



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

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

Cllr C Franklin
Cllr T Gale
Cllr S Harkin
Cllr M James
Cllr B Price
Cllr M Sharman
Cllr W Underwood
Cllr S Wiles

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **FELIXSTOWE TOWN HALL** on **Wednesday 17 June 2026 at 7.30pm.**

Public Attendance

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

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

To join the meeting please follow this link:

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

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

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/remote-meeting-guide>

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



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

Ash Tadjrishi
Town Clerk
12 June 2026

Moment of Reflection: Hannah Walker, Brave Futures.

A G E N D A

- 1. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.
- 2. Apologies for Absence**
To receive any apologies for absence.
- 3. Declarations of Interest**
To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 26.
- 5. Confirmation of Council Minutes**
To confirm the minutes of the Annual Council Meeting held on Wednesday 20 May 2026 as a true record. **(Pages 4-12)**
- 6. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Page 13)**
- 7. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following meetings:
 - a) Planning & Environment Committee 27 May 2026 **(Pages 14-16)**
 - b) Finance & Governance Committee 3 June 2026 **(Pages 17-21)**
 - c) Planning & Environment Committee 10 June 2026 **(Pages 22-25)**
 - d) Civic & Community Committee 10 June 2026 **(Pages 26-30)**
- 8. Reports from Members appointed to Outside Bodies**
Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.
- 9. Cancellation of Proposed 20mph scheme**
To note the decision of Suffolk County Council not to proceed with the 20mph scheme for the Felixstowe Central Conservation Area. **(Page 31)**
- 10. Felixstowe School Sixth Form Provision – Statutory Consultation**
To consider and decide on any response to the Unity Schools Partnership consultation on its proposed closure of the Felixstowe School Sixth Form by the deadline of 30 June. **(Pages 32-33)**

- 11. Internal Audit Report: Full Year 2025/26**
To receive the final report of the Internal Auditor for 2025/26 and consider any recommendations therein. **(Pages 34-35 & Appendix A)**
- 12. Annual Governance Statement and Annual Return 2025/26**
To approve the Accounts, Annual Governance Statement and Annual Return for 2025/26, along with any supporting documents, and to authorise the Mayor to sign the return on behalf of the Town Council. **(Pages 36-42 & Appendix B)**
- 13. Annual Report 2025/26**
To approve and adopt the Annual Report of the Town Council for the Municipal Year 2025-26. **(Page 43 & Appendix C)**
- 14. Committee Appointments: Planning & Environment Committee**
To approve a change in the membership of the Planning & Environment Committee. **(Page 43)**
- 15. Review of Internal Audit Effectiveness 2026/27**
To consider the recommendation of the Finance & Governance Committee as to the effectiveness of Council's internal audit arrangements. **(Pages 44-46)**
- 16. Statement of Internal Control 2026/27**
To consider the recommendation of the Finance & Governance Committee and approve the Statement of Internal Control for the year ending 31 March 2027. **(Page 47 & Appendix D)**
- 17. Council Investments**
To consider the re-investment from the proceeds of a 1 year fixed-rate bond with Close Brothers and other investments. **(Pages 48-52)**
- 18. CIL Report and Recommendations**
To receive an update report from the CIL Working Group and approve spending from the CIL Earmarked Reserve for preparatory work for the Cemetery extension. **(Pages 53-57)**
- 19. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix E)**

Date	Voucher Nos.	Total Payment
14/05/2026	37-73	£34,922.63
31/05/2026	74 – 86	£53,972.03
	TOTAL	£88,894.66

- 20. Closure**
To close proceedings and note that the next Ordinary Council Meeting will be at 7.30pm on Wednesday 2 September 2026.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ANNUAL COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 20 May 2026 at 7pm**

PRESENT: Cllr C Franklin (Outgoing Mayor)
Cllr D Aitchison (Outgoing Deputy Mayor) 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 S Wiles
Cllr T Gale Cllr W Underwood

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

IN ATTENDANCE: 26 Members of the Public (in person)
3 Members of the public (via Zoom)

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection delivered by Gulshan Kayembe, Deputy Lieutenant of Suffolk.

1. ELECTION OF MAYOR

Mayor, Cllr Corrine Franklin, in the chair.

Cllr Franklin reflected on the honour of serving as Mayor of Felixstowe and Chair of the Town Council over the past year. She noted that visiting many organisations had allowed her to see firsthand how the community works and to meet many local people who willingly give up their time and energy to support others, providing spaces and opportunities for all ages and needs.

Cllr Franklin thanked her fellow Councillors, who give their time freely to the service of Felixstowe, and extended special thanks to Margaret Morris, who stepped down this year after more than 10 years of service to the town.

The Mayor's Cadet, Flight Sergeant Frazer Lack, was thanked for his valuable contribution to the Mayoral year.

Cllr Franklin expressed her gratitude to all the staff at the Town Hall and the Grounds Team, as well as to her husband, Peter, and her family for their unwavering support throughout the year.

Following the Mayor's address, it was proposed by Cllr S Bennett and seconded by Cllr S Harkin that Cllr Darren Aitchison be elected as Mayor of Felixstowe for the forthcoming Municipal Year.

RESOLVED that Cllr Aitchison be elected Mayor of Felixstowe for the Municipal Year 2026/27.

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

Mayor, Cllr Aitchison, in the Chair.

The Mayor thanked Cllr Bennett for nominating him and Cllr Harkin for seconding the nomination, expressing his appreciation to the Council for its unanimous support. The Mayor reflected that Felixstowe was not only the place where he currently lives, but the town where he grew up, went to school, and met his wife, Cassandra.

