



**TO ALL TOWN COUNCILLORS**

Cllr D Rowe (Mayor of Felixstowe)  
Cllr C Franklin (Deputy Mayor)  
Cllr D Aitchison  
Cllr N Barber  
Cllr S Bennett  
Cllr S Bird  
Cllr J Candy  
Cllr M Deacon

Cllr A Folley  
Cllr S Harkin  
Cllr M James  
Cllr M Morris  
Cllr B Price  
Cllr M Sharman  
Cllr W Underwood  
Cllr S Wiles

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 5 March 2025** at **7.30pm**.

**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 meeting during the public session.

*There is a limit to the number of public attending in-person, which may be further affected by coronavirus guidance. If you wish to attend in person, please email [townclerk@felixstowe.gov.uk](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

**To join the meeting please follow this link:**

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/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. Members are also reminded to consider the Council's commitment to climate action.*



*The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.*

**Ash Tadjrishi**  
**Town Clerk**  
**28 February 2025**

## Moment of Reflection: Dee Balshaw, The Compass Charity

### 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 Council on any matter relating to the town of Felixstowe.

**2. Apologies for Absence**

To receive apologies for absence.

**3. Declarations of Interest**

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

**4. Questions to the Mayor**

For the Mayor to respond to questions from Members, in accordance with Standing Order 26.

**5. Confirmation of Council Minutes**

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 8 January 2025 as a true record. **(Pages 5-9)**

**6. Mayor's Announcements**

To receive such communications as the Mayor may wish to lay before Council. **(Page 10)**

**7. Minutes of Committee Meetings**

To receive and adopt the minutes of the following meetings:

- a) Planning & Environment Committee 8 January 2025 **(Pages 11-15)**
- b) Finance & Governance Committee 15 January 2025 **(Pages 16-18)**
- c) Planning & Environment Committee 22 January 2025 **(Pages 19-21)**
- d) Planning & Environment Committee 5 February 2025 **(Pages 22-25)**
- e) Civic & Community Committee 12 February 2025 **(Pages 26-30)**
- f) Planning & Environment Committee 19 February 2025 **(Pages 31-33)**
- g) Assets & Services Committee 19 February 2025 **(Pages 34-38)**

**8. Reports from Members appointed to Outside Bodies**

*Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.*

**9. Local Policing Matters: Inspector Ben Richards**

To receive an update on the Clear Hold Build Project and local policing matters from Inspector Ben Richards, Suffolk Constabulary. **(Verbal Report)**

- 10. Motion: 20MPH Speed Limits**  
To consider the Motion of Cllr S Bennett submitted in accordance with Standing Order 9. **(Page 39)**
- 11. Consultation on Combined Mayoral Authority**  
To consider the government consultation on the proposal to form a Mayoral Combined County Authority for the local government areas of Norfolk County Council and Suffolk County Council, and any response from the Town Council. **(Page 40)**
- 12. East Suffolk Town Councils' Conference**  
To receive a report on the inaugural Town Councils' Conference hosted by East Suffolk Council on 27 February 2025. **(Pages 41-42)**
- 13. Quarterly 'Public Realm' Drop-In Meetings**  
To note the continuing arrangements for the FTC/ESC Quarterly Drop In Meetings for Public Realm Maintenance. **(Page 43)**
- 14. Earmarked Reserves Expenditure**  
To note Committee decisions on using Earmarked Reserves in accordance with approved Terms of Reference for 2024-25 and authorise additional spending against the Town Hall Earmarked Reserve (*Minute #413 of 2024/25 refers*). **(Page 44-45)**
- 15. Year End Balances and Earmarked Reserve Transfers**  
To receive a report on Year End Earmarked Reserve Transfers. **(Pages 46-47)**
- 16. Investment Policy & Strategy 2025/26**  
To approve the Council's Investment Policy & Strategy for 2025/26 as recommended by the Finance & Governance Committee (*Minute #361 of 2024/25*). **(Page 48 & Appendix A)**
- 17. Insurance Arrangements 2025/26**  
To confirm the adequacy of Council's insurance and to approve the arrangements as recommended by the Finance & Governance Committee (*Minute #362 of 2024/25*). **(Pages 49-50)**
- 18. Mayor's Cadet**  
To approve the Mayor's Cadet Policy for 2025/26 as recommended by the Civic & Community Committee (*Minute #395 of 2024/25*). **(Page 51-52 & Appendix B)**
- 19. Occasional Grants Policy 2025/26**  
To approve the Occasional Grants Policy for 2025/26 as recommended by the Civic & Community Committee (*Minute #397 of 2024/25*). **(Page 52 & Appendix C)**
- 20. Press & Media Policy 2025/26**  
To approve the Press & Media Policy for 2025/26 as recommended by the Civic & Community Committee (*Minute #398 of 2024/25*). **(Page 52 & Appendix D)**

**21. Accounts for Payment**

To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix E)**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
15/01/2025	354 – 374	£10,537.27
31/01/2025	375 – 391	£64,474.18
15/02/2025	392 – 401	£2,065.35
28/02/2025	402 - 419	£64,464.57
	<b>TOTAL</b>	<b>£141,541.37</b>

**22. Closure**

To close proceedings and note that the next meeting is the Annual Council Meeting scheduled for 7.00pm on Wednesday 21 May 2025.

**AGENDA ITEM 6: CONFIRMATION OF COUNCIL MINUTES**

**MINUTES** of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 8 January 2025 at 7.30pm**

**PRESENT:** Cllr D Rowe (Mayor)   Cllr M Deacon  
 Cllr C Franklin (Deputy Mayor)                                       Cllr A Folley  
 Cllr D Aitchison    Cllr S Harkin  
 Cllr N Barber   Cllr M James  
 Cllr S Bennett   Cllr M Sharman  
 Cllr S Bird   Cllr W Underwood  
 Cllr J Candy    Cllr S Wiles

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
 Mrs D Frost (Deputy Town Clerk)

**IN ATTENDANCE:** 3 members of the public (*in person*)  
 4 members of the public (*via Zoom*)

**MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Capt. Paul Williams, Church Leader, Salvation Army.

**341. PUBLIC QUESTION TIME**

No public questions were received.

**342. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Morris** and **Cllr B Price**.

**343. DECLARATIONS OF INTEREST**

The following Disclosable Pecuniary Interests and Other Registerable Interests, were noted:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr S Bennett Cllr S Wiles	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett Cllr J Candy Cllr M Deacon Cllr A Folley	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of East Suffolk 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 other matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**344. QUESTIONS TO THE MAYOR**

None.

**345. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 6 November 2024 be signed by the Mayor as a true record and adopted by the Council.**

**346. MAYOR'S ANNOUNCEMENTS**

The Mayor addressed the Council, providing an update on recent Mayoral engagements.

The Mayor highlighted a busy festive period during which he had attended all but one of the local care homes and the Christmas Day Dip with around 650 'dippers'. The Mayor also attended Felixstowe Community Hospital to distribute Christmas gifts to staff and patients before visiting the Salvation Army to acknowledge their Christmas community work.

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

**347. 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 13 November 2024**
- b) Assets & Services 20 November 2024**
- c) Planning & Environment Committee 27 November 2024**
- d) Finance & Governance Committee 4 December 2024**
- e) Planning & Environment Committee 11 December 2024**
- f) Civic & Community Committee 11 December 2024**

**348. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

Cllr S Bennett presented a report on the Ukraine 2 Felixstowe initiative as one of the Town Council's representatives to this organisation.

Cllr Bennett corrected the fund amount written in the agenda, which should have read 'Around £10,000 held in the U2F bank account (held with the Lions).' Currently, there are plans to utilise this fund for the benefit of Ukrainians by hosting language classes at Harvest House.

**RESOLVED that the Outside Body report from Cllr Bennett be noted.**

**349. ESC RESPONSE TO NFGN MASTERPLAN CONSULTATION SUBMISSION**

Council received East Suffolk Council's response to the Town Council's submission to the North Felixstowe Garden Neighbourhood Masterplan Consultation.

Members expressed disappointment with the response.

**It was RESOLVED that the ESC response to the NFGN Masterplan consultation submission be noted.**

**350. DEVOLUTION WHITE PAPER**

The Council considered the report on the Devolution White Paper which set out the Government's vision for devolving greater powers to local areas in England. The Mayor confirmed that further debate can be had when more is known.

