



9 am to 4 pm Mondays to Fridays

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 8 January 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 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
3 January 2025

Moment of Reflection: Captain Paul Williams, Church Leader, Salvation Army

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 6 November 2024 as a true record. **(Pages 4-13)**

6. Mayor's Announcements

To receive such communications as the Mayor may wish to lay before Council. **(Pages 14-15)**

7. Minutes of Committee Meetings

To receive and adopt the minutes of the following meetings:

- a) Planning & Environment Committee 13 November 2024 **(Pages 16-19)**
- b) Assets & Services 20 November 2024 **(Pages 20-22)**
- c) Planning & Environment Committee 27 November 2024 **(Pages 23-25)**
- d) Finance & Governance Committee 4 December 2024 **(Pages 26-28)**
- e) Planning & Environment Committee 11 December 2024 **(Pages 29-32)**
- f) Civic & Community Committee 11 December 2024 **(Pages 33-37)**

8. Reports from Members appointed to Outside Bodies

To receive a report from Cllr Seamus Bennett, Town Council representative to Ukraine 2 Felixstowe. **(Page 38)**

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. ESC Response To NFGN Masterplan Consultation Submission

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

(Page 39 & Appendix A)

10. Devolution White Paper

To note the English Devolution White Paper, published 16 December 2024, consider a report on forthcoming deliberations on devolution for Suffolk.

(Pages 40-41)

11. Budget, Reserves and Precept 2025/26

To consider and approve the Budget, Reserves and Precept for the Financial Year 2025/26.

(Pages 42-46 & Appendices B and C)

12. Meeting Schedule 2025/26

To approve the schedule of meetings for Council and its Committees for the Municipal Year 2025/26.

(Page 47 & Appendix D)

13. Earmarked Reserves Expenditure

To note Committee decisions on using Earmarked Reserves in accordance with approved Terms of Reference for 2024/25.

(Page 48)

14. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedules attached at Appendix E)

Date	Voucher Nos.	Total Payment
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
	TOTAL	£250,702.18

15. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 5 March 2025.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 6 November 2024 at 7.30pm**

PRESENT:

Cllr D Rowe (Mayor)	Cllr A Folley
Cllr C Franklin (Deputy Mayor)	Cllr M James
Cllr D Aitchison	Cllr M Morris
Cllr S Bennett	Cllr B Price
Cllr S Bird	Cllr M Sharman
Cllr J Candy	Cllr W Underwood
Cllr M Deacon	Cllr S Wiles

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

IN ATTENDANCE: (*in person*) 6 members of the public
1 member of the press
(*via Zoom*) Cllr S Harkin
Ms H Miles (Communications Officer)
Mr W Jennings, Parking Development Lead, ESC
8 members of the public

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection from Mr Andrew Marfleet, Walton Parish Nursing.

257. PUBLIC QUESTION TIME

A member of the public raised concerns about the proposed location for a motorhome park at Manor Terrace Car Park, suggesting that this would be inappropriate for motorhome owners. Drawing a comparison to the 'Aires' in northern and southern France and Germany, where motorhome parking areas are typically located in designated car parks, they recommended the Ranelagh Road car park as a more suitable alternative. They also proposed implementing a bylaw to prevent campervan parking along the seafront. It was clarified that Manor Terrace was not currently being considered for such a park according to the Town Council's knowledge.

Another member of the public asked whether a lift could be considered to improve accessibility to the seafront for elderly residents, people with mobility issues, and those with pushchairs. The idea had been explored previously, but it was acknowledged that installing such a lift would be a larger-scale project. The matter would likely need to be addressed by East Suffolk Council if it were to be located in the Seafront Gardens.

A member of the public mentioned that a Freedom of Information (FOI) request had been submitted to East Suffolk Council regarding the Seashore Village, specifically asking how many beach huts had been sold.

A member of the public raised concerns about the North Felixstowe Garden Neighbourhood (NFGN), urging the Town Council to follow Saxmundham Town Council's lead in calling for the National Planning Policy Framework (NPPF) to recognise a category of Severely Impacted Zones for communities facing the cumulative impact of separate developments. The Mayor advised that this was not currently being considered.

The Council was asked whether it was considering the creation of a Neighbourhood Plan to help protect local green spaces and why such a plan had not been implemented alongside the Local Plan. The Clerk confirmed that the idea had been considered but not progressed during the last council term. However, it was an active discussion for the CIL (Community Infrastructure Levy) Working Group, which had recently met with East Suffolk Council to explore what would be involved in creating a Neighbourhood Plan. It was noted that creating such a plan would take 3-5 years, and the decision on whether to proceed was still under consideration.

The Town Council was also asked whether it could request a pause in the development of NFGN, referring to a petition with around 8,000 signatures calling to 'Save the Grove Eastward Ho Playing Fields and the Surrounding Area'.

A member of the public asked whether District Councillors were able to comment on the NFGN due to potential conflicts of interest. The Town Clerk clarified that East Suffolk Councillors, who were also Town Councillors, would be able to participate in discussions on this subject provided that a dispensation had been granted to allow them to take part.

Referring to the proposed relocation of the Leisure Centre, a member of the public noted a wide demographic of local people did not want the Leisure Centre to be moved. They expressed concern about the suitability of Gulpher Road for the new location and suggested that Brackenbury was more appropriate for a school. They questioned why the existing Leisure Centre could not be refurbished instead, acknowledging that this was ultimately an East Suffolk Council decision.

Cllr Harkin, attending online, also raised concerns about NFGN, the leisure centre's location, community safety, anti-social behaviour, and the capacity of the new school, noting that decisions should be based on actual rather than perceived needs. They advocated for a solution that prioritised residents' needs first, supported wildlife, and avoided building on Eastward Ho.

Regarding the proposal for replacing the gates at Allenby Park, clarification was requested on why replacement was proposed rather than repair. The Town Clerk confirmed that, subject to Council's consideration of the funding from CIL Earmarked Reserves, this matter was likely to be delegated back to the Assets & Services Committee to determine the best course of action, as the gates were not in good condition.

A member of the public attending online proposed changes to parking on Sea Road and the adjacent side roads. They supported the investigation into the

parking situation but expressed concerns about the impact on adjacent side roads. They asked if the Council planned to provide parking permits to residents and, if so, how many per household. Additionally, they asked whether visitor permits would be issued to residents and whether traffic calming measures would be introduced along Sea Road and Langer Road. They also referenced the fact that the Leisure Centre had been funded through local fundraising efforts, suggesting that the Council conduct a survey rather than letting developers decide its future. It was advised that these queries should be directed to East Suffolk Council.

258. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr S Harkin**.

259. DECLARATIONS OF INTEREST

The Town Clerk confirmed that according to national guidance on the [Local Government Association \(LGA\) Model Code of Conduct](#), which both Felixstowe Town Council and East Suffolk Council have adopted, allowances received from another council create a Disclosable Pecuniary Interest under "Employment, trade, office or vocation." This should be recorded in Councillor's Register of Interests and declared at meetings when relevant.

Such a Disclosable Pecuniary Interest (DPI) may be engaged when the Town Council considers matters relating to East Suffolk Council's proposals for the North Felixstowe Garden Neighbourhood. In such cases, a DPI would prevent participation, voting, and presence in the room unless a dispensation under Section 33 of the Localism Act 2011 has been granted.

The Town Clerk confirmed that as Felixstowe Town Council's Proper Officer, he had received written requests from all the East Suffolk Councillors and the one East Suffolk Council employee, and was issuing a dispensation to them all to allow them to speak and vote on any North Felixstowe Garden Neighbourhood related matters at Felixstowe Town Council meetings, reducing the risk of potential conflicts of interest. The Town Clerk considers this dispensation prudent and appropriate under the circumstances and grants dispensation to the following:

- Councillor Seamus Bennett
- Councillor Jan Candy
- Councillor Mike Deacon
- Councillor Amanda Folley
- Councillor Sharon Harkin

At upcoming Council meetings, when the Mayor asks if any interests need to be declared, it is recommended that a Disclosable Pecuniary Interest is declared in matters related to East Suffolk Council, noting that a dispensation has been granted and this will allow their participation and vote. This declaration and the recorded dispensation will help protect in case of any subsequent complaint or challenge.

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

Member(s)	Minute No.	Nature of Interest
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)

Cllr D Rowe declared an Other Registerable Interest in the CIL application from Level Two (as a Director of Level Two). As the matter for consideration directly related to his Other Registerable Interest, Cllr Rowe advised that he would leave the meeting prior to any debate and decision on this item.

