launch event on 7th June.

Committee is requested to note the plans for the 40th Anniversary of Felixstowe in Flower; consider the venue for the Awards Ceremony; and, approve the purchase of commemorative tote bags for distribution at the launch event.

AGENDA ITEM 10: HARWICH HARBOUR FERRY AGREEMENT 2025

Further to Committee's approval of provision for 2025 for the Harwich Harbour Ferry (*Minute #174 ii 2024/25 refers*) a partnership meeting took place on 14th November 2024 with partners Essex County Council, Suffolk County Council, Tendring District Council, East Suffolk Council, Babergh District Council and Harwich Town Council. The details of which were reported at the last Civic & Community Committee meeting.

The Ferry provides an important service, and the owner is keen to explore opportunities to develop the business; especially improved links with the Port of Felixstowe, Freeport East, Landguard Trust and its partners including Felixstowe Town Council.

£1,000 has been allowed for in the budget for 2025/26, with payment being due in April 2025.

The 2025 agreement has been drawn up and can be found at **Appendix B**

Committee is requested to note the Harwich Harbour Ferry Partnership update report; adopt the agreement and approve the payment for 2025.

AGENDA ITEM 11: MAYOR'S CADET

Committee is requested to consider the introduction of a Mayor's Cadet for Felixstowe, including governance considerations, operational arrangements, and anticipated benefits.

Following discussions with 356 (Felixstowe) Squadron Air Training Corps (ATC), an opportunity has arisen to reintroduce the role of a Mayor's Cadet in Felixstowe. The role would be ceremonial, providing support to the Mayor at official civic events and representing the cadet forces at key engagements such as:

- Annual Council Meeting
- Civic Service
- Mayor's Civic Reception
- Remembrance Events
- Christmas Carol Service
- Annual Town Meeting / Civic Awards

The role has been successfully implemented in other local towns, including Leiston and Aldeburgh, where cadets from recognised uniformed youth organisations are appointed on an annual basis to accompany the Mayor at events.

A draft Mayor's Cadet Policy (**Appendix C**) has been developed to outline the structure and expectations for the role. Key elements include:

- The appointment of a cadet from a recognised cadet organisation for a one-year term aligned with the Mayoral year.
- The Air Cadets, or any other participating cadet force, will retain full responsibility for the welfare, safeguarding, and supervision of the cadet.
- The Mayor's Cadet will attend civic events where the respective cadet force is already present or at engagements agreed upon in advance.
- The administration of the Mayor's Cadet's attendance at events will be managed in collaboration with the cadet force.

These arrangements ensure a light-touch approach for the Town Council, avoiding additional administrative burdens while enhancing civic engagement opportunities for young people.

The reintroduction of the Mayor's Cadet role is expected to:

- Provide a unique opportunity for local cadets to engage in civic life and represent youth organisations at a formal level.
- Enhance the ceremonial aspect of key civic occasions, reinforcing the strong relationship between the Council and local uniformed groups.
- Encourage youth participation in community service and civic responsibility.

There are no direct financial implications for the Town Council. Uniforms and logistical arrangements remain the responsibility of the cadet force.

Committee is therefore requested to consider the introduction of the Mayor's Cadet role as outlined in the draft policy (Appendix C); and, recommending the adoption of the Mayor's Cadet Policy at the next Full Council meeting.

AGENDA ITEM 12: PLAY AREA REFURBISHMENTS

Following Council's approval of CIL funding towards the refurbishments of Seaton Road and Walton recreation grounds (£50k each), the project is progressing as planned, with work anticipated to be completed in time for the 2025 school summer holidays.

The timeline is as follows:

- Tenders closing date was Monday 20th January
- Evaluation of the five submitted tenders for each play area took place on Monday 27th January, for which Cllr M Deacon and the Town Clerk attended.
- The consultation is taking place between until 28th February. Local schools are being consulted and over 200 emails have been sent with a direct link to give feedback.
- Following evaluation of the feedback received from schools and young people, the tender will be awarded by East Suffolk Council as the project's major funder and lead authority.
- Delivery dates will be discussed with the winning tenders. There are 8 different play areas across Suffolk being refurbished, if the refits go to one company it is currently hoped that they will start in the south, Trimley/Felixstowe and then move up, however if it is separate companies who win the contracts then the timeframe will be dependent on the companies. Some companies will have the equipment in stock and others can take between 8 to 12 weeks.

Committee is requested to note the update report on refurbishment of the play areas.

AGENDA ITEM 13: OCCASIONAL GRANTS POLICY

The Civic & Community Committee is responsible for considering and awarding small grants to eligible organisations as set out by Council's Occasional Grants Policy.

The policy is intended to provide clear and comprehensive guidance to anyone who may be interested in applying for grants from the Town Council; as well as a framework for Members when considering applications. The policy is published to raise the profile of the availability and provision of grants from the Town Council.

Council has approved a provision of £35,000 towards Occasional Grants in 2025/26. Applications will be considered by Committee at two stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £17,500. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2025/26 cannot exceed £35,000 without approval from Council.

The current policy is attached at **Appendix D** for review with no changes proposed at this time.

Committee is requested to review the Occasional Grants Policy and recommend to Council for approval.

AGENDA ITEM 14: PRESS & MEDIA POLICY

Council's Press & Media Policy, which was reviewed in September 2024 following the Town Council's suspension of the use of X (formerly Twitter), is now due for its usual annual review and is attached at **Appendix E** with no changes proposed at this time.

Committee is requested to review the Press & Media Policy and recommend to Council for approval.
