

**MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 11 February 2026 at 7.30pm**

**PRESENT:** Cllr M Sharman (Chairman)  
 Cllr C Franklin (Vice-Chairman) Cllr J Candy  
 Cllr S Bennett Cllr A Folley  
 Cllr N Barber Cllr S Harkin

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

**381. PUBLIC QUESTION TIME**

None.

**382. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr D Aitchison**.

**383. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bennett Cllr J Candy Cllr A Folley	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett	All	Other registerable interests (as a Member of Suffolk County Council)
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)
Cllr M Sharman	#386	Other registerable interest (Chairman to Felixstowe & District Sports and Recreation)
Cllr S Harkin	#386	Other registerable interest (as a Trustee to Landguard Trust) Other registerable interest (as a Trustee to Music in Felixstowe) Other registerable interest (as a Trustee to Felixstowe Hospital League of Friends)
Cllr J Candy	#386	Other registerable interest (as a Trustee to Landguard Trust)

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

**384. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 17 December 2025 be confirmed as a true record.**

**385. CIVIC & COMMUNITY BUDGET REPORT**

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 6 February 2026.

**It was RESOLVED that the Budget Report to 6 February 2026 be received and noted with no further action required at this time.**

**386. OCCASIONAL GRANTS 2025/26 ROUND 3**

Committee considered completed applications for funding received prior to the 31 January 2026 deadline for the third round of Occasional Grants. The total of grant funding requested in this second round being £34,354.86.

**Those Councillors having declared Other Registerable Interests at Minute #383 above, absented themselves from the Chamber during the discussion and voting on those items.**

**8.55pm Cllr A Folley left the meeting.**

**RESOLVED that a total of £12,360.98 be awarded in Round 3 of the Occasional Grants for 2025/26, as detailed below, and approved for payment:**

- i. £800 to the Felixstowe & District Council for Sport & Recreation towards a new website;**
- ii. £500 to Emmaus towards Safe to Speak - Blinds for their Wellbeing Hub;**
- iii. £1,000 to the Felixstowe Creative Arts Trust towards their 2026 Folk & Shanty Festival;**
- iv. £1,500 to the Felixstowe Charities Network towards the second Felixstowe Charities Summit;**
- v. £500 to the Felixstowe Harmonies towards the Magic of Felixstowe – an original song anthem for Felixstowe;**
- vi. £500 to FTG (Theatre Group) towards performance, storage and rental fees;**

- vii. **£500 to Landguard Conservation Trust (Landguard Bird Observatory) towards Landguard Wildlife Monitoring & Conservation;**
- viii. **£1,000 to Langer Primary Academy towards a sensory room for SEN Hub;**
- ix. **£1,160.98 to Men’s Shed towards enabling CNC Router projects;**
- x. **£2,000 to Music in Felixstowe towards their free music events;**
- xi. **£400 to Pedal Felixstowe towards Ride Expansion – Bike carriers;**
- xii. **£500 to Suffolk Mind towards their Menopause & Me Project; and,**
- xiii. **£2,000 to Walton Parish Nursing towards their kitchen and office refurbishment.**

**387. UK TOWN OF CULTURE 2026**

The Committee received a report on the UK Town of Culture 2026 and the proposed role of Felixstowe Town Council and engagement approach.

**It was RESOLVED that Committee:**

- i. **note the progress made since Committee’s consideration of the UK Town of Culture competition in December 2025; and,**
- ii. **endorse the proposed engagement and preparatory approach for the expression of interest stage; and,**
- iii. **supports the continued preparatory work with a view to a report to full Council on 4 March 2026 to seek formal endorsement and the establishment of a time-limited Steering Group to finalise the submission.**

**388. ANNUAL TOWN MEETING AND CIVIC AWARDS 2026**

Committee noted the report on the Annual Town Meeting and Civic Awards 2026. It was confirmed that Felixstowe School had been booked as the venue, with the meeting scheduled to take place at 7pm on Wednesday 13th May.

**It was RESOLVED that the report on the Annual Town Meeting and Civic Awards 2026 be noted.**

**389. ROYAL BRITISH LEGION EVENTS IN FELIXSTOWE**

The Committee received a report on the Royal British Legion events in 2026.

**It was RESOLVED that the report on Royal British Legion events be noted.**

### **390. OCCASIONAL GRANTS POLICY**

Committee reviewed the Council's Occasional Grants Policy and suggested the following amendments:

Under Grant conditions (bottom of page 2) a change to clarify the detailed cost breakdown required and amended to say "The application should be supported by a breakdown of estimates for the project insofar as possible, and a itemised price list for items of equipment to be purchased and any further information requested by the Town Council. "

On the last page the addition of:

"Any grants not accepted prior to the following round submission deadline for applications will be returned to the pot for reallocation, or, in the case of the final round, will be retained by the Council.."

**It was RESOLVED that the Occasional Grants Policy for 2026/27 be recommended to Council for adoption, incorporating the above changes.**

### **391. PRESS & MEDIA POLICY**

Committee reviewed and approved the Press and Media Policy and suggested the following amendments:

Under Policy Statement the word 'our' is changed to ' its' activities.

1.3 is amended to read like 2.5 with the addition of "where they were not involved in its preparation."

**It was RESOLVED that the Press & Media Policy for 2026/27 be recommended to Council for adoption incorporating the above changes.**

### **392. CLOSURE**

The meeting was closed at 9.25pm. It was noted that the next meeting was scheduled for Wednesday 8 April 2026 at 7.30pm.

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

Chairman: \_\_\_\_\_