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.

260. QUESTIONS TO THE MAYOR

None.

261. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 4 September 2024 be signed by the Mayor as a true record and adopted by the Council.

262. MAYOR'S ANNOUNCEMENTS

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

Referring to the many positive engagements, the Mayor reported the fantastic experience of visiting Wesel for first time, for the 50th Anniversary of twinning and recommended that anyone who has not been, should pay a visit.

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

263. 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 4 September**
- b) **Civic & Community Committee 11 September 2024**
- c) **Planning & Environment Committee 18 September 2024**
- d) **Assets & Services Committee 18 September 2024**
- e) **Planning & Environment Committee 2 October 2024**
- f) **Personnel Committee 2 October 2024**
- g) **Civic & Community Committee 9 October 2024**
- h) **Planning & Environment Committee 16 October 2024**
- i) **Finance & Governance Committee 23 October 2024**
- j) **Planning & Environment Committee 30 October 2024**

264. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

None.

265. NORTH FELIXSTOWE GARDEN NEIGHBOURHOOD MASTERPLAN CONSULTATION

The Clerk highlighted a required correction within the draft consultation response: a reference to "12.1" should be "12.16". This correction would be made prior to its adoption.

A Member expressed gratitude to those who had contributed to the draft response but felt it understated the significant concerns about housing allocations, both personally and within the community. They highlighted the chronic shortage of genuinely affordable and social housing in Felixstowe and noted the historical context from the Regional Spatial Strategy, introduced before 2010, which allocated around 11,000 homes for the Suffolk Coastal District, to be delivered by 2036. However, no directive required over 30% of this allocation to be concentrated on the Felixstowe Peninsula. The Local Plan incorporated a figure exceeding 4,000 new homes for Felixstowe, some of which have been completed or are under construction.

The Member outlined key concerns:

Potential population increase of 14,000 residents (based on 3.5 persons per household) would necessitate substantial local employment opportunities; otherwise, significant commuting would ensue.

A large proportion of development would occur on greenfield sites, resulting in the loss of high-quality agricultural land, recreational spaces, and areas of natural beauty.

The proposed North Felixstowe Garden Neighbourhood (NFGN) includes Eastward Ho, an open green space with football pitches and wildlife habitats, and The Grove Woodland.

Policy SCLP12.3 of the Suffolk Coastal Local Plan designates this area for development. Concerns were raised about whether the volume of proposed housing, as well as elements such as a junior school, community orchard, and farm, are genuinely needed. The member suggested that a pause in development could enable reassessment of Felixstowe's housing needs in light of post-Brexit, post-Covid, and Ukraine war impacts, which may have altered demand since the Local Plan's creation. Any future development, they suggested, should focus on limited social and market-rate housing to address the most pressing needs.

Members discussed the potential for the development of a Neighbourhood Plan, which was noted as currently under consideration by the CIL Working Group.

On matters of transport and connectivity, concerns were raised about the limited crossing points and insufficient pedestrian and cycling access, with calls for improvements.

Members emphasised that Felixstowe School is already near capacity, with forecasts indicating it would exceed capacity due to the development. They expressed concern that students might need to leave the town to attend high school. While an additional building at Felixstowe School was mentioned as a potential solution, no formal statements had been made to confirm this.

A motion was proposed to amend the Council's response by requesting that East Suffolk Council pause further housing development on the Felixstowe Peninsula to reassess housing needs. A cautionary note was raised that such a request might carry no weight within planning policy.

An amendment was suggested to strengthen references to secondary school capacity. It was proposed to replace the sentence: *"Investment in both primary and secondary school capacity is essential, with a particular focus on post-16 educational opportunities to support the aspirations of young people in Felixstowe"* with: *"Investment in primary schools and secondary school places is essential, with a particular focus on post-16 educational opportunities and a skills centre for vocational courses, to support the aspirations of young people in Felixstowe. No child living in Felixstowe should be required to leave the town to attend school."*

Amendments were proposed in respect of the reference to leisure facilities to add an eight-lane swimming pool and six-court sports hall to the first paragraph; remove references to an Olympic swimming pool in the third paragraph; and, insert a statement in the second paragraph emphasising accessibility via sustainable and public transport, not just private car use.

Stronger wording was requested in the allotments section, and that the response should be more direct in its request for modifications.

An amendment was proposed to strengthen references to housing and build quality, particularly regarding Net Zero standards. It was proposed to insert the phrase “*rather than the use of gas boilers*” in the final paragraph of the Housing section.

A further amendment was proposed to clarify the definition and extent of the area referred to as Eastward Ho, ensuring this is accurately delineated in all maps and plans to avoid ambiguity and to specify that pitches should remain grass rather than be converted to 3G/artificial turf.

Following a vote, the amendments having been accepted by the proposer, and seconded, were carried. It was then RESOLVED that:

- i. the Town Clerk incorporates the agreed amendments into the draft North Felixstowe Garden Neighbourhood Masterplan consultation response and submits the final response to East Suffolk Council on behalf of the Town Council; and,**
- ii. the final response is published on the Town Council’s website and shared through a press release.**

At 9.30pm, in accordance with Standing Order 3(x), Members agreed to extend the meeting time beyond the two hour limit.

At the direction of the Mayor, the meeting was adjourned for 5 minutes.

266. ESC PARKING REVIEW PROPOSALS

The Council considered the report on the East Suffolk Council parking review. It was confirmed that there was no intention to use Manor Terrace Car Park for motorhomes.

A Member was reassured by proposal 6: Protection of cycle lanes through waiting restrictions on key cycle route of High Street, High Road West and High Road East. Which will improve safety for cyclists by preventing inappropriate parking as this was a real problem in Walton.

The Mayor and Town Clerk thanked Mr Will Jillings for his attendance online this evening in case there were any questions regarding the parking review.

Mr Jillings extended his thanks for the robust scrutiny through this process and looks forward to working further with the Town Council.

It was RESOLVED that the positions discussed regarding the parking proposals as received are formally submitted to East Suffolk Council.

267. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24

Council received the report on the Annual Governance & Accountability Return 2023/24 and noted that the notice of conclusion of audit had been displayed on the noticeboard and on the website.

Council gave thanks to the staff for their hard work in achieving an unqualified audit.

It was RESOLVED that the Annual Governance & Accountability Return 2023/24 is approved by Council.

268. INTERIM INTERNAL AUDIT REPORT 2024/25

Council noted a report on the Interim Internal Audit Report 2024/25.

Council gave thanks to the staff for their hard work in achieving another positive audit report.

It was RESOLVED that the Interim Internal Audit Report 2024/25 was approved by Council.

269. CLEAR HOLD PROJECT ‘FUTURE FELIXSTOWE’

Council noted the report on the Clear Hold Build initiative and requested clarification over the time of the meeting on 12th November, this would be circulated to all members.

It was RESOLVED that the following representatives of the Town Council be nominated for the following Delivery Groups of the Clear Hold Build Project:

- ASB / Crime / Drugs Cllr M James and Cllr J Candy**
- Community Culture Cllr M Sharman, Cllr A Folley and Cllr S Bennett**
- Youth Cllr D Aitchison and Cllr C Franklin**
- CCTV Cllr M James and Cllr D Aitchison**
- Tactical The Mayor of Felixstowe**

270. COMMUNITY INFRASTRUCTURE LEVY (CIL)

All Members spoke positively on the CIL funding proposals.

The Council noted the report on CIL.

The Mayor Cllr D Rowe left the room for the discussion and decision of Level Two funding, with the Deputy Mayor Cllr C Franklin taking the chair.

It was **RESOLVED** that the following projects are funded/part funded from the CIL Earmarked Reserve:

- i. **£100,000 (£50,000 for each site) be allocated for the complete refurbishment of play equipment at Walton and Seaton Road Recreation Grounds; and,**
- ii. **£15,000 + VAT to fund new gates at Allenby Park (subject to consultation with the Felixstowe Society); and,**
- iii. **Delegated authority to Council’s Assets & Services Committee to decide whether the Allenby Park gates should be repaired or replaced; and,**
- iv. **£30,000 towards the Level Two Music Digital Arts Centre at Beach Street, to be released once planning and confirmation that project will go ahead.**

271. EARMARKED RESERVES EXPENDITURE

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

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

272. REMEMBRANCE EVENTS 2024

Members were disappointed to note that Felixstowe Football Club would be setting off fireworks on Remembrance Day and that the East Suffolk Council event on NFGN would be taking place on the same evening as the Felixstowe Festival of Remembrance Concert.

