

**MINUTES of the ORDINARY COUNCIL meeting held at Felixstowe Town Hall on  
Wednesday 3 September 2025 at 7.30pm**

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

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mr S Congi (Finance Administration Assistant)

**IN ATTENDANCE:** Inspector C Clack, Suffolk Constabulary  
1 member of the public (*in person*)  
3 members of the public (*via Zoom*).

**MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Rev'd Helen Rengert, St. John's Church, Felixstowe.

**137. PUBLIC QUESTION TIME**

None.

**138. APOLOGIES FOR ABSENCE**

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

The Council considered a request to grant dispensation under Section 85(1) of the Local Government Act 1972 for Councillor Margaret Morris, who had not attended any meetings since 23 April 2025 due to ill health. Without approval, Cllr Morris would automatically cease to be a member on 22 October 2025.

Members recognised the importance of supporting the wellbeing of elected members while ensuring compliance with legislation.

**After discussion, it was RESOLVED that:**

- i. The absence of Cllr Margaret Morris from meetings be approved on the grounds of ill health; and;**
- ii. This approval remain in place until the Ordinary Meeting of Full Council on 14 January 2026, with the matter to be reviewed at or before that date.**

### **139. 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	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 D Rowe	147iii	Other registerable interest (as a director of the Felixstowe Charities Network)

**Cllr D Rowe confirmed he would leave the Chamber for any discussion or decision relating to his declared interest.**

Members were reminded to declare any interest arising during the meeting.

### **140. QUESTIONS TO THE MAYOR**

None.

### **141. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Council Meeting held on Wednesday 18 June 2025; and, the Extraordinary Council Meeting held on Tuesday 29 July 2025 be signed by the Mayor as a true record and adopted by the Council.**

### **142. MAYOR'S ANNOUNCEMENTS**

The Mayor reported on her recent engagements, highlighting the Felixstowe School graduation, which provided an opportunity to celebrate students' successes. She also spoke warmly of the recent Carnival, including the Teddy Bear's Picnic and Mayor's Tea, praising the efforts of the Carnival Committee in organising a successful weekend of events.

The Mayor shared further highlights, including a visit to the Suffolk Seal Rescue Unit and attendance at the Suffolk VJ Day Celebrations at BSE, which were graced by the Duke and Duchess of Gloucester. She reminded Members of upcoming civic events and engagements.

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

#### **143. 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 25 June 2025**
- b) **Planning & Environment Committee 9 July 2025**
- c) **Assets & Services Committee 9 July 2025**
- d) **Planning & Environment Committee 23 July 2025**
- e) **Planning & Environment Committee 6 August 2025**
- f) **Planning & Environment Committee 27 August 2025**

#### **144. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

Cllr S Bennett provided a report as the Town Council's representative to the Felixstowe Fair Trade Forum. Council expressed thanks to Cllr Bennett for his report.

It was **RESOLVED** that the outside body report on the Felixstowe Fairtrade Forum be noted.

#### **145. LOCAL POLICING MATTERS**

The Mayor welcomed Inspector Colin Clack, recently appointed in July, who expressed his longstanding affection for Felixstowe and outlined policing priorities. He reported that from 1 October the local team would increase from three PCs and one Sergeant to five PCs and one Sergeant, with the current PCSO also remaining in post. Foot patrol officers would be dedicated specifically to Felixstowe, ensuring consistent presence and visibility.

Inspector Clack emphasised priorities including tackling organised crime, reducing recidivism, and monitoring drug-related activity. He explained that strategic meetings relating to Clear Hold Build had been removed, but other operational priorities remained, including focused enforcement at Landguard Fort. The night-time economy would continue to be monitored, with an emphasis on detecting violence against women and girls, whilst retail and high street crime would be addressed through data-led strategies and the redeployment of resources as necessary.

Members raised questions regarding speeding on Walton High Street, anti-social behaviour during public events such as VJ Day, retail crime on the high street, and continuity of policing due to officer turnover. Inspector Clack responded by confirming that accurate reporting through 101 remained important, giving assurances about coverage and engagement with local events, advising that PCs and Sgt coverage could be supplemented from Woodbridge or Ipswich if necessary, and that new PCs could be deployed to address retail crime. He also confirmed the continued presence of PCSOs and no current plans for their expansion.

