



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

Cllr C Franklin (Mayor of Felixstowe)
Cllr D Aitchison (Deputy Mayor)
Cllr N Barber
Cllr S Bennett
Cllr S Bird
Cllr J Candy
Cllr M Deacon
Cllr A Folley

Cllr S Harkin
Cllr M James
Cllr M Morris
Cllr B Price
Cllr D Rowe
Cllr M Sharman
Cllr W Underwood
Cllr S Wiles

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **FELIXSTOWE TOWN HALL** on **Wednesday 18 June 2025 at 7.30pm.**

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 meeting during the public session.

There is a limit to the number of public attending in-person, which may be further affected by coronavirus guidance. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/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.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi
Town Clerk
13 June 2025

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 Council on any matter relating to the town of Felixstowe.

2. Apologies for Absence

To receive any apologies for absence.

3. Declarations of Interest

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

4. Questions to the Mayor

For the Mayor to respond to questions from Members, in accordance with Standing Order 26.

5. Confirmation of Council Minutes

To confirm the minutes of the Annual Council Meeting held on Wednesday 21 May 2025 as a true record. **(Pages 4-12)**

6. Mayor's Announcements

To receive such communications as the Mayor may wish to lay before Council. **(Page 13)**

7. Minutes of Committee Meetings

To receive and adopt the Minutes of the following meetings:

- | | |
|---|----------------------|
| a) Planning & Environment Committee 28 May 2025 | (Pages 14-16) |
| b) Finance & Governance Committee 4 June 2025 | (Pages 17-22) |
| c) Planning & Environment Committee 15 May 2025 | (Pages 23-26) |
| d) Civic & Community Committee 11 June 2025 | (Pages 27-30) |

8. Reports from Members appointed to Outside Bodies

Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.

9. Neighbourhood Plan Feasibility Working Group – Report and Recommendations

To consider the report of the Neighbourhood Plan Feasibility Working Group and recommendations of the Planning & Environment Committee.

(Pages 31-32 & Appendix A)

10. Internal Audit Report: Full Year 2024/25

To receive the final report of the Internal Auditor for 2024/25 and consider any recommendations therein. **(Page 32 & Appendix B)**

11. Annual Governance Statement and Annual Return 2024/25

To approve the Accounts, Annual Governance Statement and Annual Return for 2024/25, along with any supporting documents, and to authorise the Mayor to sign the return on behalf of the Town Council. **(Pages 33-38 & Appendix C)**

12. Review of Internal Audit Effectiveness 2025/26

To consider the recommendation of the Finance & General Purposes Committee and review the effectiveness of Council's internal audit arrangements. **(Pages 39-40)**

13. Statement of Internal Control 2025/26

To consider the recommendation of the Finance & General Purposes Committee and approve the Statement of Internal Control for the year ending 31 March 2026. **(Page 41 & Appendix D)**

14. Annual Report 2024/25

To approve and adopt the Annual Report of the Town Council for the Municipal Year 2024-25. **(Page 41 & Appendix E)**

15. Council Investments

To consider the re-investment from the proceeds of a 1 year fixed-rate bond with Close Brothers and other investments. **(Pages 42-43)**

16. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix F)**

Date	Voucher Nos.	Total Payment
13/05/2025	81 – 102	£66,304.00
	TOTAL	£66,304.00

17. Closure

To close proceedings and note that the next Ordinary Council Meeting will be at 7.30pm on Wednesday 3 September 2025.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ANNUAL COUNCIL** meeting held at **Felixstowe Town Hall** on
Wednesday 21 May 2025 at 7pm

PRESENT: Cllr D Rowe (Outgoing Mayor)
Cllr C Franklin (Outgoing Deputy Mayor) Cllr A Folley
Cllr D Aitchison Cllr S Harkin
Cllr N Barber Cllr M James
Cllr S Bennett Cllr B Price
Cllr S Bird Cllr M Sharman
Cllr J Candy Cllr S Wiles
Cllr M Deacon Cllr W Underwood

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Civic Events Officer)
Mrs S Morrison (Planning Administration Assistant)
Mr S Congi (Finance Administration Assistant)
Miss H Miles (Communications Officer)
Mrs J Smith (Assets & Services Officer)
Mr T Minns (Grounds & Maintenance Manager)

IN ATTENDANCE: 24 Members of the Public (in person)
6 Members of the public (via Zoom)

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection delivered by Mr Jim Cadbury, Felixstowe Quakers.

1. ELECTION OF MAYOR

Mayor, Cllr David Rowe, in the chair.

Cllr Rowe reflected on the privilege of serving as Mayor of the town in which he has lived his whole life.

Whilst the role of Mayor is front-facing, it cannot be undertaken alone. He paid tribute to the Deputy Mayor, Cllr Corrine Franklin, and thanked fellow Councillors for their support and their engaging debates throughout the year.

The Mayor expressed his gratitude to his charities, Landguard Fort Trust and Breast Friends, and was proud to confirm that the Mayor's Charities had raised almost £25,000.

Thanks were also extended to his family for their support and grounding influence, and to his friends – in particular, Shez from Level Two – for her support throughout the Mayoral year, including accompanying him to Wesel.

The Mayor then paid tribute to the Town Hall staff for their hard work in ensuring a successful year in office. Following the Mayor's address, Cllr M Deacon proposed, seconded by Cllr A Folley, that Cllr Corrine Franklin be elected as Mayor of Felixstowe for the forthcoming Municipal Year.

RESOLVED that Cllr Corrine Franklin be elected Mayor of Felixstowe for the Municipal Year 2025/26.

Cllr Franklin was invested with the Mayor's Chain of Office and duly read aloud and signed the Declaration of Acceptance of Office.

Mayor, Cllr Corrine Franklin, in the Chair.

The Mayor thanked Cllr Deacon for nominating her and Cllr Folley for seconding, and expressed her appreciation to all who voted in support. She extended heartfelt thanks to her husband, Peter, and to her family for the support and encouragement they have given.

The Mayor announced that her theme for the year would be Community, and that she would use her Mayoral year to highlight the people, organisers, and groups that make Felixstowe the wonderful place it is. She spoke of her enthusiasm for the year ahead and the opportunity to represent the town at the many events and meetings to come.

The Mayor concluded by thanking Cllr David Rowe for all his hard work throughout his tenure, praising the fantastic job he had done and acknowledging that he would be a very hard act to follow.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr S Bennett, seconded by Cllr D Rowe, that Cllr Darren Aitchison be elected as Deputy Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Darren Aitchison be elected Deputy Mayor for the ensuing Municipal Year 2025/26.

3. APPOINTMENT OF MAYORS CADET

The Mayor appointed Cadet Flight Sergeant Frazer Lack as the Mayor's Cadet for the Municipal Year 2025/26, investing them with the badge of office.

RESOLVED that Cadet Flight Sergeant Frazer Lack be appointed as the Mayor's Cadet for the 2025/26 Municipal Year.

4. PUBLIC QUESTION TIME

There were none.

5. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Morris**.

6. 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 Bird Cllr S Bennett Cllr S Wiles	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.

7. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 5 March 2025 be signed by the Mayor as a true record and adopted by the Council.

8. 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 5 March 2025**
- b) **Planning & Environment Committee 19 March 2025**
- c) **Finance & Governance Committee 19 March 2025**
- d) **Planning & Environment Committee 2 April 2025**
- e) **Personnel Committee 2 April 2025**
- f) **Civic & Community Committee 9 April 2025**
- g) **Planning & Environment Committee 16 April 2025**
- h) **Assets & Services Committee 23 April 2025**
- i) **Planning & Environment Committee 30 April 2025**
- j) **Planning & Environment Committee 14 May 2025**

9. ASSET REGISTER 2024/25

The Asset Register had been reviewed by Council's Asset and Services Committee on 23 April 2025 and recommended for adoption as presented.

It was RESOLVED that the Asset Register for the year ending 31 March 2025 be adopted as presented.

10. COMMUNITY INFRASTRUCTURE LEVY (CIL) ANNUAL REPORT 2024/25

Council received the report on CIL payments that had been received in the year 2024/25 and approved the CIL Annual report for the year 2024/25.

RESOLVED that the Community Infrastructure Levy Annual Report for 2024/25 be approved as presented, published on the Council's website, and sent to East Suffolk Council.

11. SCHEME OF DELEGATION TO THE TOWN CLERK 2025/26

RESOLVED that the powers delegated to the Town Clerk for 2025/26 be approved as presented in the report.

12. COUNCIL GOVERNANCE AND POLICY 2025/26

It was RESOLVED that the following governance documents be approved and adopted by Council, inclusive of all recommendations as presented in the report and appended to the Minute Book 2025/26:

- a) Terms of Reference.
- b) Standing Orders
- c) Financial Regulations
- d) Risk Management Policy & Risk Register
- e) Complaints Procedure
- f) Freedom of Information Publication Scheme
- g) Community Engagement Strategy

It was RESOLVED that the Council's continued use of BACS payments be confirmed and approved.

13. APPOINTMENTS TO COMMITTEES

The Mayor referred Council to the schedule of proposed appointments to Council's Committees.

It was noted that the Mayor of Felixstowe was an ex-officio Member of all Committees with full voting rights if not otherwise formally appointed as a Councillor.

It was RESOLVED that appointments to Committees for the ensuing Municipal Year 2025-26 be made as follows:

FINANCE & GOVERNANCE COMMITTEE (9)

1. Cllr Mike Deacon (Chair)
2. Cllr David Rowe (Vice-Chair) **(ex-officio Member as Chairman of A&S)*
3. Cllr Darren Aitchison
4. Cllr Seamus Bennett
5. Cllr Stuart Bird
6. Cllr Marc James
7. Cllr Michael Sharman *** (ex-officio Member as Chairman of C&C)*
8. Cllr Wendy Underwood
9. Cllr Steve Wiles

CIVIC & COMMUNITY COMMITTEE (9)

1. Cllr Michael Sharman *** (Chair) (and ex-officio Member of F&G above)*
2. Cllr Corrine Franklin (Vice-Chair)
3. Cllr Darren Aitchison
4. Cllr Nick Barber
5. Cllr Seamus Bennett
6. Cllr Jan Candy
7. Cllr Amanda Folley
8. Cllr Sharon Harkin
9. Cllr Margaret Morris

ASSETS & SERVICES COMMITTEE (9)

1. Cllr David Rowe ** (Chair) (and ex-officio Member of F&G above)*
2. Cllr Marc James (Vice-Chair)
3. Cllr Darren Aitchison
4. Cllr Nick Barber
5. Cllr Wendy Underwood
6. Cllr Sharon Harkin
7. Cllr Margaret Morris
8. Cllr Bernard Price
9. Cllr Michael Sharman

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Stuart Bird (Chair)
2. Cllr Margaret Morris (Vice-Chair)
3. Cllr Darren Aitchison
4. Cllr Nick Barber
5. Cllr Seamus Bennett
6. Cllr Jan Candy
7. Cllr Amanda Folley
8. Cllr Corrine Franklin
9. Cllr Bernard Price

PERSONNEL COMMITTEE (5)

1. Cllr Corrine Franklin (Chair) *(ex-officio as Mayor of Felixstowe for 2025/26)*
2. Cllr Darren Aitchison (Vice-Chair) *(ex-officio as Deputy Mayor for 2025/26)*
3. Cllr David Rowe *(ex-officio as Mayor of Felixstowe for 2024/25)*
4. Cllr Mike Deacon
5. Cllr Michael Sharman

APPEALS COMMITTEE (5 Members who are not on the Personnel Committee)

1. Cllr Margaret Morris (Chair)
2. Cllr Amanda Folley (Vice-Chair)
3. Cllr Marc James
4. Cllr Nick Barber
5. Cllr Bernard Price

YOUTH FORUM (3 FTC)

1. Cllr Margaret Morris
2. Cllr Bernard Price
3. Cllr Darren Aitchison

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

1. Cllr Amanda Folley (Lead Emergency Coordinator)
2. Cllr Nick Barber (Deputy Emergency Coordinator)
3. Cllr Darren Aitchison (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

CLIMATE EMERGENCY WORKING GROUP

1. Cllr Margaret Morris (Chair)
2. Cllr Mike Deacon
3. Cllr Jan Candy
4. Cllr Seamus Bennett
5. Cllr Sharon Harkin
6. Cllr Darren Aitchison

COMMUNITY INFRASTRUCTURE LEVY (CIL) WORKING GROUP

1. Cllr Mike Deacon (Chair)
2. Cllr Darren Aitchison
3. Cllr Seamus Bennett
4. Cllr Margaret Morris
5. Cllr David Rowe
6. Cllr Michael Sharman

NEIGHBOURHOOD PLAN FEASIBILITY WORKING GROUP

1. Cllr Stuart Bird (Chair)
2. Cllr Seamus Bennett
3. Cllr Mike Deacon
4. Cllr Amanda Folley
5. Cllr Corrine Franklin
6. Cllr Marc James
7. Cllr Margaret Morris

14. **APPOINTMENTS TO OUTSIDE BODIES**

The Mayor referred Council to the schedule of proposed appointments to Outside Bodies.