It was **RESOLVED** that the report on events taking place for Remembrance 2024 be noted.

273. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
29/08/2024	172 – 187	£50,663.29
16/09/2024	188 – 204	£6,167.82
30/09/2024	205 - 224	£91,443.29
17/10/2024	225 - 240	£5,865.47
31/10/2024	241 - 262	£57,364.76
31/10/2024	263 - 266	£4,974.77
	TOTAL	£216,479.40

274. CLOSURE

The meeting was closed at 10.20 pm. It was noted that the next Ordinary Meeting was scheduled for 8 January 2025 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

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

07/11/2024	Felixstowe Festival of Remembrance - St John's Church
10/11/2024	Civic Church Service of Remembrance – St John's Church
10/11/2024	Civic Act of Remembrance – Felixstowe War Memorial
10/11/2024	Service of Remembrance - Felixstowe Cemetery
10/11/2024	Remembrance - German War Graves Felixstowe Cemetery
10/11/2024	Wesel Association – The Dooley Inn
11/11/2024	Armistice Day Service – Wreath Laying
13/11/2024	Visit to Kingsfleet School
16/11/2024	Mayors Charity Event Boogie Bingo – Labour Club
22/11/2024	Magic of Wishmas – Woolbaa
22/11/2024	Commemorative Service on the Loss of HMS Gipsy – Museum
24/11/2024	Celebrating 10 years of Chaplaincy - Felixstowe School
26/11/2024	BME Business Awards - University of Suffolk
29/11/2024	Felixstowe Scout Carol Service - Salvation Army
30/11/2024	Christmas Bazaar - Felixstowe Community Hospital
30/11/2024	Lions Christmas Light Switch On – Town Centre
01/12/2024	Multicultural Event - Town Hall
02/12/2024	Kids Kitchen Final Rotary Evening – The Alex
03/12/2024	Official Opening Charity Christmas Tree Festival – Salvation Army
05/12/2024	Christmas Party - Sunrise Nursing home
05/12/2025	Chamber of Commerce Quiz Night – Sea You Café
06/12/2024	St Nikalaus Fest - Wesel Association – Sailing Club
08/12/2024	Montague Nursing Home - Christmas Party
11/12/2024	Christmas Get Together - Town Hall
11/12/2024	Bellstone Nursing Home - Christmas Party
13/12/2024	Maynell House Nursing Home - Christmas Party
14/12/2024	Whitegable Nursing Home - Christmas Party
14/12/2024	The Firs Nursing Home - Christmas Party
15/12/2024	Salvation Army Carol Concert

16/12/2024	Coniston House Care Home – Christmas Visit
18/12/2024	Felixstowe Schools Service of Lessons & Carols - St Mary's Church Walton
19/12/2024	European Gateway Disaster Memorial Plaque Unveiling
19/12/2024	Foxgrove Retirement Home - Christmas Party
19/12/2024	Mayors Christmas Civic Carol Service - Trinity Methodist Church
20/12/2024	Opening of Felixstowe Ice Rink – Felixstowe BID Great Eastern Sq.
20/12/2024	Cotman House Care Home - Christmas Visit
20/12/2024	Merryfield's Care Home - Christmas Party
22/12/2024	Christmas Party - Harbour Manor
23/12/2024	Westcliff Care Home - Christmas Visit
25/12/2024	Christmas Day Dip - St Elizabeth Hospice
25/12/2024	Felixstowe Community Hospital - Christmas Visit
25/12/2024	Salvation Army - Christmas Day Visit
30/12/2024	Manna Pop Up Shop - Christ Church Grange Farm

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.

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 13 November 2024 at 9.30am

PRESENT: Cllr S Bird (Chairman) Cllr B Price
Cllr M Morris (Vice Chairman) Cllr J Candy
Cllr N Barber (#left for item 5d) Cllr C Franklin
Cllr S Bennett

OFFICERS: Mr A Tadjrishi (Town Clerk via Zoom)
Mrs D Frost (Deputy Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

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

275. PUBLIC QUESTION TIME

None.

276. APOLOGIES FOR ABSENCE

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

277. DECLARATIONS OF INTEREST

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

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

Cllr N Barber declared an Other Registerable Interest for Item 279d as the applicant is a friend of the family.

278. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 30 October 2024 be confirmed as a true record.

279. PLANNING APPLICATIONS

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

A	DC/24/3713/OUT Outline Application (Some Matters Reserved) – Development of three flats with amenity areas, parking and amended access Land Rear Of 137 To 141 Hamilton Road
Committee recommended APPROVAL.	

B	DC/24/3574/FUL Regularization of existing site, and addition of storage container and self-contained lavatory unit. Car Park Garrison Lane
Committee recommended APPROVAL.	

C	DC/24/3761/FUL Removal of existing single storey rear extension, erection of new single storey rear extension, and associated works. Caradoc 8 Crutel Road
Committee recommended APPROVAL.	

Cllr N Barber left at 10.04

D	DC/24/3834/FUL Replacement of conservatory with rear extension. 11A Glenfield Avenue
Committee recommended APPROVAL.	

Cllr N Barber returned to the meeting at 10.10am.

E	DC/24/3568/FUL Retrospective householder planning application for 1 st floor fire escape ladder 7 Western Avenue
Committee recommended APPROVAL, however we understand that the existing application is to comply with building regulations however Committee has concerns as to how practical this ladder would be in the event of a lift failure for a disabled person.	

F	DC/24/3503/FUL Providing parking surface for one vehicle. Construct crossover from roadway 28 Looe Road
Committee recommended APPROVAL.	

G	DC/24/3012/FUL Replace existing wooden door and windows with UPVC Apartment 12 Martello Place Golf Road
Committee recommended APPROVAL.	

280. PLANNING DECISIONS

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

281. CORRESPONDENCE

None.

282. CLOSURE

The meeting was closed at 10.31am. It was noted that the next meeting was scheduled to take place on Wednesday 27th November 2024 at 9.30am.

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 20 November 2024 at 7.30pm

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman) Cllr B Price
Cllr M Morris Cllr M Sharman
Cllr S Harkin Cllr W Underwood

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

283. PUBLIC QUESTIONS

None.

284. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr D Aitchison** and **Cllr N Barber**.

285. DECLARATIONS OF INTEREST

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

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

Cllr S Harkin declared an Other Registerable Interest in the annual grant applications (*Minute # 291*) Felixstowe Museum as part of Landguard Trust.

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.

286. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 18 September 2024 be signed by the Chairman as a true record.

287. ASSETS & SERVICES BUDGET REPORT

The Committee reviewed the income and expenditure against the budget up to 15 November 2024.

Following a comment on the wedding hire income a suggestion was made to actively promote the Town Hall's wedding facilities, including further photography and improvements to the website.

A query was raised about the status of the telecoms mast licence review. The Town Clerk confirmed that the Council was awaiting feedback from the surveyors, who were in the process of investigating.

It was RESOLVED that the Budget Report to 15 November 2024 be received and noted.

288. TOWN HALL UPDATE REPORT

The Committee considered a report on the Town Hall, including maintenance requirements and quotes received for damp repairs. Members discussed the importance of addressing identified issues proactively to prevent further deterioration.

The need for repointing the Town Hall building was highlighted, particularly given the accelerated deterioration caused by exposure to sea air. Members emphasised the importance of ensuring long-term resilience of the building.

In response to a query, The Deputy Town Clerk confirmed that Quote 3 included the replacement of electrical sockets and skirting. Members supported this quote, noting its more holistic approach to resolving the underlying issues.

The Deputy Town Clerk confirmed that scaffolding installations for the works would be planned to avoid any disruption to scheduled weddings. The Town Clerk advised that approximately £19,500 was available in the Town Hall's Earmarked Reserve to fund the proposed works.

Following further discussion and consideration of the three quotes and options received, it was RESOLVED that:

- i. The company who had refurbished the windows last year be appointed to carry out repointing, scaffolding and internal works to remedy damp at a cost of £17,345 +VAT to be financed via the Town Hall Earmarked Reserve; and,**
- ii. the scaffolding installation be planned around scheduled weddings.**

289. WALTON COMMUNITY HALL

Committee discussed the current status and future maintenance needs of Walton Community Hall, including its financial position, roof condition, and plans for solar panel installation.