Members welcomed the planned enhancements to foot patrols and community policing visibility.

Inspector Clack was thanked for his time and contribution to the Council meeting.

**It was RESOLVED that the update report on local policing matters be noted.**

#### **146. CIVILITY AND RESPECT PLEDGE**

The Council was briefed on NALC's Civility and Respect Pledge.

Members noted that this pledge was not a response to any specific incident but demonstrated the Council's commitment to good governance and civility, aligning with the Council's Gold-level Award application under the Local Councils Award Scheme. The Council's existing Code of Conduct was also referenced as supporting respectful conduct among staff and councillors.

Members debated the necessity of the pledge and raised concerns regarding legislative ambiguity, with further discussion on the civic pride in achieving the Gold Award and the importance of publicly demonstrating good governance.

Members also noted that the Personnel Committee would consider a Dignity at Work Policy at its October meeting, after which it would be circulated to staff and councillors and published online.

**Following further debate and a vote, it was RESOLVED that Felixstowe Town Council would formally sign the Civility and Respect Pledge; and, the Personnel Committee be delegated the authority to produce and approve a Dignity at Work Policy.**

#### **147. CIL WORKING GROUP REPORT**

The Council received an update from the Community Infrastructure Levy (CIL) Working Group. Members were briefed on progress regarding the Rugby Clubhouse project at Coronation Park, with outreach activities, enhanced facilities, and engagement with the local community noted. The Working Group recommended £20,000 be ring-fenced from CIL reserves towards the clubhouse project, contingent on planning permission and securing the remainder of funding.

Updates were also provided on a range of other projects being considered by the CIL Working Group, including a potential pump track and cemetery extension provisions. Members discussed the importance of long-term planning, collaboration with East Suffolk Council and Suffolk County Council, and alignment with the Cycling and Walking Strategy for larger projects such as any infrastructure improvements to the town centre Triangle.

The Felixstowe Charities Network website was highlighted as a tangible outcome from the February Charities Summit, with funding of £500 recommended from CIL reserves to support its launch.

**It was RESOLVED that:**

- i. The update from the CIL Working Group be noted;**
- ii. £20,000 be ring-fenced for the Rugby Clubhouse project, subject to planning permission and funding conditions; and**
- iii. £500 be allocated towards the Felixstowe Charities Network website.**

#### **148. ACCOUNTS FOR PAYMENT**

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
16/06/2025	103 – 126	£30,646.86
30/06/2025	127 – 142	£62,980.86
15/07/2025	143 – 154	£2,945.91
31/07/2025	155 – 171	£58,853.89
12/08/2025	172 – 187	£21,770.48
29/08/2025	188 – 200	£62,521.10
	<b>TOTAL</b>	<b>£239,719.10</b>

#### **149. EXCLUSION OF PRESS AND PUBLIC**

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

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

#### **150. FELIXSTOWE PALACE CINEMA**

The Council considered a confidential report on the Palace Cinema, following previous resolutions to explore the potential acquisition of the property.

Members discussed the building's condition, operational considerations, and potential future uses, including the balance of cinema and other ancillary activities.

**At this point, 9.29pm, Members agreed to continue the meeting beyond the two hour time limit.**

Discussions reflected concerns regarding the scale of investment required, ongoing operational costs, and the uncertainties inherent in taking on a large and complex property.

Members acknowledged the work already undertaken to gather independent advice, including valuation, high-level architectural input, and dialogue with East Suffolk Council, but noted that further detailed appraisal and due diligence would be necessary to fully understand the financial and operational implications.

**After careful consideration of the potential opportunities and associated risks, it was RESOLVED that the Council would not pursue acquisition of the Palace Cinema at this time.**

#### **151. CLOSURE**

The meeting was closed at 22.05pm. It was noted that the next Ordinary Meeting was scheduled for 5 November 2025 at 7.30pm.

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

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