The Mayor noted that the organisations he has worked with demonstrate great kindness and quietly make the town what it is today. He spoke of his pride in being elected as Mayor, and added how proud his late mother would have been of him.

The Mayor announced that his three chosen charities for the year would be:

- **Pushchair Pitstop:** A "bring and share" scheme helping local families.
- **Dora Brown:** A charity that helps families in crisis, free of charge, where the condition of the home is a serious concern.
- **Brave Futures:** A charity supporting young people who have experienced sexual abuse, as well as providing support for their families.

The Mayor concluded by thanking Cllr Corrine Franklin for all her hard work throughout her tenure, praising the magnificent job she had done.

2. ELECTION OF DEPUTY MAYOR

It was proposed by Cllr Deacon and seconded by Cllr Sharman that Cllr Rowe be elected as Deputy Mayor for the ensuing Municipal Year.

RESOLVED that Cllr Rowe be elected Deputy Mayor for the ensuing Municipal Year 2026/27.

3. APPOINTMENT OF MAYOR'S CADET

The Mayor appointed OC Branston Deakin of TS Landguard 478 Felixstowe Sea Cadets as the Mayor's Cadet for the Municipal Year 2026/27, investing them with the badge of office.

RESOLVED that OC Branston Deakin be appointed as the Mayor's Cadet for the 2026/27 Municipal Year.

4. PUBLIC QUESTIONS

None.

5. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

6. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr T Gale	All	Other Registerable Interest (as Member 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	Disclosable Pecuniary Interest (as an employee of East Suffolk Council)

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

7. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 4 March 2026 be signed by the Mayor as a true record and adopted by the Council.

8. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) **Planning & Environment Committee 11 March 2026**
- b) **Finance & Governance Committee 18 March 2026**
- c) **Planning & Environment Committee 25 March 2026**
- d) **Personnel Committee 1 April 2026**
- e) **Civic & Community Committee 8 April 2026**
- f) **Planning & Environment Committee 15 April 2026**
- g) **Assets & Services Committee 22 April 2026**
- h) **Planning & Environment Committee 29 April 2026**
- i) **Planning & Environment Committee 13 May 2026**

9. ASSET REGISTER 2025/26

Council received the Asset Register for 2025/26 which had been reviewed by Council's Asset and Services Committee on 22 April 2026 and recommended for adoption as presented.

It was RESOLVED that the Asset Register for the year ending 31 March 2026 be adopted as presented.

10. COMMUNITY INFRASTRUCTURE LEVY (CIL) ANNUAL REPORT 2025/26

Council received the CIL Annual report for the year 2025/26.

RESOLVED that the Community Infrastructure Levy Annual Report for 2025/26 be approved as presented, published on the Council's website, and sent to East Suffolk Council.

11. SCHEME OF DELEGATION TO THE TOWN CLERK 2026/27

It was RESOLVED that the powers delegated to the Town Clerk for 2026/27 be approved as presented in the report.

12. COUNCIL GOVERNANCE AND POLICY 2026/27

It was RESOLVED that the following governance documents be approved and adopted by Council, inclusive of all recommendations as presented in the report and appended to the Minute Book 2026/27:

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

It was NOTED that the Council's continued use of BACS payments remains valid under the 2025 resolution.

13. APPOINTMENTS TO COMMITTEES

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

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

It was RESOLVED that appointments to Committees for the ensuing Municipal Year 2026-27 be made as follows:

FINANCE & GOVERNANCE COMMITTEE (9)

1. Cllr Mike Deacon (Chair)
2. Cllr David Rowe (Vice-Chair) *(*ex-officio* Member as Chairman of A&S)
3. Cllr 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

14. APPOINTMENTS TO OUTSIDE BODIES

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

RESOLVED that the Members be appointed to Outside Bodies for the ensuing Municipal Year 2026-27 be appointed as follows:

Organisation	Representatives Appointed
East Suffolk Lines Community Rail Partnership	1. Cllr Nick Barber
Fairtrade Forum	1. Cllr Seamus Bennett 2. Cllr Corrine Franklin
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. Cllr Jan Candy + 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 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
Ukraine2Felixstowe	1. Cllr Seamus Bennett

15. AUTHORISATION OF SIGNATORIES

It was **RESOLVED** to confirm the following Members as bank signatories for 2026/27:

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

It was further **RESOLVED** to confirm Cllr Mike Deacon as the Quarterly Bank Reconciliation Signatory for 2026/27.

It was **RESOLVED** 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.

16. SUBSCRIPTIONS

Council reviewed its corporate and staff subscriptions to other bodies for 2026/27 as follows:

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

It was **RESOLVED** that the corporate and professional staff subscriptions for 2026/27 be approved.

17. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
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

18. CLOSURE

The meeting was closed at 8.23pm. It was noted that the next Ordinary Meeting was scheduled for Wednesday 17 June 2026 at 7.30pm.

AGENDA ITEM 6: MAYOR'S ANNOUNCEMENTS

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

22/05/2026	Sgt. Pepper Evening - Trinity Methodist Church
24/05/2026	Official Opening - RCCG Dominion Parish Felixstowe
25/05/2026	SwimScapes Launch Event - on the prom, Undercliff Rd East
26/05/2026	Landguard Fort Trust Exhibition - Landguard Fort
27/05/2026	Ipswich Borough Council AGM and Mayor Making
01/06/2026	Visit Pitstop - St Edmunds Hall
01/06/2026	Pride Flag Raising - Town Hall Gardens
06/06/2026	Charity Art Sale and Auction - Ranelagh Road Christian Fellowship Church
12/06/2026	Mayor's Civic Reception - Sea You Orford Road
16/06/2026	Level Two AGM - Cobbold Road

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

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 27 May 2026** at **9.30am**

PRESENT: Cllr S Bird (Chair)
Cllr C Franklin (Vice-Chair) 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)

19. PUBLIC QUESTION TIME

None.

20. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr J Candy**

21. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr A Folley	All	Other Registerable Interest (as Members of East Suffolk Council)
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County Council)
Cllr A Folley	23C	Other Registerable Interest (as close relationship to applicant)

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.

Having determined that item 23C was materially relevant to their declared interest, Cllr Folley left the Chamber prior to and during the consideration of that item.

22. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 13 May 2026 be confirmed as a true record.

23. PLANNING APPLICATIONS

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

A	DC/25/4256/FUL Change of use from offices to flats 108 Queens Road
Committee recommended APPROVAL.	

B	DC/26/1472/FUL Single storey front extension 13 Grasmere Avenue
Committee recommended APPROVAL.	

At this point, 9.57am, Cllr Folley left the Chamber.

C	DC/26/1432/FUL PV Panels - front and rear of house 12 Stanley Road
Committee recommended APPROVAL.	

Cllr Folley returned, 10.04am.

D	DC/26/1468/FUL Single Storey Side Extension and Property Re-Roof 3 Western Avenue
Committee recommended APPROVAL.	

E	DC/26/0834/LBC Listed Building Consent - Isolation and removal of existing sanitaryware, to cut up a section of flooring 2sm to expose joist extension carefully, propping up of existing joists, removal of existing flooring / floorboards to bathroom above steels, removal of existing rotten steels. Installation of Concrete Supreme R15A Lintels to replace. Extension of joists and not sufficient bearing. 10mm ply to timber base. Fit and fit new non slip flooring - Client to confirm colours. Paint bathroom complete - Client to confirm colours. Refit all white goods previously removed. The Old Vicarage 90 Grange Road
Committee recommended APPROVAL.	

24. PLANNING DECISIONS

It was **RESOLVED** that the decisions on planning applications by East Suffolk Council, notified to the Town Council since the previous meeting, be received and noted.

25. CORRESPONDENCE

- i. Application for Pavement Licence - Cookie Barista, Hamilton Road**
Committee noted the application for a new pavement licence for eight 50cm metal chairs and two 80cm metal tables, to be placed outside daily from Monday to Sunday, covering a space of 1m x 4m from 10am to 4pm. It was noted that a 1.5m clearance space from the storefront would be maintained to allow pedestrians free passage.
Committee supported this application in principle but expressed concerns regarding its proximity to the tactile paving and the consequential impact on visually impaired and other pedestrians. Committee therefore requested that ESC Licensing consider the guidance from Disability Rights UK and evaluate whether relocating the tables and chairs flush against the shop front would mitigate these access concerns while maintaining safe thoroughfare.
- ii. Application DC/25/3200/FUL - Ground and First Floor Extensions to self-contained Flats to create additional bedrooms - at Ellis House (9-11 York Road).**
Committee noted that this application had been presented to the ESC Referral Panel, which determined that the matter would be delegated to officers and approved.

26. CLOSURE

The meeting was closed at 10.49am. It was noted that the next meeting was scheduled to take place on Wednesday 10 June 2026 at 9.30am.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 3 June 2026 at 7.30pm**

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

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

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

27. PUBLIC QUESTION TIME

There was none.

28. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Deacon** and **Cllr T Gale**.

29. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett	All	Other Registerable Interests (as 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.

30. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 18 March 2026 be signed by the Chairman as a true record.

31. INTERNAL AUDIT REPORT: FULL YEAR 2025/26

Members considered the final Internal Audit Report for the year 1 April 2025 – 31 March 2026 as presented, noting one typographical error on page 22 that states the internal control was reviewed on 4 June 2026, instead of 2025.

Committee noted that the Auditor recommended keeping and regularly publishing a Contracts Register to detail all contracts, tenders, and commercial arrangements exceeding £5,000 in accordance with the Local Government Transparency Code 2015. Committee was pleased to note that work on compiling this register is already underway.

It was RESOLVED that:

- i. committee reviewed and noted the final Internal Audit Report for 2025/26;**
- ii. the proposed action plan to publish the compliant Contracts Register directly to the Council's website to meet the requirements of the Local Government Transparency Code 2015 be approved; and**
- iii. Committee recommends to Council that it formally receives and adopts the Internal Report for the year ending March 2026.**

32. REVIEW OF INTERNAL AUDIT EFFECTIVENESS

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

Members acknowledged the Deputy Town Clerk's new role as an auditor with the Suffolk Association of Local Councils (SALC), satisfied this represents no conflict of interest as she will not be carrying out audits of Felixstowe Town Council specifically. It was agreed that SALC provides a good service, noting the value of engaging an auditor with experience in the town council sector. It was proposed that the existing arrangement be continued for 2026/27.

It was RESOLVED that it be recommended to Council that:

- i. following a review of the effectiveness of its internal audit, Council confirms the current arrangements to be effective; and**
- ii. in being satisfied with the independence and competence of the internal auditor, the Suffolk Association of Local Councils be appointed to continue as the Council's internal auditor for 2026/27 to carry out interim and year-end audits in accordance with the statutory Practitioner's Guide.**

33. ANNUAL GOVERNANCE STATEMENT AND ACCOUNTABILITY RETURN 2025-26

Members considered the Annual Governance Statement and Accountability Return for the financial year 2025/26 as presented.