The Deputy Town Clerk reported that Orwell Housing had confirmed that Walton Community Hall's roof had a 30-year guarantee, with a 25 year guarantee on the foam insulation attached to the back of the tiles. There is no felt on the roof. Members emphasised the importance of adhering to the roof guarantee terms, with further information required before proceeding with any roof-related work. The Deputy Town Clerk advised that Orwell Housing might not support unnecessary roof work.

The Earmarked Reserve balance for Walton Community Hall is currently approximately £73,000

Members discussed contractor quotes for potential works, with some expressing trust in the current contractor, while others suggested further clarity on the roof's condition and guarantee terms before deciding. Concerns were raised about whether installing solar panels might invalidate the guarantee, and members agreed to seek confirmation via Orwell Housing.

The Committee also noted the approaching deadline for a related grant application. Members agreed that submitting the application, even in the absence of confirmed plans, was prudent to ensure potential funding for future works.

Reprofiling Earmarked Reserves: It was noted that the earmarked reserves may need to be reprofiled within the 2025/26 draft budget. This could involve reallocating funds from other reserves, such as Walton Community Hall (WCH) or Broadway House (BH), to support the Town Hall project. This recommendation will be presented to the Finance & Governance Committee and Full Council for consideration.

It was RESOLVED that:

- i. Further investigations be undertaken to confirm the condition of the roof, the terms of the roof guarantee, and whether solar panel installation would impact the guarantee; and,**
- ii. a grant application be submitted to secure potential funding for future works at Walton Community Hall; and,**
- iii. the re-profiling of Earmarked Reserves to support Town Hall projects be referred to the Finance & Governance Committee and Full Council for consideration within the 2025/26 budget process.**

290. ALLOTMENT UPDATE REPORT

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

It was RESOLVED that the Allotment update report be noted.

291. ALLENBY PARK GATES

The Grounds and Maintenance Manager presented an update on the Allenby Park Gates. Comments from the Felixstowe Society regarding the historical significance of the gates were shared, alongside a report by David Gledhill detailing the historical value.

Committee discussed whether to pursue refurbishment or replacement of the gates, noting that the work was not time-sensitive and additional information could be sought. Options considered included full refurbishment, display of the existing gates if deemed beyond repair, or replacement with design modifications, such as smaller crests on either gate.

Following a discussion, it was suggested that consultation with the Conservation Officer at East Suffolk Council might provide clarity on the feasibility of refurbishment. Some Members expressed concerns over potential delays to the project, while others highlighted the importance of maintaining historical integrity.

It was RESOLVED that

- i. a second opinion on repair options be sought from blacksmiths suggested by The Felixstowe Society and Felixstowe Museum; and,**
- ii. the Conservation Officer at East Suffolk Council be consulted regarding the feasibility of refurbishment.**

292. DRAFT BUDGET CONSIDERATIONS 2025 - 2026

Committee considered first draft proposals for its element of the Council's 2025-2026 budget and reviewed the accompanying notes to the estimates in the report. Discussions included the renewal of the wedding licence and its associated costs, and plans for the electric vehicle lease.

It was RESOLVED that the draft proposals for the Assets & Services element of the Council's 2025-26 budget be recommended as presented to Council's Finance & General Purposes for further consideration.

293. CLOSURE

The meeting was closed at 8.28pm. The next meeting was noted as being scheduled for Wednesday 19 February 2025 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 27 November 2024 at 9.30am**

PRESENT: Cllr S Bird (Chairman) Cllr J Candy
Cllr M Morris (Vice Chairman) Cllr B Price
Cllr S Bennett Cllr A Folley

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

IN ATTENDANCE: 2 members of the public (via Zoom)
Ms C Lee, ESC Communities Officer (via Zoom)

294. PUBLIC QUESTION TIME

None.

295. APOLOGIES FOR ABSENCE

Apologies were received for absence from **Cllr N Barber, Cllr C Franklin** and **Cllr S Wiles**.

296. DECLARATIONS OF INTEREST

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

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

297. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 13 November 2024 be confirmed as a true record.

298. PLANNING APPLICATIONS

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

A	<p>DC/24/3773/FUL Alterations to provide new consulting suite within former pharmacy, including facade works to existing windows and doors. New localised external guarding outside former pharmacy to prevent public access past new consulting suite. New roof lights to first floor roof at rear of building to provide office / admin accommodation within existing redundant records store. New external air handling equipment.</p> <p>Howard House Orwell Road</p>
<p>Committee recommended APPROVAL.</p>	

At the direction of the Chairman, Ms C Lee, ESC Communities Officer, was invited to join the meeting in respect of the application below as a representative of the applicant.

B	<p>DC/24/3429/VOC Variation of Condition 2 of C/06/0303 (Construction of a skateboard area with pedestrian access and including bunds, landscaped areas and floodlighting) - Extension of floodlighting operational hours to 10pm Fri/Sat/Sun & 9pm Mon/Tues/Wed/Thurs to match Woodbridge skate park and reduce anti-social behaviour.</p> <p>Skatepark Orwell Green Grange Farm Avenue</p>
<p>Committee recommended APPROVAL.</p>	

C	<p>DC/24/3774/VOC Variation of Condition No. 2 of DC/24/0215/FUL (Change of use from C1 Hotel to Sui generis (House of Multiple Occupation)) - Approved Drawings and Documents - Ground floor windows.</p> <p>The Norfolk Guest House 1 - 3 Holland Road</p>
<p>Committee recommended APPROVAL. We believe that the proposed changes will enhance this building in the Conservation Area.</p>	

D	<p>DC/24/3340/AND 1 no. freestanding A-Board.</p> <p>1 Bent Hill</p>
<p>Committee recommended REFUSAL. Whilst we are not against an A-board for this premise in principle, we believe that its current position unacceptably restricts use of the pavement. We believe that the gap between the sign and the chairs – particularly when they are in use – will unacceptably restrict the use of the pavement, most notably for pedestrians with disabilities.</p>	

E	<p>DC/24/4027/FUL Construction of front entrance porch</p> <p>62 Westmorland Road</p>
<p>Committee recommended APPROVAL.</p>	

F	DC/24/3870/FUL Replacement Balcony Screen and detail 14 Western Avenue
Committee recommended APPROVAL.	

299. PLANNING DECISIONS

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

300. CORRESPONDENCE

- i. East Suffolk Council had received an application from the Friends of The Half Moon (FOTHM) to list the pub as an Asset of Community Value (ACV).

Committee supported the application to list the Half Moon as an Asset of Community Value and the Clerk would advise East Suffolk Council accordingly.

- ii. Formal response from Cllr Beavan on behalf of ESC, to the Town Council's submission to the NFGN Masterplan consultation.

Committee noted the response, which the Clerk had also circulated to all Town Councillors.

301. CLOSURE

The meeting was closed at 10.47am. It was noted that the next meeting was scheduled to take place on Wednesday 11th December 2024 at 9.30am.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 4 December 2024 at 7.30pm**

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

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

IN ATTENDANCE: One member of the public (*via Zoom*)

In the absence of the Chairman, Cllr M Deacon, Vice-Chairman Cllr D Rowe was the chair.

302. PUBLIC QUESTION TIME

There was none.

303. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Deacon** and **Cllr M James**.

304. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr S Bird Cllr S Wiles	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)

Cllr D Rowe declared an Other Registerable Interest in the CIL application from Level Two (as a Director of Level Two). As the matter for consideration directly related to his Other Registerable Interest, Cllr Rowe advised that he would leave the meeting prior to any debate and decision on this item.

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.

305. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Finance & Governance Committee Meeting held on 23 October 2024 be signed by the Vice-Chairman as a true record.

306. BUDGET MONITORING TO 30 NOVEMBER 2024

Committee received the budget monitoring report to 30th November 2024, , which highlighted variances exceeding 10% or £500 against budget estimates.

Attention was drawn toward the reduction in wedding hire income for the current year as well as several invoices issued which were yet to be settled, notably the lease for the Mobile Phone Mast and Magazine Sponsorship invoices. During the report, Committee was noted of a typographical error in Budget Codes 1120 & 1130, and has been corrected:

<p>1120 Purchase of Graves (64%) Three outstanding invoices totalling £2632 awaiting payment (70%). Recommendation: Chase outstanding invoices</p>
<p>1130 Memorials (31%) Outstanding invoices totalling £2697 awaiting payment (43%). Recommendation: Chase outstanding invoices</p>

RESOLVED that the budget monitoring report to 30 November 2024 be noted.