RESOLVED that the Members be appointed to Outside Bodies for the ensuing Municipal Year 2025-26 be appointed as follows:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Memory Lane Steering Group	1. Cllr Sharon Harkin 2. Cllr Bernard Price
Felixstowe Ferry Fairways Committee	1. Cllr Mike Deacon
Friends of Felixstowe Library	1. Cllr Jan Candy
Felixstowe Nightsafe	1. Cllr Marc James
Felixstowe Old People's Welfare Association	1. Cllr Margaret Morris + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr David Rowe 2. Cllr Margaret Morris
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Amanda Folley + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Seamus Bennett
Haven Ports Welfare	1. Cllr Darren Aitchison
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Seamus Bennett 2. Cllr Jan Candy 3. Cllr David Rowe 4. Mayor of Felixstowe (<i>ex-officio</i>) 5. Town Clerk (<i>ex-officio</i>)
Felixstowe Area ASB Meeting	1. Cllr Amanda Folley 2. Cllr Marc James 3. Cllr Stuart Bird
Level Two Youth Project	1. Cllr Corrine Franklin 2. Cllr Margaret Morris 3. Cllr Wendy Underwood
Freight Quality Partnership	1. Cllr Seamus Bennett
Fairtrade Forum	1. Cllr Seamus Bennett 2. Cllr Margaret Morris
East Suffolk Lines Community Rail Partnership	1. Cllr Nick Barber
Orwell District Scouts	1. Mayor of Felixstowe (<i>ex-officio</i>)

Felixstowe Peninsula Community Partnership	1. Cllr Corrine Franklin 2. Cllr Michael Sharman 3. Town Clerk
Felixstowe Chamber of Trade	1. Cllr Amanda Folley 2. Cllr Bernard Price
Ukraine2Felixstowe	1. Cllr Seamus Bennett
Clear Hold Build Tactical Group	1. Cllr David Rowe

15. **AUTHORISATION OF SIGNATORIES**

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBERS AS ITS BANK SIGNATORIES FOR 2025/26:

- Cllr Seamus Bennett
- Cllr Mike Deacon
- Cllr Stuart Bird
- Cllr Sharon Harkin
- Cllr Margaret Morris
- Cllr Corrine Franklin

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING MEMBER AS ITS QUARTERLY BANK RECONCILIATION SIGNATORY FOR 2025/26:

- Cllr David Rowe

COUNCIL RESOLVED TO CONFIRM THE FOLLOWING OPEN CREDIT AGREEMENT FOR 2025/26:

Town Clerk, Deputy Clerk and Civic Events Officer be authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

16. **SUBSCRIPTIONS**

Council reviewed its Council's and staff subscriptions to other bodies for 2025/26 to the organisations below.

Organisation	2025/26 fee	Notes
Suffolk Association of Local Councils (SALC)	£2,612.43	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£100	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.

And on behalf of its staff Council pays subscription fees to:

Organisation	2025/26 fee	Notes
Society of Local Council Clerks (SLCC)	£480	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£300	Professional membership of the Deputy Town Clerk

It was RESOLVED that the subscriptions for 2025/26 be approved.

17. ACCOUNTS FOR PAYMENT

It was RESOLVED that the schedule and payment of accounts be received and approved as follows:

Date	Voucher Nos.	Total Payment
15/03/2025	420 - 431	£17,047.41
28/03/2025	432 - 455	£74,684.44
01/04/2025	1 - 6	£15,547.82
15/04/2025	7 - 37	£41,975.35
30/04/2025	38 - 59	£60,620.32
15/05/2025	60 - 80	£5,469.41
	TOTAL	£215,344.75

18. CLOSURE

The meeting was closed at 7.59 pm. It was noted that the next Ordinary Meeting was scheduled for 18 June 2025 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

The following Mayoral (and other) Engagements have been undertaken since the previous meeting:

18/05/2025	Global Food and Pita Festival – as Deputy Mayor for 2024/25
22/05/2025	4 th Felixstowe Environment Awards
24/05/2025	Felixstowe 300 th Park Run
27/05/2025	Project Wave and Beach of Dreams
29/5 -01/06/2025	Civic Visit Wesel - Opening Rhein Bad
02/06/2025	Pride Flag Raising
05/06/2025	Kersey Opening Launch
06/06/2025	Exhibition Opening INTERACTION - Hamilton MAS
07/06/2025	Felixstowe in Flower - Launch
16/06/2025	Member sessions on Local Government Reorganisation
17/06/2025	Orwell District Scouts AGM - Hallowtree

Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS
MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 28 May 2025 at 9.30am

PRESENT: Cllr S Bird (Chairman)
Cllr D Aitchison
Cllr N Barber
Cllr J Candy
Cllr A Folley
Cllr C Franklin
Cllr B Price

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 1 member of the public (via Zoom)

19. PUBLIC QUESTION TIME

None.

20. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bennett** and **Cllr M Morris**.

21. 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 J Candy	All	Other registerable interests (as a Member of East Suffolk Council)
Cllr S Bird	All	Other registerable interests (as a Member of Suffolk County Council)
Cllr A Folley	23C	Other non-registerable interest (as having submitted comments to the application as Ward Councillor)

Having declared their interest in item 23C, Cllr Folley advised that they would leave the Chamber for the consideration of that item.

22. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 14 May 2025 be confirmed as a true record.

23. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following recommendations to East Suffolk Council:

A	DC/24/0720/FUL Resort Attractions Park with Ancillary Business Uses Beach Street Felixstowe Micklegate Road
Committee recommended APPROVAL.	

B	DC/25/1866/FUL External building alterations, including fenestration amendments, and the erection of an external bicycle and refuse storage unit on the land to the rear 80-86 Hamilton Road and 47 Cobbold Road
Committee recommended APPROVAL. Committee asked that the bicycle and bin store areas be lockable.	

At this point, 10.13am, Cllr A Folley left the Chamber.

C	DC/25/1735/FUL Retrospective planning application for alterations to the shopfront. 228 High Street Walton
Committee recommended APPROVAL. We do however note that this application is described as retrospective but the proposed works have not happened yet.	

Cllr A Folley returned, 10.22am.

D	DC/25/1814/FUL First floor side extension above existing garage with ground floor study extension to the rear. Ground floor extension to the existing entrance lobby with replacement pitched roof. 76 Links Avenue
Committee recommended APPROVAL.	

E	DC/25/1863/FUL Upgrade of existing dwelling with internal alterations, new windows and two new rooflights 7 Manning Road
Committee recommended APPROVAL.	

F	DC/25/1604/FUL Placement of charging channel device for electrical vehicles 3 Beach Road East
Committee recommended APPROVAL. However, Committee noted that there is no off-street parking at this site.	

G	DC/25/0980/FUL To replace 7 sash windows for UPVC white windows Flat 2 60 Leopold Road
Committee recommended APPROVAL.	
H	DC/25/1654/FUL Removal and replacement of 6no. UPVC Casement Windows Flat 14 Wolsey Court Stanley Road
Committee recommended APPROVAL.	
I	DC/25/1652/FUL Removal and replacement of 5no. UPVC Casement Windows Flat 12 Wolsey Court Stanley Road
Committee recommended APPROVAL.	
J	DC/25/1656/FUL Replacement of 7no. UPVC Casement Windows Flat 16 Wolsey Court Stanley Road
Committee recommended APPROVAL.	
K	DC/25/1895/FUL Installation of air-to-air heat pump 3 Park Court Langer Road
Committee recommended APPROVAL, subject to ESC Environmental Health being satisfied as to noise levels. Furthermore, we note that this proposal is part of a pilot scheme and therefore we would ask for a condition that the permission is time-limited.	

24. PLANNING DECISIONS

RESOLVED the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

25. CORRESPONDENCE

None.

