



## TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr M Sharman (Chairman)

Cllr C Franklin (Vice Chairman)

Cllr D Aitchison

Cllr N Barber

Cllr S Bennett

Cllr J Candy

Cllr A Folley

Cllr S Harkin

Cllr M Morris

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 22 October 2025** 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](mailto: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**  
**17 October 2025**

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 10 September 2025 as a true record. **(Pages 3-5)**
- 5. Civic & Community Budget Report**  
To receive the Civic & Community Budget report to 30 September 2025 and consider any actions deemed necessary. **(Page 6 & Appendix A)**
- 6. Draft Budget Considerations 2026-27**  
To consider first draft recommendations for the Civic & Community element of Council's budget for 2026-27. **(Page 7 & Appendices B & C)**
- 7. Occasional Grants 2025/26**  
To consider Occasional Grants applications submitted for round two, deadline 30 September 2025. **(Pages 8-9)**
- 8. Felixstowe in Flower**  
To receive an update report on Felixstowe in Flower following the Awards event the previous evening. **(Verbal update)**
- 9. Wesel Twinning Visit**  
To note a report on an upcoming Civic visit to Wesel. **(Page 10)**
- 10. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 17 December 2025 at 7.30pm.

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**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 Apprentice)

### **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:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
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 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	£1,000
Royal British Legion	£300
Salzwedel Twinning Association	£200
WAMFest	£3,000
Wesel Twinning Assoc.	£200
<b>Total</b>	<b>£24,545</b>

**ii. Community Fund Projects:**

Level Two	£10,000
Harwich Harbour Ferry Services Partnership	£1,000
<b>Total</b>	<b>£11,000</b>

- iii. £8,000 towards the provision of the 2026 Christmas lights be included as part of the recommendations for the 2026/27 budget; and,
- 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 start 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; and,
- 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.

## **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 30 September 2025 is provided below with a detailed report at **Appendix A**.

1 April - 30 September 2025 (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	20,593.07	13,887	59.72%
302 Grants	0.00			N/A	56,992.00	34,154.00	22,838	59.93%
303 Felixstowe in Flower	7,500.00	4,150.04	3,350	55.33%	9,250.00	7,835.65	1,414	84.71%
304 Communication	7,500.00	2,942.50	4,558	39.23%	20,356.00	9,928.00	10,428	48.77%
305 Community Projects & Partne	0.00			N/A	11,000.00	11,000.00	0	100.00%
<b>NET TOTAL</b>	<b>15,000.00</b>	<b>7,092.54</b>	<b>7,907.46</b>	<b>47.28%</b>	<b>132,078.00</b>	<b>83,510.72</b>	<b>48,567.28</b>	<b>63.23%</b>

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**Committee is requested to consider the budget report to 30 September 2025 and decide any action it deems necessary.**

## **AGENDA ITEM 6: DRAFT BUDGET CONSIDERATIONS 2026-27**

Committee is asked to consider draft budget estimates for the Financial Year 2026-27 and make any recommendations to Finance & Governance Committee for onward referral to Council.

To assist Members, an initial draft is presented alongside current year expenditure and a comparison with the previous year at **Appendix B**. Notes to the budget estimates are provided at **Appendix C**.

Estimates for income and expenditure are based on known costs wherever possible. Following the Committee's review, the full budget will be considered by Finance & Governance Committee and Council.

**Committee is requested to consider and agree its first draft recommendations for the Civic & Community element of the 2026-27 budget.**

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## **AGENDA ITEM 7: OCCASIONAL GRANTS ROUND 2 - 2025/26**

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

Members have been provided with full application details under separate cover. A total of £35,000 is available in the Occasional Grants budget for 2025/26. As this is the second of three funding rounds, Committee would ordinarily limit awards at this stage to one-third of the annual budget (approximately £11,667). However, this may be exceeded at the Committee's discretion if considered appropriate. Members should note that total awards in 2025/26 cannot exceed £35,000 without Council approval.

