

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 11 June 2025 at 7.30pm

PRESENT: Cllr C Franklin (Vice-Chairman in the Chair)
Cllr S Bennett
Cllr J Candy
Cllr A Folley
Cllr S Harkin

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

52. PUBLIC QUESTION TIME

None.

53. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Sharman, Cllr D Aitchison Cllr N Barber** and **Cllr M Morris**.

54. 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 J Candy	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)
Cllr S Harkin	#57	Other registerable interest (as a Trustee to Landguard Fort Trust and Music in Felixstowe)
Cllr J Candy	#57	Other registerable interest (as a Trustee to Landguard Fort 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.

55. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 9 April 2025 be confirmed as a true record.

56. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 4 June 2025.

The Town Clerk advised that the Remembrance budget may incur an overspend due to the planned events marking VJ80 on 15 August 2025. Any underspend remaining from the £3,000 originally allocated from the Community Fund Earmarked Reserve for the Charity Summit (*Minute #182 2024/25 refers*), which has also been designated to support VE80 activities (*Minute #392 ii 2024/25 refers*), could be prioritised to fund the VJ80 events.

It was RESOLVED that:

- i. the Budget Report to 4 June 2025 be received and noted with no further action required at this time;**
- ii. any remaining funds from the £3,000 allocation from the Community Fund Earmarked Reserve (originally for the Charity Summit and VE80) be applied to the VJ80 event; and,**
- iii. the Committee notes that the VJ80 events may result in an overspend against the Remembrance budget.**

57. OCCASIONAL GRANTS ROUND 1 2025/26

Committee considered completed applications for funding received prior to the 31 May 2025 deadline for the first round of Occasional Grants. The total of grant funding requested in this first round being £31,890.06.

It was RESOLVED that the following Occasional Grants be awarded:

- i. £500 to the 6th Old Felixstowe Scout Group towards new cooking equipment.**
- ii. £1,000 to 356 (Felixstowe) Squadron Air Cadets for archery equipment, to be released upon confirmation of match funding for the full project cost.**
- iii. £2,000 to British Divers Marine Life Rescue (Suffolk) towards a new Suffolk Seal Rescue Unit based at Trimley.**
- iv. £2,000 to Citizens Advice East Suffolk towards a new Conference Centre facility in Felixstowe.**
- v. £3,500 to Felixstowe BID towards delivery of the two "Felixstowe Loves" Weekends (15–17 August and 5–7 September 2025).**

At this point in the meeting, Cllr J Candy and Cllr S Harkin, having declared an Other Registerable Interest in the following application, withdrew from the Chamber.

- vi. **£1,000 to Landguard Fort Trust towards the Landguard Fort History and Timeline Room.**

Cllr J Candy returned to the meeting.

- vii. **£2,000 to Music in Felixstowe towards the “Free Music for All 2025” programme.**

Cllr S Harkin returned to the meeting.

- viii. **£300 to Suffolk Mind towards consumables and catering for their GreenCare Felixstowe allotment-based ecotherapy project.**
- ix. **£862 to Suffolk Mobility Events towards performers for the Felixstowe Disability Pride event on 11 July 2025, ring-fenced until confirmation is received that the event will proceed and all relevant permissions have been obtained from the landowners, namely East Suffolk Council.**

It was therefore RESOLVED that a total of £11,662 be awarded in Round 1 of the Occasional Grants for 2025/26, as detailed above, and approved for payment.

58. ANNUAL GRANT

Members received the update from Art on the Prom.

RESOLVED that the annual grant of £3,000 for Art on the Prom be released.

59. SUFFOLK DAY 2025

Committee received the written report and a verbal update from the Town Clerk on arrangements for Suffolk Day 2025. It was noted that local residential homes and Level Two had been invited to attend the event.

The event would be promoted via the Council’s social media channels, and all Councillors would be reminded of the details in advance. Members were encouraged to confirm any offers of assistance on the day to the Deputy Town Clerk.

It was also noted that the Mayor’s Cadet was expected to be in attendance.

RESOLVED that the update on Suffolk Day 2025 be noted.

60. FELIXSTOWE IN FLOWER

The Civic Events Officer presented a report on Felixstowe in Flower. It was noted that the Felixstowe in Flower Awards Evening is planned for Thursday 18 September 2025 at Sea You Café, commencing at 6.30pm. Members were advised that the date included in the agenda report contained a typographical

error and remains subject to confirmation, as it may clash with an East Suffolk Council meeting.

Members were invited to provide feedback on the location used for the Felixstowe in Flower launch event, as a review of the venue will be undertaken.

Councillors were also encouraged to approach local businesses regarding sponsorship opportunities and to liaise with the Civic Events Officer, who can follow up any leads. It was noted that additional efforts are being made this year to increase sponsorship of baskets and tubs.

RESOLVED that the update report on Felixstowe in Flower be noted.

61. TOWN TWINNING

Members noted the report on Town Twinning.

RESOLVED that the report on Twinning be noted.

62. MAYORAL BOARD

Committee received options regarding the Mayoral Honours Board, which is now at full capacity. Members agreed that it would be appropriate to separate the names of the Felixstowe Town Council Mayors from those of the former Urban District Council Chairmen.

It was noted that the existing board would be retained for the Town Council Mayors, with all names removed and re-applied in a straighter alignment. This would allow for approximately 80 additional years of use. The work will be undertaken by a local contractor. A new board will be created for the Urban District Council Chairmen, with quotes to be obtained.

RESOLVED that:

- i. **all names be removed from the existing Mayoral Honours Board and replaced with the names of Felixstowe Town Council Mayors from 1974 onwards, noting that this can be achieved within the Town Hall Repair and Maintenance budget; and,**
- ii. **a new board to be commissioned for the Chairmen of the former Felixstowe Urban District Council, with quotations to be obtained in due course.**

63. CLOSURE

The meeting was closed at 10.10 pm. It was noted that the next meeting was scheduled to take place on Wednesday 10 September 2025 at 7.30pm.

Date: _____

Chairman: _____