307. BUDGET ESTIMATES 2025/26 (DRAFT)

Committee considered the papers showing a first draft full budget, including suggested Earmarked Reserve transfers 2025/26. Members considered comparisons against the current year budget, actual expenditure, and projected outturn for the full year 2024/25.

Members noted that relevant sections of the budget had been considered and recommended by the Council’s Civic & Community, Assets & Services and Personnel committees. Notably, the Civic & Community Committee had recommended an increase of £10,000 for Occasional Grants 2025/26.

The Town Clerk highlighted the pressure on the Council’s General Reserves due to inflationary factors and increased service provision. The draft budget illustrated how a 0% change to Council Tax would require a contribution from the General Fund of £36,792 (excluding any projected Earmarked Reserve expenditure) to meet the estimated net expenditure requirements for the forthcoming year. To negate this deficit in its entirety, an increase of 5.2% to the Town Council’s element of the Council Tax charge would be required.

Noting CPI inflation (12 months to October 2024) Committee considered the potential impact of a 3.2% increase in Council Tax, which would generate a precept of £717,436. This would require reducing budgeted expenditure by £14,579 or utilising reserves to balance the budget.

Committee discussed potential options to address the revenue budget deficit, recommending the following adjustments:

- Twinning budget be set at £3,500, which was closer to pre-anniversary levels (saving £1,500).
- Using £10,000 from the Community Support Earmarked Reserve to fund the recommended increase in the Occasional Grants budget, subject to review in the following year (saving £10,000).

Noting that these adjustments would offset the majority of the deficit, leaving a net contribution required from the General Fund of £3,079 to balance the budget.

Additionally, the 'Planting' budget was deemed unnecessary as a separate item and should be merged with the Parks Repair & Maintenance budget for clarity and efficiency.

It was RESOLVED that it be recommended to Council that, subject to any further adjustments to the budget deemed appropriate by the Town Clerk, which would not cause the total requirement to change, the draft budget 2025/26 proposals with a 3.2% increase (£77.19 per annum for a Band D property) be approved.

308. CIL WORKING GROUP UPDATE

Committee received an update report from the CIL Working Group.

Committee was pleased to note that the pump track concept was progressing with support from Felixstowe School. Committee was informed the Cemetery Extension and Enhancement Project will be further discussed at the January CIL Working Group meeting and referred to the Assets & Services Committee, just as the Environmental Neighbourhood Plan has been referred to Planning & Environment Committee for their consideration.

It was RESOLVED that the CIL Working Group Update has been noted

309. CLOSURE

The meeting was closed at 8.45pm. The next meeting was noted as being scheduled for Wednesday 15 January 2025 at 7.30pm.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 11 December 2024 at 9.30am

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

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

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

310. PUBLIC QUESTION TIME

None.

311. APOLOGIES FOR ABSENCE

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

312. DECLARATIONS OF INTEREST

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

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

313. CONFIRMATION OF MINUTES

Subject to a correction to record Cllr A Folley, rather than Cllr C Franklin, as attending, it was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 27 November 2024 be confirmed as a true record.

314. PLANNING APPLICATIONS

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

At the direction of the Chairman, item F below, was considered first.

Members heard from the applicant in respect of item F below, confirming that the variation in the conditions was to address a neighbour’s concerns on potential overlooking.

F	<p>DC/24/4064/VOC Variation of Condition 2 of DC/23/3641/FUL - Single storey front extensions (including balcony overlooking sea), reconstruction of single storey pool house (linking to dwelling) and installation of external insulation with render/metal cladding to all elevations - To simplify visual appearance/ arrangement of cladding materials, and to provide privacy to and from neighbour by raising the side wall of the previously approved balcony</p> <p>High Ridge 16 South Hill</p>
<p>Committee recommended APPROVAL.</p>	

A	<p>DC/24/3689/FUL Change of use to lounge/kitchen area to hold yoga classes on Mondays at 6.30pm until 7.30pm and Saturdays 9.30am until 10.30am.</p> <p>41 Westmorland Road</p>
<p>Committee recommended APPROVAL. However, we would ask that the following conditions are attached: 1. That the use remain at the two classes per week as stated. 2. The sessions be limited to a maximum of 8 attendees.</p>	

B	<p>DC/24/3987/FUL Conversion of existing three storey house into two flats, to include replacement of window with double French Doors, raising of height of rear single storey extension and erection of steel balustrade above, insertion of new Velux rooflight, replacement of front ground floor window with new windows, and associated development</p> <p>7 Manning Road</p>
<p>Committee recommended REFUSAL. Whilst we are not against the principle of sub-division into flats at this address, we have two major concerns. Firstly, the proposed roof terrace will cause unacceptable loss of privacy and overlooking to several neighbouring residential properties and is therefore contrary to SCLP 11.2 paras. a) and d). Secondly, the proposed ground floor flat will have no internal means of escape to upper floors and, as this property is located in Flood Risk Zone 2, this is wholly unacceptable and contrary to SCLP 9.5 para c).</p>	

C	DC/24/4061/FUL Ground floor infill extension to form Plant Room; alterations including extension to balconies, replacement external stairs, Juliet balcony and changes to fenestration Ferrymans Haul The Ferry
Committee recommended APPROVAL.	

D	DC/24/4207/FUL Proposed rear single storey extension, cladding of the front and rear elevations and new windows 3 Victoria Road
Committee recommended APPROVAL.	

E	DC/24/1710/FUL Conversion and extension of the existing building to create nine residential units (retaining the existing one residential unit) and two commercial units on part of ground floor level and basement including retention of existing gym following demolition of store building and removal of dormer window at rear, changing window to door on corner of southern and eastern elevation and replacement windows, together with associated works and landscaping 18 Hamilton Road
<p>Committee recommended APPROVAL. We recognise the need for small residential units in the town centre. We are sympathetic to the objection from the neighbouring church with regards to the solar panels. However, we feel that the benefits of this scheme far outweigh any perceived harms. In terms of the Conservation Area, we believe that the existing appearance of the rear of this building is unattractive and that the proposed second floor extension will significantly enhance its appearance in the Conservation Area and is therefore compliant with SCLP11.5.</p> <p>We concur with the conditions proposed by the ESC Arboricultural Officer.</p>	

315. PLANNING DECISIONS

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

316. CORRESPONDENCE

- i. **Forthcoming changes to ESC’s scheme of delegation which will affect some items reaching Referral Panel and Committee.**

Committee noted the changes and the recommendation to qualify recommendations of approval in such cases where the Committee felt strongly in support of an application.

ii. **Consultation on the renewal of dog related Public Space Protection Orders relating to dogs on leads at Martello Park, in front of the Town Hall, Felixstowe Seafront Gardens and Exclusion of dogs at Langer Park.**

Committee noted the consultation on PSPOs and recommended that they be renewed.

iii. **West Felixstowe Walking, Wheeling & Cycling Improvements**

Committee noted a Suffolk County Council consultation on the above that was due to conclude on 20th December. The Clerk was asked to request that the consultation period be extended, and to invite SCC to present the proposals at the next meeting to enable the Committee to consider and respond appropriately.

317. CLOSURE

The meeting was closed at 11.11am. It was noted that the next meeting was scheduled to take place on Wednesday 8th January 2025 at 9.30am.

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

PRESENT: Cllr M Sharman (Chairman)
 Cllr C Franklin (Vice Chairman)
 Cllr D Aitchison
 Cllr N Barber
 Cllr S Bennett

Cllr J Candy
 Cllr A Folley
 Cllr S Harkin
 Cllr M Morris

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

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

318. PUBLIC QUESTION TIME

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

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

319. APOLOGIES FOR ABSENCE

None.

320. DECLARATIONS OF INTEREST

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

Member(s)	Minute No.	Nature of Interest
Cllr A Folley Cllr S Bennett	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett	All	Disclosable Pecuniary Interest and Other registerable interest (as Members of Suffolk County Council)
Cllr S Harkin	All	Disclosable Pecuniary Interest and Other registerable interest (as an employee of East Suffolk Council)

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

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

321. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 9 October 2024 be confirmed as a true record.

322. FLAG FLYING ARRANGEMENTS

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

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

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

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

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

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

323. CIVIC & COMMUNITY BUDGET REPORT

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

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

324. OCCASIONAL GRANTS 2024-25

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

Committee considered completed applications for funding received prior to the deadline for the second round of Occasional Grants. The total of grant funding requested in this first round being £29,568.56 from a pot of £17,253.01.

It was RESOLVED that:

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

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

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

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

325. HARWICH HARBOUR FERRY UPDATE

Members noted the update report from the Harwich Harbour Ferry.