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

It was RESOLVED that it be recommended to Council that:

- i. the Annual Return for the financial year ended 31 March 2026 (Section 1 – Annual Governance Statement) be approved and the Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;
- ii. the Annual Return for the financial year ended 31 March 2026 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council’s Responsible Finance Officer be approved, and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,
- iii. it be noted that there were no recommendations arising from the final Internal Audit Report for the financial year 2025/26 and, as such, no action plan was required to be submitted with the Annual Return to the External Auditor.

34. ANNUAL REPORT 2025-26

Committee considered the draft Annual Report for the Municipal Year 2025/26. Members expressed positive feedback on the format, readability, and content of the Report.

Members were encouraged to take their time and look over the report for any misprints or suggested amendments, with a single misspelling noted and corrected during the meeting.

RESOLVED that, subject to the amendments discussed, the Annual Report for the Municipal Year 2025/26 be recommended to Council for approval and adoption.

35. BUDGET MONITORING TO 30 MAY 2026

Committee received the budget monitoring report to 30 May 2026. A report of any variance to budget estimates for the period greater than 16.7% or £500 was considered.

RESOLVED that the budget monitoring report to 30 May 2026 be noted.

36. QUARTERLY BANK RECONCILIATION

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

RESOLVED that it be noted that the reconciliations between the bank statement and accounts statements for the period 1 April 2025 – 31 March 2026 had been reviewed and signed by the appointed bank reconciliation signatory.

37. COUNCIL INVESTMENTS

Committee considered a report on Council investments and discussed the upcoming maturity of a £500,000 fixed-term deposit.

Members noted the current 'Negative Watch' status of the BBB+ rated Close Brothers Group due to an ongoing sector investigation. However, following full consideration and due diligence, the Committee expressed confidence in maintaining the investment, noting that alternative options failed to offer a comparable balance of security and return on investment.

RESOLVED that it be recommended to Council that it renews its investment of £500,000 with Close Brothers upon maturity.

38. STATEMENT OF INTERNAL CONTROL 2026/27

Committee noted the statutory requirement under Regulation 6 of the Accounts and Audit Regulations 2015 for local authorities to conduct an annual review of their system of internal control.

Following a review of the Council's current Internal Control Statement and associated policy documents, Members were satisfied that the existing arrangements remained robust, effective, and required no further amendment.

It was RESOLVED that it be recommended to Council that the Internal Control Statement for the financial year ending 31 March 2027 be formally adopted as presented.

39. ACTION PLAN REVIEW

Committee reviewed progress on the Town Council's Action Plan in delivering the key priorities identified within the broader Business Plan. The Clerk advised that the Action Plan is maintained as a 'living document', regularly reviewed by the Committee to reflect the ongoing delivery of the Council's strategic objectives.

Members discussed the content of the current plan and agreed on the following amendments to provide better clarity and context:

- **Item BP 3.1 (Grants):** Expand the scope to explicitly include Annual Grants alongside Occasional Grants.
- **Grant Conditions:** Update the criteria to require, rather than request, that ongoing grant recipients formally acknowledge financial contributions from Felixstowe Town Council.
- **Partnerships:** Remove all references to the Business Improvement District (BID) following its formal dissolution.
- **Civic Achievements:** Make past support for the Blue Flag Beach Award and Seaside Award more prominent, alongside other historic project achievements.

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

40. CLOSURE

The meeting was closed at 8.12pm. The next meeting was noted as being scheduled for Wednesday 14 October 2026 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 10 June 2026 at 9.30am**

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

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

41. PUBLIC QUESTION TIME

None.

42. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison** and **Cllr A Folley**.

43. DECLARATIONS OF INTEREST

The following interests were noted. Where a specific item on the agenda was directly related to any Members' declared interest, their participation was restricted in accordance with the Code of Conduct:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr J Candy	All	Other Registerable Interest (as Member of East Suffolk Council)
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County 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.

44. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 27 May 2026 be confirmed as a true record.

45. 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/26/1399/FUL Ground based Bio Diverse planting, surface water drainage from Level Two building and paving slabs to access art wall. Land Adjacent Mannings Amusement Park Micklegate Road
Committee recommended APPROVAL.	
B	DC/26/1663/FUL Retrospective Application - Retention of Waste Compactor Mannings Amusement Park Sea Road
Committee recommended APPROVAL.	
C	DC/26/1152/FUL Installation of new 1no. Gas Cooler, 1no. De-superheater and 1no. Refrigeration Pack onto a new concrete plinth at ground floor level within the service yard Morrisons Supermarket Grange Farm Avenue
Committee recommended APPROVAL subject to ESC Environmental Protection being content as to the level of noise output or that the necessary mitigations be implemented to meet acceptable noise output.	
D	DC/26/1358/FUL Alterations to existing dwelling including lowering existing roof terrace Clumber Lodge 8 Montague Road
Committee recommended APPROVAL.	
E	DC/26/1572/FUL Vehicular access 25 High Road
Committee recommended APPROVAL.	
F	DC/26/1681/FUL Retrospective application for front boundary walls, gates and replacement railings at 30 High Road East 30 High Road East
Committee recommended REFUSAL. We recognise the requirement from SCC Highways that there is a minimum of 5m from the gates to the edge of the carriageway. Insofar as Committee could ascertain, that distance is less than 5m.	
G	DC/26/1706/FUL Repair and rebuild of existing boundary brick wall adjoining Grade II listed property. The Firs Residential Home 186 Grange Road
Committee recommended APPROVAL.	

H	DC/26/1707/LBC Listed Building Consent - Repair and rebuild of existing boundary brick wall adjoining Grade II listed property. The Firs Residential Home 186 Grange Road
Committee recommended APPROVAL.	

