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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr M Sharman (Chairman)	Cllr S Bennett
Cllr C Franklin (Vice Chairman)	Cllr J Candy
Cllr D Aitchison	Cllr A Folley
Cllr N Barber	Cllr S Harkin

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 11 February 2026** at **7.30pm** for the transaction of the following business:

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:

<https://us02web.zoom.us/j/89465860989>

Alternatively, you may join via the meeting ID 894 6586 0989 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.

Ash Tadjrishi
Town Clerk
6 February 2026

For information (via email):

All Town Councillors
Local Press



A G E N D A

- 1. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Committee on any relevant matters.
- 2. Apologies for Absence**
To receive any apologies for absence.
- 3. Declarations of Interest**
To receive any declarations of interest and to consider any requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of Civic & Community Committee meeting held on 17 December 2025 as a true record. **(Pages 3-7)**
- 5. Civic & Community Budget Report**
To receive the Civic & Community Budget report to 6 February 2026 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Occasional Grants 2025/26**
To consider Occasional Grants applications submitted for round three, deadline 31 January 2026. **(Pages 9-11)**
- 7. UK Town of Culture 2028**
To consider a report on the UK Town of Culture 2028 competition. **(Page 12-14)**
- 8. Annual Town Meeting and Civic Awards 2026**
To consider arrangements for this year's Annual Town Meeting and Civic Awards. **(Page 15)**
- 9. RBL Events in Felixstowe**
To consider a report on Royal British Legion events in Felixstowe 2026. **(Page 16)**
- 10. Occasional Grants Policy**
To review Council's Occasional Grants Policy and make any recommendations to Council. **(Page 17 & Appendix B)**
- 11. Press & Media Policy**
To review Council's Press & Media Policy and make any recommendations to Council. **(Page 17 & Appendix C)**
- 12. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 8 April 2026 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 17 December 2025 at 7.30pm

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

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

317. PUBLIC QUESTION TIME

None.

318. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr A Folley**.

319. 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 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)

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.

320. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 22 October 2025 be confirmed as a true record.

321. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 30 November 2025.

It was RESOLVED that the Budget Report to 30 November 2025 be received and noted with no further action required at this time.

322. UK TOWN OF CULTURE

The Committee received a report introducing the newly announced UK Town of Culture competition and outlining the potential opportunity for Felixstowe to participate through the submission of an Expression of Interest (EOI), subject to Council endorsement.

Members noted that the competition, launched by the Department for Culture, Media and Sport (DCMS), is intended to recognise and celebrate the cultural identity of towns, offering a £3.5 million prize fund for the successful town to deliver an ambitious cultural programme in 2028, with development funding available for shortlisted places.

Committee considered the relevance of the competition to Felixstowe, recognising the town's diverse cultural assets, heritage, creative organisations, and volunteer networks, as well as the potential wider benefits of partnership working, community engagement, and profile-raising, regardless of the outcome of the competition.

Members discussed the role of the Town Council at this early stage, noting that the EOI phase is expected to be light-touch and carry minimal financial risk. Any progression to a full bid would require more detailed consideration of governance, resources, and deliverability, and would be subject to further reports and formal approval by Council.

The importance of partnership working was emphasised, with Members expressing support for a convening and facilitative role for the Town Council, rather than acting as sole deliverer, and for ensuring that any preparatory work is inclusive, representative, and aligned with equality and accessibility principles.

RESOLVED that the introduction of the UK Town of Culture competition and the potential opportunity it presents for Felixstowe be noted; and, the Committee supports officers undertaking preparatory work towards an Expression of Interest, including early stakeholder engagement and exploration of an appropriate partnership and governance framework, with further reports to be brought back to Committee and Council once DCMS guidance is published.

323. CCTV – UPDATE FROM THE WORKING GROUP AND ESC PROPOSAL

Committee received an update from the CCTV Working Group following its meeting on 5 December 2025, together with a draft proposal from East Suffolk Council (ESC) regarding a phased, district-led upgrade and monitoring model for public-space CCTV in Felixstowe.

Members noted the current position, including the split ownership of cameras between the Town Council and ESC, and the longstanding aspiration for a more strategic and consistent approach led by the statutory community safety authority.

Members noted the scope of the proposed upgrade, the indicative capital costs for the Felixstowe phase, the intention for ESC to assume responsibility for monitoring, and the proposal to establish a joint CCTV Steering Group involving ESC, the Town Council and Suffolk Constabulary.

An additional priority location at Runnacles Way (“Blue Bridge”) was discussed, and it was agreed that this be requested for consideration for inclusion, subject to this not impacting on project delivery timetable. Members further agreed that, should the additional camera be viable, the Town Council should consider funding the capital cost.

