

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 10 September 2025 at 7.30pm

PRESENT: Cllr M Sharman (Chairman) Cllr S Bennett
Cllr C Franklin (Vice-Chairman) Cllr J Candy
Cllr D Aitchison Cllr S Harkin

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Civic Events Officer)
Ms H Miles (Communications Officer)

160. PUBLIC QUESTION TIME

None.

161. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr A Folley and Cllr M Morris.**

162. 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 J Candy	All	Other registerable interests (as a Member of East Suffolk Council)
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)
Cllr M Sharman	#165	Other registerable interest (as Chair of Felixstowe and District Council for Sports and Recreation and a Trustee to Landguard Fort Trust)
Cllr S Harkin	#165	Other registerable interest (as a Trustee to Landguard Trust and Music in Felixstowe)
Cllr J Candy	#165	Other registerable interest (as a Trustee to 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.

163. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Civic & Community Committee meeting held on 11 June 2025 be confirmed as a true record.

164. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 31 August 2025.

It was **RESOLVED** that the Budget Report to 31 August 2025 be received and noted with no further action required at this time.

165. ANNUAL GRANTS, COMMUNITY FUND PROJETS & PARTNERSHIPS

Members considered Annual Grant applications and funding for community projects for the year 2026-27.

Cllr Sharman having declared Other-Registerable Interests, absented himself from discussion and voting on those items declared above in Minute #162.

It was **RESOLVED** that the following provision of annual grants be made as part of the recommendations for the 2026/27 budget:

i. As Annual Grants:

Art on the Prom	£3,000
Citizen's Advice	£3,000
FACTS	£2,500
Fairtrade Forum	£45
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£7,000
Felixstowe Council for Sport and Recreation	£300
Felixstowe Coast Patrol	£2,000
Landguard Fort Trust	£1,000
Royal British Legion	£300
Salzwedel Twinning Association	£200
WAMFest	£3,000
Wesel Twinning Assoc.	£200
Total	£24,545

ii. Community Fund Projects:

Level Two	£10,000
Harwich Harbour Ferry Services Partnership	£1,000
Total	£11,000

- iii. £8,000 towards the provision of the 2026 Christmas lights be included as part of the recommendations for the 2026/27 budget;
- iv. all recipients be asked to display the Felixstowe Town Council promotional material to promote grants, specifying if Felixstowe Town Council are the main sponsor and consider the environment and single use plastics when putting on events; and,
- v. Music in Felixstowe be invited to apply for an annual grant for the year 2027/28.

166. REMEMBRANCE 2025

Members noted the report on Remembrance and the arrangements for forthcoming events to commemorate Remembrance 2025.

RESOLVED that the update report on Remembrance be noted.

167. CIVIC CHRISTMAS CAROL SERVICE AND MAYOR'S CHARITY EVENTS

Members noted the report on the Civic Christmas Carol Service and Mayor's Charity Events and that the Christmas Carol Service was planned to take place at St. Mary's Church, Walton, at 4.30pm on Friday 12 December.

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

168. FELIXSTOWE IN FLOWER

The Civic Events Officer presented a report on this year's Felixstowe in Flower events. Members gave thanks to the Civic Events Officer and suggested that David Button as the main sponsor be invited to display a banner at events and that attempts are made to obtain sponsorship of £20 for each of the trophies from local businesses.

It was RESOLVED that :

- i. the Felixstowe in Flower report be noted;
- ii. David Button be invited to display a banner at events; and,
- iii. Attempts to obtain sponsorship for the trophies of £20 each, from local businesses be made.

169. CLOSURE

The meeting was closed at 8.10 pm. It was noted that the next meeting was scheduled to take place on Wednesday 22 October 2025 at 7.30pm.

Date: _____

Chairman: _____