A member confirmed that Suffolk County Council was holding an Extraordinary Meeting the following evening, where a transparent debate would help inform discussions. Suffolk County Council is being asked to endorse the Leader's response to the Minister expressing a clear commitment to the most ambitious timeframe rather than leave it to 'devolution by default.'

Concerns were raised about the lack of public communication and awareness, with Members feeling that the process was being rushed. Members agreed that there were likely to be opportunities but also losses, and there is an important role for councillors in raising awareness. There were also concerns that a unitary authority of such scale (c. 750,000 people) would become more remote, increasing the importance of town and parish councils as the most responsive tier of local government.

**It was RESOLVED that the Council will:**

- i. Monitor developments and engage with Suffolk County Council and East Suffolk Council to ensure Felixstowe's interests are represented in devolution discussions;**
- ii. Identify opportunities to influence decision-making on localised public services and funding priorities;**
- iii. Consider the potential implications of new governance models on Felixstowe Town Council's role and responsibilities; and,**
- iv. Assess any further actions required to prepare for the potential impacts of devolution.**

**351. BUDGET, RESERVES AND PRECEPT 2025/26**

Council received the finalised version of the 2025/26 Budget and Precept. It was noted that the budget had been prepared and presented in accordance with the recommendations of the Finance & Governance Committee meeting of 4 December 2024 (Minute #307 of 2024/25 refers).

An amendment was proposed that the original recommendation of the Civic & Community Committee for the Twinning Budget to be set at £5,000 for 2025/26 be restored, but with £1,500 being taken from General Fund Reserves rather than via an increase to the tax charge. Following a vote the amendment was passed.

**It was RESOLVED that:**

- i. the Felixstowe Town Council Budget for 2025/26, as set out in the report, be adopted, subject to the amendment above being incorporated, and was therefore approved as follows:**

<b>Total Budgeted Expenditure:</b>	<b>£913,616</b>
<b>Total Budgeted Income:</b>	<b>£191,601</b>

- ii. the 2025/26 Precept demand to East Suffolk Council of £717,436 (representing a 3.2% increase cost to Band D equivalent Council Tax payer), be made on the following basis:**

<b>Band D rate</b>		<b>£77.19</b>
<b>Multiplied by tax base</b>	<b>x</b>	<b>9294.42</b>

**Thus a Precept demand of: £717,436**

- iii. and, the Clerk be delegated the authority to take any necessary action due and instructed to submit any information required by East Suffolk Council in this matter.**

**352. MEETING SCHEDULE 2025/26**

Council received the draft meeting schedule for 2025/26.

It was noted that concerns were raised about the Council meeting scheduled for 5<sup>th</sup> November due to potential conflicts with Bonfire Night. Members discussed the feasibility of moving the meeting to another date to accommodate those who may be engaged in community events or prefer to be at home due to pets and fireworks.

Members also discussed whether Planning & Environment Committee meetings should be moved to evenings to allow greater public participation. The Chair of Planning & Environment, Cllr S Bird, explained that this had been considered previously but was deemed impractical due to the length of meetings, which



could extend late into the evening. However, for particularly significant planning matters, such as those related to the North Felixstowe Garden Neighbourhood, an alternative meeting time could be considered to encourage broader public engagement.

**It was RESOLVED that:**

- i. The Meetings calendar for 2025/26 be adopted as presented;**
- ii. The date of the 5th November Council meeting be reviewed; and,**
- iii. Larger-scale Planning and Environment meetings, such as for the NFGN, be considered for evening meetings.**

### **353. EARMARKED RESERVES EXPENDITURE**

Council noted the report on Council's Committees approved Earmarked Reserve spending.

**It was RESOLVED that the Earmarked Reserve Expenditure be noted.**

### **354. ACCOUNTS FOR PAYMENT**

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
15/11/2024	267 - 281	£8,003.17
30/11/2024	282 - 301	£69,974.87
13/12/2024	302 - 326	£114,796.35
20/12/2024	327 - 352	£57,927.79
	<b>TOTAL</b>	<b>£250,702.18</b>

### **355. CLOSURE**

The meeting was closed at 8.35pm. It was noted that the next Ordinary Meeting was scheduled for 6 March 2025 at 7.30pm.

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## **AGENDA ITEM 7: MAYORS ANNOUNCEMENTS**

The following Mayoral Engagements have been undertaken since the previous meeting:

13/01/2025	Mayor's Charity Curry Night - Bombay Nite
14/01/2025	Quiz Night Mariners – For the Mayor's Charities
18/01/2025	Wesel Association AGM
24/01/2025	Opening of New Store The Range
28/01/2025	Felixstowe Society Talk Evening
29/01/2025	Quick Chat 2025 - Felixstowe Job Club/Job Centre
30/01/2025	East Suffolk Scrutiny Committee
31/01/2024	Flood Memorial Anniversary
02/02/2025	Chinese New Year Wolsey Theatre IPSWICH
11/02/2025	Mayors Charity Event Italian Evening
13/02/2025	Kingsfleet School - Key stage 1 achievement assembly and presented Awards
20/02/2025	Charity and Community Groups Summit - Felixstowe School
24/02/2025	Kingsfleet School - Morning Assembly and Visited Classes
26/02/2025	Job Club 1st Birthday
27/02/2025	Official Opening Iain Cochran Architects
03/03/2025	Reopening Felixstowe Opportunity Play Group - Coffee morning
04/03/2025	I - Woman Launch - Grosvenor

**Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.**

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## **AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS**

**MINUTES** of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe, on Wednesday 8 January 2025 at 9.30am**

**PRESENT:** Cllr S Bird (Chairman)      Cllr J Candy  
              Cllr A Folley                        Cllr C Franklin  
              Cllr S Bennett                        Cllr S Wiles

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
                  Mrs S Morrison (Planning Administration Assistant)

**IN ATTENDANCE:** 3 members of the public (via Zoom)  
                          Mr C Poole, SCC Principal Transport Planner (via Zoom)

### **332. PUBLIC QUESTION TIME**

None.

### **333. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber, Cllr M Morris** and **Cllr B Price**.

### **334. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird Cllr S Wiles	All	Other registerable interests (as a Member of Suffolk County Council)

### **335. CONFIRMATION OF MINUTES**

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

### **336. SCC CONSULTATION ON MAIDSTONE ROAD & GRANGE ROAD WALKING AND CYCLING IMPROVEMENTS**

The Chairman welcomed Mr Calum Poole, Principal Transport Planner for Suffolk County Council, who provided a presentation on the proposed walking and

cycling improvements for the Maidstone Road and Grange Road area in Felixstowe.

Committee noted that the proposals were part of a public consultation aimed at improving the safety of pupils travelling to school and encouraging walking and cycling. Mr Poole explained that the project team sought to ensure the proposals represented the best solutions for these objectives.

It was outlined that the next steps included analysing consultation responses, publishing the findings and explaining how these influenced the final design options, with a delivery plan expected by the end of 2025.

During the discussion, Members raised several concerns, including:

- **Resident impact and communication:** Members expressed concern about the impact of the proposed changes on local residents and the perceived inadequacy of communication with those most affected. The Committee requested more direct communication with stakeholders and an extension of the consultation period. Mr Poole assured Members that feedback would continue to be accepted as the proposals evolved and noted that 139 responses had been received so far.
- **Cycle path design:** Members queried the decision not to include a segregated cycle path, with Mr Poole explaining this was due to road width constraints and the need to retain some on-street parking. Concerns were raised about the safety of non-segregated shared paths for cyclists and pedestrians.
- **Traffic congestion and pollution:** Members highlighted the issue of peak-time congestion and the potential impact of idling vehicles on air quality. Mr Poole acknowledged this and confirmed it would be reviewed as part of the consultation feedback.
- **Parking for carers:** Concerns were raised about the loss of parking spaces for carers visiting residents with specific needs. Mr Poole noted the strength of feeling on this issue and said it would be reviewed as part of the consultation feedback.
- **Engagement with schools:** Members asked about the involvement of the three schools affected by the proposals, suggesting measures such as pre-school clubs to stagger journey times. Mr Poole confirmed that engagement with schools was ongoing and would continue.

