

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ANNUAL** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at **FELIXSTOWE TOWN HALL** on **Wednesday 20 May 2026** at **7pm**.

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. 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. Members are also 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
15 May 2026

A G E N D A

- 1. Election of Mayor**
To elect the Mayor of Felixstowe for the Municipal Year 2026-27. The new Mayor will make the Statutory Declaration of Acceptance of Office and address the Council.
- 2. Election of Deputy Mayor**
To elect the Deputy Town Mayor for the Municipal Year 2026-27.
- 3. Appointment of Mayor's Cadet**
To appoint the Mayor's Cadet for the Municipal Year 2026-27.
- 4. 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.
- 5. Apologies for Absence**
To receive any apologies for absence.
- 6. 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.
- 7. Confirmation of Council Minutes**
To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 4 March 2026 as a true record. **(Pages 5-13)**
- 8. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following meetings:
 - a) Planning & Environment Committee 11 March 2026 **(Pages 14-16)**
 - b) Finance & Governance Committee 18 March 2026 **(Pages 17-21)**
 - c) Planning & Environment Committee 25 March 2026 **(Pages 22-24)**
 - d) Personnel Committee 1 April 2026 **(Pages 25-26)**
 - e) Civic & Community Committee 8 April 2026 **(Pages 27-31)**
 - f) Planning & Environment Committee 15 April 2026 **(Pages 32-34)**
 - g) Assets & Services Committee 22 April 2026 **(Pages 34-39)**
 - h) Planning & Environment Committee 29 April 2026 **(Pages 40-42)**
 - i) Planning & Environment Committee 13 May 2026 **(Pages 43-45)**

- 9. Asset Register 2025/26**
To approve the Council's Asset Register for the year ending 31 March 2026 as recommended by the Assets & Services Committee. **(Page 46 & Appendix A)**
- 10. CIL Annual Report 2025/26**
To approve the CIL Annual Report for 2025/26. **(Pages 47 & Appendix B)**
- 11. Scheme of Delegation to the Town Clerk 2026-27**
To review and approve authority delegated to the Town Clerk by Council for 2026/27. **(Pages 48-49)**
- 12. Council Governance and Policy 2026-27**
To adopt the following governance and policy documents for 2026-27:
- a) Terms of Reference **(Page 50 & Appendix C)**
 - b) Standing Orders **(Page 50 & Appendix D)**
 - c) Financial Regulations **(Page 50 & Appendix E)**
 - d) Risk Management Policy & Risk Register **(Page 50 & Appendix F)**
 - e) Complaints Procedure **(Page 51 & Appendix G)**
 - f) Freedom of Information Publication Scheme **(Page 51 & Appendix H)**
 - g) Community Engagement Strategy **(Page 51 & Appendix I)**
 - h) Reserves Policy **(Pages 51-52 & Appendix J)**
 - i) Debt Management Policy **(Page 52 & Appendix K)**
- 13. Appointments to Committees**
To appoint Chairs, Vice-Chairs and Members to serve on the following standing Committees, plus other Groups for 2026-27:
- Finance & Governance Committee (9 Members)
 - Assets & Services Committee (9 Members)
 - Civic & Community Committee (9 Members)
 - Planning & Environment Committee (9 Members)
 - Personnel Committee (5 Members)
 - Appeals Committee (5 Members)
 - Youth Forum (3 Members) **(Schedule on pages 53-54)**
- 14. Appointments to Outside Bodies**
To appoint Members to represent the Town Council on Outside Bodies for 2026-27. **(Schedule on pages 55)**
- 15. Authorisation of Signatories**
To confirm Council's authorised signatories for 2026-27. **(Page 56)**
- 16. Payment of Subscriptions**
To review and approve the Council's and staff subscriptions to other bodies. **(Page 57)**

17. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows:

| Date | Voucher Nos. | Total Payment |
|-------------|---------------------|----------------------|
| 13/03/2026 | 398 - 417 | £13,499.81 |
| 31/03/2026 | 418 - 436 | £84,648.12 |
| 01/04/2026 | 1 - 5 | £14,427.35 |
| 15/04/2026 | 6 - 21 | £48,803.84 |
| 30/04/2026 | 22 - 37 | £77,138.41 |
| | TOTAL | £238,517.53 |

(Schedules attached at Appendix L)

18. Closure

To close proceedings and note the date of the next Ordinary Council Meeting, which is currently scheduled for 7.30pm on Wednesday 17 June 2026.

AGENDA ITEM 7: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 4 March 2026** at **7.30pm**

PRESENT: Cllr C Franklin (Mayor of Felixstowe) Cllr T Gale
Cllr N Barber Cllr S Harkin
Cllr S Bennett Cllr M James
Cllr S Bird Cllr B Price
Cllr J Candy Cllr D Rowe
Cllr M Deacon Cllr M Sharman
Cllr A Folley Cllr W Underwood

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

IN ATTENDANCE: 5 members of the public (*in person*)
4 members of the public (*via Zoom*)

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection from Reverend Paulson Devasahayam, Trinity Methodist Church.

414. COUNCILLOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Council noted that in accordance with Section 83 (3) of the Local Government Act 1972, Cllr Tristan Gale, who was elected to Felixstowe Town Council following the Walton byelection on 12th February, had made their Declaration of Acceptance of Office before the Town Clerk.

Cllr Gale addressed the Council, introducing himself and thanking the Mayor and Members for their welcome.

415. PUBLIC QUESTION TIME

A member of the public enquired on the proposed 20mph scheme, querying the rationale for its introduction and whether there was to be any further consultation.

Council noted, that traffic surveys had been conducted by Suffolk County Council on 13 roads within the Felixstowe Conservation Area, following the motion passed at Full Council in March 2025. The survey confirmed that the majority of roads met SCC's criteria for a self-enforcing 20mph limit. Further consultation was being planned.

Another member of the public enquired as to the possibility of the Town Council endorsing the Marmot principles to support reducing inequalities of health and wellbeing locally. The Mayor confirmed that the Town Council was represented,

having attended a recent Marmot Place meeting hosted by East Suffolk Council.

416. APOLOGIES FOR ABSENCE

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

417. 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 | 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) |
| Cllr A Folley | 425 | Non-registrable (as having attended BID meeting) |

Members were advised that, should any other matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

418. QUESTIONS TO THE MAYOR

There were none.

419. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 14 January 2026 be signed by the Mayor as a true record and adopted by the Council.

420. MAYOR'S ANNOUNCEMENTS

The Mayor provided an update on recent Mayoral engagements.

The Mayor highlighted the churches together meeting, and the 'Quick Chat' job club at Salvation Army. The moving experience shared by survivors of the 1953 Floods was also a key focus of the Mayoral Engagements this time of year.

The Mayor spoke of her honour to attend the House of Lords as the Town Council had been a finalist in the NALC Star Council Awards for ongoing environmental awareness.

The Mayor also highlighted a Certificate of Gratitude and Recognition from the High Sheriff of Suffolk which had been awarded to the Town Council on 26 February 2026 in appreciation of Council's hard work, dedication and outstanding service that enhances the life of the community.

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

421. 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 14 January 2026**
- b) Planning & Environment Committee 28 January 2026**
- c) Finance & Governance Committee 28 January 2026**
- d) Planning & Environment Committee 11 February 2026**
- e) Civic & Community Committee 11 February 2026**
- f) Assets & Services Committee 18 February 2026**
- g) Planning & Environment Committee 25 February 2026**

422. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

None.

423. APPOINTMENTS TO COMMITTEES

Committee approved the appointment of Cllr Gale onto the Planning & Environment committee and Cllr Franklin as Vice-Chair of that committee, with Council noting that future outside body vacancies will be appointed at a later date.

It was RESOLVED that:

- i. the appointment of Cllr Tristan Gale to the Planning & Environment Committee for the remainder of the 2025/26 civic year be approved; and,**
- ii. the appointment of Cllr Corrine Franklin as Vice-Chair of the Planning & Environment Committee be formalised; and,**
- iii. that all remaining vacancies on Committees and Outside Bodies will be reviewed at the Annual Council Meeting in May 2026.**

424. PROCEDURAL REVIEW AND RATIFICATION

Council considered the report on the procedural framework for convening Extraordinary Meetings. Formal ratification was sought of the decisions made at a meeting of 22 January 2026, ensuring the Council's representations regarding local education are legally robust.

It was RESOLVED that:

- i. the Record of Proceedings from the Meeting of 22 January 2026 were noted; and,**
- ii. Resolutions 1 and 2 from that meeting, be confirmed as formal Council resolutions for the 2025/26 civic year; and,**
- iii. an amendment be made to Standing Order 6(a) to read: "The Chairman of the Council may convene an extraordinary meeting of the Council at any time, subject to the statutory three-clear-day notice requirements."**

425. FELIXSTOWE BID RENEWAL BALLOT

Council received the report. The Felixstowe BID is in its renewal period and under ballot conditions, under a two year as opposed to the more typical five year extension. Committee was advised that votes are by ratepayers, meaning Town Council will have one vote to exercise by virtue of the Town Hall sitting within the BID area.