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

326. SUMMIT FOR CHARITIES AND VOLUNTARY GROUPS

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

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

327. FELIXSTOWE IN FLOWER 40TH ANNIVERSARY

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

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

328. MS EUROPEAN GATEWAY REMEMBERED

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

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

329. 72ND ANNIVERSARY OF THE FELIXSTOWE FLOODS

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

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

330. 80TH ANNIVERSARY OF VE DAY

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

It was RESOLVED that:

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

331. CLOSURE

The meeting was closed at 10.09 pm. It was noted that the next meeting was scheduled to take place on Wednesday 12 February 2025 at 7.30pm.

AGENDA ITEM 8: OUTSIDE BODIES REPORTS

Council is requested to receive the following report from Cllr Seamus Bennett, representative to Ukraine 2 Felixstowe.

Report from Ukraine 2 Felixstowe (U2F) (January 2025):

Ukraine 2 Felixstowe continues to do vital work, though the number of Ukrainians in Felixstowe has reduced as some people have moved away / back to Ukraine, while only a few are still arriving.

I met and spoke with quite a traumatized couple, newly arrived in December from Odessa (major port on the Black Sea). Life for them there had become intolerable with little or no power, therefore no work. They spoke almost no English at all and had not wanted to leave Odessa but felt they had no choice.

U2F Coffee Cake, Chat & Crafts (4C) meetings still happening at URC every 4th Sunday early evening and well attended. U2F organizes sharing of surplus supermarket food for Ukrainians who need it after these gatherings (U2F personnel are involved with this through their being part of Manna pop-up at Christ Church)

10-15 families under Ukraine 2 Felixstowe scheme, with Felixstowe hosts. Most families now in private rental accommodation – U2F continues to support them with admin and other issues.

Many of our Ukrainian community are employed at Cogent, which recently made half its workforce redundant, affecting several Ukrainians, some older and with relatively weak English.

U2F organized Xmas Felixstowe cinema trip for families on Sunday 22 Dec, with a bring and share lunch + carol service at URC (United Reformed Church, Tomline Rd)

U2F supports Ukrainians in applying for visa extensions.

Around £2000 in U2F bank account (held with the Lions)

'Official' English courses (in two classes) still ongoing, Tuesday evenings at Felixstowe School – open to, and include, other nationalities. Courses funded through West Suffolk College, delivered by qualified Felixstowe teachers. Weekly conversation classes at the URC hub run by volunteers.

Felixstowe's Ukraine community fully understand and are comfortable with FTC's change of flag policy; i.e. that Ukraine flag will no longer be flown (routinely) at Town Hall. They have greatly appreciated the support shown in this way thus far.

Council is requested to receive the above report and any other update from Cllr Bennett.

AGENDA ITEM 9: ESC RESPONSE TO NFGN MASTERPLAN CONSULTATION SUBMISSION

At its previous meeting, Felixstowe Town Council approved a corporate response to East Suffolk Council NFGN Masterplan Consultation. This response, submitted as part of the formal consultation process, emphasised the need for ESC to pause the development process to:

1. Reassess Housing Allocations: Review the Local Plan's housing allocations for Felixstowe to ensure they align with the town's needs and capacity.
2. Review Secondary Education Capacity: Address concerns regarding the adequacy of secondary education provision to support the anticipated population growth.

The Town Council's response was published in full on 7 November 2024 and is available at the following link:

[Felixstowe Town Council's Statement on the North Felixstowe Garden Neighbourhood Development](#)

ESC has now provided its official response to the Town Council's submission. This is presented at **Appendix A** of this report and was also made available on the Town Council's website via the following link:

[East Suffolk Council Response to Town Council's NFGN Masterplan Consultation Submission](#)

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

AGENDA ITEM 10: DEVOLUTION WHITE PAPER

The Devolution White Paper sets out the Government's vision for devolving greater powers to local areas in England. It focuses on fostering local economic growth, increasing accountability, and improving public service delivery through new governance arrangements. The Local Government Association (LGA) has provided a factual briefing on the key themes of the White Paper to assist councils in understanding its implications here: <https://www.local.gov.uk/parliament/briefings-and-responses/devolution-white-paper-day-factual-briefing>

Key Themes of the Devolution White Paper

1. Economic Growth and Levelling Up

- Devolution is positioned as a mechanism to drive regional economic growth and reduce disparities between areas.
- Proposals include greater control over funding, infrastructure, and skills development at the local level.

2. Local Governance Models

- Devolution will be underpinned by new governance arrangements, with an emphasis on directly elected mayors and combined authorities.
- Areas wishing to access the highest levels of devolved powers will need to adopt specified governance models.

3. Accountability and Transparency

- Strengthened accountability frameworks are proposed to ensure effective use of devolved powers.
- Emphasis on transparent decision-making and robust performance monitoring.

4. Public Services Reform

- Integration and localisation of public services, including health, transport, and housing, are central to the proposals.
- Focus on delivering tailored services that meet the needs of local communities.

5. Funding and Resources

- Funding for devolution initiatives will largely be drawn from existing budgets.
- Long-term funding arrangements and clarity on fiscal devolution remain areas of concern for local authorities.

Suffolk County Council is holding an extraordinary Full Council meeting, scheduled for 9 January 2025, followed by a Cabinet meeting, to debate and vote on whether Suffolk should join the Devolution Priority Programme, in order to respond to the government's 10 January deadline for formal notice of participation.

Felixstowe Town Council should consider how the proposed changes might impact local governance and identify any opportunities for more localised service delivery in the town.

The emphasis on combined authorities and directly elected mayors may lead to shifts in the decision-making landscape, requiring collaboration with neighbouring councils. Economic growth and infrastructure improvements linked to devolution could benefit Felixstowe, particularly in relation to port-related industries and transport connectivity.

During this process, Council should:

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

Council is requested to consider the report on the Devolution White Paper and decide on any actions it deems necessary.

AGENDA ITEM 11: BUDGET, RESERVES AND PRECEPT 2025/26

Council is requested to consider and approve its budget estimates and Precept for the financial year 2025/26.

East Suffolk Council is required to calculate the tax base by 31st January each year for the financial year ahead. East Suffolk Council has confirmed that the tax base for Felixstowe Town Council for the year 2025/26 will be 9,294.42 band D equivalent properties. An increase in the tax base of 407.14 since 2024/25.

Each relevant section of the budget has been considered and reviewed by Council's Assets & Services, Civic & Community and Personnel Committees and incorporated within a full draft which was considered by the Finance & Governance Committee.

Committee noted that, should the total annual charge per Band D property remain the as 2024/25 (£74.80) the precept would be £695,222.61 (£30,495 more than last year). This would have resulted in a projected deficit of £36,792 (excluding any expenditure from Earmarked Reserves) based on the first full draft budget proposals.

Committee considered offsetting this via a 5.2% increase to the Band D Council Tax rate (to £78.69), with a precept of £731,374.

Noting CPI inflation (12 months to October 2024) Committee considered the potential impact of a 3.2% increase in Council Tax, which would generate a precept of £717,436. This would require reducing budgeted expenditure by £14,579 or utilising reserves to balance the budget.

Committee discussed potential options to address the revenue budget deficit, and recommended the following adjustments:

- Twinning budget be set at £3,500, which was closer to pre-anniversary levels (saving £1,500).
- Using £10,000 from the Community Fund Earmarked Reserve to fund the recommended increase in the Occasional Grants budget, subject to review in the following year (saving £10,000).

Committee noted that these adjustments would offset the majority of the deficit, leaving a net contribution required from the General Fund of £3,079 to balance the budget.

Accordingly, the Finance & Governance Committee has recommended a 3.2% change to the Band D Council Tax rate, with a contribution from the General Fund of £3,079 to offset the estimated net expenditure requirements next year (*Minute #307 of 2024/25 refers*).

A contribution of £41,500 from the General Fund towards Earmarked Reserves is also being recommended, however this is an internal transfer rather than direct expenditure.

The draft Budget 2025/26, current-year expenditure and projected outturn for the full year to 31 March 2025 and a comparison against the previous year is provided in the summary at **Appendix B**.

A detailed draft full budget and notes to the estimates are provided at **Appendix C**. This includes proposals for movements, reallocations, and transfers to Earmarked Reserves.