Mr Poole assured the Committee that he would return to provide further updates as the plans progressed.

**The Committee thanked Mr Poole for his presentation and noted the proposals.**

**At the direction the Chairman, the meeting was adjourned for 5 minutes.**

The meeting resumed at 10.27am.

### 337. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following recommendations to East Suffolk Council:

<b>A</b>	<b>DC/24/4318/FUL</b>   Single storey front and rear extensions, first floor side extension and associated works <b>1 Hollybush Drive</b>
<b>Committee recommended APPROVAL.</b>	
<b>B</b>	<b>DC/24/4370/FUL</b>   Single storey rear extension <b>14 Park Avenue</b>
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/24/4359/FUL</b>   Change of use from Class E(b) (Sale of food and drink for consumption mostly on the premises) to Sui Generis Use (Cafe & Takeaway) and installation of an extraction flue to the rear side of the building. <b>1 Crescent Road</b>
<b>Committee recommended APPROVAL, subject to an adequate noise and odour assessment being submitted from the applicant and further, that ESC Environmental Protection are content with all aspects relating to the extraction flue.</b>	
<b>D</b>	<b>DC/24/3340/ADN</b>  1 no. freestanding A-Board. <b>1 Bent Hill</b>
<b>Committee recommended REFUSAL. We remain of our view that, whilst we are not against an A board in principle, its current siting as indicated in the application unacceptably restricts the use of the footpath. If an alternative siting of the A board is proposed, which provides a 1m minimum width of path whilst the tables and chairs are in use, this would be acceptable.</b>	

<b>E</b>	<b>DC/24/4316/FUL</b>   Raising the roof on the existing rear extension to match the rest of the building, External works to replace plastic UPVC cladding and improve the buildings thermal performance. Install solar panels and air source heat pumps to improve the buildings energy efficiency. Create additional floor space by extending the footprint of the existing building. <b>1A Bent Hill</b>
<b>Committee recommended APPROVAL, subject to ESC Environmental Protection being content in relation to noise levels resulting from the proposed the air source heat pumps.</b>	

<b>F</b>	<b>DC/24/4205/FUL</b>   Erection of a pre-fabricated metal shed to store materials and equipment <b>Christ Church Felixstowe Grange Farm Avenue</b>
<b>Committee recommended APPROVAL.</b>	

<b>G</b>	<b>DC/24/3362/FUL</b>   Demolition of wall and resurfacing of car park. <b>Colbourn Court 11 Ranelagh Road</b>
<b>Committee recommended APPROVAL.</b>	

<b>H</b>	<b>DC/24/4079/TPO</b>   1no. Yew (T11 on plan) Crown reduction in height by 40cm and radial spread by 30cm 1no. Holm Oak (A on plan) - Crown reduction in height by 60cm and radial spread by 30cm 1no. Holm Oak (B on plan) - Crown reduction in height by 70cm and radial spread by 30cm <b>Tyndale House 2 Tyndale Gardens</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</b>	

<b>I</b>	<b>DC/24/3290/TCA</b>   1no. Holm oak (1 on plan) - Prune to previous pollard points 1no. Pine (2 on plan) - Remove low hanging broken limb 1no. Holm oak (3 on plan) - Crown lift to 2.5 metres above ground and reduce overall crown by 1.2 metres 4no. Beech (4 on plan) - Crown lift to 3 metres above ground 1no. Pine (5 on plan) – Fell <b>The Bartlet Undercliff Road East</b>
<b>Committee OBJECTED to the work proposed, other than the removal of the broken limb on the Holm Oak, and requests that the East Suffolk Council's Arboricultural Officer consider making a group TPO for all of the trees in this application. We believe that these trees significantly contribute to public amenity and we therefore ask for the trees in this application, and any other relevant trees on this site, to be considered for a group TPO. Furthermore, we believe that there is no justifiable reason for the felling of the pine.</b>	

### **338. PLANNING DECISIONS**

**RESOLVED** the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

### **339. CORRESPONDENCE**

- i. AP/24/0032/REFUSE - Commercial and Leisure spaces at ground floor and 14 flats on upper floors - Adventure Golf Sea Road.

**Committee noted that the Planning Inspector had upheld the application's appeal against ESC's decision to refuse the application and had permitted development, subject to conditions.**

- ii. Publication of the latest version of the National Planning Policy Framework (NPPF) in December 2024.

**The Chairman updated the Committee with a summary of the changes, noting that the most significant were related to definitions of green belt land, which were unlikely to impact on Felixstowe.**

### **340. CLOSURE**

The meeting was closed at 11.49am. It was noted that the next meeting was scheduled to take place on Wednesday 22<sup>nd</sup> January 2025 at 9.30am.

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**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at  
Town Hall, Felixstowe on Wednesday 15 January 2025 at 7.30pm**

**PRESENT:** Cllr M Deacon (Chairman)   Cllr S Bennett  
              Cllr D Rowe (Vice-Chairman)   Cllr M James  
              Cllr D Aitchison   Cllr M Sharman  
              Cllr S Bird   Cllr W Underwood

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
                Mrs D Frost (Deputy Town Clerk)  
                Mr S Congi (Finance Administration Assistant)

**356. PUBLIC QUESTION TIME**

There was none.

**357. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Wiles**.

**358. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bennett Cllr S Bird	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 a Member of East Suffolk Council)

Members were advised that, should any other matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**359. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 8 December 2024 be signed by the Vice-Chairman as a true record.**

**360. BUDGET MONITORING TO 31 DECEMBER 2024**

Committee received the budget monitoring report to 31<sup>st</sup> December 2024, which highlighted variances exceeding 10% or £500 against budget estimates.



Committee discussed concerns regarding outstanding invoices and agreed that a more structured approach should be implemented for debt recovery. Officers clarified that the outstanding figures provide an indication of expected revenue and do not necessarily represent irrecoverable debts.

Officers proposed that a full review of outstanding invoices be presented at the next Finance & Governance Committee meeting for further consideration. Suggestions for improved debt recovery methods included sending emails with read receipts and exploring the potential introduction of late payment fees.

Committee also noted that income from wedding bookings at the Town Hall remained below expectations and recommended that a more proactive promotional strategy be developed.

Finally, the Committee was advised that the O2 Mast Lease should not be expected to yield the same financial return in 2025/26 as in the previous year.

**RESOLVED that the budget monitoring report to 31<sup>st</sup> December 2024 be noted.**

### **361. INVESTMENT POLICY AND STRATEGY**

Committee reviewed the Council's Investment Policy and Strategy. Members discussed the viability of ethical banking options and acknowledged concerns that many such institutions operate under larger parent companies that may not align with ethical banking principles. Committee agreed that a fresh approach should be considered, balancing ethical considerations with financial flexibility and competitive returns.

**It was RESOLVED that the Investment Policy and Strategy for the period 2025/26 be updated and recommended to Council for adoption as presented.**

### **362. INSURANCE ADEQUACY REVIEW**

Committee received a report on the adequacy of the Council's insurance cover. Members sought clarification on cyber-attack insurance coverage. Officers agreed to investigate the provision of cyber insurance as an adjunct to the cybersecurity protections were provided Microsoft's server infrastructure.

**It was RESOLVED that it be recommended to Council that Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2024/25.**

### **363. LOCAL COUNCIL AWARD SCHEME**

Committee considered the Council's re-accreditation for the Quality Gold Award, noting that Felixstowe Town Council was the first of 424 parish and town councils in Suffolk to achieve this status in 2015.

Members discussed the associated cost, which officers estimated at approximately £250 for a four-year term. Some members questioned the level of public awareness of the award and whether accreditation might attract additional scrutiny of Council operations. However, the Committee agreed that regaining the award would reflect positively on the Council's commitment to excellence and transparency.

**It was RESOLVED that the reaccreditation of the Gold Quality award from the Local Council Award Scheme be pursued.**

**364. EXCLUSION OF PRESS AND PUBLIC**

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

**It was RESOLVED that the Press and Public be excluded and instructed to withdraw.**

**365. COUNTY COURT JUDGMENT AND DEBT RECOVERY**

Committee considered a report on the recovery of an outstanding debt. Members discussed concerns that the debtor organisation had a history of insolvency and restructuring, potentially to avoid financial liabilities.