26. CLOSURE

The meeting was closed at 11.08am. It was noted that the next meeting was scheduled to take place on Wednesday 11th June 2025 at 9.30am.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 4 June 2025 at 7.30pm**

PRESENT: Cllr M Deacon (Chairman) Cllr M James
Cllr D Rowe (Vice-Chairman) Cllr M Sharman
Cllr S Bennett Cllr S Wiles
Cllr S Bird Cllr W Underwood

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mr S Congi (Finance Administration Assistant)

IN ATTENDANCE: One member of the public (*via Zoom*)

27. PUBLIC QUESTION TIME

There was none.

28. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr S Wiles**.

29. 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 S Bird Cllr S Wiles	All	Other registerable interests (as Members of Suffolk County Council)
Cllr S Bennett Cllr M Deacon	All	Other registerable interests (as Members 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.

30. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 19 March 2025 be signed by the Chairman as a true record.

31. INTERNAL AUDIT REPORT: FULL YEAR 2024/25

Members considered the final Internal Audit Report for the year 1 April 2024 – 31 March 2025 as presented and noted that the Auditor had made no formal recommendations.

RESOLVED that Committee noted that there were no formal recommendations 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.

32. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Committee reviewed the arrangements for, and the effectiveness of, the Council's internal audit.

Members acknowledged the good service provided by the internal auditor appointed through the Suffolk Association of Local Councils (SALC), noting the value of engaging an auditor with experience in the town council sector. It was proposed that the existing arrangement be continued for 2025/26.

While content with the auditor's performance, Members considered it prudent to request that SALC assign different auditors to undertake the interim and year-end audits, as was the case in the review year, in accordance with the principles set out in Section 4 of the Governance and Accountability for Local Councils – A Practitioner's Guide (2023), which outlines the expectations of independence, competence, scope, and reporting for internal audit.

RESOLVED that it be recommended to Council that:

- i. **following a review of the effectiveness of its internal audit, Council confirms the current arrangements to be effective;**
- ii. **in being satisfied with the independence and competence of the internal auditor, the Suffolk Association of Local Councils be appointed to continue as the Council's internal auditor for 2025/26, to carry out interim and year-end audits in accordance with Section 4 of the Governance and Accountability for Local Councils – A Practitioner's Guide (2023); and,**
- iii. **SALC be requested to appoint different auditors to conduct the interim and year-end internal audits.**

33. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2024-25

Members considered the Accounts, Annual Governance Statement, and Annual Return for the financial year 2024/25 as presented.

The Clerk confirmed that the statutory Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return would be displayed on the Town Hall noticeboard in accordance with legal requirements.

In response to a question regarding the Council's Public Works Loan Board (PWLb) loan, the Clerk advised that there would be no financial benefit in

repaying the loan early, as the interest was front-loaded and payable across the full term of the loan.

Councillors expressed their thanks to the Town Council team for their work in preparing the accounts and supporting documentation.

It was RESOLVED that it be recommended to Council 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 recommendations arising from the final Internal Audit Report for the financial year 2024/25 and, as such, no action plan was required to be submitted with the Annual Return to the External Auditor.**

34. ANNUAL REPORT 2024-25

Committee considered the draft Annual Report for the Municipal Year 2024/25. Members expressed positive feedback on the format, length, and content of the Report.

Following discussion, it was agreed that large print versions of the full Annual Report would be made available at the Town Hall and the Library, in addition to the digital version to be published online once approved by Council.

Members also identified a small number of minor amendments to be incorporated prior to final publication.

RESOLVED that, subject to the amendments discussed, the Annual Report for the Municipal Year 2024/25 be recommended to Council for approval and adoption.

35. BUDGET MONITORING TO 30 APRIL 2025

Committee received the budget monitoring report to 30 April 2025. A report of any variance to budget estimates for the period greater than 9.2% or £500 was considered.

RESOLVED that the budget monitoring report to 30 April 2025 be noted.

36. QUARTERLY BANK RECONCILIATION

It was confirmed that Cllr David Rowe, as the Council's nominated Quarterly Bank Reconciliation Signatory (*Min #15 of 2025/26 refers*), had signed the reconciliation between the bank statement and Scribe accounts to confirm the amounts agreed each month.

RESOLVED that it be noted that the reconciliations between the bank statement and accounts statements for the period 1 April 2024 – 31 March 2025 had been reviewed and signed by the appointed bank reconciliation signatory.

37. COUNCIL INVESTMENTS

Committee noted the report on Council investments and discussed the reinvestment of £500,000 in a 1-year bond with the Close Brothers Group

Members acknowledged the recent downgrade of Close Brothers' credit rating to BBB+ and noted the further details published on the Close Brothers website. Despite this, members expressed confidence in continuing to invest with Close Brothers.

The Committee agreed to recommend to Council that the current investment of £500,000 with Close Brothers be renewed upon maturity.

Members discussed the possibility of increasing the investment amount by a further £250,000 while maintaining appropriate liquidity for the Council's cash flow requirements. The Clerk advised that this additional sum could be accommodated without adversely affecting operational cash flow.

It was agreed that staggering the investments would be prudent. Specifically, a further 1-year bond of approximately £250,000 could be invested six months after the initial £500,000 investment, thereby creating a rolling maturity schedule and improving potential capital availability every six months.

Members also expressed a desire to maximise interest returns from the Nationwide 35-Day Saver Account. It was proposed that, subject to Council approval, the Committee be delegated authority to consider and decide on:

- The further investment of up to £250,000 in an appropriate 1-year bond at its next meeting in October 2025; and
- Any transfers between the Council's Business Tracker Account and the Nationwide 35-Day Saver Account to take advantage of improved interest rates.

All decisions would be made following full consideration and due diligence.

RESOLVED that it be recommended to Council that:

- i. the Council renews its investment of £500,000 with Close Brothers upon maturity;
- ii. the Finance & Governance Committee be delegated the authority to consider and decide on a further investment of up to £250,000 in a 1-year bond at its meeting in October 2025; and,
- iii. the Finance & Governance Committee be delegated the authority to consider and decide on any transfers between the Council's Business Tracker Account and the Nationwide 35-Day Saver Account to maximise interest returns, subject to due diligence.

38. STATEMENT OF INTERNAL CONTROL 2025/26

Committee noted the requirement under Regulation 6 of the Accounts and Audit Regulations 2015 for local authorities to ensure that they have a sound system of internal control which is reviewed annually.

Following review of the Council's Internal Control Statement and associated policy document, Members were satisfied that the arrangements in place remained effective and required no amendments.

It was RESOLVED that the Internal Control Statement for the financial year ending 31 March 2026 be recommended to Council for formal adoption, as presented.

39. ACTION PLAN REVIEW

Committee reviewed the Town Council's Action Plan and noted the progress made to date in delivering key priorities identified within the Council's Business Plan. Members discussed the content of the Plan and suggested a number of minor amendments to improve clarity and provide additional context to certain actions.

The Clerk advised that the Action Plan was intended to be a 'living document', regularly reviewed by the Committee and updated as necessary to reflect ongoing delivery and development of the Council's strategic objectives.

It was RESOLVED that the Action Plan be updated in line with Members' comments and kept under regular review by the Committee as part of its oversight of the Council's Business Plan.

40. EXCLUSION OF PRESS AND PUBLIC

In accordance with the Public Bodies (Admissions to Meetings) Act 1960 s.1(2), the Committee considered that, due to the confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded.

