

**MINUTES of the ORDINARY COUNCIL meeting held at Felixstowe Town Hall on  
Wednesday 18 June 2025 at 7.30pm**

**PRESENT:** Cllr C Franklin (Mayor)                      Cllr A Folley  
                 Cllr S Bennett                                Cllr S Harkin  
                 Cllr S Bird                                        Cllr M James  
                 Cllr J Candy                                       Cllr D Rowe  
                 Cllr M Deacon                                    Cllr W Underwood

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
                 Mrs D Frost (Deputy Town Clerk)

**IN ATTENDANCE:** 6 members of the public (*in person*)  
                         5 members of the Public (*via Zoom*).

**MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Rev'd Enid Pow, Saint Philips Church, Felixstowe

**64. PUBLIC QUESTION TIME**

Council heard from members of the public on the issue of parking on Undercliff Road East, in particular how this affected owners of smaller campervans which took up no more space than a standard motor vehicle. At the direction of the Mayor, Members outlined the background to the Town Council's recommendation which had resulted in the Experimental Traffic Order.

Members of the public were advised that, once the Experimental Traffic Regulation Order comes into force from 7 July, any person may object to the provisions of the Order or make representations during the six-month consultation period.

Representations should be made in writing to Suffolk County Legal Services, Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX, or emailed to [rhea.phillip@suffolk.gov.uk](mailto:rhea.phillip@suffolk.gov.uk), by 11 January 2026. Representations must state the grounds on which they are made and may be publicly accessible.

**65. APOLOGIES FOR ABSENCE**

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

**66. 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 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.

#### **67. QUESTIONS TO THE MAYOR**

None.

#### **68. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Annual Council Meeting held on 21 May 2025 be signed by the Mayor as a true record and adopted by the Council.**

#### **69. MAYOR'S ANNOUNCEMENTS**

The Mayor reported on recent engagements, including the 4<sup>th</sup> Felixstowe Environment Awards; setting off the 300<sup>th</sup> Felixstowe Parkrun; and an enjoyable visit to Landguard Fort to receive pennants under Project Wave and Beach of Dreams.

The Mayor also shared highlights from a visit to Wesel for the opening of the Rheinbad facility, which features multiple swimming pools and a variety of saunas. Other engagements included the Felixstowe in Flower launch (relocated behind Sainsbury's due to weather), the Interaction Exhibition at Hamilton MAS, and the Orwell District Scouts AGM at Hallowtree.

The Mayor reminded Council of upcoming events: Suffolk Day flag-raising at 11am and Suffolk Remembers at 9pm on Saturday 21 June, followed by the Civic Service at St John's Church at 3pm on Sunday.

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

#### **70. 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 28 May 2025**
- b) **Finance & Governance Committee 4 June 2025**
- c) **Planning & Environment Committee 15 May 2025**
- d) **Civic & Community Committee 11 June 2025**

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

Council received a report from Cllr A Folley, Town Council representative to the Felixstowe Chamber of Commerce.

Council thanked Cllr Folley for her report.

**RESOLVED that the outside body report on the Felixstowe Chamber of Commerce be noted.**

## **72. NEIGHBOURHOOD PLAN FEASIBILITY WORKING GROUP – REPORT AND RECOMMENDATIONS**

The Mayor invited Cllr S Bird, Chairman of the Planning & Environment Committee and the Neighbourhood Plan Feasibility Working Group, to present the Group's report and recommendations.

Cllr Bird outlined the key points from the report and highlighted the recent Government announcement to withdraw national funding support for Neighbourhood Plans. Members expressed disappointment at this development, noting that such funding has historically been instrumental in supporting communities to undertake meaningful local planning work.

It was acknowledged that there remains interest in the potential development of a Neighbourhood Plan for Felixstowe. However, Members agreed that progressing at this time would not be prudent given the removal of external funding, the level of resource commitment required, and the competing strategic priorities currently facing the Council.

Council emphasised that any future plan would need a clearly defined purpose, be shaped by the community, and be deliverable within realistic parameters. To this end, it was considered essential to first explore whether a coherent strategic vision could be identified which would justify the commitment required.

Council supported the recommendations of the Planning & Environment Committee that the Neighbourhood Plan Feasibility Working Group reconvene in the autumn, following a facilitated workshop for all Members. This session will focus on exploring long-term service delivery and asset priorities—particularly in the context of the expected reorganisation of local government—and provide an opportunity to consider what might constitute an appropriate overarching theme or vision for a Neighbourhood Plan.