Despite these challenges, the Committee agreed that pursuing recovery action was necessary to uphold the Council's financial responsibilities and ensure fairness for other local businesses.

**It was RESOLVED that a bailiff service be instructed to recover the outstanding debt.**

**366. CLOSURE**

The meeting was closed at 8.59pm. The next meeting was noted as being scheduled for Wednesday 19 March 2025 at 7.30pm.

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**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 22 January 2025 at 9.30am**

**PRESENT:** Cllr S Bird (Chairman) Cllr J Candy  
Cllr M Morris (Vice-Chairman) Cllr A Folley  
Cllr N Barber Cllr C Franklin (*from item #371*)  
Cllr S Bennett Cllr B Price

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs S Morrison (Planning Administration Assistant)

**IN ATTENDANCE:** 4 members of the public (via Zoom)

**367. PUBLIC QUESTION TIME**

None.

**368. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Wiles**.

Apologies for lateness were received from **Cllr C Franklin**.

**369. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as Members of Suffolk County Council)

**370. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 8 January 2025 be confirmed as a true record.**

**371. PLANNING APPLICATIONS**

**At this point, 9.44am, Cllr Franklin joined the meeting.**

**Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following recommendations to East Suffolk Council:**

A	<p><b>DC/24/4416/FUL</b>   To provide self-storage containers over existing ground level containers. Erect two flights of stairs. Erect safety balustrading to landing areas.  <b>116 Garrison Lane</b></p>
<p><b>Committee recommended REFUSAL. We believe that the proposed doubling of the number of storage units at this site will have an unacceptable impact, both in terms of visual appearance and residential amenity. We believe that the proposed second storey of containers at this site will have a detrimental impact on this important gateway into the town and therefore is contrary to policy SCLP 11.1 para (a), (b), (c) i and (c) iii. Furthermore this intensification and proposed used of containers at an upper storey will cause unacceptable overlooking and loss of privacy to residents in St. Andrews Road and therefore the proposal is contrary to SCLP 4.3 para. (d) and SCLP 11.2 paras. (a) and (e).</b></p>	
B	<p><b>DC/25/0064/P3G</b>   Prior Notification - Change of use from commercial space to a two bedroom flat. Spaces will be upgraded where required to comply with fire and sound regulations.  <b>First Floor 79A High Road West</b></p>
<p><b>Committee had NO OBJECTIONS to this Prior Notification.</b></p>	
C	<p><b>DC/24/4533/FUL</b>   Small balcony off front bedroom  <b>6 Westmorland Road</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	
D	<p><b>DC/24/4475/FUL</b>   Replacement of the Existing Parapet Roof  <b>Royal Mail Delivery Office 143 Hamilton Road</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	
E	<p><b>DC/24/4387/TCA</b>   1no. Lime (marked on plan) - re-pollard to previous pollard points  <b>2 - 6 Orwell Road</b></p>
<p><b>Committee OBJECTED to the work proposed and requests that the East Suffolk Council's Arboricultural Officer consider this tree for a Tree Protection Order. Committee felt that this prominent and healthy tree in the Conservation Area contributes to public amenity and the street scene in this key gateway location in the town centre.</b></p>	

### **372. PLANNING DECISIONS**

**RESOLVED** the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

### **373. NEIGHBOURHOOD PLAN AND CIL WORKING GROUP UPDATE**

Committee noted the report via the CIL Working Group which had asked the Committee to consider whether a Neighbourhood Plan should be recommended to Council.

Members were keen to pursue the consideration of whether the Town Council should be recommended to develop a Neighbourhood Plan. Members agreed that it was important to understand both the benefits and limitations of a Neighbourhood Plan as well as the resources and time-commitment involved.

**It was RESOLVED that the Town Clerk would seek expressions of interest from all Town Councillors to be involved with a Neighbourhood Plan Feasibility Working Group, the membership and scope of which to be considered at the next meeting.**

### **374. CORRESPONDENCE**

**i. Invitation to East Suffolk Planning Alliance (ESPA) 2<sup>nd</sup> AGM Jan 24<sup>th</sup> 2025.**

Cllr Folley was invited to attend on behalf of the Committee.

**ii. East Suffolk Developers' Charter.**

Committee noted the launch of the ESC Developers Charter which the Clerk would circulate to Members via email.

**iii. DC/24/3290/TCA - The Bartlet Undercliff Road East.**

Committee noted the response from the ESC Arboricultural Officer following the request to consider a TPO for the trees on this site. The Planning Administration Assistant would seek confirmation as to whether the trees would be given a TPO following the recently notified works.

**iv. DC/24/2939/VOC - 1 Bent Hill.**

Noted that this item was on the Agenda for the ESC Planning Committee South to consider at its meeting of 28<sup>th</sup> January. The Chairman would attend on behalf of the Committee.

### **375. CLOSURE**

The meeting was closed at 11.34am. It was noted that the next meeting was scheduled to take place on Wednesday 5<sup>th</sup> February 2025 at 9.30am.

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**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 5 February 2025 at 9.30am**

**PRESENT:** Cllr S Bird (Chairman)  
Cllr M Morris (Vice-Chairman)      Cllr J Candy  
Cllr N Barber                                      Cllr C Franklin  
Cllr S Bennett                                      Cllr B Price

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs S Morrison (Planning Administration Assistant)

**IN ATTENDANCE:** 2 members of the public (via Zoom)

**376. PUBLIC QUESTION TIME**

None.

**377. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr A Folley** and **Cllr S Wiles**.

**378. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bennett Cllr J Candy	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as Members of Suffolk County Council)

**Cllr N Barber declared an Other Registerable Interest in the application at #380F as he had been closely involved with several neighbours to the subject site throughout the planning process. As the matter directly related to his interest, Cllr Barber would leave the Chamber during consideration of the item.**

**379. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 22 January 2025 be confirmed as a true record.**

### 380. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following recommendations to East Suffolk Council:

<b>A</b>	<b>DC/25/0272/FUL</b>   Erection of an external canopy, security fence and gates within the service yard, and alterations to car park including new trolley bays. <b>East Of England Co-op Supermarket 189 Hamilton Road</b>
<b>Committee welcomed the proposed improvements and recommended APPROVAL. However, in line with the Town Council and East Suffolk Council’s policies to promote cycling, we would urge the applicant to consider providing covered cycle storage in the rear car park.</b>	
<b>B</b>	<b>DC/25/0191/FUL</b>   Construction of first floor front extension <b>14 Coniston Close</b>
<b>Committee recommended APPROVAL.</b>	
<b>C</b>	<b>DC/25/0190/FUL</b>   Construction of single storey rear extensions <b>14 Coniston Close</b>
<b>Committee recommended APPROVAL.</b>	
<b>D</b>	<b>DC/25/0213/FUL</b>   Garden room/workshop. 7.5m wide 4m deep and 2.39m high plus base work. <b>27 Winston Close</b>
<b>Committee recommended APPROVAL.</b>	
<b>E</b>	<b>DC/25/0142/FUL</b>   Demolish garage. Two storey side extension. <b>2 Queens Road</b>
<b>Committee welcomed the improved design and recommended APPROVAL.</b>	

**At this point, 10.21am, Cllr Barber left the Chamber.**

<b>F</b>	<p><b>DC/25/0188/VOC</b>   Variation of Condition No. 2 of DC/24/1184/VOC (Variation of Condition No. 2 of DC/23/1986/FUL (Demolition of existing garages and erection of 6 flats with associated external works and access) to allow the installation of air source heat pumps to elevations)). - Relocation of cycle storage and amenity area</p> <p><b>Glenfield Court Glenfield Avenue</b></p>
<p><b>Committee recommended APPROVAL.</b></p>	

**Cllr Barber returned at 10.24am**

**381. PLANNING DECISIONS**

**RESOLVED the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.**

**382. NEIGHBOURHOOD PLAN FEASIBILITY WORKING GROUP**

Following Minute #373 from the previous meeting, the Town Clerk reported that expressions of interest had been sought from all Town Councillors regarding participation in a Neighbourhood Plan Feasibility Working Group.