Members discussed the merits of the BID, noting the successful Christmas events, the strength of their marketing and the positive ambition shown. However, the quality of some of the other events needed improvement and it was agreed that the next two years would provide a good opportunity to demonstrate value for money.

It was RESOLVED that :

- i. the arrangements for the Felixstowe BID renewal ballot and the proposed two-year term be noted; and,**
- ii. the Council's would vote Yes in the BID renewal ballot; and,**
- iii. the Town Clerk be authorised to sign and return the ballot paper(s) in accordance with the Council's decision by the 26 March deadline.**

426. SALC AUDIT ENGAGEMENT LETTER

Council received the report regarding internal audit arrangements. Committee has been asked to formally recognise that SALC has been appointed as auditor.

RESOLVED that Council approve the SALC Letter of Engagement for the period 1 April 2025 – 31 March 2026; and, formally appoint SALC as the Council’s internal auditor for the 2025/26 financial year.

427. NEW AUDIT RULES: ASSERTION 10

Council received the report on the new audit rules for Assertion 10 and were given an outline of the necessary steps to align its ICT and Data Protection frameworks with the 2025 Practitioners' Guide and the NALC Roadmap. This will ensure Felixstowe Town Council satisfies the mandatory requirements of Assertion 10 in the 2025/26 Annual Governance and Accountability Return (AGAR).

Assertion 10 compliance is built around NALC’s Confidence building roadmap, understanding why Council holds personal data and implementing a risk assessment “Privacy by Design” screening tool for new projects. The ICT policy has been updated to reflect multi-factor authentication and personal device usage. Council already uses .gov email addresses and website domain.

Committee was advised that certain elements of the website – such as captioning images to ensure those with visual impairments can access information appropriately – would need to fully comply with WCAG 2.2 standards in future. The same will be applied to PDFs and scanned documents, although it was accepted that some PDFs, particularly those originating from third-parties, may not be fully compliant. Councillors were asked to sign a statement of understanding to keep credentials secure and use multi factor authentication when prompted.

It was RESOLVED that :

- i. the new mandatory requirements of Assertion 10 and the technical specifications 1.47–1.54 of the 2025 Practitioners' Guide be noted; and,**
- ii. Council’s existing strengths in digital identity and transparency be acknowledged; and,**
- iii. The Council delegates authority to the Finance & Governance Committee to formally review, update, and adopt the following governance documents at its meeting on 18 March 2026:**
 - Revised ICT Policy (2026-2030): To include mandatory WCAG 2.2 standards, MFA, and BYOD security protocols.**
 - Data Protection Policy: To align with the NALC Roadmap and current ICO "Privacy by Design" best practices.**
 - Data Retention Policy: To include specific retention schedules for digital assets and official email archives.**

- **Website Accessibility Statement: To be updated following the manual audit methodology.**
 - **Information Asset Register: To formally record the Council's data mapping, lawful bases for processing, and technical security measures.**
- iv. **the Finance & Governance Committee be delegated the authority to implement any immediate procedural changes required to satisfy the audits rules for the 2025/26 municipal year.**

428. UK TOWN OF CULTURE 2028 EXPRESSION OF INTEREST

Council received the report on preparatory work for the UK Town of Culture 2028 Expression of Interest (EOI) and considered its formal endorsement for the submission, as well as the establishment of a time-limited Steering Group to oversee the final delivery by 31 March 2026.

Council was advised that significant effort had gone into this expression of interest in the form of workshops and surveys in support of the UK Town of Culture 2028 award. It was agreed that a dedicated Steering Group would be established, comprising representatives from community and commercial stakeholders, to oversee the development and submission of the EOI bid.

Council received information on the categories and shortlisting process, and the nature of the competition.

It was RESOLVED that:

- i. **the ongoing engagement programme and survey phase as endorsed by the Civic & Community Committee be noted;**
- ii. **an submission of an Expression of Interest for UK Town of Culture 2028 on behalf of the town be formally endorsed;**
- iii. **the establishment of the UK Town of Culture Steering Group and its proposed membership be approved; and,**
- iv. **the Town Clerk be delegated the authority to finalise and submit the Expression of Interest by the 31 March 2026 deadline, in consultation with the Steering Group.**

429. CIL WORKING GROUP REPORT

Council received the report from the CIL Working Group and was reminded that CIL funds have a five-year time limit upon which they need to be spent.

Council considered the recommended grant towards the Felixstowe and Walton Football Club Clubhouse project and agreed that funding should be released

upon planning permission being granted and confirmation that all funding is in place.

Members discussed the proposed consultancy fee for a design proposal for a pump track, querying the feasibility and cost commitment to deliver the project.

It was noted that all the locations proposed so far were East Suffolk Council assets, requiring that authority's support. The areas visited by members of the CIL Working Group and East Suffolk Council officers were being considered by East Suffolk Council for their suitability.

Council considered the uncertain price of materials and suggested a contingency amount of 10% headroom to the a quote for the new Cemetery Gates. Pre-planning advice was being sought before the gates could be commissioned .

It was RESOLVED that the following expenditure is recommended to be taken from CIL Earmarked Reserves:

- i. £20,000 towards the new Clubhouse at Felixstowe and Walton Football Club to be released once planning permission and all funding is in place;**
- ii. £750 towards a site-specific consultation and fully costed design for a pump track once a suitable site has been confirmed by East Suffolk Council; and,**
- iii. in respect of the new cemetery gates, the authority to commit a sum of £34,655 + 10% contingency, be delegated to the Assets & Services Committee in order to commission the gates to be built, subject to pre-planning advice.**

430. EARMARKED RESERVES EXPENDITURE

Council received the report on Earmarked Reserve spending approved by Committee.

It was RESOLVED that:

- i. the expenditure from Earmarked Reserves by the Assets & Services Committee under delegated authority be approved; and,**
- ii. the cumulative position of the Earmarked Reserves for the 2025/26 financial year be noted.**

431. YEAR END BALANCES AND EARMARKED RESERVE TRANSFERS

Council received the report on Year End balances and Earmarked Reserve transfers.

It was **RESOLVED** that:

- i. the projected year-end balances for 2025/26 be noted; and,
- ii. the scheduled transfers from General Reserves to Earmarked Reserves to take effect on 1 April 2026 be approved.

432. INVESTMENT POLICY & STRATEGY 2026/27

Council considered its Annual Investment Policy & Strategy for 2026/27 as updated to reflect current investments as recommended by the Finance & Governance Committee (*Minute #367 of 2025/26*).

RESOLVED that the Investment Policy & Strategy for 2026/27 be approved and adopted as presented in the report.

433. INSURANCE ARRANGEMENTS 2026/27

Council considered its insurance arrangements for 2026/27 as per the recommendation of the Finance & Governance Committee (*Minute #368 of 2025/26 refers*).

It was RESOLVED that the Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2026/27.

434. OCCASIONAL GRANTS POLICY

Council considered its Occasional Grants Policy as recommended by the 11 February 2026 Civic & Community Committee (*Minute #390 of 2026/27 refers*).

RESOLVED that the Occasional Grants Policy be approved and adopted with the amendments as presented in the report.

435. PRESS & MEDIA POLICY 2026/27

Council considered its Press & Media Policy as recommended by the 11 February 2026 Civic & Community Committee (*Minute #391 of 2025/26 refers*).

RESOLVED that the Press & Media Policy be approved and adopted as presented in the report.

436. ACCOUNTS FOR PAYMENT

Council considered the schedule of accounts for payment.

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

| Date | Voucher Nos. | Total Payment |
|-------------|---------------------|----------------------|
| 15/01/2026 | 327 – 343 | £5,475.12 |
| 30/01/2026 | 344 – 361 | £55,870.00 |
| 13/02/2026 | 362 – 372 | £8,660.98 |
| 25/02/2026 | 373 – 397 | £65,805.60 |
| | TOTAL | £135,811.70 |

437. CLOSURE

The meeting closed at 9.23pm. It was noted that the next Meeting of the Council is the Annual Council Meeting scheduled for 20 May 2026 at 7pm.

AGENDA ITEM 8: MINUTES OF COMMITTEE MEETINGS

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 11 March 2026 at 9.30am

PRESENT: Cllr C Franklin (Vice-Chair in the Chair)
Cllr N Barber
Cllr J Candy
Cllr T Gale
Cllr B Price

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

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

438. PUBLIC QUESTION TIME

None

439. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bird**, **Cllr D Aitchison**, **Cllr S Bennett** and **Cllr A Folley**.

440. DECLARATIONS OF INTEREST

The following Other Registerable Interests were declared and noted:

| Member(s) | Minute No. | Nature of Interest |
|------------------|-------------------|---|
| Cllr J Candy | All | Other registerable interests (as Members of East Suffolk Council) |

441. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 25 February 2026 be confirmed as a true record.