Members acknowledged that the proposal aligned with good governance principles by placing operational responsibility with the statutory authority, while enabling the Town Council to contribute proportionately through its existing CCTV Earmarked Reserve and retain an effective strategic voice.

It was RESOLVED that:

- i. the update from the CCTV Working Group be noted;**
- ii. the Committee supports the Town Council’s participation in a future joint CCTV Steering Group with East Suffolk Council and Suffolk Constabulary;**
- iii. the Committee recommends to Council, in principle, welcoming and endorsing the proposed district-led CCTV upgrade and monitoring model for Felixstowe;**
- iv. the Committee requests that ESC consider the inclusion of an additional camera at Runnacles Way (“Blue Bridge”), subject to this not impacting the project delivery timetable; and**
- v. the Committee recommends to Council that, subject to ESC proceeding with delivery of the upgraded system, the Town Council approves the release of its £42,000 CCTV Earmarked Reserve towards the capital cost of the project.**

324. FELIXSTOWE IN FLOWER 2027 AND BEYOND

The Committee received a report reviewing the current operation of the Felixstowe in Flower scheme and proposing a strategic refocusing from the 2027 season onwards to enhance visual impact, sustainability, and operational efficiency.

Members noted the long-standing success and community value of the scheme, as well as review findings identifying stronger public support, sponsorship

uptake, and maintenance efficiencies in concentrated, high-footfall areas such as Hamilton Road.

The challenges associated with the seafront displays were discussed, including high maintenance demands, exposure to coastal conditions, ageing infrastructure, and lower relative impact. Members considered the proposal to discontinue seafront displays (excluding the Town Hall) from 2027 and redirect resources towards Hamilton Road, the Shared Space, and Walton High Street.

Members requested that consideration be given to incorporating other spaces, such as Gosford Way and Adastral Close, in the scheme as well as other sustainable planting infrastructure, such as moss benches within the display arrangements.

The Committee welcomed the emphasis on sustainability, including reduced water use, vehicle mileage, and staff time, and the potential for modern, self-watering planters to improve resilience and presentation. The updated annual timeline was considered helpful in reflecting operational realities and governance requirements.

Members also noted related work by the Felixstowe BID in relation to street trees and recognised the opportunity for complementary improvements to the town centre environment.

It was RESOLVED that:

- i. the review of the current Felixstowe in Flower arrangements be noted;**
- ii. the proposal to remove seafront floral displays (excluding the Town Hall) from 2027 onwards be supported in principle;**
- iii. the redirection of resources towards Hamilton Road/Shared Space and Walton High Street be supported in principle;**
- iv. the updated Annual Timeline for the scheme be endorsed; and,**
- v. Officers bring forward further detailed proposals, including costings and sponsorship implications, for future consideration as required.**

325. HARWICH HARBOUR FERRY UPDATE

Committee received an update report following the annual meeting on Harwich Harbour Ferry funding for the 2026 season and discussions on the longer-term future of the service, including the potential for year-round operation.

Members noted the attendance and strategic interest of Freeport East, particularly in relation to workforce connectivity and longer-term investment opportunities, alongside the significant operational, financial and infrastructure challenges currently facing the service.

Committee noted the limitations of the existing vessel, accessibility constraints at Felixstowe, weather and tidal risks, and the financial viability of winter operation. The opportunities associated with tourism growth, marketing improvements, cleaner fuels and future infrastructure feasibility work were also noted.

Members welcomed the proposed phased and evidence-led approach, including the development of a clearer business plan, improved data collection and continued partnership working.

RESOLVED that the update report on the Harwich Harbour Ferry be noted.

326. FELIXSTOWE FLOODS – 73RD ANNIVERSARY COMMEMORATION

The Committee received a report outlining arrangements to mark the 73rd Anniversary of the Felixstowe Floods on Saturday 31 January 2026.

The Clerk advised that, since publication of the agenda, Langer School had indicated a wish to participate in the commemoration, which would be possible if held on Friday 30 January instead of Saturday.

Members noted the continued importance of the annual commemoration as part of the Council's civic programme and the plans for a short service at the Flood Memorial on Langer Road, including wreath-laying and community reflections. Members agreed that it would be preferable to hold the event at a time more appropriate for schools.

The Committee acknowledged the significance of maintaining the Memorial and ensuring that the history and impact of the 1953 floods continue to be remembered and shared with future generations.

It was RESOLVED that the report on the forthcoming service to mark the 73rd Anniversary of the Felixstowe Floods be noted, and that the Civic Events Officer liaise with Langer School to confirm details of the commemoration service.