I	DC/26/1656/FUL Change front door and top-light 5 Quilter Road
Committee recommended APPROVAL.	

J	DC/26/1604/TCA 1no. Plane (T2 on plan) - Reduce to previous pruning points, as indicated on photograph 1no. Sycamore (T3 on plan) - Remove central dead branch and reduce 2 x branches marked on photograph Morwenna 17 Beach Road East
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

K	DC/26/1752/TCA 1no. Group of mixed species (G1 on plan) - Crown lift to 4 metres and reduce away from building back to the boundary line 7 Undercliff Road West
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

L	DC/26/1753/TCA 1no. Sycamore (5 on plan) - Lateral reduction on building side back to boundary line Behind 17 Undercliff Road West
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

M	DC/26/1754/TCA 1no. Unknown broadleaf (3 on plan) - Reduce back to boundary line 17 Undercliff Road West
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

46. PLANNING DECISIONS

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

47. CORRESPONDENCE

i. Local Plan timetable published.

ESC had published the timescale of the new Local Plan that will guide how the area grows and develops up to 2045. The Local Plan would set out where new homes, jobs, infrastructure, and community facilities should be located and was scheduled for adoption in April 2029.

Committee noted the timetable.

ii. Invitation to Local Plan briefing session

ESC were inviting town and parish councils to attend an online briefing where for an overview of the Local Plan Scoping Consultation. The one hour sessions would be held on: Tuesday 16 June at 10am and Monday 22 June at 5pm. Up to 3 attendees per town or parish council were invited.

Agreed that Cllr Franklin, Cllr Gale and the Planning Administration Assistant would attend the briefing on behalf of the Committee.

iii. DC/25/4807/FUL 39 High Road East.

The planning application was presented to the referral panel as the planning officer's minded-to recommendation of approval was contrary to the objection raised by Felixstowe Town Council to the proposed scheme. Consequently the Referral Panel had referred determination of the application to the 23rd June 2026 ESC Planning Committee.

Agreed that the Chair would attend the meeting on behalf of Committee.

iv. Application for Pavement Licence - Wimpy, 77 Hamilton Road

This new licence application for 3 tables and 8 chairs, with a small barrier alongside the tables. Times to be Monday to Sunday 08:30 to 19:00. Should this application be granted the licence will last for 2 years.

Committee welcomed the application and supported the proposals.

v. Vehicles Access to the Promenade, accessing the promenade and parking for extended periods without authorisation.

ESC and SCC were investigating measures to prevent unauthorised vehicles accessing the Prom. The two potential interventions being considered included physical lockable bollards at vehicular access points, or a restricted parking zone indicated by signage at access points.

Following discussion, Committee expressed a preference for signage over physical obstructions.

48. CLOSURE

The meeting was closed at 12.15pm. It was noted that the next meeting was scheduled to take place on Wednesday 24th June 2026 at 9.30am.

53. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 31 May 2026.

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

54. OCCASIONAL GRANTS ROUND 1 2026/27

Committee considered completed applications for funding received prior to the 31 May 2026 deadline for the first round of Occasional Grants, with the total funding requested in this first round amounting to £23,358.00.

It was RESOLVED that the following Occasional Grants be awarded:

- i. £1,140 to the 1st Felixstowe Sea Scout Group towards safety and navigation equipment;**
- ii. £1,000 to Dora Brown towards Felixstowe Families Project;**
- iii. £599 to Friends of Fairfield & Colneis towards an outdoor play barn;**
- iv. £1,500 to Hamilton MAS towards their Port to Port Felixstowe project;**
- v. £2,500 to the Lions Club Felixstowe towards a replacement van; and,**
- vi. £1,500 to the Old Felixstowe Nursery towards a new climbing frame – Physical Development in Early Years.**

Pursuant to the Other Registerable Interest declared earlier in the meeting, Cllr M Sharman withdrew from the meeting at this point for the consideration of, and voting on, the following two applications. Cllr C Franklin (Vice-Chairman) took the Chair.

It was RESOLVED that the following Occasional Grants be awarded:

vii. £1,000 to the Felixstowe Society towards Heritage Open Days 2026; and,

viii. £1,000 to Landguard Fort Trust towards the Fort Tea Room upgrade.

Cllr Sharman returned to the meeting and resumed the Chair.

Pursuant to the Other Registerable Interest declared earlier in the meeting, Cllr D Rowe withdrew from the meeting at this point for the consideration of, and voting on, the following application.

It was RESOLVED that the following Occasional Grant be awarded:

- ix. **£1,500 to Level Two towards biodiverse Community Gardens in Felixstowe.**

Cllr Rowe returned to the meeting at this point.

It was therefore RESOLVED that a total of £11,739.00 be awarded in Round 1 of the Occasional Grants for 2026/27, as detailed above, and approved for payment.

55. FELIXSTOWE IN FLOWER

The Civic Events Officer presented an update report on Felixstowe in Flower.

It was reported that the Felixstowe in Flower launch event, originally scheduled for Saturday 6 June, had been postponed due to adverse weather conditions. Members noted that the event had been provisionally rescheduled for either 27 June or 4 July, subject to the availability of participants, with 4 July currently identified as the most likely date.

During discussion, Members suggested that future launch events could be held between 11.00am and 1.00pm, rather than 10.00am and 12.00pm.

The Civic Events Officer further reported that discussions were ongoing to secure a new principal sponsor for Felixstowe in Flower from 2026 onwards. In addition, sponsorship opportunities for the trophies presented at the Felixstowe in Flower Awards Evening would be offered to local businesses and stakeholders at a cost of £20 per trophy. Sponsors would be invited to present the relevant award at the ceremony and receive acknowledgement in the event programme and the Town Council's seasonal magazine.