The Committee approved the establishment of the Working Group to investigate whether the Town Council should proceed with developing a Neighbourhood Plan. The Group will assess the benefits, challenges, resource implications, and potential scope before presenting a report to the Committee in order to make a recommendation to Council by May/June 2025.

It was noted that while the Working Group would be made up of appointed Members, all Councillors would be welcome to attend its meetings. External stakeholders may also be invited to contribute expertise as needed. Meetings will take place once or twice per month, with Members determining the agenda and final report structure.

The Committee further approved draft Terms of Reference and agreed that the findings of the Working Group would inform a recommendation to Full Council. Should the Council resolve to proceed with a Neighbourhood Plan, a separate, formal Steering Group would then be established to manage the process.

**It was RESOLVED that Councillors Bennett, Bird, Deacon, Folley, Franklin, James, and Morris be appointed to the Neighbourhood Plan Feasibility Working Group; with Cllr Bird being appointed as the Chairman.**

**383. CORRESPONDENCE**

**i) DC/24/2939/VOC – 1 Bent Hill**

The Chairman reported he had attended the ESC Planning Committee South to support the application, and which was subsequently approved.



**ii) DC/24/3290/TCA - The Bartlet Undercliff Road East**

Noted that the ESC Arboricultural Officer had confirmed that the trees would be worthy of a TPO, which could be established should notification of works be given in future that could cause harm to the trees.

**iii) DC/23/4336/FUL – Ferry Boat Public House.**

Noted that Committee had recommended approval but ESC Environment Protection advice was that, since it had been unable to assess the extraction equipment as the pub had been closed, the application would be refused.

**384. CLOSURE**

The meeting was closed at 10.45am. It was noted that the next meeting was scheduled to take place on Wednesday 19<sup>th</sup> February 2025 at 9.30am.

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**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:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
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.**

### **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 80<sup>th</sup> 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 40<sup>TH</sup> ANNIVERSARY**

Committee considered the report on the 40<sup>th</sup> 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 local businesses, including The Range and Katie's Gardens, 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 40<sup>th</sup> Anniversary of Felixstowe in Flower be noted;**
- ii. the 40<sup>th</sup> 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, The Range, and Katie's Gardens 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."

**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.

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**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at  
TOWN HALL, Felixstowe, on Wednesday 19 February 2025 at 9.30am**

**PRESENT:** Cllr S Bird (Chairman)  
Cllr M Morris (Vice-Chairman)      Cllr C Franklin  
Cllr N Barber                              Cllr B Price  
Cllr J Candy                                Cllr S Wiles

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs S Morrison (Planning Administration Assistant)

**IN ATTENDANCE:** 3 members of the public (via Zoom)

**400. PUBLIC QUESTION TIME**

None.

**401. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr S Bennett**.

**402. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Other registerable interests (as Members of Suffolk County Council)

**403. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 5 February 2025 be confirmed as a true record.

**404. PLANNING APPLICATIONS**

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following recommendations to East Suffolk Council:

<b>A</b>	<b>DC/25/0081/FUL</b>   Replacement dwelling (self-build) and change of use of land to garden <b>Deben View The Ferry</b>
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**Committee recommended APPROVAL. We welcome the excellent flood measures incorporated in the design.**

<b>B</b>	<b>DC/25/0291/FUL</b>   Installation of new external plant and scissor lift within the service yard <b>East Of England Co-Op Supermarket 189 Hamilton</b>
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**Committee recommended APPROVAL.**

<b>C</b>	<b>DC/24/4553/FUL</b>   Garage for private car storage (non commercial) for 13 St Andrews Road and construction of vehicular access onto Bridge Road and associated access ramp <b>13 St Andrews Road</b>
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**Committee recommended REFUSAL. We believe that this proposed garage is wholly inappropriate in this residential location. It is of excessive size and massing and it has an overtly industrial appearance. Furthermore, it will be injurious to the amenity of the near residential neighbours. We therefore feel that it is contrary to SCLP 11.1 para. b), c) ii, iii and iv, and SCLP 11.2 para. e).**

<b>D</b>	<b>DC/25/0429/FUL</b>   First floor extension on top of existing ground floor <b>132 Grange Road</b>
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**Committee recommended APPROVAL. Committee believes that the new design appropriately addresses the concerns raised under the previously refused application.**

<b>E</b>	<b>DC/25/0244/FUL</b>   Repositioning of north side rear garden fence <b>Pinetops Marcus Road</b>
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**Committee recommended APPROVAL.**

<b>F</b>	<b>DC/24/3274/FUL</b>   Retrospective - Erection of store building <b>Constable Court 13 Constable Road</b>
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**Committee recommended APPROVAL.**



<b>G</b>	<b>DC/25/0256/TPO</b>   W1 of TPO No. 195 / 2006 3no. Sweet Chestnut (T1-T3 on plan) - Reduce main trunk by 2 metres in height and remove all epicormic growth back to main trunk <b>69 Tower Road</b>
<b>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.</b>	

**405. PLANNING DECISIONS**

**RESOLVED** the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

**406. CORRESPONDENCE**

The following correspondence was reported:

- i. DC/24/3574/FUL - Car Park, Garrison Lane**  
This application was being referred to Planning Committee South for consideration. Committee had recommended approval and noted that the planning officer recommendation was to also approve the application.

**RESOLVED** that the correspondence be noted.

**407. CLOSURE**

The meeting was closed at 10.57am. It was noted that the next meeting was scheduled to take place on Wednesday 5<sup>th</sup> March 2025 at 9.30am.

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**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 19 February 2024 at 7.30pm**

**PRESENT:** Cllr D Rowe (Chairman) Cllr S Harkin  
Cllr M James (Vice Chairman) Cllr M Morris  
Cllr D Aitchison Cllr B Price  
Cllr N Barber Cllr M Sharman

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs J Smith (Assets & Services Officer)  
Mr T Minns (Grounds & Maintenance Manager)

**IN ATTENDANCE:** 1 member of the public.

**408. PUBLIC QUESTIONS**

The Chairman of Felixstowe Old People's Welfare Association (Broadway House) addressed the Committee regarding Item 7 on the agenda. He raised concerns about replacing the gas boiler with a low-carbon alternative, highlighting the importance of Broadway House as a 'warm space' and the potential disruption such a change might cause.

The FOPWA Chairman also requested that the automatic door push button include an override function for use during the summer months.

**409. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr W Underwood**.

**410. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)

Members were reminded that if any matters directly related to their interests arose during the meeting, they should declare them at the appropriate time.

**411. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 20 November 2024 be signed by the Chairman as a true record.**

#### **412. ASSETS & SERVICES BUDGET REPORT**

The Committee reviewed income and expenditure against the budget as of 14 February 2024.

A discussion took place regarding the variance in budgeted salaries between Broadway House and Walton Community Hall. It was queried whether this was due to variations in working hours. The Town Clerk clarified that the salaries were apportioned based on an anticipated number of hours attended at each site, with the majority being undertaken at Broadway House.

Concerns were raised regarding a reduction in Town Hall income from leases, rent, and licenses. Suggestions included increasing the promotion of wedding services and exploring potential revenue from mini-conferences and seminar facilities. The Town Clerk noted that other councils, such as Woodbridge Town Council, had successfully obtained grant funding for a website update and that a similar approach could be considered for Felixstowe.

Outstanding invoices were discussed, with confirmation that officers were actively pursuing payment of those overdue.

A review of aged debts and the invoicing process would be presented at the next Finance & Governance Committee meeting.

**It was RESOLVED that the Budget Report to 14 February 2024 be received and noted.**

#### **413. TOWN HALL PASSENGER LIFT**

The Committee considered a report on the Town Hall passenger lift, which included a proposal to replace the lift motor due to excessive noise and potential failure risks. The Town Clerk explained that while the lift remained operational, the issue had been flagged as requiring attention. Members discussed the feasibility of reconditioning the motor but agreed that ensuring the lift remained reliable was a priority.