442. 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/26/0010/FUL Single-storey rear extension (to infill beneath existing overhang) and change of use of part of ground floor from commercial unit to 2x 1 bed flats and 2x 2 bed flats) Melrose House 7 Sea Road |
|----------|--|

Committee recommended APPROVAL.

B | **DC/26/0261/FUL** | Change of use from a C3 home to a C2 residential children's home with independent school education on site
26 Princes Road

Committee recommended APPROVAL.

C | **DC/26/0593/FUL** | Single storey extension & alterations to dwelling
10 Dovedale

Committee recommended REFUSAL. Committee raised concerns about the potential loss of light and amenity for the neighbour, contrary to SCLP11.2 c) and e); and, believe that the scale and massing of the proposal would lead to overdevelopment of the site, contrary to SCLP11.1 c) i and iii.

D | **DC/25/4932/FUL** | Retrospective Application - Installation of EV charger as part of Suffolk County Council Charging Channel Pilot.
29 Looe Road

Committee recommended APPROVAL.

E | **DC/26/0544/FUL** | Removal of existing pyramid rooflight
Old Felixstowe Community Centre Ferry Road

Committee recommended APPROVAL.

443. PLANNING DECISIONS

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

444. CORRESPONDENCE

a) Housing and Employment Land Data

Committee noted the review published by East Suffolk Council regarding the delivery of land allocated for employment and housing development. The review identified a requirement for approximately 54.7 hectares of new employment land up to 31 March 2036, noting that current Local Plans allocate 92.61 hectares to meet and exceed this need. The review also highlighted an ambitious revision of the national standard method for housing, which increases the total annual national target from 300,000 to 370,000 homes and ends the reliance on decade-old population projections. Furthermore, a stronger affordability multiplier has been

introduced to focus additional growth on those areas facing the most significant housing affordability challenges.

b) Notice of Road Closures

The Clerk reported a temporary road closure in Felixstowe affecting part of Colneis Road. The closure is scheduled to take place from 6 March 2026 to 20 March 2026 to allow for essential carriageway repairs.

RESOLVED that the correspondence above be noted.

445. CLOSURE

The meeting was closed at 10.30am. It was noted that the next meeting was scheduled to take place on Wednesday 25th March 2026 at 9.30am.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 18 March 2026 at 7.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Finance Administration Assistant)

446. PUBLIC QUESTION TIME

There was none.

447. APOLOGIES FOR ABSENCE

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

448. DECLARATIONS OF INTEREST

The following Interests, to which no matters on the agenda were directly related, were noted:

| Member(s) | Minute No. | Nature of Interest |
|---------------------------------|-------------------|--|
| Cllr S Bennett Cllr M Deacon | All | Other registerable interests (as Members of East Suffolk Council) |
| Cllr S Bird Cllr S Bennett | All | Other registerable interest (as Members of Suffolk County Council) |

Members were reminded that should any matters arise during the meeting which relate to these interests, appropriate declarations should be made at that time.

449. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 28 January 2026 be signed as a true record.

450. BUDGET MONITORING TO 28 FEBRUARY 2026

Committee received the budget monitoring report to 28 February 2026. Attention was directed at increased water prices, with Members advised of recent unit charge rises and the high consumption at the allotment sites.

Committee noted that the revised invoice chasing process was working well.

RESOLVED that the budget monitoring report to 28 February 2026 be noted.

451. TERMS OF REFERENCE 2026/27

Committee considered the Terms of Reference for Council and Committee for 2026-27.

It was RESOLVED that the Terms of Reference for the period 2026/27 be updated and recommended to Council for adoption as presented.

452. STANDING ORDERS 2026/27

Committee considered the Standing Orders for 2026-27, noting the amendment concerning the wording on convening extraordinary councils meetings, as discussed in the previous Council meeting.

It was RESOLVED that the Standing Orders for 2026/27 be recommended to the Annual Council Meeting for adoption as presented.

453. FINANCIAL REGULATIONS 2026/27

Committee reviewed the Council's Financial Regulations for 2026/27 based on NALC's most recent model. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

It was RESOLVED that:

- i. the Financial Regulations for 2026/27 be recommended to the Annual Council Meeting for adoption as presented; and,**
- ii. it be noted that the regulations remain compliant with the Procurement Act 2023 and Procurement Regulations 2024; and, that all electronic payment mandates remain valid under the 2025 resolution.**

454. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Committee considered Council's Risk Management Policy and Financial Risk Register for 2026/27.

It was RESOLVED that the Risk Management Policy and Financial Risk Register be recommended to the Annual Council meeting for adoption as presented.

455. COMPLAINTS PROCEDURE 2026/27

Committee reviewed the Council's Complaints Procedure for 2026/27.

Committee called for consistency with terms of Chair and Chairman, and noted that the procedure had been updated for the 2026/27 municipal year with the addition of a specific exclusion to Section 2.3 to clarify that complaints relating to the handling of personal data would be processed in compliance with the Data (Use and Access) Act 2025.

It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for adoption in 2026/27.

456. PUBLICATION SCHEME 2026/27

Committee reviewed the Publication Scheme based on the Information Commissioner's Office (ICO) model publication scheme, and the schedule of information available from Felixstowe Town Council.

RESOLVED that the ICO model publication scheme be recommended to Annual Council for re-adoption without change for 2026/27.

457. RESERVES POLICY 2026-28

Committee considered the Reserves Policy for 2026/28, including an amendment advising that three months of operating expenditure general reserve is held, as opposed to nine. Committee was advised that since income is precept based, the risk is lower to a council than organisations dependent on monthly income.

It was RESOLVED that the Reserve's Policy be recommended to Annual Council for adoption as presented, with the inclusion of the 3–6 month operating expenditure target range for General Reserves, for the period 2026-28.

458. IT REPLACEMENT POLICY

Committee considered the IT Replacement Policy.

Committee was informed that due to the pandemic, desktops were replaced with more portable and efficient laptops. Six years later some of the devices have reached the end of their serviceable life, and as replacing all at once would be unfeasible, it was recommended that the IT Replacement Policy is put in place to record when devices are replaced.

It was RESOLVED that:

- i. the phased laptop replacement programme be approved and the draw-down from the IT Replacement Earmarked Reserve for the purchase of two laptops in the 2026/27 financial year be approved;**
- ii. the recent purchase of replacement batteries as a proactive measure to extend asset life be noted; and,**

- iii. **the 4-year rolling refresh cycle as the Council's standard IT Replacement Policy be endorsed.**

459. DEBT MANAGEMENT POLICY

Committee considered the Debt Management Policy.

Committee was advised that new credit control methods will be introduced for late payers, with emphasis placed on fairness and legality.

It was RESOLVED that :

- i. **the Debt Management Policy be recommended to Annual Council for adoption for the year 2026/27;**
- ii. **the introduction of late payment charges for invoices remaining unpaid after 90 days, backdated to the 29th day of the invoice period be approved; and,**
- iii. **Officers update all service Terms and Conditions, booking forms, and invoices to include a formal reference to the Debt Management Policy and the potential for late payment interest.**

460. ADOPTION OF DIGITAL GOVERNANCE FRAMEWORK (ASSERTION 10 COMPLIANCE)

Committee noted the authority delegated by Council to adopt policies to ensure that Felixstowe Town Council meets the mandatory Assertion 10 requirement of the 2025/26 Annual Governance Statement before the 31 March audit deadline.

It was noted that the Council's Assertion 10 compliance is based on the NALC roadmap, providing assurance that the Council's domains utilise an official .gov.uk address and that the website meets mandatory accessibility standards.

The Committee acknowledged the requirement for all held data to be adequately accounted for; to that end, the ICT policy had been updated to reflect requirements for multi-factor authentication and personal device usage, further reinforcing the use of the official domain for website and email communications.

Committee was advised of the ongoing work required for website content, specifically the inclusion of image descriptions to ensure accessibility for users with visual impairments. This standard will also be applied to PDFs and scanned documents. It was noted that third-party PDFs may present an accessibility risk and require ongoing mitigation. The Information Asset Register now identifies various points of Council data. Members were asked to sign a Statement of Understanding regarding the secure handling of credentials and the mandatory use of multi-factor authentication.

It was RESOLVED that :

- i. the revised ICT Policy 2026–2030 be adopted;**
- ii. the updates to the Data Protection and Data Retention Policies be approved;**
- iii. the updated Website Accessibility Statement be adopted and the Internal Audit Review record be noted;**
- iv. the Information Asset Register and DPIA Screening Tool be approved; and,**
- v. the finalised documents to be maintained and presented to the Internal Auditor as primary evidence of Assertion 10 compliance for the 2025/26 financial year.**

461. CLOSURE

The meeting was closed at 8:55pm. The next meeting noted as scheduled for Wednesday 3 June 2026.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 25 March 2026 at 9.30am**

PRESENT: Cllr S Bird (Chair)
 Cllr C Franklin (Vice-Chair) Cllr A Folley
 Cllr S Bennett Cllr T Gale
 Cllr J Candy Cllr B Price

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

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

462. PUBLIC QUESTION TIME

None.

463. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr N Barber**.

464. DECLARATIONS OF INTEREST

The following Other Registerable Interests were declared and 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 Cllr S Bird | All | Other registerable interests (as Members of Suffolk County Council) |

465. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 11 March 2026 be confirmed as a true record.

466. 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/26/0888/ADI - Proposal: Illuminated Advertisement Consent - The installation of totem pole sign 6.5m x 1.8m with associated foundation. Haven Filling Station, Dock Road, The Docks |
|----------|---|

Committee recommended APPROVAL. We are fully supportive of this advertising sign at this location, however we note the concerns raised by SCC Street Lighting. We also note that there is some ambiguity as to whether all, or only part, of the sign will be illuminated. If the total illuminated area is less than 10m², then we have no concern. However, if that limit is exceeded - and therefore would be in contravention of the policy quoted by SCC Street Lighting - then we would ask that the sign be redesigned in order to comply.

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| B | DC/26/0953/FUL Retrospective Application - Single storey rear extension and front porch extension 9 Westmorland Road |
| Committee recommended APPROVAL. | |

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| C | DC/25/4807/FUL Proposed front boundary wall and vehicle gates 'Free go' application to replace previously withdrawn application DC/25/3156/FUL 39 High Road East |
| <p>Committee recommended REFUSAL. We note the proposed changes from the two earlier applications. However we feel that none of our fundamental concerns have been addressed. The proposed changes on this application, which are minor and insufficient, do not alter the visual impact of this proposal.</p> <p>Furthermore, our overriding concern remains, which is that this would introduce a solid frontage for this property which will be jarring and incongruous to the street scene. The majority of properties in this location have either open frontages or hedging. This proposal is completely inappropriate to the surrounding area. We therefore feel that this is contrary to SCLP Policy 11.1 a), b), c)iii and iv and SCLP Policy 11.2 e).</p> | |

| | |
|--|--|
| D | DC/26/0706/FUL Replacement windows 61 Ranelagh Road |
| Committee recommended APPROVAL. | |

| | |
|--|--|
| E | DC/26/0783/TPO TPO No. 205 / 2006 1no. Lime (T2 on plan) - Crown reduce to a finished height of 15 metres and spread of 9 metres. Crown thin by 30% 12 High Road East |
| Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. | |

| | |
|--|--|
| F | DC/26/0872/TCA 1no. Sycamore (T1 on plan) - Pollard back to the main trunk / historic pollard points Felixstowe Community Hospital Constable Road |
| Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. | |

467. PLANNING DECISIONS

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

468. CORRESPONDENCE

a) Bloor Homes – Jubilee Avenue, Felixstowe

Noted that Bloors are currently working with Suffolk Highways to sign off the main spine road. Following this they intend to progress the consideration of Traffic regulation Order to introduce yellow lines along the spine road and will bring an update to Committee on this matter.

b) Beach Hut Applications

Noted that three applications for proposed additional Beach Huts were approved at the East Suffolk Council Planning Committee South.

c) East Suffolk Call For Sites

Committee noted the conclusion of the Call for Sites process together with the publication of a map of the sites submitted. The new Local Plan, anticipated to be adopted in 2029, will set out how and where development, including new homes, employment land and infrastructure, should take place up until at least 2044.

d) East Suffolk Design Code Workshop

Cllr Folley reported attendance at the East Suffolk Council Design Code Workshop and commended it to fellow Members.

RESOLVED that the correspondence above be noted.

469. CLOSURE

The meeting was closed at 11.17am. It was noted that the next meeting was scheduled to take place on Wednesday 15th April 2026 at 9.30am.

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Wednesday 1 April 2026 at 4.30pm**

PRESENT: Cllr C Franklin (Chairman) Cllr M Deacon
 Cllr D Aitchison Cllr D Rowe

OFFICERS: Mr A Tadjrishi (Town Clerk)

470. PUBLIC QUESTION TIME

None.

471. APOLOGIES FOR ABSENCE

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

472. 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 M Deacon | All | Other registerable interests (as a Member 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.

473. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 1 October 2025 be confirmed as a true record.

474. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

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

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

475. STAFFING ARRANGEMENTS

Committee received and considered a report regarding the potential implementation of an Employee Assistance Programme (EAP) to support the mental, physical, and financial wellbeing of Council staff and councillors.

Members reviewed the market research conducted by Enlighten and evaluated the four tiers of cover presented, noting the importance of providing professional, confidential support to complement existing internal policies.

Following a discussion on the benefits of a pilot scheme to assess uptake and service value, it was RESOLVED that:

- i. a 12-month pilot programme with Health Hero EAP at an annual cost of £741.00 (plus VAT) be implemented; and,**
- ii. funding for this pilot shall be drawn from the Staffing Earmarked Reserve.**

476. TOWN CLERK'S APPRAISAL

The six-month review of the Town Clerk's Appraisal was carried out and progress against agreed objectives were discussed and noted.

It was RESOLVED that the six-month review of the Town Clerk's Appraisal be noted as carried out.

477. CLOSURE

The meeting was closed at 5.13pm. It was noted that the next meeting was scheduled to take place on Wednesday 1 October 2026 at 4.30pm.

482. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 31 March 2026. It was noted that these were not final figures for the year as they were subject to adjustments at year-end.

It was RESOLVED that the Budget Report to 31 March 2026 be received and noted with no further action required at this time.

483. ANNUAL TOWN MEETING AND CIVIC AWARDS 2026

Committee noted that the Annual Town Meeting will be hosted on Thursday 14 May, though the meeting is usually hosted on a Wednesday, this is due to the unavailability of the venue.

Committee noted that the winners of the 2026 Mayor's Civic Awards had been chosen and that the Awards are to be presented at the Annual Town Meeting.

Committee noted plans for Felixstowe Harmonies to sing 'A Song for Felixstowe' at the Annual Town Meeting.

At this meeting members of the public are able to ask questions and these questions will be minuted.

It was RESOLVED that the report on the Annual Town Meeting and Civic Awards 2026 be noted.

At this point, Cllr Bennett joined the meeting.

484. FELIXSTOWE IN FLOWER 2026

The Committee noted that the baskets had been delivered to Katie's Garden to be planted up for Felixstowe in Flower 2026 and that the Launch Event had been scheduled for Felixstowe Triangle for 6 June 2026.

Committee noted potential venues for the Awards Ceremony, including Sea You, Felixstowe Fery Golf Club, Felixstowe Fery Sailing Club, and the Felixstowe Lawn Tennis Club as potential future venues to host the event.

Cllr Candy raised reports of dissatisfaction with the plot at the Felixstowe Triangle cared for by Edible Felixstowe. It was suggested that some more aesthetically pleasing edible produce or longer lasting produce may be planted there in the future.

It was RESOLVED that the report on Felixstowe in Flower be noted.

485. ANNUAL GRANTS AND OTHER PAYMENTS

It was RESOLVED that payment of the following Annual Grants and other payments for the year 2025/26 be approved:

| | | |
|------|---|----------------|
| i. | £8,000 towards the provision of the 2025 Christmas lights to the Lions Club of Felixstowe. | |
| ii. | 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 Trust | £1,000 |
| | Royal British Legion | £300 |
| | Salzwedel Twinning Association | £200 |
| | WAMFest | £3,000 |
| | Wesel Twinning Assoc. | £200 |
| | Total | £24,545 |
| iii. | As Partnership Projects: | |
| | Level Two | £10,000 |
| | Harwich Harbour Ferry Services Partnership | £1,000 |
| | Total | £11,000 |

486. MAYOR'S CADET POLICY

The Committee reviewed the Mayor's Cadet Policy.

Cllr Franklin reported positive feedback from several organisations that the Mayor's Cadet being a good addition to civic life with youth representation.

The following amendments were agreed as follows:

- Remove: beginning with the Royal Air Force Air Cadets (RAFAC) – 356 (Felixstowe) Squadron.

- Other cadet forces wishing to participate in future years may apply for consideration.
- Top of Page 2 Reword: The Town Council will liaise with the Commanding Officer or other relevant representatives to arrange the Mayor's Cadet's attendance at civic events.

It was suggested that a meeting be held with the outgoing Mayor's Cadet, the Commander and the Sea Cadets to give them an opportunity to review the policy.

RESOLVED that the Mayor's Cadet Policy for 2026/27 be adopted.

487. VE DAY 2026

Committee noted the report on VE Day 2026.

It was noted that the count for the SCC Elections may mean some Councillors will not be able to attend the events to mark VE Day.

It was RESOLVED that the report on VE Day 2026 be noted.

488. FELIXSTOWE BID – BALLOT OUTCOME

Committee noted that the Felixstowe BID was not successful at the ballot. Members raised concerns about the future of the gazebos, the Love Felixstowe and Visit Felixstowe brands and the maintenance of the associated social media pages.

