

**MINUTES of the ANNUAL COUNCIL meeting held at Felixstowe Town Hall on  
Wednesday 21 May 2025 at 7pm**

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

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs S Faversham (Civic Events Officer)  
Mrs S Morrison (Planning Administration Assistant)  
Mr S Congi (Finance Administration Assistant)  
Miss H Miles (Communications Officer)  
Mrs J Smith (Assets & Services Officer)  
Mr T Minns (Grounds & Maintenance Manager)

**IN ATTENDANCE:** 24 Members of the Public (in person)  
6 Members of the public (via Zoom)

**MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection delivered by Mr Jim Cadbury, Felixstowe Quakers.

**1. ELECTION OF MAYOR**

**Mayor, Cllr David Rowe, in the chair.**

Cllr Rowe reflected on the privilege of serving as Mayor of the town in which he has lived his whole life.

Whilst the role of Mayor is front-facing, it cannot be undertaken alone. He paid tribute to the Deputy Mayor, Cllr Corrine Franklin, and thanked fellow Councillors for their support and their engaging debates throughout the year.

The Mayor expressed his gratitude to his charities, Landguard Fort Trust and Breast Friends, and was proud to confirm that the Mayor's Charities had raised almost £25,000.

Thanks were also extended to his family for their support and grounding influence, and to his friends – in particular, Shez from Level Two – for her support throughout the Mayoral year, including accompanying him to Wesel.

The Mayor then paid tribute to the Town Hall staff for their hard work in ensuring a successful year in office.

Following the Mayor's address, Cllr M Deacon proposed, seconded by Cllr A Folley, that Cllr Corrine Franklin be elected as Mayor of Felixstowe for the forthcoming Municipal Year.

**RESOLVED that Cllr Corrine Franklin be elected Mayor of Felixstowe for the Municipal Year 2025/26.**

Cllr Franklin was invested with the Mayor's Chain of Office and duly read aloud and signed the Declaration of Acceptance of Office.

**Mayor, Cllr Corrine Franklin, in the Chair.**

The Mayor thanked Cllr Deacon for nominating her and Cllr Folley for seconding, and expressed her appreciation to all who voted in support. She extended heartfelt thanks to her husband, Peter, and to her family for the support and encouragement they have given.

The Mayor announced that her theme for the year would be Community, and that she would use her Mayoral year to highlight the people, organisers, and groups that make Felixstowe the wonderful place it is. She spoke of her enthusiasm for the year ahead and the opportunity to represent the town at the many events and meetings to come.

The Mayor concluded by thanking Cllr David Rowe for all his hard work throughout his tenure, praising the fantastic job he had done and acknowledging that he would be a very hard act to follow.

**2. ELECTION OF DEPUTY MAYOR**

It was proposed by Cllr S Bennett, seconded by Cllr D Rowe, that Cllr Darren Aitchison be elected as Deputy Mayor for the ensuing Municipal Year.

**RESOLVED that Cllr Darren Aitchison be elected Deputy Mayor for the ensuing Municipal Year 2025/26.**

**3. APPOINTMENT OF MAYORS CADET**

The Mayor appointed Cadet Flight Sergeant Frazer Lack as the Mayor's Cadet for the Municipal Year 2025/26, investing them with the badge of office.

**RESOLVED that Cadet Flight Sergeant Frazer Lack be appointed as the Mayor's Cadet for the 2025/26 Municipal Year.**

**4. PUBLIC QUESTION TIME**

There were none.

## **5. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr M Morris**.

## **6. 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 Bird Cllr S Bennett Cllr S Wiles	All	Other registerable interest (as Members of Suffolk County Council)
Cllr S Bennett Cllr J Candy Cllr M Deacon Cllr A Folley	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Harkin	All	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.

## **7. CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 5 March 2025 be signed by the Mayor as a true record and adopted by the Council.

## **8. 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 5 March 2025**
- b) **Planning & Environment Committee 19 March 2025**
- c) **Finance & Governance Committee 19 March 2025**
- d) **Planning & Environment Committee 2 April 2025**
- e) **Personnel Committee 2 April 2025**
- f) **Civic & Community Committee 9 April 2025**
- g) **Planning & Environment Committee 16 April 2025**
- h) **Assets & Services Committee 23 April 2025**
- i) **Planning & Environment Committee 30 April 2025**
- j) **Planning & Environment Committee 14 May 2025**

**9. ASSET REGISTER 2024/25**

The Asset Register had been reviewed by Council's Asset and Services Committee on 23 April 2025 and recommended for adoption as presented.

**It was RESOLVED that the Asset Register for the year ending 31 March 2025 be adopted as presented.**

**10. COMMUNITY INFRASTRUCTURE LEVY (CIL) ANNUAL REPORT 2024/25**

Council received the report on CIL payments that had been received in the year 2024/25 and approved the CIL Annual report for the year 2024/25.