It was RESOLVED that the press and public be excluded and instructed to withdraw for the duration of the following item.

41. UPDATE ON DEBTOR

Committee noted a confidential update on the recovery of an outstanding debt, following a recent application for a Warrant of Control.

It was RESOLVED that the updated be noted with no further action to be taken at this time.

42. CLOSURE

The meeting was closed at 8.47pm. The next meeting was noted as being scheduled for Wednesday 15 October 2025 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 11 June 2025 at 9.30am**

PRESENT: Cllr S Bird (Chairman)
Cllr N Barber
Cllr S Bennett
Cllr J Candy
Cllr A Folley
Cllr C Franklin
Cllr B Price

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 3 members of the public (via Zoom)

43. PUBLIC QUESTION TIME

None.

44. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr M Morris**.

45. 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 a Member of East Suffolk Council)
Cllr S Bennett Cllr S Bird	All	Other registerable interests (as a Member of Suffolk County Council)

46. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 28 May 2025 be confirmed as a true record.

47. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following recommendations to East Suffolk Council:

A	DC/25/1726/ARM Approval of Reserved Matters of DC/24/1020/OUT - Outline Application (All Matters Reserved) - Demolition of Auction House and erection of 7 dwellings Diamond Mills Auction House Orwell Road
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<p>Committee recommended REFUSAL. Whilst we welcome the development of this redundant site into much needed housing, we believe that the parking provision is wholly inadequate and fails to meet SCC Highways guidance, in particular the proposed dwellings are all 4 bedroom which will potentially attract households with more than one car. Whilst accepting that the SCC guidance may not be fully met we would expect the site to be redesigned with additional parking availability.</p>
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B	<p>DC/25/1434/ADI Illuminated Advertisement Consent - signage including x2 Sainsbury's Fascia Signs, x2 Argos Flex Signs, x1 Store Totem Sign, x1 Pedestrian Totem Sign, x1 ATM Surround Sign, x1 ATM Projecting Sign, x1 Welcome Wall Sign and Lightbox and various car park signage. East Of England Co-Op Supermarket 189 Hamilton Road</p>
<p>Committee recommended APPROVAL.</p>	

C	<p>DC/25/2068/FUL Porch and rear extension, new roof to garage forming conversion to habitable space Windyridge 35 Manor Terrace</p>
<p>Committee recommended APPROVAL.</p>	

D	<p>DC/25/1898/FUL Single storey side extension 1 Parkeston Road</p>
<p>Committee recommended APPROVAL.</p>	

E	<p>DC/25/2024/FUL Front extension 22 Colneis Road</p>
<p>Committee recommended APPROVAL.</p>	

F	<p>DC/25/2052/FUL Increase of width of dropped curb and access alterations 5 South Hill</p>
<p>Committee recommended APPROVAL.</p>	

G	<p>DC/25/2057/TPO 1no. Sweet chestnut (T1 on plan) - Pollard by 3 metres 67 Tower Road</p>
<p>Committee OBJECTED to this work on the grounds that it appears that the tree has been pollarded relatively recently and does not require further work at this time.</p>	

48. PLANNING DECISIONS

RESOLVED the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

49. NEIGHBOURHOOD PLAN FEASIBILITY WORKING GROUP – REPORT AND RECOMMENDATIONS

The Chairman reported on, and the Committee considered, the interim report of the Neighbourhood Plan Feasibility Working Group.

Members expressed appreciation for the detailed work undertaken by the Working Group and acknowledged the considerable time and effort spent in evaluating the feasibility of producing a Neighbourhood Plan for Felixstowe.

A wide-ranging and constructive debate followed, with Members discussing the potential benefits of a Neighbourhood Plan alongside the challenges and timing considerations identified in the report.

The Committee was keen to ensure that the Council carefully considers the concept of a Neighbourhood Plan, which it agreed could bring long-term value to the town. However, Members also felt it important not to raise unrealistic expectations around immediate delivery, particularly in light of upcoming uncertainties, including the East Suffolk Local Plan Review and the proposed reorganisation of local government structures in Suffolk.

Members agreed that a Neighbourhood Plan was a good idea in principle, but identified two key challenges to commencing the process at this time:

1. The Town Council's current priorities in the context of the proposed Unitary Authority reorganisation; and
2. The forthcoming review of the East Suffolk Local Plan.

It was anticipated that, under the guidance of the Planning & Environment Committee, the NP Feasibility Working Group would reconvene in Autumn 2025 - around October - as Members felt it important that, should the project proceed, meaningful progress could, and should, be made prior to the 2027 elections.

In the meantime, Councillors should be encouraged to note emerging community aspirations for how the town might be improved and consider how this could translate into a meaningful Neighbourhood Plan. It was suggested that a facilitated workshop for all Councillors—similar to those held for the Business Plan review at Broadway House—would be helpful prior to the Working Group reconvening. This could be used to gauge Council priorities both for a potential Neighbourhood Plan and for future service delivery in light of Unitary Authority changes.

Members emphasised that any public consultation on NP themes or priorities, if undertaken in the interim, should be carefully framed as informal and

exploratory. A light-touch consultation approach, publicised through the Autumn edition of the Town Council's magazine, was considered an appropriate means of engaging residents without creating premature expectations.

Following discussion, it was RESOLVED to endorse the recommendations of the Working Group and RECOMMENDED to Council that it should, in principle, support the development of a Neighbourhood Plan for Felixstowe, subject to the following conditions:

- i. establishing a clear ambition for what the Plan is intended to achieve;**
- ii. identifying a dedicated Steering Group and a local champion to lead the process;**
- iii. allocating appropriate resources, including officer time and budget provision;**
- iv. commissioning professional planning consultancy support; and**
- v. reassessing priorities in light of the forthcoming Local Plan Review and any confirmed changes to local government structures in Suffolk.**

50. CORRESPONDENCE

The following was reported as correspondence:

- a) Cllr Candy advised that she had called in application DC/25/1814/FUL – 76 Links Avenue in her capacity as ESC Ward Member as some additional concerns had been raised in objection to the application.**
- b) Pavement licence for Thrive Lifestyle to have 4 tables and 8 chairs in front of the premises at 34 Orwell Road daily from 9:30am to 17:30.**
Members were content with the application and it was noted that, should this application be granted, the licence will last for 2 years under the Levelling Up and Regeneration Act 2024.

RESOLVED that the correspondence be noted.

51. CLOSURE

The meeting was closed at 11.35am. It was noted that the next meeting was scheduled to take place on Wednesday 25th June 2025 at 9.30am.

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.

AGENDA ITEM 9: NEIGHBOURHOOD PLAN FEASIBILITY WORKING GROUP – REPORT AND RECOMMENDATIONS

At its meeting of 5 February 2025 (Minute #382 of 2024/25 refers), the Planning & Environment Committee established a Working Group to examine the feasibility of producing a Neighbourhood Plan (NP) for Felixstowe.

The Working Group met on five occasions between February and May 2025 and submitted an interim report for consideration by the Planning & Environment Committee on 4 June 2025. That report is included as **Appendix A** to this item.