This was noted alongside concerns about the new unitary authority structure, which will mean Felixstowe is the only coastal town within the designated Greater Ipswich region.

It was noted that concerns had been raised with East Suffolk Council as a matter of priority. The Clerk will report back to Council on the future concerning the Felixstowe BID and any successor organisations.

It was RESOLVED that the report on the Felixstowe BID – Ballot Outcome be noted.

489. COMMUNITY ENGAGEMENT STRATEGY 2026-27

Committee reviewed the Council's Community Engagement Strategy, as presented, for the year 2026/27.

RESOLVED that the Community Engagement Strategy be recommended to Council for adoption for 2026/27.

490. UK TOWN OF CULTURE 2028: SUBMISSION OF EXPRESSION OF INTEREST

Members thanked the Officers involved and the Steering Group for writing and submitting the Expression of Interest. It was noted that the legacy of the UK Town of Culture competition would be more than the submission itself.

Members expressed a desire to publish the Expression of Interest so that the work may be used by other community groups and organisations and used to apply for future funding when available.

It was RESOLVED that :

- i. the successful submission of the Town of Culture Expression of Interest to the Department for Culture, Media and Sport (DCMS) by the deadline of 31 March 2026 be noted;**
- ii. thanks be recorded to the cross-sector Steering Group for its role in narrative validation and quality assurance; and,**
- iii. the ongoing role of the Town Council as the Accountable Body for the bid be endorsed.**

491. CCTV UPDATE

Members were very pleased to note the increased number of CCTV Cameras, now totalling 39 units. Members noted that the units should be installed by the end of June.

Members gave thanks to the longstanding efforts of the Felixstowe Town Council CCTV Working Group in achieving this outcome.

Members suggested that a collaborative, positive communications strategy between East Suffolk Council and the Town Council be adopted to introduce the new CCTV provision, including social media and the Town Council's magazine.

It was RESOLVED that :

- i. the update report on East Suffolk Council's Cabinet approval of the CCTV upgrade project be noted; and,**
- ii. acknowledgement be made of the Town Council's CCTV Working Group, Civic and Community Committee and Full Council in supporting this outcome.**

492. CLOSURE

The meeting was closed at 20.57. It was noted that the next meeting was scheduled for Wednesday 10 June 2026 at 7.30pm.

| | |
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| A | DC/25/3196/FUL Demolition of an existing dwelling and construction of a three-storey building containing 5 x 2-bedroom flats (Use Class C3). Riby House 9 Riby Road |
|----------|--|

Committee recommended APPROVAL. We acknowledge the loss of a non-designated heritage asset but recognise that the independent structural report submitted by the applicant states that the existing building is beyond viable repair. We would ask that two conditions are added to any approval. Firstly, that the applicant submit a landscape planting plan which will meet the requirement for a 10% BNG. Secondly, we ask that a written construction management plan, to be agreed, which would minimise any potential traffic issues for neighbouring properties during the construction period.

| | |
|----------|---|
| B | DC/26/1028/CLP Certificate of Lawful Use (Proposed) - Use of Land to Station a Mobile Home (Granny Annexe) 12 Quilter Road |
|----------|---|

Committee consider that it is appropriate to grant a Certificate of Lawful Use. We recognise that the proposal meets the exemption from the requirement for a caravan licence under the appropriate provisions of the Caravan Sites and Control of Development Act (1960).

498. PLANNING DECISIONS

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

499. CORRESPONDENCE

- a) **DC/26/0767/CON – Laurel Farm, Marsh Lane (cell number CS 20135125 / VMO2 74764).**

Members noted the installation of 2No antennas (1No antenna to be fixed to a new support pole attached to the headframe and 1No to be mounted on existing gantry pole), the addition of 1No equipment cabinet in the existing compound and ancillary equipment thereto. ESC has responded.

RESOLVED that the correspondence above be noted.

500. CLOSURE

The meeting was closed at 10.25m. It was noted that the next meeting was scheduled to take place on Wednesday 29th April 2026 at 9.30am.

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 22 April 2026 at 7.30pm

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman) Cllr M Sharman
Cllr B Price Cllr W Underwood

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Assets & Services Officer)
Mr T Minns (Grounds & Maintenance Manager)

501. PUBLIC QUESTIONS

None

502. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison, Cllr N Barber,** and **Cllr S Harkin.**

503. DECLARATIONS OF INTEREST

None.

Members were reminded that if any matters directly related to their interests arose during the meeting, they should declare them at the appropriate time.

504. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 18 February 2026 be signed by the Chairman as a true record.

505. ASSETS & SERVICES BUDGET REPORT

The Committee reviewed income and expenditure against the budget as of 31 March 2026.

Committee welcomed the increase against budgeted income and recorded its thanks to the Council staff - in particular the Grounds Team - for their hard work in response to the increased level of burials at the cemetery over the year.

The overall underspend against expenditure was also welcomed, however it was noted that water consumption and, therefore, costs at the allotments in particular were significantly higher than in previous years. This would be considered at a future meeting.

It was RESOLVED that the Budget Report to 31 March 2026 be received and noted.

506. ASSET REGISTER 2026/27

Committee reviewed the Asset Register and noted the additions of assets that had been made during the year 2026/27.

Based on the Asset Register, the total of fixed assets for the Annual Governance and Accountability Return would be £354,407.87, which was a £13,978.44 net increase in fixed assets value between 31st March 2025 and 31st March 2026.

It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.

507. BUILDING VALUATIONS FOR INSURANCE PURPOSES

The Committee considered quotations for the revaluation of Council buildings for insurance purposes.

Members discussed the merits of appointing an alternative provider to obtain an independent perspective versus cost considerations, noting the significant difference between the quotations received. It was acknowledged that whilst varying providers can be beneficial for audit purposes, for this type of work adherence to professional standards was the key consideration.

Members agreed that, taking into account the standards applied to such valuations and the difference in cost, Company A be appointed.

It was RESOLVED that:

- i. the need to commission updated building valuations for insurance purposes be noted;**
- ii. Company A be chosen from the quotations received to carry out the work at £884 +VAT; and,**
- iii. the cost be apportioned equally across the four relevant building Earmarked Reserves.**

508. TOWN HALL ASSETS & MAINTENANCE

The Committee considered a report on maintenance requirements at the Town Hall, including damp ingress to the Council Chamber ceiling and proposals for remedial works.

Members discussed potential longer-term solutions, including silicone rendering, noting possible planning implications due to the building's status within a conservation area. It was agreed that initial remedial works should be undertaken before considering more significant alterations.

The requirement for additional tables to improve operational efficiency during meetings was also considered.

Members agreed to proceed with the contractor's recommended remedial works, with further investigation into longer-term solutions if required, and the purchase of additional tables.

It was RESOLVED that:

- i. that, the Town Hall update report be noted, and;**
- ii. the contractor's proposed remedial works be approved at an estimated cost of £200 + VAT, to be funded from the Town Hall Repairs & Maintenance budget, and;**
- iii. the purchase of two tilt-top tables at a cost of £690 + VAT be approved, to be funded from the Town Hall Earmarked Reserve, and;**
- iv. further investigation into longer-term solutions, including silicone rendering, be undertaken if required.**

509. WALTON COMMUNITY HALL UPDATE REPORT

The Committee considered proposals to replace chairs at Walton Community Hall.

Members discussed storage options, including wall-mounted brackets and trolley systems, noting practical considerations around usability and safety. It was also suggested that if existing chairs were in a reasonable condition, they should be offered to local organisations.

Members agreed to proceed with the purchase of replacement chairs, together with a suitable trolley for storage and ease of use.

It was RESOLVED that:

- i. that, the Walton community Hall update report be noted, and;**
- ii. the purchase of replacement chairs, together with a suitable storage trolley, at a cost of up to £1,600 + VAT, be approved, using any remaining grant funding if available at the end of the project, alternatively to be met from the Walton Community Hall Earmarked Reserve.**

510. ALLOTMENTS UPDATE REPORT

The Committee received an update on allotment matters, including bonfire activity and reports of fly tipping.

Members discussed the implications of the bonfire policy and the potential for cumulative impact. It was noted that the situation would continue to be monitored, with a formal review to take place 12 months after the policy's implementation at the Assets & Services Committee meeting on 18 November 2026.

It was RESOLVED that:

- i. the Allotments Update report be noted, and;**
- ii. the current bonfire policy be monitored, with a review to take place at the Assets & Services Committee meeting on 18 November 2026.**

511. PARKS UPDATE REPORT

The Committee considered a report on tree management at Gosford Way and progress with the Allenby Park gates.

Members discussed the condition of the trees at Gosford Way and whether the proposed works were necessary. It was agreed that, as the trees are currently healthy, removal was not justified at this stage and that ongoing monitoring and maintenance should continue.