327. CLOSURE

The meeting was closed at 9.02pm. It was noted that the next meeting was scheduled for Wednesday 11 February 2026 at 7.30pm.

AGENDA ITEM 5: CIVIC & COMMUNITY BUDGET REPORT

Committee is to regularly receive reports on the Civic & Community element of Council's budget. A summary of the position to 6 February 2026 is provided below with a detailed report at **Appendix A**.

1 April - 6 February 2026 (2025 - 2026)

Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
301 Civic & Community	0.00	0.00	0.00	N/A	34,480.00	21,260.56	13,219	61.66%
302 Grants	0.00			N/A	56,992.00	43,157.70	13,834	75.73%
303 Felixstowe in Flower	7,500.00	4,908.38	2,592	65.45%	9,250.00	8,740.38	510	94.49%
304 Communication	7,500.00	3,612.50	3,888	48.17%	20,356.00	9,973.00	10,383	48.99%
305 Community Projects & Partne	0.00			N/A	11,000.00	11,000.00	0	100.00%
NET TOTAL	15,000.00	8,520.88	6,479.12	56.81%	132,078.00	94,131.64	37,946.36	71.27%

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Committee is requested to consider the budget report to 6 February 2026 and decide any action it deems necessary.

AGENDA ITEM 6: OCCASIONAL GRANTS ROUND 3 - 2025/26

Committee is asked to consider applications received for Occasional Grants in the second round of 2025/26 and determine any awards the Committee wishes to make.

Financial Summary

The Town Council's total budget for Occasional Grants in 2025/26 is £35,000. Following Rounds 1 and 2, the current budgetary position is as follows:

Total Annual Budget 2025/26	£35,000.00
Total Awarded to Date (Rounds 1 & 2)	£22,636.70
Current Remaining Balance	£12,363.30
<i>Contingent Addition (Litter Free Felixstowe)</i>	<i>£471.00</i>
Maximum Potential Available	£12,834.30

Ordinarily, the Committee limits Round 3 awards to one-third of the annual budget (approx. £11,667). As the remaining balance of £12,363.30 is slightly above this threshold, the Committee may utilise the full remaining amount at its discretion. Total awards for the year cannot exceed £35,000 without prior Council approval.

Status Update: The grant of £471 awarded to *Litter Free Felixstowe* in Round 2 has not yet been accepted. Should this be declined, the available balance for this round will increase to £12,834.30.

Project Update: Kingsfleet School Association

Following an award of £500 in the previous round for playground improvements, the Kingsfleet School Association has provided an update and formal request:

- Extension Request: The Association requests an extension of the expenditure period to the summer term of 2026. This is to ensure work is carried out during favourable weather conditions.
- Change in Scope: The school is exploring the addition of a canopy to the project. This requires specific sequencing of works to ensure structural integrity.
- Recommendation: Committee is asked to approve the extension of the grant period, noting that all works are scheduled for completion by the end of the summer term.

Grant Applications for Consideration

Committee is asked to review the following applications against the Council's grant criteria and the available remaining budget of £12,363.30.

Name of Organisation	Grant Project	Amount Requested (£) (Total project cost)	Previous Grant(s) Awarded
Art on the Prom	Marketing	3,600 (£28,294.05)	Annual Grant £3,000
Council for Sport & Recreation	Replacement Website	1,500 (£1,500)	Annual Grant £300
Emmaus	Safe to Speak Blinds for Wellbeing Hub	1,673 (£1,673)	2020 £630 Covid May 2023 £1,030
Felixstowe Creative Arts Trust (F-CAT)	Folk & Shanty Festival #3 2026	2,000 (£4,000)	Dec 2020 £350 June 2022 £250 Dec 2022 £250 Dec 2024 £1,000
Felixstowe Charities Network	Felixstowe Charities Summit 2	1,500 (£1,500)	2025 CIL grant £500
Felixstowe Harmonies	The Magic of Felixstowe – an original song anthem for Felixstowe	1,730 (£2,250)	-
Felixstowe Old People's Welfare Association (FOPWA)	Broadway House (AKA "The Day Centre")	1,000 (£1,000)	Dec 2017 £4,500 Shutter for the Hut
FTG	Next performance, storage/rental fees	3,000 (£4000)	-
Headway	Support for People with Neurological Conditions	1,000 (£2,000)	Dec 2022 £500 Dec 2023 £500 Dec 2024 £500
Landguard Conservation Trust (Landguard Bird Observatory)	Landguard Wildlife Monitoring & Conservation	500 (£529)	Dec 2022 £1,500
Langer Primary Academy	Sensory room for SEN Hub	1,605.88 (£1,605.88)	-
Men's Shed	Enabling CNC Router projects	1,160.98 (£1,472.98)	June 2021 £2,113 Dec 2023 £1,200
Music in Felixstowe	Free Music Events	2,000 (£16,335)	Dec 2020 £500 Dec 2022 £1,000 Dec 2023 £2,000 June 2025 £2,000
Pedal Felixstowe	Ride Expansion – bike carriers	400 (£400)	-
Startstrong Fitness CIC	Parent & Baby Exercise Classes	7,500 (£7,500)	-

