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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 9 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](mailto: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  
4 October 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 11 September 2024 as a true record. **(Pages 4-7)**
- 5. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 30 September 2024 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Draft Budget Considerations 2024-25**  
To consider first draft recommendations for the Civic & Community element of Council's budget for 2024-25. **(Page 9 & Appendices B & C)**
- 7. Twinning**  
To receive an update report on the recent visit to mark the 50<sup>th</sup> Anniversary of twinning with Wesel. **(Pages 10-11)**
- 8. Flag Flying Arrangements**  
To review and consider Flag Flying arrangements at the Town Hall. **(Page 11 & Appendix D)**
- 9. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 11 December 2024 at 7.30pm.



**Cllr A Folley declared an Other Registerable Interest in the annual grant applications (*Minute # 174*) Felixstowe-Wesel Association.**

**Cllr M Morris declared an Other Registerable Interest in the annual grant applications (*Minute # 174*) Fairtrade Forum.**

**Councillors above for whom matters for consideration were directly related to their Other Registerable Interests advised that they 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.

**172. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 12 June 2024 be confirmed as a true record.**

**173. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against budget to 31 August 2024.

**RESOLVED that the Budget Report to 31 August 2024 be received and noted as presented with no other action required at this time.**

**174. ANNUAL GRANTS, COMMUNITY FUND PROJETS & PARTNERSHIPS**

Members discussed a

**Those Councillors having declared Other-Registerable Interests, absented themselves from discussion and voting on those items declared above in Minute #171.**

**It was RESOLVED that the following provision of annual grants be made as part of the recommendations for the 2025/26 budget:**

**i. As Annual Grants:**

<b>Art on the Prom</b>	<b>£3,000</b>
<b>Citizen's Advice</b>	<b>£3,000</b>
<b>FACTS</b>	<b>£2,500</b>
<b>Fairtrade Forum</b>	<b>£42</b>
<b>Felixstowe Book Festival</b>	<b>£2,000</b>
<b>Felixstowe Carnival</b>	<b>£5,000</b>
<b>Felixstowe Council for Sport and Recreation</b>	<b>£300</b>
<b>Felixstowe Coast Patrol</b>	<b>£2,000</b>
<b>Landguard Fort</b>	<b>£1,000</b>

Royal British Legion	£250
Salzwedel Twinning Association	£200
WAMFest	£2,500
Wesel Twinning Assoc.	£200
<b>Total</b>	<b>£21,992</b>

**ii. Community Fund Projects:**

Level Two	£10,000
Harwich Harbour Ferry Services Partnership	£1,000
<b>Total</b>	<b>£11,000</b>

iii. £8,000 towards the provision of the 2025 Christmas lights be included as part of the recommendations for the 2025/26 budget; and,

iv. all recipients be asked to display the Felixstowe Town Council promotional material to promote grants.

**175. REMEMBRANCE**

Members noted the report on Remembrance and the arrangements for forthcoming events to commemorate Remembrance.

**RESOLVED that the update report on Remembrance be noted.**

**176. CHRISTMAS LIGHTS AND EVENTS 2024**

Members noted the report on the Christmas Lights and events for 2024.

**RESOLVED that the update report on Christmas Lights and events for 2024 be noted.**

**177. CIVIC CHRISTMAS CAROL SERVICE AND MAYOR'S CHARITY EVENTS**

Members noted the report on the Civic Christmas Carol Service and Mayor's Charity Events.

**RESOLVED that the update report on Civic Christmas Carol Service and Mayor's Charity Events be noted.**

**178. FELIXSTOWE IN FLOWER**

The Civic Events Officer presented a report on this year's Felixstowe in Flower event. Members discussed the opportunity to increase both the level and uptake of sponsorship for the floral baskets and the Felixstowe in Flower Awards, particularly in light of next year's 40<sup>th</sup> Anniversary.

Members agreed that, in preparation for the 40<sup>th</sup> Anniversary of Felixstowe in

Flower, a Working Group should be established to consider arrangements for the event in 2025. The Working Group will explore options for increasing sponsorship and ensuring the continued success of the event.

**It was RESOLVED that the Felixstowe in Flower report be noted; and, that a Working Group comprising Councillor Franklin, Councillor Folley, Councillor Harkin, and the Civic Events Officer be formed to consider arrangements for Felixstowe in Flower 2025 and report back to the Committee with any recommendations in due course.**

**179. TWINNING: WESEL 50 / SALZWEDEL 30**

Members noted the report on Town Twinning and received an update from the Town Clerk regarding the forthcoming civic visit to Wesel to commemorate the 50<sup>th</sup> anniversary of the twinning between Felixstowe and Wesel.

The Civic Events Officer presented to the Committee a painting of Felixstowe Town Hall, created by a local artist. This painting will serve as the Town Council's gift to Wesel, in commemoration of the 50<sup>th</sup> anniversary of the twinning.

**RESOLVED that the report on Twinning be noted.**

**180. FLAG FLYING ARRANGEMENTS**

Members reviewed the Council's Flag Flying policy members reviewed the Council's current flag-flying arrangements at the Town Hall to address the growing number of ad-hoc requests and reduce uncertainty.

Following a wide-ranging discussion, the Clerk was asked to draft a clear policy for future flag-flying events to provide a consistent framework for the Council to handle flag requests while maintaining the significance of key civic, national and local occasions.