**It was RESOLVED that the passenger lift motor be replaced at a cost of £3,482 + VAT, to be funded via the Town Hall Earmarked Reserve.**

**Note: As this expenditure exceeds the £20,000 threshold allocated from the Town Hall Earmarked Reserve, further approval will be sought at the next Full Council meeting.**

#### **414. BROADWAY HOUSE REPAIRS & MAINTENANCE**

Committee considered the need to replace the gas boiler at Broadway House, which was over 24 years old and frequently malfunctioning. Discussion took place over the merits of replacing it with a like-for-like gas boiler versus exploring a low-carbon alternative, such as air-source heat pumps or solar panels. Concerns were raised regarding the high costs of installing renewable energy solutions and

their current feasibility for this location. It was noted that, although a like-for-like gas boiler replacement would still be an improvement in energy efficiency, a long-term review of sustainability options should continue.

The proposed installation of a push-button system for the automatic front doors was also considered. Members agreed that the system should include an override function to allow the doors to remain open during the summer months.

**It was RESOLVED that:**

- i. company B be appointed to carry out the boiler replacement at a cost of £3,055.46 + VAT, to be funded via the Town Hall Earmarked Reserve;**
- ii. further investigations into solar panel installation and other low-carbon alternatives be undertaken; and**
- iii. The push-button door system be installed at a cost of £541.41 + VAT, to be funded via the Broadway House Earmarked Reserve, subject to confirmation that the override function is included.**

#### **415. CEMETERY SHOWER AND DRYING ROOM**

The Grounds & Maintenance Manager presented a proposal to convert an existing toilet at the cemetery into a shower and drying room for staff. This facility would enable staff to wash off mud and hazardous substances on-site and provide a dedicated space for drying wet coats and boots, supporting staff well-being.

Members were informed that the existing Ladies' toilet could be repurposed while still maintaining two toilets for public use, making these unisex, with upgraded hand dryers to address visitor concerns.

Committee agreed on the importance of the facility in improving staff welfare and ensuring practical working conditions.

**It was RESOLVED that:**

- i. Committee approve the works, with a maximum expenditure of £4,000, subject to obtaining competitive quotes to be funded from the Cemetery Earmarked Reserve; and,**
- ii. that authority be delegated to the Town Clerk, in consultation with the Chairman, to progress the procurement of the works**

#### **416. CEMETERY EXTENSION PROJECT**

The Town Clerk presented an update on the Cemetery Extension Project.

Committee discussed the notice period required for allotment tenants and the Scouts occupying the site to vacate. The feasibility of constructing a chapel of

rest or a multi-use facility was also considered, given the limited availability of non-denominational service areas in Felixstowe.

Committee acknowledged the impact on the Scouts and the group's need for secure storage facilities was also highlighted as being a factor in any consideration of potential relocation options.

Additionally, it was noted that a budget plan would need to be developed to cover the associated costs.

Committee approved the outlined next steps and agreed to proceed with issuing formal notices, engaging in planning discussions, and conducting cost assessments. Further discussions will be required to support the relocation of the Scouts and its associated facilities.

**It was RESOLVED that:**

- i. One year's notice to vacate be issued to current allotment tenants in accordance with the terms of their tenancy agreement**
- ii. two-year notice to vacate be issued to the Scouts, ensuring sufficient time for relocation arrangements; and,**
- iii. a budget plan be developed to outline financial implications, including construction and infrastructure costs.**

#### **417. ALLOTMENT UPDATE REPORT**

The Assets & Services Officer gave an update on current allotment occupancy.

**It was RESOLVED that the Allotment update report be noted.**

#### **418. ALLENBY PARK GATES**

The Grounds & Maintenance Manager provided an update on the restoration of the Allenby Park Gates.

Members considered the long-term maintenance implications of restoration versus replacement with galvanised steel. Security concerns regarding the removal of the gates for off-site restoration were also discussed, and it was agreed that temporary fencing would be installed if required.

Additionally, it was agreed that signage would be placed to inform the public about the refurbishment.

**It was RESOLVED that:**

- i. the company providing the restoration quote be appointed to carry out the works;**

- ii. **security fencing be installed if issue arise during the removal process;**
- iii. **the Allenby coat of arms be incorporated into the design; and,**
- iv. **signage be placed in the park to inform residents about the refurbishment works.**

**419. CLOSURE**

The meeting was closed at 8.25pm. The next meeting was noted as being scheduled for Wednesday 23 April 2025 at 7.30pm.

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## **AGENDA ITEM 10: MOTION: 20MPH SPEED LIMITS**

*Council is requested to consider the following Motion, in accordance with Standing Order 9, moved by Cllr Seamus Bennett:*

“This Council recognises that private motor vehicle use is essential to most people’s day-to-day lives and also that of many businesses and this motion does not seek to restrict Felixstowe residents’ use or parking of their own vehicles within our town. This Council also recognises the detrimental effects that traffic speeds can have on road and pedestrian safety and the safe use of our roads by other, significantly safer, quieter and less polluting modes of transport. With the aim of enabling safer, calmer streets the Council therefore seeks to pursue the idea of introducing a 20mph speed limit(s) within the central Conservation Area of the town. This will involve requesting SCC Highways to conduct traffic survey(s) within the Conservation Area where a 30mph limit currently exists, in order to determine the suitability and feasibility of creating a 20mph zone(s) and/or roads. The Conservation Area of the town is suggested because it is a discrete and densely-populated residential area, with narrower streets and considerable on-street parking and where, on the whole, driving at 30mph is not especially beneficial, but where doing so is often hazardous and/or intrusive for residents and other road users. Calmer streets in these dense central areas will enhance many people’s safety and quality of life, without restricting vehicular access or traffic flows.”

### **Additional Information**

- Vehicle stopping distance is almost halved at 20mph (12m, approx 2-3 car lengths) versus 30mph (23m, six car lengths) (source: The AA). This makes a huge difference to the likelihood of vehicle collisions, especially with pedestrians.
- The destructive potential of a vehicle travelling at 30mph is twice that of one travelling 20mph. (source: Brake - The Road Safety Charity).
- The fatality risk of a pedestrian hit by a car at 30mph is estimated at around 8% compared to only 1.5% at 20mph. (source: Royal Society for the Prevention of Accidents)
- Further information: [www.20splenty.org](http://www.20splenty.org) [www.brake.org.uk](http://www.brake.org.uk) [www.rospa.com](http://www.rospa.com) (factsheet: <https://www.rospa.com/rospaweb/docs/advice-services/road-safety/drivers/20-mph-zone-factsheet.pdf> )

**Council is requested to consider the motion of Cllr Seamus Bennett.**

## **AGENDA ITEM 11: CONSULTATION ON COMBINED MAYORAL AUTHORITY**

On 17 February the Ministry of Housing, Communities and Local Government (MHCLG) published details of the Norfolk and Suffolk Devolution consultation which can be found at <https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution/norfolk-and-suffolk-devolution-consultation#what-this-means-for-norfolk-and-suffolk>

The consultation seeks view on the proposal to form a Mayoral Combined County Authority for the local government areas of Norfolk County Council and Suffolk County Council. They are seeking views, particularly from interested parties, including those who live and work across Norfolk and Suffolk, on the effect of establishing a Mayoral Combined County Authority and includes questions on the proposed geography and how the Combined County Authority will make decisions, together with questions on the effects of working across this geography through a Mayoral Combined County Authority.

The consultation will end on 13 April 2025 at 23:59.

It is encouraged that everyone uses this opportunity to share their opinions. The easiest way to respond and engage in the consultation is by completing the online form at <https://consult.communities.gov.uk/lggc/norfolk-and-suffolk-devolution-consultation>. Once on the website, you will be guided through the specific questions on which views are sought.

If you are unable to provide your views through the online form, you can alternatively email or post your response to the questions. Details on how to do this are set out in Annex B. Please follow the format of the questions as set out in Annex B. For email and postal responses, make it clear which area consultation you are responding to (there are a number of live consultations on English devolution). This consultation is about a proposal to form a Mayoral Combined County Authority for the local government areas of Norfolk County Council and Suffolk County Council.

**Council is requested to note the consultation for the proposal to form a mayoral combined authority for the local government areas of Norfolk County Council and Suffolk County Council and consider any response to the consultation.**

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## **AGENDA ITEM 12: TOWN COUNCILS' CONFERENCE**

On Thursday 27<sup>th</sup> February 2025, The Mayor, Cllr D Rowe, the Town Clerk, and Deputy Town Clerk attended the inaugural Town Councils' Conference hosted by East Suffolk Council.