At its meeting of 4 June 2025 (*Minute #49 of 2025/26 refers*), the Planning & Environment Committee considered the Working Group's report and passed the following resolution:

That it be recommended to Council that it should, in principle, support the development of a Neighbourhood Plan for Felixstowe, subject to the following conditions:

1. Establishing a clear ambition for what the Plan is intended to achieve;
2. Identifying a dedicated Steering Group and a local champion to lead the process;
3. Allocating appropriate resources, including officer time and budget provision; Commissioning professional planning consultancy support; and,
4. Reassessing priorities in light of the forthcoming Local Plan Review and any confirmed changes to local government structures in Suffolk.

Members of the Committee agreed that a Neighbourhood Plan could deliver long-term benefits for the town; however, they also recognised two key challenges to commencing the process at this time:

- The Town Council's existing priorities in the context of the proposed Unitary Authority reorganisation; and
- The forthcoming East Suffolk Local Plan Review, due to begin in late 2025.

To ensure meaningful progress can be made within the current electoral cycle (ahead of 2027), the Committee recommended that the NP Feasibility Working Group reconvene in Autumn 2025 to review the position.

In the interim, preparatory steps were suggested:

- A facilitated workshop for all Councillors (similar to the Broadway House Business Plan sessions) to explore Council priorities for both a potential NP and any future service delivery responsibilities;

- Informal engagement with the community to gather emerging aspirations, possibly through a light-touch consultation exercise to be publicised in the Autumn edition of the Town Council's magazine.

Council is therefore recommended to:

- Note the interim report of the Neighbourhood Plan Feasibility Working Group, as presented to the Planning & Environment Committee (Appendix A);**
- Endorse the Committee's recommendation to support, *in principle*, the development of a Neighbourhood Plan for Felixstowe, subject to the conditions listed above;**
- Agree that the NP Feasibility Working Group should reconvene in Autumn 2025 to review progress in light of planning and governance developments; and,**
- Support the preparatory work proposed, including a Councillor workshop and light-touch community engagement to help inform the potential scope of a future Plan.**

ITEM 10: INTERNAL AUDIT REPORT: FULL YEAR 2024/25

The final Internal Audit for the year ending 31 March 2025 took place on Tuesday, 15 May 2025. The purpose of internal audit is to review, appraise and report on the adequacy of internal control systems in place across the Council.

Following its consideration by the Finance & Governance Committee, the Internal Audit Report (**Appendix B**) is to be formally reviewed and received by full Council.

There were no formal recommendations arising from the audit.

Council is requested to note the final Internal Audit Report for the year 1 April 2024 - 31 March 2025.

AGENDA ITEM 11: ANNUAL GOVERNANCE STATEMENT AND ACCOUNTABILITY RETURN FOR 2023-24

Council is required to approve its Annual Governance Statement and Accountability Return for 2024-25, presented at **Appendix C**.

Council's Full Year Internal Audit for 2024-25 was carried out 25 April and there were no matters arising from the report requiring an action plan to be submitted with the Annual Return 2024-25 to the External Auditor. Accordingly, Council's Internal Auditor has completed page 3 of the Annual Governance and Accountability Return confirming that all internal control objectives have been met.

Notes are provided below to provide some context to the figures to the Accounting Statements 2024/25 Section 2 of the Annual Return (figures for Year Ending 31 March 2024 are shown in brackets for comparison). The External Auditor requires an explanation of any variances for box 3 in Section 2 where the percentage change is greater than +/- 15% and if the increase or decrease is greater than £200, variances of £100,000 or more also require explanation regardless of the % variation year on year. Where this applies, the explanation is given below and will be appropriately evidenced alongside all other documentation due to be submitted to the External Auditor. All figures are rounded to the nearest £1.

1 - Balances Brought Forward: £1,289,713 (£1,264,677 for Y.E. 31 March 2024)

This represents the total balances and reserves as recording in the financial records at the start of the year and agrees with the audited figure in Box 7 of the previous year ending 31 March 2024.

2 - Precept: £664,727 (£621,629) Variance = +6.93%

As approved by Council at its meeting of 11 January 2024 (*Minute #367 of 2023/24 refers*).

3 - Total other receipts: £363,558 (£343,050) Variance = +5.98%

4 - Staff Costs: £567,688 (£544,294) Variance = +4.3%

5 - Loan Repayments: £34,732 (£34,732) Variance = 0%

Repayment of PWLB loan at fixed sum paid in two instalments of £17,365.97 per year.

6 – All Other Payments: £3806,912 (£360,617) Variance = 7.27%

7 – Balance Carried Forward: £1,328,665 (£1,289,713)

Representing total Balances and Reserves at 31 March 2025.

Movements to Council's General Fund and allocated Earmarked Reserves for the year are shown below (all figures are rounded):

General Fund opening Balance:	£ 337,263
Earmarked Reserves:	<u>£ 952,450</u>

Total opening Balance 01.04.24: **£1,289,713**

Total Receipts: £ 1,028,285 (+)

Total Expenditure: £ 989,332 (-)

Total closing Balance 31.03.25: **£1,328,665**

Represented by

General Fund: £ 344,597

Earmarked Reserves: £ 984,068 (Net change to ER 24/25 = £31,618)

A summary of transfers to and from Earmarked Reserves is provided in the table below:

Please note that last year the CIL receipts were split into separate Earmarked Reserves based on the date received. Previously, CIL receipt were allocated to an Earmarked Reserve for the financial year only. By renaming and transferring the correct amounts received into April and October for each financial year it will be clearer to determine the deadline for the CIL receipt to be spent (within 5 years of receipt).

Description	Opening Balance 1/4/24	Transfer In/Out	From/To Reference	Direct Expenditure	Reference	Closing Balances 31/3/25
Election Expenses	£8,502.17	£6,000	Min #367 2023/24	£6,662.80	Min #255 ii 2024/25	£7,839.37
Enhancement & Promotional	£0	£0		£0		£0
Asset Repairs & Replacement	£26,064.99	£3,000	Min #367 2023/24	£0		£29,064.99
IT Replacement Fund	£20,428.09	£0		£1,110.00	Min #441 2024/25	£19,318.09
Cemetery Projects	£210,637.76	£20,000	Min #367 2023/24	£8,436.37	Min #198 ii 2024/25	£222,201.39
Broadway House	£59,645.57	£0		£3,087.63	Min #414 iii 2024/25	£56,557.94
Walton Community Hall	£73,509.18	£0				£73,509.18
Town Hall Maintenance	£24,871.58	£5,000	Min #367 2023/24	£22,706.63	Min #106 ii, 163 i, 288 i 2024/25	£7,164.95
Play Equipment	£15,000.00	£7,500	Min #367 2023/24			£22,500.00
Community Fund	£36,036.61	£0		£2,252.04	Min #87, 182 2024/25	£33,784.57
CCTV	£42,000.00	£0				£42,000.00
Staffing Reserve	£58,563.90	£0		£14,527.42	Min #126 2024/25	£44,036.48
Community Infrastructure Levy	£0	£0		£0		£0