**RESOLVED that the Community Infrastructure Levy Annual Report for 2024/25 be approved as presented, published on the Council's website, and sent to East Suffolk Council.**

**11. SCHEME OF DELEGATION TO THE TOWN CLERK 2025/26**

**RESOLVED that the powers delegated to the Town Clerk for 2025/26 be approved as presented in the report.**

**12. COUNCIL GOVERNANCE AND POLICY 2025/26**

**It was RESOLVED that the following governance documents be approved and adopted by Council, inclusive of all recommendations as presented in the report and appended to the Minute Book 2025/26:**

- a) Terms of Reference.
- b) Standing Orders
- c) Financial Regulations
- d) Risk Management Policy & Risk Register
- e) Complaints Procedure
- f) Freedom of Information Publication Scheme
- g) Community Engagement Strategy

**It was RESOLVED that the Council's continued use of BACS payments be confirmed and approved.**

**13. APPOINTMENTS TO COMMITTEES**

The Mayor referred Council to the schedule of proposed appointments to Council's Committees.

It was noted that the Mayor of Felixstowe was an ex-officio Member of all Committees with full voting rights if not otherwise formally appointed as a Councillor.

**It was RESOLVED that appointments to Committees for the ensuing Municipal Year 2025-26 be made as follows:**

### **FINANCE & GOVERNANCE COMMITTEE (9)**

1. Cllr Mike Deacon (Chair)
2. Cllr David Rowe (Vice-Chair) *\*(ex-officio Member as Chairman of A&S)*
3. Cllr Darren Aitchison
4. Cllr Seamus Bennett
5. Cllr Stuart Bird
6. Cllr Marc James
7. Cllr Michael Sharman *\*\* (ex-officio Member as Chairman of C&C)*
8. Cllr Wendy Underwood
9. Cllr Steve Wiles

### **CIVIC & COMMUNITY COMMITTEE (9)**

1. Cllr Michael Sharman *\*\* (Chair) (and ex-officio Member of F&G above)*
2. Cllr Corrine Franklin (Vice-Chair)
3. Cllr Darren Aitchison
4. Cllr Nick Barber
5. Cllr Seamus Bennett
6. Cllr Jan Candy
7. Cllr Amanda Folley
8. Cllr Sharon Harkin
9. Cllr Margaret Morris

### **ASSETS & SERVICES COMMITTEE (9)**

1. Cllr David Rowe *\* (Chair) (and ex-officio Member of F&G above)*
2. Cllr Marc James (Vice-Chair)
3. Cllr Darren Aitchison
4. Cllr Nick Barber
5. Cllr Wendy Underwood
6. Cllr Sharon Harkin
7. Cllr Margaret Morris
8. Cllr Bernard Price
9. Cllr Michael Sharman

### **PLANNING & ENVIRONMENT COMMITTEE (9)**

1. Cllr Stuart Bird (Chair)
2. Cllr Margaret Morris (Vice-Chair)
3. Cllr Darren Aitchison
4. Cllr Nick Barber
5. Cllr Seamus Bennett
6. Cllr Jan Candy
7. Cllr Amanda Folley
8. Cllr Corrine Franklin
9. Cllr Bernard Price

### **PERSONNEL COMMITTEE (5)**

1. Cllr Corrine Franklin (Chair) *(ex-officio as Mayor of Felixstowe for 2025/26)*
2. Cllr Darren Aitchison (Vice-Chair) *(ex-officio as Deputy Mayor for 2025/26)*
3. Cllr David Rowe *(ex-officio as Mayor of Felixstowe for 2024/25)*
4. Cllr Mike Deacon
5. Cllr Michael Sharman

**APPEALS COMMITTEE (5 Members who are not on the Personnel Committee)**

1. Cllr Margaret Morris (Chair)
2. Cllr Amanda Folley (Vice-Chair)
3. Cllr Marc James
4. Cllr Nick Barber
5. Cllr Bernard Price

**YOUTH FORUM (3 FTC)**

1. Cllr Margaret Morris
2. Cllr Bernard Price
3. Cllr Darren Aitchison

**OTHER MEETINGS/GROUPS:**

**COMMUNITY EMERGENCY GROUP**

1. Cllr Amanda Folley (Lead Emergency Coordinator)
2. Cllr Nick Barber (Deputy Emergency Coordinator)
3. Cllr Darren Aitchison (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

**CLIMATE EMERGENCY WORKING GROUP**

1. Cllr Margaret Morris (Chair)
2. Cllr Mike Deacon
3. Cllr Jan Candy
4. Cllr Seamus Bennett
5. Cllr Sharon Harkin
6. Cllr Darren Aitchison

**COMMUNITY INFRASTRUCTURE LEVY (CIL) WORKING GROUP**

1. Cllr Mike Deacon (Chair)
2. Cllr Darren Aitchison
3. Cllr Seamus Bennett
4. Cllr Margaret Morris
5. Cllr David Rowe
6. Cllr Michael Sharman

**NEIGHBOURHOOD PLAN FEASIBILITY WORKING GROUP**

1. Cllr Stuart Bird (Chair)
2. Cllr Seamus Bennett
3. Cllr Mike Deacon
4. Cllr Amanda Folley
5. Cllr Corrine Franklin
6. Cllr Marc James
7. Cllr Margaret Morris

#### 14. **APPOINTMENTS TO OUTSIDE BODIES**

The Mayor referred Council to the schedule of proposed appointments to Outside Bodies.