Suffolk Mind	Menopause & Me – Felixstowe	2,185 (£2,185)	Dec 2020 £1,050 June 2022 £1,600 Dec 2023 £1,980 Dec 2024 £500 June 2025 £300
Walton Parish Nursing	Kitchen and office refurbishment	2,000 (£2,000)	2020 Covid £1,000
Total		£34,354.86	

Committee is requested to:

- i. note the current financial position of the Occasional Grants budget;**
- ii. consider the extension request for Kingsfleet School Association to the end of the 2025/26 summer term; and,**
- iii. determine the allocation of funds for the Round 3 applications listed above.**

AGENDA ITEM 7: UK TOWN OF CULTURE 2028

Background

In December 2025, Committee considered the launch of the UK Town of Culture 2028 competition (*Minute #317 of 2025/26 refers*). Members resolved to support preparatory work towards an Expression of Interest (EOI), specifically endorsing a convening and facilitative role for the Town Council.

Following the recent publication of the official DCMS "Guidance for Bidders," this report provides the requested detail on the process, methodology, and governance required to meet the national submission deadline of 31 March 2026.

Update Since December 2025

Following the December meeting, the official "Guidance for Bidders" was released. Officers have reviewed the requirements and attended a national DCMS briefing session. Key points for Members to note include:

- **The "Section 2 Sift":** DCMS has advised that if a high volume of applications is received, an initial sift will be conducted based solely on the narrative responses in "Section 2: Your Story." This section is subject to strict word limits with no supporting documents permitted, placing a premium on articulating a distinctive, community-informed narrative.
- **Medium Town Category:** Felixstowe is confirmed to be competing in the "Medium Town" category.
- **Proportionality:** The guidance confirms that the EOI stage is intentionally light-touch and narrative-led, with no requirement at this stage for a detailed programme or financial commitments.

Initial informal engagement has taken place with East Suffolk Council's cultural team and the Office of the local Member of Parliament, both of whom have indicated support for Felixstowe exploring an EOI. Officers have mapped local stakeholders to ensure that community engagement and partnership working are clearly evidenced through the narrative.

Proposed Role of Felixstowe Town Council

Consistent with the Committee's resolution in December, it is proposed that the Town Council continues to act as a **convener and facilitator**, rather than as sole deliverer. In practical terms, the Town Council will:

- Coordinate engagement with cultural, community, education, and business partners;
- Provide officer support, governance, and democratic oversight;
- Ensure transparency, inclusivity, and proportionality; and
- Submit the EOI on behalf of Felixstowe as a place-based partnership.

Any consideration of a future delivery role or financial commitment would be subject to separate reports should the town be shortlisted.

Proposed Engagement Approach

To inform the EOI narrative, a structured engagement programme is proposed:

a) Stakeholder Engagement

The convening of themed stakeholder groups reflecting:

- Creative & Cultural Life
- Heritage, Coast & Place
- Community, Inclusion & Wellbeing
- Children, Young People & Skills
- Active Culture, Sport & Public Life
- Economy, Tourism and Delivery (including the Port of Felixstowe)

b) Surveys

Three complementary surveys are now underway:

1. **Stakeholder Survey:** To inform and complement facilitated discussions.
2. **Public Survey:** To capture wider perceptions of culture and "Pride in Place."
3. **Young People's Survey:** Ensuring youth voice is explicitly reflected in the narrative.

Governance and Oversight

Governance remains intentionally proportionate to meet the 31 March 2026 deadline:

- **February:** Conduct engagement workshops and promote surveys.
- **4 March (Full Council):** A report will seek formal endorsement to submit the EOI and approve Terms of Reference for a time-limited Steering Group.
- **March:** The Steering Group (comprising the Town Council, ESC, and key partners such as the Community Partnership) will refine and submit the EOI.

The EOI phase is being delivered within existing officer capacity and modest budgets. Resource implications would only increase if the town were shortlisted, which would trigger a separate report and a £60,000 development grant from DCMS.