Members will note that the recommended budget estimates presented provide for the following:

	Budget 2024/25	Budget 2025/26
Estimated Total Expenditure Requirement	£843,383	£912,116
Less Estimated Income	£178,656	£191,601
Less Contribution from General Fund	£0	£3,079
Gross Precept Requirement	£664,727	£717,436
Band D Equivalent Properties	8,887.28	9,294.42
Annual Council Tax charge per Band D	£74.80	£77.19
% change year on year	5.54%	3.20%

An overview of recent years' and projected yearend balances (assuming no change to the tax base and precept for 2026-27) is shown in the table below:

	Actual 2022-23	Actual 2023-24	Est. Outturn 2024-25	Draft Budget 2025-26	Forecast Budget 2026-27
TOTALS					
General Reserves (c/f)	437,340	390,827	336,262	310,159	265,580
Earmarked Reserves (c/f)	795,445	873,850	952,451	950,421	929,921
TOTAL RESERVES (c/f balance)	1,232,785	1,264,677	1,289,713	1,260,580	1,195,501
Income (excluding Precept or CIL)	157,491	179,536	188,545	191,601	193,161
Precept	612,736	621,629	664,727	717,436	717,436
Expenditure	769,919	792,177	838,875	912,116	947,665
Expenditure (from Earmarked Reserves)	-31,583	-16,049	43,529	62,000	10,000
Transfers from GF to Earmarked reserves	46,500	62,553	41,500	41,500	41,500
General Reserves (balance 31 March)	391,149	337,262	310,159	265,580	187,012
Earmarked Reserves (balance 31 March)	873,528	952,451	950,421	929,921	961,421
(of which CIL) 24/25 & 25/26 income TBC	(235,395)	(359,753)	(373,404)	(373,404)	(373,404)
<i>Surplus (+) Shortfall (-)</i>	<i>31,892</i>	<i>25,036</i>	<i>-29,133</i>	<i>-65,079</i>	<i>-47,068</i>
<i>Surplus (+) Shortfall (-) excl. ER</i>	<i>308</i>	<i>8,987</i>	<i>14,397</i>	<i>-3,079</i>	<i>-37,068</i>
<i>% Expenditure change excl. ER</i>	<i>7.01%</i>	<i>2.89%</i>	<i>8.96%</i>	<i>8.73%</i>	<i>3.90%</i>
TOTAL RESERVES (closing balance)	1,264,677	1,289,713	1,260,580	1,195,501	1,148,433

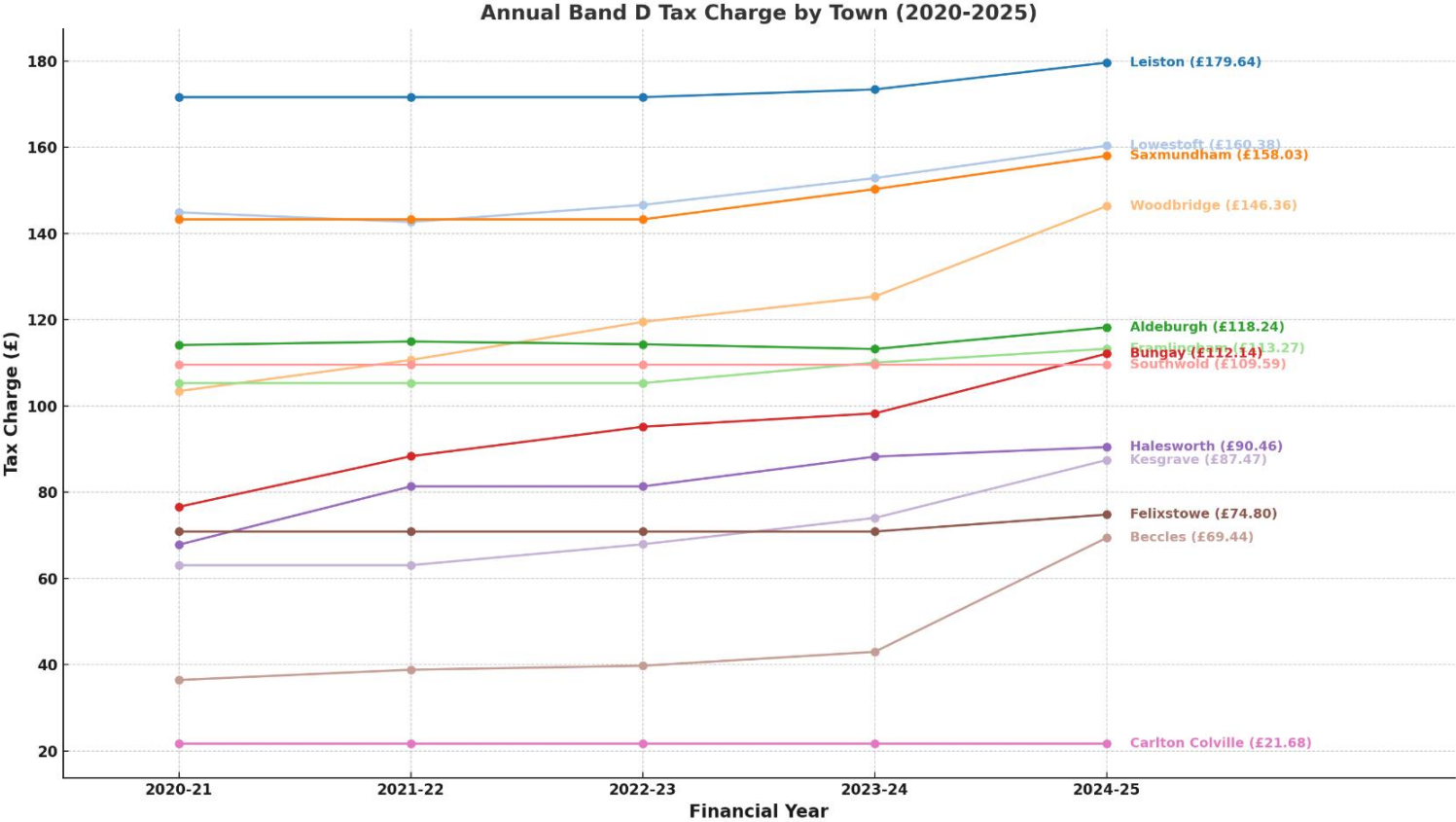
Council should note that the CPI inflation, 12 months to October 2024 was 3.2% and to November 2024 was 3.5%:

<https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/l55o/mm23>

Council may also be interested to note that Felixstowe Town Council continues to be one of the lowest costing town councils in East Suffolk:

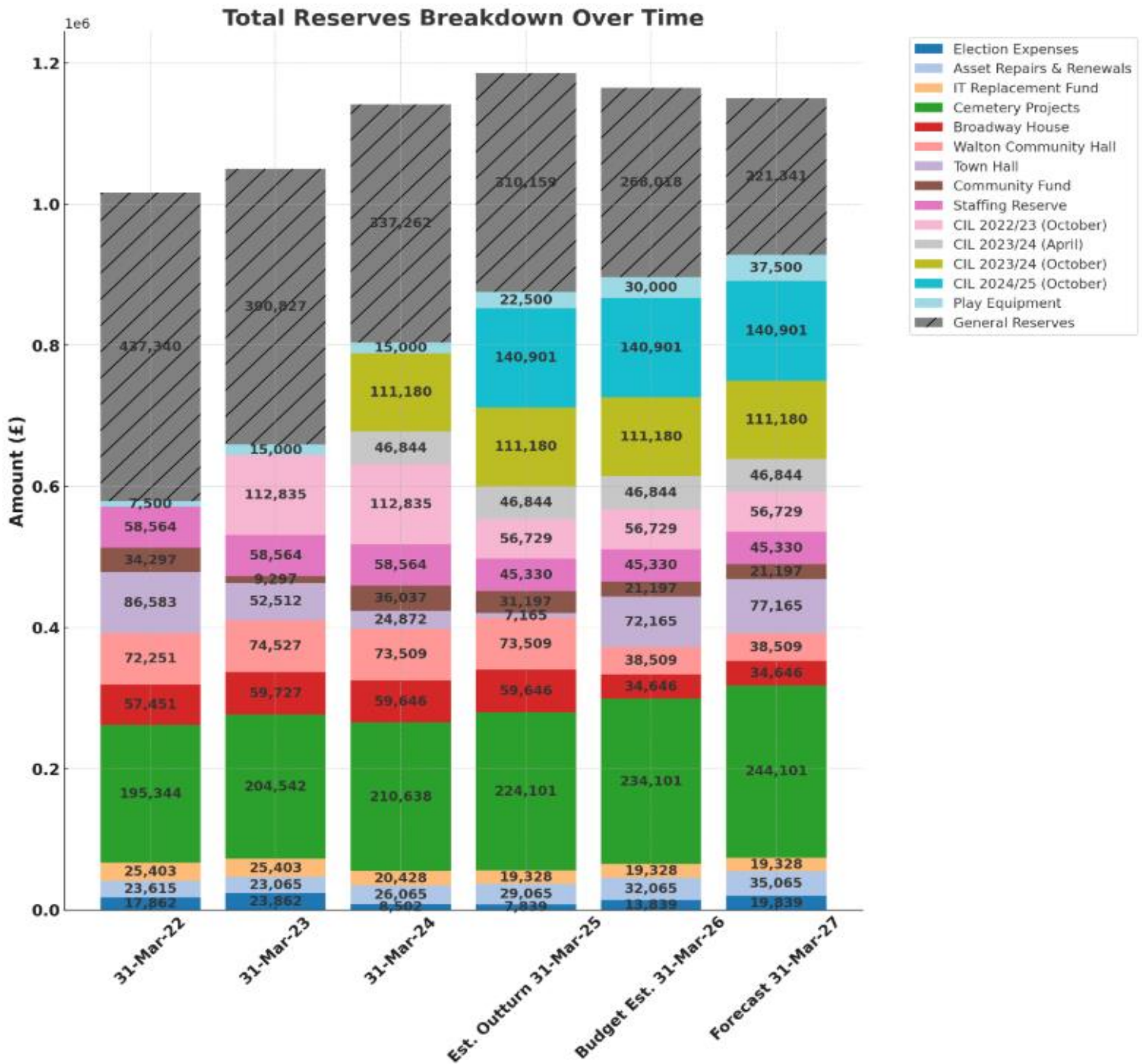
Annual Band D Tax Charge					
Town Council	2020-21	2021-22	2022-23	2023-24	2024-25
Leiston	£171.63	£171.63	£171.63	£173.42	£179.64
Lowestoft	£144.91	£142.68	£146.63	£152.85	£160.38
Saxmundham	£143.28	£143.28	£143.28	£150.30	£158.03
Woodbridge	£103.45	£110.67	£119.50	£125.40	£146.36
Aldeburgh	£114.14	£114.95	£114.31	£113.21	£118.24
Framlingham	£105.31	£105.31	£105.31	£110.05	£113.27
Bungay	£76.61	£88.34	£95.18	£98.28	£112.14
Southwold	£109.59	£109.59	£109.59	£109.59	£109.59
Halesworth	£67.83	£81.34	£81.34	£88.25	£90.46
Kesgrave	£63.07	£63.07	£67.93	£74.03	£87.47
Felixstowe	£70.87	£70.87	£70.87	£70.87	£74.80
Beccles	£36.44	£38.82	£39.74	£42.98	£69.44
Carlton Colville	£21.68	£21.68	£21.68	£21.68	£21.68

The annual change to the council tax charge for each town council in East Suffolk is shown in the graph below:



The table and bar chart on the following pages show how the Council's Reserve Balances have changed over time, and are projected for the next two years:

Code	Description	31-Mar-22	31-Mar-23	31-Mar-24	Est. Outturn 31 Mar 25	Budget Est. 31 Mar 2026	Forecast 31 Mar 2027
	General Reserves	£437,340	£390,827	£337,262	£310,159	£268,018	£221,341
	Earmarked Reserves Balance	£795,445	£873,849	£952,451	£950,421	£929,921	£971,421
	Represented by:						
330	Election Expenses	£17,862	£23,862	£8,502	£7,839	£13,839	£19,839
335	Enhancement & Promotional	£692	£692	£0	£0	£0	£0
345	Asset Repairs & Renewals	£23,615	£23,065	£26,065	£29,065	£32,065	£35,065
350	IT Replacement Fund	£25,403	£25,403	£20,428	£19,328	£19,328	£19,328
360	Cemetery Projects	£195,344	£204,542	£210,638	£224,101	£234,101	£244,101
365	Broadway House	£57,451	£59,727	£59,646	£59,646	£34,646	£34,646
370	Walton Community Hall	£72,251	£74,527	£73,509	£73,509	£38,509	£38,509
380	Town Hall	£86,583	£52,512	£24,872	£7,165	£72,165	£77,165
390	Community Fund	£34,297	£9,297	£36,037	£31,197	£21,197	£31,197
400	CCTV	£42,000	£42,000	£42,000	£42,000	£0	£0
405	Staffing Reserve	£58,564	£58,564	£58,564	£45,330	£45,330	£45,330
411	CIL 2019/20	£24,302	£24,302	£0	£0	£0	£0
450	CIL 2020/21 (April)	£16,567	£16,567	£7,204	£0	£0	£0
451	CIL 2020/21 (October)	£724	£724	£724	£0	£0	£0
452	CIL 2021/22 (April)	£6,819	£6,819	£6,819	£0	£0	£0
453	CIL 2021/22 (October)	£70,471	£70,471	£70,471	£0	£0	£0
454	CIL 2022/23 (April)	£0	£3,676	£3,676	£0	£0	£0
455	CIL 2022/23 (October)	£0	£112,835	£112,835	£56,729	£56,729	£56,729
456	CIL 2023/24 (April)	£0	£0	£46,844	£46,844	£46,844	£46,844
457	CIL 2023/24 (October)	£0	£0	£111,180	£111,180	£111,180	£111,180
458	CIL 2024/25 (April)	£0	£0	£0	£17,750	£17,750	£17,750
459	CIL 2024/25 (October)	£0	£0	£0	£140,901	£140,901	£140,901
415	AFW Legacy/Jubilee/VE Fund	£30,000	£8,010	£0	£0	£0	£0
392	Community Support Fund	£25,000	£41,254	£0	£0	£0	£0
420	Public Spaces		£0	£17,437	£15,337	£15,337	£15,337
425	Play Equipment	£7,500	£15,000	£15,000	£22,500	£30,000	£37,500



Council is therefore requested to consider:

- i. Approving and adopting the Felixstowe Town Council Budget for 2025/26 as set out in the report as follows:

Total Budgeted Expenditure: £912,116
 Total Budgeted Income: £191,601

- ii. Approving 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); and,
- iii. Instructing the Clerk to take any necessary action due and submit any information required by East Suffolk Council in this matter.

AGENDA ITEM 12: MEETINGS SCHEDULE 2025/26

The draft Meeting Calendar for the 2025/26 Municipal Year is attached at **Appendix D**.

The calendar is based on the following regular schedule:

Annual Council Meeting (Number of meetings: 1): 7pm on the 3rd Wednesday in May.

Council (5): 7.30pm on Wednesdays of 18 June, 3 September, 5 November, 14 January and 4 March.

Finance & Governance (5): 7.30pm on Wednesdays of 4 June, 15 October, 10 December, 28 January and 18 March.

Assets & Services (5): 7.30pm on Wednesdays of 9 July, 17 September, 19 November, 18 February and 22 April.

Civic & Community (6): 7.30pm on Wednesdays of 11 June, 10 September, 22 October, 17 December, 11 February and 8 April.

Personnel (2): 6pm on Wednesdays of 2 October and 2 April.

Planning & Environment (24): Fortnightly on Wednesdays, with a recess in August, at Christmas and Easter.

Annual Town Meeting (Number of meetings: 1): 7pm on the 2nd Wednesday in May.

Other meetings TBC:

Youth Forum: *to be confirmed with local schools.*

Appeals Committee: Arranged if required.

As several Town Councillors are dual or triple-hatted and Members of other authorities, this schedule of meetings has been compared to the most recently available schedule of meetings for East Suffolk Council and Suffolk County Council.

There is currently no known clashes, however ESC Full Council meetings are usually held on the 3rd Wednesday of the month. Should this pattern be retained there could be a possible clash for ESC Members with the Assets & Services Committee meeting scheduled for 18th February 2026.

All scheduled Full Council and Cabinet meetings of Suffolk County Council commence at 2pm and do not clash with any Town Council meetings. Some committee meetings commencing at 10am may clash with the Town Council's Planning & Environment Committee but it is not known which (if any) of these will impact on local County Councillors.

Council is requested to approve its Meetings Calendar for 2024/25.

AGENDA ITEM 13: EARMARKED RESERVE EXPENDITURE

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 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
288	Damp work including repointing to front elevation of Town Hall	£17,345	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 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

The following Community Infrastructure Levy expenditure was previously 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.