2019/20						
Community Infrastructure (April) Levy 2020/21	£7,204.22	£0		£7,204.22	Min #245 i 2024/25	£0
Community Infrastructure Levy October 2020/21	£724.15	£0		£724.15	Min #245 i 2024/25	£0
Community Infrastructure Levy (April) 2021/22	£6,818.64	£0		£6,818.64	Min #245 i 2024/25	£0
Community Infrastructure Levy October 2021/22	£70,471.01	£0		£70,471.01	Min #245 i 2024/25	£0
Community Infrastructure Levy (April) 2022/23	£3,676.09	£0		£3,676.09	Min #245 i 2024/25	£0
Community Infrastructure Levy October 2022/23	£112,835.27	£0		£18,755.89	Min #245 i 2024/25	£94,079.38
Community Infrastructure Levy April 2023/24	£46,843.92	£0				£46,843.92
Community Infrastructure Levy October 2023/24	£111,179.85	£0				£111,179.85
Community Infrastructure Levy April 2024/25	£0	£17,750.03				£17,750.03
Community Infrastructure Levy October 2024/25	£0	£140,900.99				£140,900.99
Public Spaces	£17,437.00	£0		£2,100	Min #163 2024/25	£15,337.00
Totals	£952,450	£200,151.02		-£168,532.89		£984,068.13

8 – Total Cash and Short-Term Investments: £1,320,516 (£1,277,097)

Variance between Boxes 7 and 8 = £8,149.80

Represented by:

Debtors: -£18,636.55

Creditors: £10,486.75

9 - Fixed Assets Plus Other Long Terms Investments/Assets: £340,429 (£330,339) Variance = +3.05%

The value of fixed assets reported in 2023/24 was **£330,339**. The following additions and deletions took place:

Additions (Subtotal: £10,090.33)

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
Allenby Park Gate	Allenby Park	04/03/2025	£7650.00	£7650.00	£7650.00
Coffee Machine	Town Hall	27/09/2024	£1330.33	£1330.33	£1330.33
Dell Latitude laptop	Town Hall	28/08/2024	£1110.00	£1110.00	£1110.00

Deletions (Subtotal: £0)

In accordance with the Practitioner's Guide to Governance and Accountability for Smaller Authorities, the Council's land and premises transferred under local government reorganisation or any 'community assets' without an intrinsic resale value are given a nominal valuation of £1.

The value of fixed assets reported to Council (Min #9 2025/26 refers) for 2024/25 was **£340,429**.

10 – Total borrowings: £227,154 (£249,798) Variance = -9.06%

Felixstowe Town Council borrowed £500,000 from the Public Works Loan Board in 2007/08 for the purchase and refurbishment of Felixstowe Town Hall. The loan period being 25.5 years. Repayments are £34,731.94 per annum and the balance outstanding as at 31 March 2025 was £227,154.

Further to the Accounting Statements, the following additional notes may be of benefit to Council:

Leases

At the end of 2023/24 the Town Council had no new lease of property. Parts of the Town Hall are licensed to third party organisations, as follows:

Lessee	Purpose	Annual Lease Payable £	Year of Expiry
Suffolk County Council	Registration Service Accommodation	£5,306.26 per annum (£4,421.88 net)	Annual renewal
East Suffolk Council	Hot Desk Accommodation	£3,250.00 per annum (£2,708.34 net)	Annual renewal

The Town Council owns the freehold interest in two schemes within Felixstowe which have either been re-built or re-furbished in conjunction with the Orwell Housing

Association. Both schemes comprise a community hall on the ground floor and social housing flats on the upper floors.

The Housing Association financed the building works at each site and consequently has the benefit of an agreement to a long lease of the flats at a peppercorn rent to reflect the value of the building works carried out. The Housing Association then sub-lets the flats to its own tenants.

Lessee	Rent	Freeholder	Address
Orwell Housing Association Ipswich	Annual peppercorn	Felixstowe Town Council 65 years from January 2005	Broadway House Orwell Road Felixstowe
Orwell Housing Association Ipswich	Annual Peppercorn	Felixstowe Town Council 65 years from March 2007	Walton Community Hall Walton Felixstowe

In addition, the Town Council leases the following items of equipment:

Lessor	Purpose	Lease Payable Net £	Year of Expiry
Sharp	Multi-Functional Device	£97.57 per quarter	29.10.2024
Pitney Bowes	Franking Machine	£12.57 per quarter	10.12.2024
Stellantis (Previously known as PSA Finance)	Electric Van	£283.14 per month	18.08.2025

Tenancies

During the year, the following tenancies were held:

Council as Landlord

Tenant	Property	Rent p.a.	Repairing/Non repairing (Licence)
Felixstowe Old Peoples Welfare Association	Broadway House	£2,750.00	
Telefonica	Telephone mast situated at Felixstowe Cemetery	£5,314.75	N/A

Council as Tenant

The Flood Memorial owned by Felixstowe Town Council is located at Langer Primary Academy, Langer Road, Felixstowe. An annual fee of £10.00 is due to Suffolk County Council.

General Power of Competence

The “General Power of Competence” was included in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). This power was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012. The power enables eligible councils to have “the power to do anything that individuals generally may do” as long as they are not prevented from doing so by other laws. The Town Council meets the criteria for eligibility and adopted the use of the General Power of Competence at its Annual Council Meeting on 15 May 2019 and, furthermore, confirmed its eligibility on 17 May 2023 (*Min #10 2023/24*).

Pensions

The Council is a member of the Suffolk County Council Local Government Pension Scheme.

Council is requested to:

- i. approve the Annual Return for the financial year ended 31 March 2025 (Section 1 – Annual Governance Statement) and authorise the Mayor and Town Clerk to sign the declaration on behalf of Felixstowe Town Council;**
- ii. approve 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, and authorise the Mayor to sign the declaration on behalf of Felixstowe Town Council; and,**
- iii. note that there were no 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.**

AGENDA ITEM 12: REVIEW OF INTERNAL AUDIT EFFECTIVENESS

The purpose of internal audit is to provide independent assurance that the systems of financial and other controls over a council's activities and operations are effective. Felixstowe Town Council has engaged the Suffolk Association of Local Councils (SALC) to provide its internal audit service since December 2012.

Following the recommendation of the Finance & Governance Committee in 2024 (Minute #41 of 2024/25 refers), SALC was asked to appoint different auditors for each half-yearly audit to further strengthen independence. Mr Colin Poole had served as the Council's regular auditor since October 2015. More recently, Ms Victoria Waples (Parish Clerk of Thurston) has undertaken the year-end audits, and the mid-year audit for 2024/25 was carried out by Ms Julie Lawes (Parish Clerk at Capel St Mary).

As part of the Annual Governance and Accountability Return (AGAR) process, local councils are required to undertake an annual review of the effectiveness of their internal audit arrangements, in accordance with proper practices. This review provides assurance required when completing the Annual Governance Statement.




Review of Effectiveness of Internal Audit




The *Governance and Accountability for Smaller Authorities in England – A Practitioner's Guide (2024 edition)* states that the review should confirm that the authority has maintained adequate and effective internal audit standards across five key areas:

- **Scope of Internal Audit**
- **Independence**
- **Competence**
- **Relationships with the Clerk and the Council**
- **Audit Planning and Reporting**

The Council must be satisfied that the internal audit service delivers reliable assurance on its internal controls and risk management.