Next Steps

Subject to Committee support, officers will:

- proceed with the proposed engagement programme;
- synthesise feedback into a draft Expression of Interest; and
- report back to Full Council with a recommended governance and decision-making framework.

Committee is recommended to:

- i. note the progress made since its consideration of the UK Town of Culture competition in December 2025;**
 - ii. endorse the proposed engagement and preparatory approach for the Expression of Interest stage; and**
 - iii. support 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.**
-

AGENDA ITEM 8: ANNUAL TOWN MEETING / CIVIC AWARDS 2026

Annual Town Meeting

Enquiries have been made to hire the Auditorium at Felixstowe School which hosted the Annual Town Meeting and Civic Awards last year. This date and time this year is 7pm on Wednesday 13th May.

As in previous years, all community groups that have received a grant from the Town Council within the past year have been invited to submit a short report detailing how the funding was used and the positive impact of their project. These reports will be shared at the Town Meeting. In addition, community groups, recent grant recipients, and other local organisations will be invited to take part in the meeting by hosting displays that highlight their projects, achievements, and ongoing work within the community.

Civic Awards

Members are to note that the closing date for Civic Award nominations is 31st March. So far, only a few nominations have been received, though this will be further promoted in the Spring magazine and through a digital campaign. Members are asked to consider nominations and help to raise the profile of the Awards through their community contacts. All Civic Award recipients will be invited, with their families, to the Annual Town Meeting.

Committee is requested to consider the update report for the Annual Town Meeting and the 2025-26 Civic Awards.

AGENDA ITEM 9: ROYAL BRITISH LEGION EVENTS IN FELIXSTOWE

The Royal British Legion (RBL) Felixstowe Branch has provided a comprehensive schedule of events and services planned for 2026. Under the current RBL leadership, the branch has taken a proactive role in organising community-led events to promote the Poppy Appeal and support the Armed Forces community.

Council Support and Civic Involvement

The Town Council continues to work closely with the RBL, particularly on the primary civic events where the Council takes a formal lead or provides significant administrative support:

- **Remembrance Sunday & Armistice Day:** The Council provides full civic support for these events, including coordination of the Mayor's attendance and liaison regarding the War Memorial.
- **Armistice Day 2026:** Members are asked to note that Armistice Day (11th November) falls on a Wednesday this year.
- **Civic Representation:** The Mayor or a representative will aim to support the RBL's wider program where diary commitments allow, in line with the Council's support for our local veteran and cadet communities.

Schedule of Events 2026

Members are requested to note the following dates provided by the RBL:

Event	Date & Time	Location
RBL Women's Section Lay-up Service	Sun 22 Feb (10:00)	St John the Baptist Church
VE Day Service	Fri 8 May (11:00)	War Memorial
Armed Forces Celebration	Sat 20 June (09:30–15:00)	The Triangle
VJ Day Service	Sat 15 Aug (18:00)	War Memorial
Poppy Launch Day	Sat 24 Oct (All Day)	The Triangle
Poppy Collection Day 1	Sat 31 Oct (All Day)	The Triangle
Poppy Collection Day 2	Sat 7 Nov (All Day)	The Triangle
Remembrance Sunday	Sun 8 Nov (09:00–12:00)	Church / War Memorial
Armistice Day Service	Wed 11 Nov (11:00)	War Memorial

Committee is requested to note the report on Royal British Legion Events for 2026.

AGENDA ITEM 10: OCCASIONAL GRANTS POLICY

The Civic & Community Committee is responsible for considering and awarding small grants to eligible organisations as set out by Council's Occasional Grants Policy.

The policy is intended to provide clear and comprehensive guidance to anyone who may be interested in applying for grants from the Town Council; as well as a framework for Members when considering applications. The policy is published to raise the profile of the availability and provision of grants from the Town Council.

Council has approved a provision of £35,000 towards Occasional Grants in 2026/27. Applications will be considered by Committee at three stages in the year and at the first round Committee is expected to ordinarily limit the total awarded to £11,667. However, this may be exceeded at the discretion of the Committee should Members feel it is appropriate to do so. The overall total awarded in the full year 2026/27 cannot exceed £35,000 without approval from Council.

The current policy is attached at **Appendix B** for review with no changes proposed at this time.

Committee is requested to review the Occasional Grants Policy and recommend to Council for approval.

AGENDA ITEM 11: PRESS & MEDIA POLICY

Council's Press & Media Policy is now due for its usual annual review and is attached at **Appendix C** with no changes proposed at this time.

Committee is requested to review the Press & Media Policy and recommend to Council for approval.