With regard to Allenby Park, Members considered the revised arrangements with the new contractor for completion of the gates, alongside the associated cost implications and recovery of funds from the previous contractor.

Members agreed to proceed with the revised works to complete the gates and to pursue recovery of costs incurred.

It was RESOLVED that:

- i. the Parks Update report be noted, and;**
- ii. the Gosford Way trees be retained, with ongoing monitoring and maintenance, and;**
- iii. the revised contractor arrangements for completion of the Allenby Park gates be approved at a cost of £3,620, and;**
- iv. the Town Clerk be authorised to pursue cost recovery of from the previous contractor.**

512. CEMETERY UPDATE REPORT

The Committee received a report on cemetery matters, including progress with the relocation and installation of the Cemetery gates and the telecommunications mast rent review.

Members were advised that the proposed gate design had been received for consideration and noted the ongoing pre-application planning discussions with the local planning authority.

Members expressed their support for proceeding with the upgrade of the gates, subject to the outcome of pre-planning advice, to ensure compliance with any planning requirements prior to installation.

Members were also updated on the ongoing negotiations in relation to the telecommunications mast agreement, including discussions regarding renewal terms, valuation methodology, and the recovery of backdated rental income, with negotiations still in progress.

Members also noted the significant operational demand within the Cemetery service, and expressed their appreciation of the Cemetery team in handling this additional workload.

It was RESOLVED that:

- i. the Cemetery Update report be noted, and;**
- ii. approval be given to proceed with the Cemetery gate relocation and installation, subject to satisfactory pre-planning advice, and;**
- iii. the ongoing negotiations regarding the telecommunications mast rent review be noted.**

513. CEMETERY EXTENSION PROJECT

The Committee considered a report on the Cemetery Extension Project, including proposals for a phased appointment of project consultants to support delivery of the scheme.

Members were advised that a multi-disciplinary team had been identified, with Phase 1 comprising of time-critical ecological, geotechnical and landscape survey work required to meet seasonal survey windows and inform Biodiversity Net Gain requirements. It was noted that early progression of these works was necessary to avoid delays to the overall programme.

Members also noted that the inclusion of landscape design within Phase 1 was required in order to support Biodiversity Net Gain assessments, and that the maintenance building element had been deferred to streamline the planning application process.

Members were advised that the proposed approach represented a cost-effective option in comparison with alternative specialist providers.

Members agreed to progress Phase 1 in order to maintain programme momentum, and to consider full funding options for the wider project through the CIL Working Group.

It was RESOLVED that:

- i. the report be noted, and;**
- ii. the instruction of Phase 1 works (ecology, geotechnical and initial landscape design) at a cost of £18,715 + VAT be approved, to be funded from the Cemetery Projects Earmarked Reserve, and;**
- iii. the CIL Working Group be requested to make recommendations to Full Council regarding potential funding of the wider project, and;**
- iv. Phase 2 of the project be referred to Full Council for consideration**

514. CLOSURE

The meeting was closed at 8.13pm. The next meeting was noted as being scheduled for Wednesday 8 July 2026 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 29 April 2026 at 9.30am**

PRESENT: Cllr S Bird (Chair)
 Cllr C Franklin (Vice-Chair) Cllr A Folley
 Cllr D Aitchison Cllr T Gale
 Cllr J Candy Cllr B Price

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

515. PUBLIC QUESTION TIME

None.

516. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr S Bennett**.

517. DECLARATIONS OF INTEREST

The following Other Registerable Interests were declared and noted:

| Member(s) | Minute No. | Nature of Interest |
|-------------------------------|-------------------|---|
| Cllr J Candy Cllr A Folley | All | Other registerable interests (as Members of East Suffolk Council) |
| Cllr S Bennett | All | Other registerable interests (as Members of Suffolk County Council) |

518. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 15 April 2026 be confirmed as a true record.

519. 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/26/1100/FUL The siting of a welfare modular building and associated works. Land At 1-3 Parker Avenue Trimley St Mary |
| Committee recommended APPROVAL. | |

| | |
|--|---|
| B | <p>DC/26/1299/VOC Variation of Condition Nos. 2, 4 & 6 of DC/23/2349/FUL - Two double skinned fuel tanks will be installed on the existing site for the offloading and loading of fuels. These tanks will be installed on new reinforced concrete slabs. An electrical GRP pre-fabricated unit will be installed for the electrical connections. A catchment area around the two tanks will be surrounded by drainage channels to capture any spills and runoff from the loading of trucks. These channels will lead to sumps which will be connected to a full class 1 interceptor. Existing underground tanks to be foam filled. - Condition 02 - change to allow for minor site layout amendments: -Installation of an additional six-hose dispenser and associated small island linked to Tank 1, including leak-detected underground pipework, to improve traffic flow and reduce standing vehicles. - Replacement of the full concrete yard within the Certas boundary with Hardicrete. - Minor layout adjustments, including relocation of lighting columns and slight positional refinements to suit the revised arrangement. - Increase width of site entrance. Condition 04 and Condition 06 - Change wording: As per discussion with planning officer and environment agency consultation (Letter ref. DC/23/4835/DRC) due to nature of required information for referenced conditions, it was advised that the correct procedure would be the submission of a variation of condition application (to allow of submittal of required information during construction / prior site occupation) where any subsequent conditions can also be amended to reflect the required action/works being undertaken in order to effectively discharge this condition.</p> <p>Haven Filling Station Dock Road The Docks</p> |
| Committee recommended APPROVAL. | |

| | |
|---|---|
| C | <p>DC/26/0781/FUL Change of use of former shop to a hot food takeaway restaurant with new shop front and flue to rear 4 Undercliff Road West</p> |
| <p>Committee recommended REFUSAL. We have no objection to the change of use in principle. This will provide an additional hot food takeaway in the town’s tourist area and will bring a redundant site back into use, which we welcome. Furthermore we have no objection to the proposed changes to the shop front’s appearance and are satisfied that the proposal will indeed enhance the appearance in the Felixstowe South Conservation Area.</p> <p>However, firstly, we believe that in retaining a step to access the shop, the premises will not be disability accessible and therefore is contrary to policy SCLP 11.1 para. (g); and secondly, the applicant has not submitted details in terms of a noise and odour assessment for the proposed extraction and we believe that this needs to be submitted to a standard acceptable to East Suffolk Council’s Environmental Protection.</p> | |

| | |
|--|---|
| D | DC/26/1307/FUL Single Storey Rear Extension and Replacement Garage. Existing rendered walls to be clad with Hardie-planks 96 Looe Road |
| Committee recommended APPROVAL. | |
| E | DC/26/1135/FUL Proposed single storey rear extension. 22 Colneis Road |
| Committee recommended APPROVAL. | |
| F | DC/26/1406/TCA 1no. Stone pine (red circle on plan) - Remove all limbs to leave main stem as habitat monolith 69 Tomline Road |
| <p>Committee OBJECTS to this proposal. This tree is visible in the public realm and therefore contributes to public amenity. The proposal to remove all limbs of this tree is totally unacceptable. This does not represent, in any possible way, what can be described as routine maintenance or pruning. Furthermore, no evidence has been given that this tree is in anyway dangerous or diseased and the proposal will destroy its visual appeal. We would therefore ask that the East Suffolk Council Arboricultural Officer place a TPO on this tree.</p> | |

520. PLANNING DECISIONS

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

521. CORRESPONDENCE

None.

522. CLOSURE

The meeting was closed at 10.50am. It was noted that the next meeting was scheduled to take place on Wednesday 13th May 2026 at 9.30am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 13 May 2026 at 9.30am**

PRESENT: Cllr S Bird (Chair)
Cllr C Franklin (Vice-Chair) Cllr J Candy
Cllr D Aitchison Cllr A Folley
Cllr N Barber Cllr T Gale
Cllr S Bennett Cllr B Price

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

IN ATTENDANCE: 7 members of the public.

523. PUBLIC QUESTION TIME

The Chair advised that he would invite members of the public to make their representations immediately prior to the application being considered.

524. APOLOGIES FOR ABSENCE

None.

525. DECLARATIONS OF INTEREST

The following Other Registerable Interests were declared and 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 T Gale | All | Other registerable interests (as Member of Suffolk County Council) |
| Cllr D Aitchison | 566A | Other registerable interests (as Trustee of Level Two Youth Project) |

526. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 29 April 2026 be confirmed as a true record.