An assessment of Felixstowe Town Council's audit arrangements for 2024/25 is set out below:

Criterion	Assessment	Met?
Scope of Internal Audit	Internal audit covers all expected areas per Practitioner's Guide. Audit work is proportionate to the size and responsibilities of the Council.	 Yes
Independence	Auditors have no involvement in financial decision-making or management. No conflicts of interest identified.	 Yes
Competence	Auditors have extensive experience auditing parish councils. Appointed via SALC with professional credibility.	 Yes

Criterion	Assessment	Met?
Relationships with Clerk/Council	Auditors are not related to, nor associated with, any Member, Clerk, or staff. Clear access to Council if concerns arise.	 Yes
Audit Planning and Reporting	Audit follows agreed schedule. AGAR and individual reports provided. Reports considered by Committee with clear follow-up actions.	 Yes
Assurance Provided	Internal audit reports provide reliable assurance on internal controls and risk management.	 Yes

The Finance & Governance Committee reviewed these arrangements and was satisfied that the Council's internal audit processes for 2024/25 met all the expected standards.

Accordingly, Council is requested to consider the following recommendations (*Minute #32 of 2025/26 refers*):

- i. following a review of the effectiveness of its internal audit, Council confirms the current arrangements to be effective;**
- ii. in being satisfied with the independence and competence of the internal auditor, the Suffolk Association of Local Councils be appointed to continue as the Council's internal auditor for 2025/26, to carry out interim and year-end audits in accordance with Section 4 of the Governance and Accountability for Local Councils – A Practitioner's Guide (2023); and,**
- iii. SALC be requested to appoint different auditors to conduct the interim and year-end internal audits.**

AGENDA ITEM 13: STATEMENT OF INTERNAL CONTROL 2024/25

Under Regulation 6 of the *Accounts and Audit Regulations 2015*, councils are required to ensure that they have a sound system of internal control which:

- facilitates the effective exercise of functions and the achievement of aims and objectives;
- ensures the financial and operational management of the authority is effective; and
- includes effective arrangements for the management of risk.

The Council is responsible for conducting its business in accordance with the law and proper standards, ensuring that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

To support this, the Council must maintain a system of internal control appropriate to its scale of expenditure and activity. As part of this system, the Council commissions an internal audit—carried out by a competent individual who is independent of both the Clerk and the Responsible Financial Officer (RFO)—to provide an objective review of the Council's financial processes.

The internal control system is designed to ensure that the Council's operations are lawful, well-managed, and transparent. Although internal controls are implemented by the RFO, it is the responsibility of Council Members to be satisfied that those controls are appropriate and effective. Controls include checks on routine financial procedures, budget comparisons, asset and liability recording, and risk management, ensuring identified risks are assessed and managed in an efficient, effective, and economical way.

The Statement of Internal Control for the year ending 31 March 2026 was reviewed by the Finance & Governance Committee at its meeting of 4 June 2025 (Minute #38 of 2025/26 refers) and is presented for formal adoption at **Appendix C**.

Council is requested to approve the Statement of Internal Control for the financial year ending 31 March 2026, as recommended by the Finance & Governance Committee.

AGENDA ITEM 14: ANNUAL REPORT 2024/25

Felixstowe Town Council publishes an Annual Report each year to highlight its activities, achievements, and financial overview from the preceding Municipal Year. The Report aims to inform the public, stakeholders, and partners about the Council's work and performance.

The draft Annual Report for 2024/25 has been reviewed by the Finance & Governance Committee and is now presented to Council for formal approval (*Minute #34 of 2025/26 refers*). Subject to approval, printed copies will be made available at

the Town Hall and local library, with a digital version published on the Council's website. Large print editions will also be available on request.

Council is requested to approve and adopt the Annual Report of Felixstowe Town Council for the Municipal Year 2024/25, as presented at Appendix D.

AGENDA ITEM 15: COUNCIL INVESTMENTS

Council is advised that its 1-Year Investment Bond of £500,000 with Close Brothers Savings is due to mature on 22 July 2025, returning interest of £25,750 at a fixed rate of 5.15%. The interest will be paid directly into the Council's bank account and recorded as revenue income within the Council's budget.

In anticipation of the maturity date, the Finance & Governance Committee has reviewed potential reinvestment options for the principal sum of £500,000, in accordance with the Council's adopted Investment Policy and Strategy [here](#). This sum is held within earmarked reserves, including provision for the Cemetery Extension Project, and is not expected to be required within the next 12 months. As such, reinvestment in a further fixed-term product would not adversely impact the Council's cashflow.

In addition to the Close Brothers investment, the Council also holds funds in a 35-Day Saver Account with Nationwide, currently offering an interest rate of 2.9% AER. This account permits withdrawals with 35 days' notice and benefits from Nationwide's A (Stable) Fitch credit rating and strong ethical credentials <https://www.nationwide.co.uk/about-us/responsible-business>.

Council's other banking arrangements include the following Barclays accounts:

- **Current Account** – Used for day-to-day transactions and automatically topped up to £50,000 each night from the Business Tracker Account.
- **Business Tracker Account** – Receives the Council's precept payments. The balance has ranged from £409,699 to £803,161 in the past year, with a current balance of £690,843.38. This account accrues interest at a rate of 1.35% AER.

As at 31 March 2025, the Council's reserves position was as follows:

- **General Reserves:** £344,597 (recommended range: £247,333 – £989,332 based on 3–12 months' net expenditure)
- **Earmarked Reserves:** £952,450 (including £359,753.15 of Community Infrastructure Levy (CIL) funds)

Close Brothers' current fixed-term bond offerings include:

- 1-Year Bond: 4.3% AER
 - 2-Year Bond: 4.2% AER
- (Rates subject to daily change and may vary at maturity)*

Barclays is currently offering a 1-Year Bond at 3.8% AER.

The existing Close Brothers Bond will automatically roll over for two weeks following its maturity on 22 July 2025, pending reinvestment instructions. If no new bond is selected during this window, the full principal and interest will be returned to the Council's main account.

Following its review, the Finance & Governance Committee has recommended (*Minute #37 of 2025/26 refers*):

- That Council reinvest the sum of £500,000 in a 1-Year Bond with Close Brothers, noting the competitive yield and alignment with the Council's Investment Strategy;
- That the Committee be delegated authority to consider and decide on the potential further investment of up to £250,000 in an appropriate 1-Year Bond at its meeting in October 2025, taking account of market rates and cash flow requirements; and,
- That the Committee be delegated authority to review and decide on the potential transfer of an additional amount between the Council's Barclays Business Tracker Account and the Nationwide 35-Day Saver Account, with a view to maximising returns from available interest rates.

It is therefore recommended that that Council considers its current investment position and RESOLVES:

- i. to approve the reinvestment of £500,000 in a 1-Year Bond with Close Brothers upon the maturity of the existing bond on 22 July 2025;**
 - ii. to delegate authority 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. to delegate authority 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.**
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