RESOLVED that the update report on Felixstowe in Flower be noted.

56. TOWN TWINNING

Committee noted the report on Town Twinning.

A Member raised the issue of civic gifts and suggested that, following the election of a new Wesel Bürgermeister, it would be an appropriate time to discuss whether the exchange of civic gifts could be standardised through formal salutations, such as a scroll, certificate, or letter. It was noted that the exchange of commemorative gifts could still take place on significant anniversaries or other special occasions.

It was RESOLVED that :

- i. the report on Twinning be noted; and,**

- ii. **the Town Clerk liaise with Wesel and Salzwedel to confirm whether an exchange of formal salutations such as a scroll, certificate, or letter could replace the historic precedence of exchanging gifts.**

57. PUBLIC SPACE CCTV NETWORK UPGRADE

Committee considered an update report regarding the ongoing Public Space CCTV network upgrade. Members noted that infrastructure and installation works were scheduled to commence on site from Monday 15 June 2026.

RESOLVED that the CCTV update report be received and noted.

58. VISIT FELIXSTOWE BRAND

Committee received a report on the Visit Felixstowe and Love Felixstowe brands and associated marketing activity for the town. Members discussed the importance of the Visit Felixstowe brand to the town, particularly its established social media presence and its potential value as a destination marketing asset. It was noted that the associated social media channels had not been actively maintained since the cessation of the Felixstowe BID.

The Committee considered the principle of Felixstowe Town Council assuming a long-term stewardship and licensing role for the Visit Felixstowe brand, rather than undertaking the direct delivery of destination marketing activities. During discussion it was noted that the Town Council did not receive any income from business rates or resort assets, as East Suffolk Council does, and was therefore neither funded to, nor responsible, for delivering destination marketing for the town.

Members noted that the Lions Club had agreed in principle to maintain the digital brand and associated assets, such as the 20 Visit Felixstowe gazebos, for the community in the short-term, whilst a long term solution was being considered. Committee agreed that the Town Council should support the Lions' short-term stewardship of the brands and noted that the cost of ongoing content and promotional activities were estimated to be around £500 per month. Committee agreed that it would match-fund this, to £1,500 for six-months, with ESC, from the Community Fund Earmarked Reserve. The Seasonal Events Budget would be retained in case an event emerged in place of the anticipated loss of the Christmas Ice Rink which had been a BID-led event until its dissolution.

It was RESOLVED that:

- i. **the report and the changing governance of the Visit Felixstowe and Love Felixstowe brands be noted;**
- ii. **Felixstowe Town Council should, in principle, be open to taking a long-term oversight and licensing management role rather than undertaking direct operational delivery of destination marketing;**

- iii. a grant of £1,500 from the Community Fund Earmarked Reserve be approved for payment to the Lions Club of Felixstowe to support the interim caretaker arrangement, subject to East Suffolk Council confirming match-funding; and
- iv. the Town Clerk be authorised to finalise the terms of this interim agreement and continue negotiations with ESC regarding any long-term, licensed tender framework arrangement.

59. CLOSURE

The meeting was closed at 9.20pm. It was noted that the next meeting was scheduled to take place on Wednesday 9 September 2026 at 7.30pm.

ITEM 9: CANCELLATION OF PROPOSED 20MPH SCHEME

On 9 June 2026 the Town Council received the following notification from Suffolk County Council, advising that it will not be proceeding with the proposed 20mph scheme previously proposed for the Felixstowe Central Conservation Area:

Dear Felixstowe Town Council

Following the recent informal consultation regarding the proposed 20mph scheme, I am writing to confirm that we will not be proceeding with its implementation.

The informal consultation results align with the feedback we have been receiving from residents, which indicates that there is not sufficient support for the scheme. We have carefully considered all responses and representations submitted.

I remain committed to listening to our communities and ensuring that any future proposals reflect local priorities and concerns.

Kind regards

Michael

Michael Hadwen

**Leader of Suffolk County Council
Councillor for Felixstowe Clifflands**

At its meeting of 14 January 2026 Council approved match-funding of up to £12,000 from the Town Council's Community Infrastructure Levy (CIL) funds (*Minute #351 2025/26 refers*). Given the notification above, this allocation will now be returned to the relevant CIL Earmarked Reserve.

Council is requested to note the update on the cancellation of the 20mph scheme extension in the Felixstowe Central Conservation Area and the £12,000 allocated to now be put into the CIL funds for allocation to future projects.

AGENDA ITEM 10: FELIXSTOWE SCHOOL SIXTH FORM PROVISION – STATUTORY CONSULTATION

Council is requested to consider the formal statutory consultation by Unity Schools Partnership (USP) regarding a proposed permanent structural change to Felixstowe School. This report outlines the context of the Council's previous actions, details the current statutory proposal to permanently close the sixth form, and provides key local factors for Member consideration in determining the Council's official corporate response ahead of the public deadline.

Background and Context

In January 2026, Unity Schools Partnership announced a unilateral operational decision to "pause" entry into the Felixstowe School Sixth Form for the cohort starting in September 2026. In response to the sudden nature of that decision and the lack of prior stakeholder engagement, Felixstowe Town Council recorded a formal vote of no confidence in Unity Schools Partnership.