527. PLANNING APPLICATIONS

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

At the direction of the Chair, item D was considered first. Committee head from members of the public in relation to item D below, with concerns around the lack of onsite parking – and subsequent impact on on-street parking – due to the number of staff and other visitors to the premises. Neighbouring residents raised health and safety concerns due to the intensity of traffic on the road, and the level of care required for the young residents of the home.

| | |
|--|--|
| D | DC/26/0261/FUL Change of use from a C3 home to a C2 residential children's home with independent school education on site 26 Princes Road |
| <p>Committee recommended APPROVAL. We welcome this much needed facility to provide a residential home within the community for vulnerable young people. However, we recognise issues raised by nearby residents concerning parking. We would therefore ask that any approval is conditioned: a) that both the garage and parking space in front of the garage are utilised for off-street parking; and, b) that staff must use the nearby Crescent Road car park and be issued parking permits accordingly.</p> | |

| | |
|--|---|
| A | DC/26/1398/VOC Variation of Condition No. 02(d), 02(f) & 07 of DC/25/3010/VOC - Variation of Condition No. 2d of DC/24/1914/FUL - Youth support and training facility with multimedia music & digital arts centre - addition of external lift shaft and fire lobby Land Adjacent To Manning Amusement Park Micklegate Road |
| <p>Committee recommended APPROVAL. However, we share the concerns of ESC Environmental Protection concerning sound-proofing and would therefore insist that the appropriate level of acoustic and thermal linings, as proposed for the walls, are also extended to the ceiling in lieu of the loss of the sedum roof.</p> | |

| | |
|---|---|
| B | DC/26/1113/VOC Application to vary condition 9a (approved plans) of DC/24/0773/VOC (amended scheme to that approved under DC/21/0541/FUL) in relation to the design and layout of the apartment roofs (to increase the provision of PV panels and reduce the extent of green roof). Variation of all conditions relating to the Outline consent of DC/24/0773/VOC and condition 1 (approved plans), condition 2 (cricket building materials), condition 3 (indoor sports club materials), condition 4 (green roofs) and condition 8 (operation hours) of the Reserved Matters consent DC/24/2048/ARM to amend the approved plans and drainage strategy (by substituting the green roofs for alternative drainage strategies) and amend the operation hours (to allow for operation between 09:00hrs to 23:00hrs inclusive). Former Deben High School Garrison Lane |
| <p>Committee recommended APPROVAL.</p> | |

| | |
|--|---|
| C | DC/26/1232/FUL Rear first floor extension. pitched roof to present front roof dormer window 202 Ferry Road |
| Committee recommended APPROVAL. | |

| | |
|--|---|
| E | DC/26/1484/VOC Variation of Condition No. 2 of DC/26/0286/FUL - Single story rear extension to existing dwelling - External wall element change from cladding to dark colour brick 42 High Road East |
| Committee recommended APPROVAL. | |

| | |
|--|---|
| F | DC/26/0878/FUL Creation of a vehicular access. 31 High Road West |
| Committee recommended APPROVAL, subject to detailed drawings being submitted to the satisfaction of SCC highways. | |

528. PLANNING DECISIONS

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

529. CORRESPONDENCE

a) Felixstowe Steps Replacement Consultation

Committee noted that East Suffolk Council's Coastal Management and Adaptation Team were proposing to install new sets of access steps from the promenade to the concrete toe of the sea wall to allow safe access to the beach, as the current wooden the beach steps were coming to the end of their design life. It was noted that, whilst the number of sets of steps was being reduced from 10 to five, access would not be adversely impacted as the landward end of the groynes were open.

530. CLOSURE

The meeting was closed at 11.50am. It was noted that the next meeting was scheduled to take place on Wednesday 27th May 2026 at 9.30am.

AGENDA ITEM 9: ASSET REGISTER 2025-26

The Council maintains an Asset Register which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by the Council, and any equipment, tools, or vehicles with a replacement cost exceeding £500.

The Council is required to review its Asset Register at least once annually, and this is attached at **Appendix A**.

Although it is common practice for businesses to depreciate long-term assets for both tax and accounting purposes, this is not permitted for local councils. For reporting purposes, the value of fixed assets will usually remain constant until their disposal.

Members will note that a number of items in the schedule of land and property are assumed to be held for community benefit and are therefore shown at a nominal value of £1, rather than the original purchase cost, as recommended in the SAPP Practitioners' Guide, "*Governance and Accountability for Local Councils*". The Council considers this valuation method appropriate for community assets.

The Council's Asset Register has been updated to reflect acquisitions and disposals in the year since 1 April 2025, and was reviewed by the Assets & Services Committee on 22 April 2026.

The Committee noted that, based on the Asset Register, the total value of fixed assets for the Annual Governance and Accountability Return would be £354,407.87. This represents a £13,978.44 net increase in fixed asset value between 31 March 2025 and 31 March 2026.

The Asset Register to 31 March 2026 is presented for approval and adoption as recommended by the Assets & Services Committee (*Minute #506 of 2025-26 refers*).

Council is requested to approve the Asset Register to 31 March 2026 as recommended by the Assets & Services Committee.

AGENDA ITEM 10: COMMUNITY INFRASTRUCTURE LEVY

An Annual Community Infrastructure Levy (CIL) report must be published by the Town Council by 31 December following the reported financial year. This report must detail the total CIL funds received, how they were spent, and any remaining unspent funds.

Felixstowe Town Council received two CIL payments during the 2025/26 financial year: £93,318.94 in April 2025 and £70,285.29 in October 2025.

Total expenditure for the period was £88,114.34, which was allocated as follows:

- **£50,000.00** as a contribution towards drainage infrastructure at Landguard Fort.
- **£30,000.00** towards building a Digital Arts Centre for the Level Two Youth Project.
- **£7,039.34** towards the refurbishment of Walton Community Hall.
- **£575.00** towards the refurbishment of the Allenby Park gate railings.
- **£500.00** towards the website for the Felixstowe Charities Network.

These figures are fully reflected in the Town Council's CIL Annual Report for the year 2025/26, attached at **Appendix B**.

Following approval, this report will be published on the Town Council website, with a summary included in the Council magazine and displayed on the public noticeboard. The CIL Annual Report will also be submitted to East Suffolk Council ahead of the 31 December 2026 statutory deadline.

Council is requested to consider the report on the Community Infrastructure Levy and approve the CIL Annual Report for 2025/26.

AGENDA ITEM 11: SCHEME OF DELEGATION TO THE TOWN CLERK 2026-27

Council is requested to review and approve the authority delegated to the Town Clerk for 2026-27. These remain the same as the arrangements approved for 2025-26, including the addition of a provision made in 2021-22 for delegating all functions of Council in the event of the suspension of Council meetings as a result of government advice or civil emergency (*Minute #317iv. of 2021-22 refers*).

Delegated Authority to the Town Clerk

Subject to any further delegation by Committees, the Town Clerk will have the following delegated authority:

- i. Approve routine expenditure within budgets without further approval by Committee.
- ii. Within the agreed staffing establishment and budget, to vary working hours of established staff, and to recruit both permanent, casual and contract staff provided that the grade of such staff is NJC Scale Point 23 or below.
- iii. In the event of an emergency incur expenditure to a maximum of £50,000 in consultation with the Town Mayor.
- iv. Make investments in accordance with the Council's agreed policy.
- v. With just cause, ban persons from entering Council premises or land.
- vi. Negotiate commercial filming rights on Council property/land.
- vii. Produce and/or edit any Council publication in consultation with the Mayor or formally appointed Council body.
- viii. Implement, where timescales require, any legislation which may affect the Town Council and to report its implementation to Full Council.
- ix. Take legal action to recover debts on behalf of the Council if considered proportionate and necessary.
- x. Should the holding of Council meetings be suspended as a result of a civil emergency, the implementation of Government advice, restrictions on direct contact in relation to national health, or other emergency, all functions of the Council, other than those matters specifically reserved by law to be determined by a meeting of the Council, to be delegated to the Clerk (as the Council's Proper Officer) in consultation with the Mayor (or the Deputy Mayor should the Mayor not be available), or Chairman of the

appropriate relevant Committee (or the or Vice-Chairman if the Chairman should not be available) until the next Ordinary or Extraordinary Council meeting, at which time the delegation must be reviewed.

- xi. Such decision making (in x. above) to be in pursuance of the provision of ongoing Council services and business and in relation to new Council policy and functions arising from the circumstances that precipitated the suspension of Council meetings. Decisions made under such delegations to be noted at the next meeting of the Council.

Council is requested to review and approve its arrangements for delegated authority to the Town Clerk for 2026/27.

AGENDA ITEM 12: COUNCIL GOVERNANCE 2026/27

Council is requested to review the following documents and adopt them for the Municipal Year 2026-27. The documents underpin the general good governance of the Council.

a) **Terms of Reference 2026-27**

Council's Terms of Reference are presented for approval, as recommended by the Finance & Governance Committee (*Minute #451 of 2025/26 refers*) at **Appendix C** with no changes currently proposed.

b) **Standing Orders 2026-27**

Standing Orders are presented to Council for approval at **Appendix D** as recommended by the Finance & Governance Committee (*Minute #452 of 2025/26 refers*).

The document is based on the Model Standing Orders (England) published by the National Association of Local Councils.