Members also welcomed proposals for light-touch community engagement to gauge wider interest and themes, which will be promoted through the Autumn edition of the Council's magazine.

**It was RESOLVED that:**

- i. the interim report of the Neighbourhood Plan Feasibility Working Group, as presented to the Planning & Environment Committee be noted;**
- ii. the development of a Neighbourhood Plan be supported subject to the conditions detailed in the report;**
- iii. the Neighbourhood Plan Feasibility Working Group should reconvene in Autumn 2025 to review progress in light of planning and governance developments; and,**
- iv. Support be given to the preparatory work proposed, including a Councillor workshop and light-touch community engagement to help inform the potential scope of a future plan.**

**73. INTERNAL AUDIT REPORT: FULL YEAR 2024/25**

Council considered the final Internal Audit Report for the year 1 April – 31 March 2025 as presented.

**It was RESOLVED that:**

- i. it be noted that there were no significant actions arising from the final Internal Audit Report for the Financial Year 2024/25 and, therefore, no action plan is required to be submitted with the Annual Return 2024/25 to the External Auditor.**

**74. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2024/25**

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2024/25 as presented. Council paid thanks to the Town Clerk, Deputy Town Clerk and the Financial Administration Assistant for their hard work and were advised that the Notice of Public Rights and Publication of unaudited Annual Governance & Accountability Return notice would be displayed on the Town Hall noticeboard and on the Town Council Website in accordance with the statutory requirements.

**It was RESOLVED that:**

- i. the Annual Return for the financial year ended 31 March 2025 (Section 1 – Annual Governance Statement) be approved and the Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- ii. the Annual Return for the financial year ended 31 March 2025 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council's Responsible Finance Officer be approved, and**

**the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**

- iii. it be noted that there were no actions arising from the final Internal Audit Report for the Financial Year 2024/25 and, therefore, no action plan was required to be submitted with the Annual Return 2024/25 to the External Auditor.**

**75. REVIEW OF INTERNAL AUDIT EFFECTIVENESS 2025/26**

Council reviewed the effectiveness of its internal audit arrangements.

**It was RESOLVED that:**

- i. having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. in being satisfied of the independence and competence of the auditors appointed by Suffolk Association of Local Councils; SALC be appointed to continue as the Council's internal auditor, undertaking a half-yearly and year-end audit on the basis of Section 4 of the "Accountability and Governance Practitioner's Guide 2024".**

**76. STATEMENT OF INTERNAL CONTROL 2025/26**

Council received the Statement of Internal Control for the year end 31 March 2026 as reviewed and recommended by the Finance & Governance Committee.

**It was RESOLVED that the Internal Control Statement for the year 2025/26 be adopted.**

**77. ANNUAL REPORT 2024/25**

Council considered the Annual Report for the year 2024/25 as presented.

Cllr Bird expressed thanks to the Planning & Environment Committee Members for their commitment to that element of the Council's work being thorough and consistent.

Members commented that the Annual Report struck the right balance between brevity and interest.

In response to a query about distribution, the Clerk confirmed that a summary had been included in the Council's summer magazine, delivered to approximately 11,000 IP11 households. Hard copies would also be made available at the Town Hall and library, and a digital version published on the Council's website.

Members thanked the Town Hall officers and Council staff for their work in producing the report.

**It was RESOLVED that the Annual Report for the Municipal Year 2024/25 be adopted.**

#### **78. COUNCIL INVESTMENTS**

Council considered options for reinvestment following the maturity of a one-year fixed-rate bond with Close Brothers.

Delegated authority was granted to the Finance & Governance Committee to review additional investment opportunities and manage transfers between accounts in accordance with the Council's Investment Policy.

**It was RESOLVED that :**

- i. £500,000 be reinvested in a one year fixed rate bond with Close Brothers upon the maturity of the existing bond on 22 July 2025;**
- ii. delegated authority be given to the Finance & Governance Committee to consider and decide upon the further investment of up to £250,000 in a suitable 1-Year fixed-term bond at its October 2025 meeting; and,**
- iii. delegated authority be given to the Finance & Governance Committee to consider and decide on any appropriate transfers between the Barclays Business Tracker Account and the Nationwide 35-Day Saver Account, in line with the Council's Investment Policy and Strategy.**

#### **79. 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>
13/05/2025	81 – 102	£66,304.00
	<b>TOTAL</b>	<b>£66,304.00</b>

#### **80. CLOSURE**

The meeting was closed at 8.36pm. It was noted that the next Ordinary Meeting was scheduled for 3 September 2025 at 7.30pm.

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

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