On 23 January 2026, the Mayor wrote directly to the Secretary of State for Education to express the Council's deep concern. The correspondence highlighted that the sudden decision directly contradicted the Trust's stated desire to support the unique needs of local communities. The letter explicitly called upon the Department for Education to ensure that post-16 education provision in Felixstowe continues to include a dedicated sixth form within the town. Following the initial meeting of Town Councillors, the actions taken, including the transmission of the Mayor's letter, were formally ratified at the subsequent Ordinary Meeting of the Town Council.

Current Situation

On 2 June 2026, Unity Schools Partnership formalised its position further by opening a statutory consultation on its proposal to make a permanent structural alteration: to permanently close Felixstowe School's Sixth Form and officially amend the registered age range of the school from 11-to-18 to 11-to-16.

The statutory consultation window runs for four weeks, closing on Tuesday 30 June 2026. The Chief Executive of USP, Dominic Norrish, has requested that local stakeholders engage with the consultation and has asked for the wider parent and carer community to be encouraged to submit their views. All submissions are required to be made through an electronic portal hosted on the Trust's website.

Key Factors for Council Consideration

To assist Members in formulating the Council's official response without pre-empting the debate, the following established local context and previous areas of concern are highlighted:

- **Permanence of the Change:** The proposal shifts the discussion from a 'temporary operational pause' to a permanent cessation of state-funded post-16 education within the town boundaries.

- **Financial Impact on Families:** Previous Council reviews identified that removing local post-16 provision introduces a significant financial burden on Felixstowe families, with student travel costs to alternative providers outside the town estimated to exceed £1,000 per year.
- **Socio-Economic Impact:** Members may wish to consider how the removal of localised provision aligns with the town's socioeconomic profile and targeted "Pride in Place" geographical initiatives.
- **Community and Stakeholder Engagement:** Members may wish to consider how the proposals impact the wider community, and note that various local stakeholders and educational representatives have previously expressed a strong desire to collaborate on retaining local learning opportunities.

Council is recommended to:

- i. **note the report and the opening of the formal statutory consultation by Unity Schools Partnership;**
- ii. **consider the principle of permanently reducing the school's age range from 11-to-18 to 11-to-16 and the associated loss of post-16 education in the town;**
- iii. **determine the points of objection or representation to be included in Felixstowe Town Council's official submission; and,**
- iv. **authorise the Town Clerk to finalise and submit the approved response via the designated consultation portal ahead of the 30 June 2026 deadline.**

AGENDA ITEM 11: INTERNAL AUDIT REPORT: FULL YEAR 2025/26

Council is requested to receive, note, and formally adopt the final Internal Audit Report for the financial year 2025/26, following a review and recommendation by the Finance & Governance Committee, and to approve the recommended compliance action plan.

The final Internal Audit for the year ending 31 March 2026 took place on Monday 27 April 2026 to review, appraise, and report on the adequacy of internal control systems in place across the Council.

The resulting Internal Audit Report (attached at **Appendix A**) was presented to the Finance & Governance Committee at its meeting on 3 June 2026. Following detailed consideration, the Committee noted total compliance with standard payment controls, monthly bank reconciliations, and debit card management.

The Committee subsequently resolved to recommend that Full Council formally receive, note, and adopt the report alongside a targeted compliance action plan to address the auditor's secondary recommendations.

Audit Recommendations & Transparency Obligations

Alongside its positive findings, the Internal Auditor made two recommendations regarding the Council's publication obligations under the Local Government Transparency Code 2015:

Transparency Code 2015 – Part 2.1 (Information to be published quarterly):

Section 31 (Invitations to Tender): *“Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000.”*

Recommendation 1: Council should seek to publish the required information where applicable.

Section 32 (Contracts Awarded): *“Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.”*

Recommendation 2: Council should review the provisions of the code, and, where applicable, seek to publish the required information.

Officer Comment & Action Plan

The Local Government Transparency Code 2015 mandates that local authorities whose gross annual income or expenditure exceeds £200,000 must routinely publish a register of invitations to tender and contracts awarded where the value exceeds £5,000.

Whilst the Council has fully adhered to national procurement rules (as no individual tenders exceeded the statutory limits of £30,000 or £60,000 requiring advertising on the government's *Contracts Finder* platform), a dedicated local register for items over £5,000 has not previously been routinely published on the Council's website.

To fully address these recommendations and ensure robust statutory compliance ahead of the final external audit submission, the Finance & Governance Committee has reviewed and approved the implementation of the following corrective action plan:

- 1. Register Compilation:** Officers have reviewed financial records to identify all active, multi-year, and one-off commercial arrangements exceeding £5,000. This exercise confirms that long-term utility agreements, active vehicle leases, and one-off capital projects fall within the scope of the Code. Non-procurement debt obligations (such as Public Works Loan Board repayments) and standard, low-value ad-hoc expenditure have been correctly excluded.
- 2. Website Publication:** The newly compiled Contracts Register for the financial year 2025/26 has been published on the Town Council's website and can be accessed directly via: [felixstowe.gov.uk/wp-content/uploads/2026/06/Contracts-over-5000-2025-2026.pdf](https://www.felixstowe.gov.uk/wp-content/uploads/2026/06/Contracts-over-5000-2025-2026.pdf). These registers will now be updated quarterly (with the next iteration covering the first quarter ending 30 June 2026) and permanently uploaded at the bottom of the dedicated 'Financial Information' page.
- 3. Ongoing Compliance:** In accordance with the 2015 Code, this online register will be managed as a live document and updated on a rolling basis at least quarterly.