At the ordinary meeting on 4 March, Council approved an amendment to clarify the wording of Standing Order 6(a) to read: "The Chairman of the Council may convene an extraordinary meeting of the Council at any time, *subject to the statutory three-clear-day notice requirements.*"

No substantive changes to the Standing Orders for 2026/27 are proposed.

c) **Financial Regulations 2025-26**

Financial Regulations based on NALC's most recent model are presented to Council for adoption at **Appendix E** as recommended by the Finance & Governance Committee (*Minute #453i of 2025/26 refers*).

In line with regulation 7.10 the approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

The regulations remain compliant with the Procurement Act 2023 and Procurement Regulations 2024 and all electronic payment mandates remain valid under the 2025 resolution.

d) **Risk Management Policy & Risk Register 2025-26**

Council is required to review its Risk Management Policy and Financial Risk Register on an annual basis. The Risk Management Policy and Financial Risk Register is at **Appendix F** for review, updated to show the insurance cover which took effect from 1 April 2026. Council's Finance and Government Committee recommended adoption as presented (*Minute #454 of 2025/26 refers*).

Councils are also required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. Council is required to sign the annual governance statement (on the annual return

submitted to the external auditor) to evidence that this review has been undertaken. The Clerk will bring a report on the effectiveness of internal audit to Council in June.

e) Complaints Procedure 2026-27

Council reviews its Complaints Procedure annually. Council's Finance and Government Committee reviewed the Complaints Procedure at its meeting of 18 March 2026.

The procedure has been updated for the 2026/27 municipal year to ensure compliance with the Data (Use and Access) Act 2025. While the procedure remains fit for purpose for general administrative complaints, a specific exclusion has been added to Section 2.3 to clarify that complaints relating to the handling of personal data are governed by the statutory frameworks set out in the Council's Data Protection Policy.

The procedure continues to clearly distinguish between complaints regarding Council services (handled internally) and complaints against individual Councillors, which are referred to the Monitoring Officer at East Suffolk Council.

The Complaints Procedure, updated for 2026/27, is therefore presented for adoption at **Appendix G** as recommended by the Finance & Governance (*Minute #455 of 2025/26 refers*).

f) Publication Scheme 2026-27

Under the Freedom of Information Act 2000, it is the duty of every public authority to adopt and maintain a Publication Scheme. Local authorities must produce and publish the method by which specific information will be available so that it can be easily identified by members of the public.

The Information Commissioner's Office (ICO) provides a model publication scheme (version 1.2, 2015 is the current version), which the Council re-adopted in 2019 alongside an updated schedule of information available from Felixstowe Town Council within the scheme. The model scheme and a schedule of information available is provided at **Appendix H** without amendment. Council's Finance and Government Committee recommended adoption as presented (*Minute #456 of 2025/26 refers*).

g) Community Engagement Strategy 2026-27

Council's Community Engagement Strategy Scheme is presented at **Appendix I** for re-adoption with no material changes proposed at this time. Council's Civic and Community Committee recommended adoption as presented (*Minute #489 of 2025/26 refers*).

h) Reserves Policy 2026-28

The Council has a statutory duty to maintain adequate financial reserves under Sections 32 and 41 of the Local Government Finance Act 1992. This

legislation requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the annual budget requirement (the Precept). Holding these reserves is a legal requirement to ensure the Council remains solvent and can fulfil its obligations to the community.

The Reserves Policy is subject to a formal biennial review. While the cash levels are adjusted annually during the budget process, the underlying principles are presented now at **Appendix J** for adoption for the 2026–2028 period. Council’s Finance and Government Committee recommended adoption as presented which now includes a 3-6 month operating expenditure target range for General Reserves (*Minute #457 of 2025/26 refers*).

i) Debt Management Policy 2026-27

Council’s Finance & Governance Committee recommends adoption of a formal Debt Management Policy for the year 2026-27 at **Appendix K** (*Minute #459 of 2025/26 refers*). This policy introduces a structured credit control process for recovering outstanding debts and a transparent framework for applying late payment interest.

The policy is designed to be firm but fair. Officers retain discretion to pause interest or waive charges where a customer enters into a formal payment plan or where there are genuine grounds for financial hardship

Council is therefore requested to adopt the following Governance Documents:

- i. Terms of Reference for 2026-27 as presented at Appendix C;**
- ii. Standing Orders for 2026-27 as presented at Appendix D;**
- iii. Financial Regulations for 2026-27 as presented at Appendix E and it be noted that the regulations remain compliant with the Procurement Act 2023, Procurement Regulations 2024; and, that all electronic payment mandates remain valid under the 2025 resolution;**
- iv. Risk Management Policy & Risk Register for 2026-27 as presented at Appendix F;**
- v. Complaints Procedure for 2026-27 as presented at Appendix G;**
- vi. Freedom of Information Publication Scheme for 2026-27 as presented at Appendix H;**
- vii. Community Engagement Strategy for 2026-27 as presented at Appendix I.**
- viii. Reserves Policy for 2026-28 as presented at Appendix J.**
- ix. Debt Management Policy for 2026-27 as presented at Appendix K.**

AGENDA ITEM 13: APPOINTMENTS TO COMMITTEES

In accordance with its Terms of Reference, Council is requested to review the following schedule and confirm the appointment of Chair, Vice-Chair and Members to its Committees and Working Groups for the Municipal Year 2026/27. Council is also requested to note that the Mayor of Felixstowe, unless already formally appointed as a Councillor, will be an additional Member, *ex-officio*, of the Finance & Governance, Planning & Environment, Assets & Services and Civic & Community committees, with full voting rights.

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 Seamus Bennett
4. Cllr Stuart Bird
5. Cllr Tristan Gale
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 David Rowe

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 Tristan Gale
6. Cllr Sharon Harkin
7. Cllr Bernard Price
8. Cllr Michael Sharman
9. Cllr Wendy Underwood

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Stuart Bird (Chair)
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 Tristan Gale
9. Cllr Bernard Price

PERSONNEL COMMITTEE (5)

1. Mayor (Chair) (*ex-officio as Mayor of Felixstowe for 2026/27*)
2. Deputy Mayor (Vice-Chair) (*ex-officio as Deputy Mayor for 2026/27*)
3. Cllr Corrine Franklin (*ex-officio as Mayor of Felixstowe for 2025/26*)
4. Cllr David Rowe
5. Cllr Michael Sharman

APPEALS COMMITTEE (5 Members not on the Personnel Committee)

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

YOUTH FORUM (3 FTC)

1. Cllr Darren Aitchison
2. Cllr Corrine Franklin
3. Cllr Wendy Underwood

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

COMMUNITY INFRASTRUCTURE LEVY (CIL) WORKING GROUP

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

LGR/ASSETS WORKING GROUP

1. Cllr David Rowe (Chair)
2. Cllr Darren Aitchison
3. Cllr Nick Barber
4. Cllr Marc James
5. Cllr Wendy Underwood

Council is requested to consider and update its Appointments to Committees for 2026/27.

AGENDA ITEM 14: APPOINTMENTS TO OUTSIDE BODIES

Council is requested to confirm the appointment of representatives to Outside Bodies and Partnerships on the basis of the following schedule:

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

| | |
|--|---|
| SALC Area Meeting | 1. Cllr Tristan Gale 2. Cllr David Rowe |
| Suffolk Enhanced Bus Partnership Passenger Forum | 1. Cllr Seamus Bennett 2. VACANCY (If 2 nd seat wanted) |
| Ukraine2Felixstowe | 1. Cllr Seamus Bennett |

Council is requested to consider and update its Representatives to Outside Bodies and Partnerships for 2026/27.

AGENDA ITEM 15: AUTHORISED SIGNATORIES

COUNCIL TO CONFIRM THE FOLLOWING MEMBERS AS ITS BANK SIGNATORIES FOR 2026/27:

- Cllr Darren Aitchison
- Cllr Nick Barber
- Cllr Stuart Bird
- Cllr Amanda Folley
- Cllr Corrine Franklin
- Cllr David Rowe

COUNCIL TO CONFIRM THE FOLLOWING MEMBER AS ITS QUARTERLY BANK RECONCILIATION SIGNATORY FOR 2026/27:

- Cllr Mike Deacon (not a signatory above)

COUNCIL TO CONFIRM THE FOLLOWING OPEN CREDIT AGREEMENT FOR 2026/27:

- 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.

Council is requested to consider and decide its Authorised Signatories for 2026/27.

AGENDA ITEM 16: PAYMENT OF SUBSCRIPTIONS

The Town Council has included within its budget for 2026/27, provision to pay subscription costs to the following organisations:

| Organisation | 2026/27 fee | Notes |
|--|--------------------|---|
| Suffolk Association of Local Councils (SALC) | £2,716.17 | 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) | £110 | 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 | 2026/27 fee | Notes |
|--|--------------------|--|
| Society of Local Council Clerks (SLCC) | £505 | Professional membership of the Town Clerk |
| Society of Local Council Clerks (SLCC) | £316 | Professional membership of the Deputy Town Clerk |

Council is requested to review and confirm its subscriptions for 2026/27.