**It was RESOLVED that the Town Clerk would draft a clear policy for future flag-flying events for review at the next meeting.**

**181. CCTV UPDATE**

Members noted the report on CCTV. Cllr Candy provided insights into East Suffolk Council's (ESC) CCTV monitoring upgrade programme.

It was noted that the police had recently gained a couple of new volunteers to assist with monitoring the existing CCTV system. However, the upgrading of the CCTV infrastructure is currently on hold until ESC finalises its own CCTV programme and determines when the system can be integrated with the Lowestoft network. Until then, the current CCTV arrangements will need to continue.

**RESOLVED that the CCTV update report be noted.**

## **182. CHARITIES' SUMMIT**

The Committee reviewed the proposal for a Charities Summit to enhance collaboration among local charities and community groups, scheduled for February 2025 at Felixstowe School.

Members agreed that the initiative is beneficial and suggested liaising with local VCFSE (voluntary, charity, faith, social enterprise) groups and Community Action Suffolk to determine the most effective format and agenda. Additionally, it was recommended to change the title from "Charities Summit" to "Community Summit" to include all not-for-profit organisations.

**It was RESOLVED that the proposal be supported and to recommend to Council that a budget of up to £3,000 from the Community Fund Earmarked Reserve be approved for this purpose.**

## **183. CLOSURE**

The meeting was closed at 9.33pm. It was noted that the next meeting was scheduled to take place on Wednesday 11 October 2024 at 7.30pm.

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## 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 30 September 2024 is provided below with a detailed report at **Appendix A**.

1 April - 30 September 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	17,315.76	21,262	44.89%
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	2,100.00	5,900	26.25%	21,000.00	9,806.00	11,194	46.70%
305 Community Projects & Partne	8,000.00			N/A	11,000.00	11,000.00	0	100.00%
<b>NET TOTAL</b>	<b>26,191.00</b>	<b>5,470.87</b>	<b>12,720.13</b>	<b>20.89%</b>	<b>124,778.00</b>	<b>70,524.56</b>	<b>54,253.44</b>	<b>56.52%</b>

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**Committee is requested to consider the budget report to 30 September 2024 and decide any action it deems necessary.**



## **AGENDA ITEM 6: DRAFT BUDGET CONSIDERATIONS 2024-25**

Committee is to consider its draft budget estimates for the Financial Year 2025-26 and to make any recommendations to Finance & Governance Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current year expenditure and a comparison against the previous year at **Appendix B**. Notes to the budget estimates are at **Appendix C**.

Members should note that estimates for income and expenditure are based on known costs wherever possible.

Following Committee's consideration of these estimates, the Finance & Governance Committee and Council will review the full budget.

**Committee is requested to consider first draft recommendations for the Civic & Community element of Council's budget for 2025-26.**

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## AGENDA ITEM 7: TWINNING REPORT

### Report on Civic Visit to Wesel – 50th Anniversary of Twinning

From 20<sup>th</sup> to 23<sup>rd</sup> September, a civic delegation from Felixstowe travelled to Wesel, Germany, to commemorate the 50<sup>th</sup> anniversary of the twinning between the two towns. The delegation included the Mayor of Felixstowe, Councillor David Rowe, the Deputy Mayor, Councillor Corrine Franklin, the Town Clerk and members of the Felixstowe Wesel Twinning Association. The visit featured a series of events celebrating the enduring partnership.



### Highlights of the Visit

- **Official Ceremony at Wesel Town Hall**  
The Mayor of Felixstowe and Bürgermeister Ulrike Westkamp signed a charter at an official ceremony in Wesel Town Hall, marking the milestone anniversary. A captivating sand painting, performed by artist Elena Handel, depicted key moments in the twinning history, adding to the ceremony's significance.
- **Civic Stone Unveiling and Tree Planting**  
In celebration of the 50<sup>th</sup> anniversary, Bürgermeister Westkamp unveiled a stone at the Citadel, symbolising the shared history of the two towns.

Additionally, five trees were planted to represent growth and continuity in the relationship between Felixstowe and Wesel.

- **City Tour and Artistic Collaboration**

The delegation enjoyed a guided tour of Wesel, where they viewed a painted mural created by local artists, embodying the spirit of the partnership.

- **Community Engagement**

The delegation also engaged with local authorities, including the Wesel Fire Service, who hosted a celebratory BBQ, strengthening the bonds between the two communities.

The twinning between Felixstowe and Wesel has provided opportunities for cultural exchange and collaboration over the past 50 years, and both towns remain committed to nurturing this invaluable friendship. The delegation's visit to Wesel further reinforced these ties, and both towns look forward to future opportunities for collaboration and celebration

**Committee is requested to note the report on the civic visit to Wesel, to mark the 50<sup>th</sup> Anniversary of twinning.**

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## **AGENDA ITEM 8: FLAG FLYING ARRANGEMENTS**

At the previous Civic & Community Committee meeting, members reviewed the Council's current flag-flying arrangements at the Town Hall to address the growing number of ad-hoc requests and reduce uncertainty.

Committee asked the Clerk to review the current policy and ensure clarity for future flag-flying events. This will provide a consistent framework for the Council to handle flag requests while maintaining the significance of key civic, national and local occasions.

The updated draft policy is attached at **Appendix D** for Committee's review.

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