At the first round, it was recorded that £11,662 of the £11,667 guideline had been awarded. However, a subsequent review identified a spreadsheet error and the actual total was £13,162. Measures have been put in place to ensure accurate reporting going forward.

It is therefore suggested that Committee consider allocating up to approximately £10,919 at this round, leaving a similar amount available for the third and final round in February 2026.

All grants from Round 1 have been paid, except for 356 (Felixstowe) Squadron Air Cadets, who requested £2,378.82 and have a ring-fenced grant of £1,000, pending confirmation of matched funding. A reminder has been sent.

<b>Name of Organisation</b>	<b>Grant Project</b>	<b>Amount Requested (£)</b>	<b>Previous Grant(s) Awarded</b>
8 <sup>th</sup> Felixstowe Scout Group	Camping Equipment	584.70	-
Being Well in Suffolk	Men's Peer Support Network	2,610.00	-
Community Active & Wellbeing CIC	Baby & Me – Start-up Support	1,390.00	-
Compass	Christmas food hampers and emergency food/fuel vouchers	1,500.00	2024: £1,313.20
Cuppa	Storage for free food donations & community sports equipment	350.00	2023: £445; 2024: £392.20
Felixstowe History and Museum Society	Improving Children's provision at Felixstowe Museum	1,819.00	2021 R1: £2,450; 2021 R2: £1,500; 2023: £900; 2024: £500
Felixstowe Rugby Club	Advertisement Hoardings	1,500.00	-
Friends of Fairfield and Colneis	Outdoor equipment – Colneis Junior School	2,000.00	2024: £500



Friends of Felixstowe Seafront Gardens	Replenishment of gardening tools & equipment	500.00	2023: £200 (Kings Coronation Fund)
Home-Start Suffolk	Volunteer training – Felixstowe	2,000.00	2024: £1,000; 2025: £405
Kingsfleet School Association	Playground improvements	500.00	-
Litter Free Felixstowe	Children's monthly treasure hunt recognition & replacement equipment	651.00	-
Memory Lane	Seaside Memories Project	1,500.00	2019: £1,000; 2024: £700
Pier Projects	Artistic Dialogues – publication & workshop celebrating local contributors	1,000.00	2018: £1,000; 2019: £1,000
SARS	SARS Felixstowe Activity	500.00	2021: £500; 2022: £500; 2023: £500; 2024: £500
Save the Children	Santa's Ride around Town '25	200.00	2021: £606.71; 2022: £1,893.08; 2024: £36.99 & £99.99
Suffolk Mind	Health & Safety improvements – Head Office, Felixstowe	350.00	2020: £1,050; 2022: £1,600; 2023: £1,980; 2024: £500; 2025: £300
<b>TOTAL</b>		<b>£ 18,954.70</b>	

**Committee is requested to consider the above applications and decide on awards from the Felixstowe Town Council Occasional Grants budget for 2025/26 Round 2.**

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## **AGENDA ITEM 9: WESEL TWINNING VISIT**

The Mayor, the Mayor's Consort and the Council's Civic Events Officer are attending the Wesel Hanseatic Festival from 23 to 27 October 2025 as the official delegation from Felixstowe Town Council.

As this visit to Wesel is the second within a year, it falls outside of the Twinning Policy budget provisions. Committee should therefore note that there are no additional costs to Council for this visit as transportation costs have been met by the attendees and Stadt Wesel will be accommodating the Civic Party.

The programme includes the opening of the Hanseatic Festival with a historical parade through the city centre to the Great Market by the Bürgermeisterin Ulrike Westkamp, the Mayor of Felixstowe, and the Mayor of Salzwedel.

This event will also mark a poignant farewell to Bürgermeisterin Ulrike Westkamp, as she retires from her role as Mayor of Wesel. Her successor has been confirmed as Rainer Benien following their election in September.

**Committee is requested to note the report on Twinning.**

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