The conference was opened by Cllr Caroline Topping, Leader of East Suffolk Council, with a keynote address from Jonathan Owen, Chief Executive Officer of the National Association of Local Councils (NALC), who spoke about the evolving role of Town and Parish Councils, their increasing responsibilities, and the financial trends shaping the sector.

A significant theme of the conference was devolution and local government reorganisation. Chris Bally, Chief Executive of East Suffolk Council, outlined potential structural changes in Suffolk, including:

- The Government's expectation for local government reorganisation in areas with two-tier governance before greater devolved powers are granted.
- The establishment of a Mayoral Combined Authority for Norfolk and Suffolk, covering transport, housing, skills, economic development, climate change, and public safety.
- The Government's assessment criteria for new unitary councils, including financial sustainability, population size (ideally 500,000+), and stronger community engagement.

The next key milestone is East Suffolk Council's meeting on 19th March 2025, where it will consider its proposals. Suffolk County Council has already published its initial plans for restructuring local government.

### Implications for Town and Parish Councils

Jonathan Owen highlighted the growing role of local councils in service delivery, particularly as principal authorities focus on statutory services. Case studies, such as Cornwall, demonstrate how Town Councils can take on devolved assets and services, including libraries, green spaces, and youth services.

Key questions posed for engagement included:

1. What should any new unitary council(s) aim to achieve?
2. What guiding principles should shape their operation?
3. How should they engage with Town and Parish Councils?
4. What challenges should they prioritise addressing?

Breakout sessions also covered:

- 'How to approach a peer challenge' – Kirsty Human, Senior Regional Advisor, Local Government Association.
- 'Planning, the National Planning Policy Framework and Neighbourhood Planning' – Andrea McMillan, East Suffolk Council.

- 'Getting the Governance Right' – Sally Longmate, Suffolk Association of Local Councils, and Chris Bing, East Suffolk Council.

While local government reorganisation remains at an early stage, Council may wish to begin considering its position and engagement strategy ahead of further consultations.

**Council is requested to note the update report on the Town Councils' Conference.**

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## **AGENDA ITEM 13: QUARTERLY PUBLIC REALM DROP IN MEETINGS**

In response to the Town Council's Motion on Street Cleansing (*Minute #161 of 2023/24*), East Suffolk Council's Public Realm Contracts Manager agreed to hold quarterly drop-in meetings for Town Councillors. These meetings provide a platform for direct engagement with ESC on public realm operations.

The meetings, scheduled for 6-7pm on specific Wednesdays within term-time, aim to brief Town Councillors on current, ongoing, and future works, and allow for the discussion of specific queries or concerns. Council will note that these meetings are prior to usual Committee meetings being held the same evening. The scope will cover various public realm matters, including street cleansing, benches, bins/litter, public toilets, and grounds maintenance.

The dates for the drop-in meetings are as follows:

- 19<sup>th</sup> March (prior to Finance & Governance Committee)
- 11<sup>th</sup> June (Civic & Community)
- 17<sup>th</sup> September (Assets & Services)
- 10<sup>th</sup> December (Finance & Governance)

All Town Councillors are welcome to attend these meetings, and/or can also email the Public Realm Contracts Manager with any specific issues in advance.

**Council is requested to note the arrangements for the FTC/ESC Quarterly Drop In Meetings for Public Realm Maintenance.**

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## **AGENDA ITEM 14: EARMARKED RESERVES SPENDING**

Terms of Reference adopted at Annual Council (*Minute #12 of 2024/25 refers*) include authority for Committees to approve expenditure from Earmarked Reserves relevant to their scope of business, up to a limit of £20,000 per Earmarked Reserve in each financial year, without requiring further approval from Council.

Council is requested to note the following expenditure committed from Earmarked Reserves, following approval by the Assets & Services Committee:

Min #	Description	Net Amount	Earmarked Reserve
413	Passenger lift motor replacement	£3,482.00	Town Hall
414i	Gas Boiler replacement	£3,055.46	Broadway House
414iii	Push button door system	£541.41	Broadway House
415i	Shower and Drying room installation	£4,000.00	Cemetery

Please note that the threshold spend of £20,000, as per the Terms of Reference, for the Town Hall Earmarked Reserve has now been reached, therefore authority for funding the passenger lift motor replacement will need approval by Council at this meeting.

The following expenditure has previously been noted by Council for the year 2024/25:

Min #	Description	Net Amount	Earmarked Reserve
87	Love Green Felixstowe Festival	£1,000.00	Community Fund
126ii	Staffing Matters	£12,112.44	Staffing
163i	Repairs to Clerk's Office	£1,480.00	Town Hall
182	Community Summit	£3,000.00	Community Fund
198ii	Hedge trimmer and Brush Cutter	£1,798.00	Cemetery
198iii	Shoring Equipment	£1,650.00	Cemetery
200	Conferencing Equipment	£1,318.00	Town Hall
201	Pathway works Gosford Way	£3,600.00	Public Spaces
288	Damp work including repointing to front elevation of Town Hall	£17,345.00	Town Hall

The following essential expenditure has been taken from Earmarked Reserves as follows:

Description	Net Amount	Earmarked Reserve
Felixstowe South By-Election	£6,662.80	Election Expenses
Replacement laptop	£1,110.00	IT Replacement Fund

The following Community Infrastructure Levy expenditure has previously been approved by Council for the year 2024/25:

Min #	Description	Net Amount	Earmarked Reserve
270 i	Contribution towards the refurbishment of play areas at Walton and Seaton Road Recreation Grounds	£100,000 (£50,000 each)	CIL

270 ii	Gates at Allenby Park	£15,000	CIL
270 iv	Ringfenced grant towards the Level Two Music Digital Arts Centre at Beach Street to be released once planning and confirmation that the project will go ahead	£30,000	CIL

**Council is requested to note the expenditure from Earmarked Reserves as approved by the Assets & Services Committee, Civic & Community Committee and Personnel Committee and approve the recommended spend of £3,482.00 +VAT from the Town Hall Earmarked Reserve for the replacement motor for the passenger lift (*Minute #413 of 2024/25 refers*).**

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## AGENDA ITEM 15: YEAR END BALANCES AND EARMARKED RESERVE TRANSFERS

Based on current projections and pending any further transactions during the remainder of the month, we anticipate the summary balance of reserves to be as follows

<b>TOTALS</b>	<b>Actual 2023-24</b>	<b>Est. Outturn 2024-25</b>	<b>Approved Budget 2025-26</b>
General Reserves (c/f)	390,827	337,262	310,159
Earmarked Reserves (c/f)	873,850	952,451	950,421
<b>TOTAL RESERVES (c/f balance)</b>	<b>1,264,677</b>	<b>1,289,713</b>	<b>1,260,580</b>
Income (excluding Precept or CIL)	179,536	188,545	191,601
Precept	621,629	664,727	717,436
Expenditure	792,177	838,875	912,116
NET Expenditure (from Earmarked Reserves)	-16,049	43,529	62,000
Transfers from GF to Earmarked reserves	62,553	41,500	41,500
General Reserves (balance 31 March)	337,262	310,159	265,580
Earmarked Reserves (balance 31 March)	952,451	950,421	929,921
(of which CIL) 25/26 income TBC	(359,753)	(373,404)	(373,404)
<i>Surplus (+) Shortfall (-)</i>	<i>25,036</i>	<i>-29,133</i>	<i>-65,079</i>
<i>Surplus (+) Shortfall (-) excl. ER</i>	<i>8,987</i>	<i>14,397</i>	<i>-3,079</i>
<i>% Expenditure change excl. ER</i>	<i>2.89%</i>	<i>8.96%</i>	<i>8.73%</i>
<b>TOTAL RESERVES (closing balance)</b>	<b>1,289,713</b>	<b>1,260,580</b>	<b>1,195,501</b>

The following shows the projected Earmarked Reserves balances at yearend and the impact of the transfers between Earmarked Reserves approved by Council in January, which will take effect from 1<sup>st</sup> April 2025 to:

<b>Earmarked Reserve</b>	<b>Closing Balance 31.3.24</b>	<b>Projected Closing Balance 31.3.25</b>	<b>Approved Budget Transfers from GF 1.4.25</b>	<b>Projected Opening Balance 1.4.25</b>
Election Expenses	8,502.17	7,839.37	+ 6,000	13,839.37
Asset Repair & Replace	26,064.99	29,064.99	+ 3,000	32,064.99
IT Replacement Fund	20,428.09	19,318.09	-	19,318.09
Cemetery Projects	210,637.76	219,300.53	+ 20,000	239,300.53
Broadway House	59,645.57	56,048.70	-25,000 to Town Hall ER	31,048.70
Walton Community Hall	73,509.18	73,509.18	-35,000 to Town Hall ER	38,509.18

Town Hall	24,871.58	3,682.95	+65,000	68,682.95
Play Equipment	15,000.00	22,500	+ 7,500	30,000
Community Fund	36,036.61	31,196.61	-10,000 to Occasional Grants	21,196.61
CCTV	42,000.00	42,000.00	-	42,000.00
Staffing Reserve	58,563.90	44,036.48	-	44,036.48
Public Spaces	17,437.00	15,337.00	-	15,337.00
CIL 20/21 (April)	7,204.22	0	-	0
CIL 20/21 (Oct)	724.15	0	-	0
CIL 21/22 (April)	6,818.64	0	-	0
CIL 21/22 (Oct)	70,471.01	0	-	0
CIL 22/23 (April)	3,676.09	0	-	0
CIL 22/23 (Oct)	112,835.27	101,729.38	-	101,729.38
CIL 23/24 (April)	46,843.92	46,843.92	-	46,843.92
CIL 23/24 (Oct)	111,179.85	111,179.85	-	111,179.85
CIL 24/25 (April)	0	17,750.03	-	17,750.03
CIL 24/25 (Oct)	0	140,900.99	-	140,900.99
<b>Total Earmarked Reserves</b>	<b>£873,849.39</b>	<b>£949,468.12</b>	<b>£41,500</b>	<b>£1,013,738.07</b>

**Council is requested to consider the report on projected outturn for the year 2024/25 and consider any additional Earmarked Reserves transfers it deems appropriate.**

## **AGENDA ITEM 16: INVESTMENT POLICY & STRATEGY 2025/26**

In accordance with statutory guidance on Local Government Investments (3rd Edition) issued under section 15(1)(a) of the Local Government Act 2003, the Council is required to review and approve its Investment Policy & Strategy annually.

The Council's current investments are as follows:

- Close Brothers Treasury: £500,000 one-year fixed investment at 5.1%, maturing on 22 July 2025.
- Nationwide Building Society: £410,901.01 held in a 35-day notice account (transferred from Barclays savings on 6 September 2022). The account has a variable rate, currently returning 3.05%.
- Barclays Business Banking: Operational funds are managed via:
  - A Tracker account, receiving the Precept twice annually.
  - A Current account, receiving income from sales. This account operates an automatic sweep facility, maintaining a £50,000 overnight balance.

The Finance & Governance Committee reviewed the Council's Investment Policy & Strategy at its most recent meeting and considered ethical banking options. It was acknowledged that many ethical banks operate under larger parent companies that may not fully align with ethical banking principles.

The Committee agreed that a fresh approach should be explored, balancing ethical considerations with financial flexibility and competitive returns. To support this, it has recommended removing the strict limitation to investments with specific credit ratings, subject to further review and external advice.

An updated Investment Policy & Strategy, incorporating these proposed amendments, is provided at **Appendix A**.

**Council is requested to approve its Investment Policy & Strategy for 2025/26, as recommended by the Finance & Governance Committee (*Minute #361 of 2024/25 refers*).**



## **AGENDA ITEM 17: INSURANCE ARRANGEMENTS 2025/26**

Council is required to review the adequacy of its insurance arrangements on an annual basis. The Finance & Governance Committee reviewed arrangements in January and has recommended that Council confirm the arrangements for insurance in respect of all insured risks are adequate for 2025-26, in readiness for the policy renewal date (*Minute #362 of 2024/25 refers*).

On 1 April 2022 a new three-year Long-Term Agreement was taken out with Zurich, this comes to an end on 31 March 2025.

Zurich has provided a renewal quote for a new three-year LTA, with a 2025/26 premium of £9,953.65, representing a 31.5% increase (£2,388.04) compared to 2024/25.

In line with best practice, two additional quotes will be sought from other insurers specialising in local authority insurance. These will be reviewed at the March meeting of the Finance & Governance Committee, alongside quotes for a cyber insurance policy.

Council previously approved a 2025/26 insurance budget of £8,600 (*Minute #351 of 2024/25 refers*). However, subject to receiving competitive quotes, this may be exceeded. Council is therefore requested to authorise this potential overspend to ensure adequate cover.

The sums insured for contents, all risks and buildings are index linked, and our existing insurers have confirmed that they will be applying 5% index linking to the buildings, contents and all risks sums insured. This is to help protect against 'under insurance' as costs are always rising and it is not possible to always check the sums insured each year to ensure they are correct. In 2023 valuations of all buildings were carried out and submitted to the Insurance Company. The Royal Institution of Chartered Surveyors (RICS) recommends that valuations are carried out every three years.

All physical assets and equipment are insured, and cover is provided in accordance with Council's Risk Management Policy, to the following levels:

Public Liability (inc. personal accident liability cover for employees, Members and volunteers under the above policy)	<b>£15 Million</b>
Employers Liability	<b>£10 Million</b>
Fidelity Guarantee	<b>£2 Million</b>
Personal Accident (up to age 90)	<b>£50,000/£200 pw</b>
Hirers Liability	<b>£2 Million</b>
Libel and Slander	<b>£500,000</b>
Legal Expenses – enhanced EPL cover	<b>£200,000</b>
Money	<b>£250,000</b>
Officials Indemnity	<b>£15 Million</b>

Key Personnel Cover	<b>£100,000/£500 -£100pw</b>
Business Travel	<b>Included</b>
Motor	<b>Included</b>
Engineering - Inspection & Insurance	<b>Included</b>
Business Interruption	<b>Included</b>

**Council is therefore requested to:**

- i. Confirm the adequacy of its insurance arrangements in preparation for obtaining competitive quotes for 2025/26 as recommended by the Finance & Governance Committee (*Minute #362 of 2024/25 refers*);**
- ii. authorise a potential overspend beyond the approved budget, if necessary, to secure adequate cover; and,**
- iii. delegate authority to the Finance & Governance Committee to review and instruct the most suitable insurance provider, ensuring appropriate cover for all insured risks.**

## **AGENDA ITEM 18: MAYOR'S CADET**

Council's Civic Community Committee considered the introduction of a Mayor's Cadet for Felixstowe, including governance considerations, operational arrangements, and anticipated benefits (*Min # 395 2024/25 refers*).

This was following on from discussions with 356 (Felixstowe) Squadron Air Training Corps (ATC), which gives an opportunity 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 B**) 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.

The Civic & Community Committee has also suggested that two cadets be considered for the role of Mayor's Cadet and Mayor's Deputy Cadet. The Deputy would be asked to stand in for the Mayor's Cadet in the event that they could not

attend an event. It would be down to the organisation to arrange for the Cadet or Deputy Cadet to attend. Subject to Council's adoption of the Mayor's Cadet Policy, the cadet forces will be consulted on the possibility of their appointing a Mayor's Deputy Cadet.

**Council is therefore requested to approve the introduction of the Mayor's Cadet role and the adoption of the Mayor's Cadet Policy.**

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## **AGENDA ITEM 19: OCCASIONAL GRANTS POLICY 2025/26**

The Civic & Community Committee reviewed the policy at its meeting of 12 February 2025 which is recommended for adoption with the incorporated amendments as follows: (*Minute #397 of 2024/25 refers*)

- 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."

Council's Occasional Grants Policy for 2025/26 is shown at **Appendix C**.

**Council is requested to approve the Occasional Grants Policy for 2025/26 as presented at Appendix C.**

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## **AGENDA ITEM 20: PRESS & MEDIA POLICY 2025/26**

The Civic & Community Committee reviewed the policy at its meeting of 12 February 2025 which is recommended for adoption no changes at this time (*Minute #398 of 2024/25 refers*).

Council's Press and Media Policy for 2024/25 is shown at **Appendix D**.

**Council is requested to approve the Press & Media Policy for 2025/26 as presented at Appendix D.**

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