**RESOLVED** that the Members be appointed to Outside Bodies for the ensuing Municipal Year 2025-26 be appointed as follows:

<b>Organisation</b>	<b>Representatives Appointed</b>
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Memory Lane Steering Group	1. Cllr Sharon Harkin 2. Cllr Bernard Price
Felixstowe Ferry Fairways Committee	1. Cllr Mike Deacon
Friends of Felixstowe Library	1. Cllr Jan Candy
Felixstowe Nightsafe	1. Cllr Marc James
Felixstowe Old People's Welfare Association	1. Cllr Margaret Morris + Mayor is Honorary President ( <i>ex-officio</i> )
SALC Area Meeting	1. Cllr David Rowe 2. Cllr Margaret Morris
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President ( <i>ex-officio</i> )
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Amanda Folley + Mayor is Honorary President ( <i>ex-officio</i> )
Felixstowe Travel Watch	1. Cllr Seamus Bennett
Haven Ports Welfare	1. Cllr Darren Aitchison
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Seamus Bennett 2. Cllr Jan Candy 3. Cllr David Rowe 4. Mayor of Felixstowe ( <i>ex-officio</i> ) 5. Town Clerk ( <i>ex-officio</i> )
Felixstowe Area ASB Meeting	1. Cllr Amanda Folley 2. Cllr Marc James 3. Cllr Stuart Bird
Level Two Youth Project	1. Cllr Corrine Franklin 2. Cllr Margaret Morris 3. Cllr Wendy Underwood
Freight Quality Partnership	1. Cllr Seamus Bennett
Fairtrade Forum	1. Cllr Seamus Bennett 2. Cllr Margaret Morris
East Suffolk Lines Community Rail Partnership	1. Cllr Nick Barber
Orwell District Scouts	1. Mayor of Felixstowe ( <i>ex-officio</i> )

Felixstowe Peninsula Community Partnership	1. Cllr Corrine Franklin 2. Cllr Michael Sharman 3. Town Clerk
Felixstowe Chamber of Trade	1. Cllr Amanda Folley 2. Cllr Bernard Price
Ukraine2Felixstowe	1. Cllr Seamus Bennett
Clear Hold Build Tactical Group	1. Cllr David Rowe

## 15. **AUTHORISATION OF SIGNATORIES**

**COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBERS AS ITS BANK SIGNATORIES FOR 2025/26:**

- Cllr Seamus Bennett
- Cllr Mike Deacon
- Cllr Stuart Bird
- Cllr Sharon Harkin
- Cllr Margaret Morris
- Cllr Corrine Franklin

**COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBER AS ITS QUARTERLY BANK RECONCILIATION SIGNATORY FOR 2025/26:**

- Cllr David Rowe

**COUNCIL RESOLVED TO CONFIRM THE FOLLOWING OPEN CREDIT AGREEMENT FOR 2025/26:**

**Town Clerk, Deputy Clerk and Civic Events Officer be authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.**

## 16. **SUBSCRIPTIONS**

Council reviewed its Council's and staff subscriptions to other bodies for 2025/26 to the organisations below.

<b>Organisation</b>	<b>2025/26 fee</b>	<b>Notes</b>
Suffolk Association of Local Councils (SALC)	£2,612.43	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£100	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.



And on behalf of its staff Council pays subscription fees to:

Organisation	2025/26 fee	Notes
Society of Local Council Clerks (SLCC)	£480	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£300	Professional membership of the Deputy Town Clerk

It was **RESOLVED** that the subscriptions for 2025/26 be approved.

#### 17. **ACCOUNTS FOR PAYMENT**

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

Date	Voucher Nos.	Total Payment
15/03/2025	420 - 431	£17,047.41
28/03/2025	432 - 455	£74,684.44
01/04/2025	1 - 6	£15,547.82
15/04/2025	7 - 37	£41,975.35
30/04/2025	38 - 59	£60,620.32
15/05/2025	60 - 80	£5,469.41
	<b>TOTAL</b>	<b>£215,344.75</b>

#### 18. **CLOSURE**

The meeting was closed at 7.59 pm. It was noted that the next Ordinary Meeting was scheduled for 18 June 2025 at 7.30pm.

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Date: \_\_\_\_\_

Town Mayor: \_\_\_\_\_