In accordance with the recommendation from the Finance & Governance Committee (*Minute #31 of 2026/27 refers*), Council is requested to:

- i. receive and note the final Internal Audit Report for 2025/26;**
 - ii. approve the proposed action plan to maintain and publish a compliant Contracts Register on the Council's website to meet the requirements of the Local Government Transparency Code 2015; and**
 - iii. formally adopt the Internal Audit Report for the year ending 31 March 2026.**
-

AGENDA ITEM 12: ANNUAL GOVERNANCE STATEMENT AND ACCOUNTABILITY RETURN FOR 2025-26

Council is required to approve its Annual Governance Statement and Accountability Return for 2025-26, presented at **Appendix B**.

Council's Full Year Internal Audit for 2025-26 was carried out 27 April 2026. The Internal Auditor has completed and signed the Annual Internal Audit Report section of the Return, confirming that the statutory internal control objectives have been met across all audited areas.

The minor advisory recommendations raised by the auditor regarding the 2015 Transparency Code have been addressed via the action plan approved under Agenda Item 11, and do not impact the formal submission of the return.

Notes are provided below to provide some context to the figures to the Accounting Statements 2025/26 Section 2 of the Annual Return (figures for Year Ending 31 March 2025 are shown in brackets for comparison). The External Auditor requires an explanation of any variances for box 3 in Section 2 where the percentage change is greater than +/- 15% and if the increase or decrease is greater than £200, variances of £100,000 or more also require explanation regardless of the % variation year on year. Where this applies, the explanation is given below and will be appropriately evidenced alongside all other documentation due to be submitted to the External Auditor. All figures are rounded to the nearest £1.

1 – Balances Brought Forward: £1,328,665 (£1,289,713 for Y.E. 31 March 2025)

This represents the total balances and reserves as recording in the financial records at the start of the year and agrees with the audited figure in Box 7 of the previous year ending 31 March 2025.

2 – Precept: £717,436 (£664,727) Variance = +7.93%

As approved by Council at its meeting of 8 January 2025 (*Minute #351 of 2024/25 refers*).

3 – Total other receipts: £458,757 (£363,558) Variance = +26.19%

Majority of increase comprised of: £28,157 grant for Walton Community Hall, increase in Cemetery income, Weddings, and Town Hall Leases (Santander).

4 – Staff Costs: £629,231 (£567,688) Variance = +10.84%

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

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

6 – All Other Payments: £387,510 (£386,912) Variance = 0.15%

7 – Balance Carried Forward: £1,453,385 (£1,328,665)

Representing total Balances and Reserves at 31 March 2026.

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

General Fund opening Balance: £ 344,597
 Earmarked Reserves: £ 984,068
 Total opening Balance 01.04.25: **£1,328,665**

Total Receipts: £ 1,176,193 (+)
 Total Expenditure: £ 1,051,473 (-)

Total closing Balance 31.03.26: **£1,453,385**

Represented by

General Fund: £ 395,743
 Earmarked Reserves: £ 1,057,642 (Net change to ER 25/26 = £73,574)
 (of which CIL: £ 486,244)

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

CIL receipts are held within individual Earmarked Reserves that reference the date of receipt. This provides an effective monitoring tool to ensure the five-year spending deadline for each CIL fund is easily tracked.

Description	Opening Balance 1/4/25	Transfer In/Out	From/To Reference	Direct Expenditure	Reference	Closing Balances 31/3/26
Election Expenses	£7,839.37	£6,000.00	2025/26 Min 431 ii	£7,912.57	2025/26 Min 343	£5,926.80
Enhancement & Promotional	£0	£0		£0		£0
Asset Repairs & Replacement	£29,064.99	£3,000.00	2025/26 Min 431 ii	£12,125.00	2025/26 Min 102i	£19,939.99
IT Replacement Fund	£19,318.09	£0		£0		£19,318.09
Cemetery Projects	£222,201.39	£20,000.00	2025/26 Min 431 ii	£10,671.93	2025/26 Min 285, 296i & ii, 400iii & iv and 405i	£231,529.46
Broadway House	£56,557.94	-£25,000		£0		£31,557.94
Walton Community Hall	£73,509.18	-£35,000		£0		£36,799.39
Town Hall Maintenance	£7,164.95	£65,000.00	2025/26 Min 431 ii	£5,147.40	2025/26 Min 283ii & iii, 398 ii 2024/25 Min 413	£67,017.55
Play Equipment	£22,500	£7,500.00	2025/26 Min 431 ii			£30,000.00

Community Fund	£33,784.57	-£10,000.00	2025/26 Min 431 ii	£1,753.34	2024/25 Min 182 & 392	£22,031.23
CCTV	£42,000.00	£0		£0		£42,000.00
Staffing Reserve	£44,036.48	£0		£0		£44,036.48
Community Infrastructure Levy From 2019/20, to (April) 2022/23	£0	£0		£0		£0
Community Infrastructure Levy October 2022/23	£94,079.38	-£7,039.34		£81,075.00	2025/26 Min 147iii, 258, 270iv 2024/25 Min 270iii	£5,965.04
Community Infrastructure Levy April 2023/24	£46,843.92	£0				£46,843.92
Community Infrastructure Levy October 2023/24	£111,179.85	£0				£111,179.85
Community Infrastructure Levy April 2024/25	£17,750.03	£0				£17,750.03
Community Infrastructure Levy October 2024/25	£140,900.99	£0				£140,900.99
Community Infrastructure Levy April 2025/26	£0	£93,318.94				£93,318.94
Community Infrastructure Levy October 2025/26	£0	£70,285.29				£70,285.29
Public Spaces	£15,337.00	£0		£0		£15,337.00
Grant Funded Projects	£0	£35,196.66		£31,002.16	2025/26 Min 350ii	£5,904.29
Totals	£984,068.13	£223,261.55		-£149,687.40		£1,057,642.28

8 – Total Cash and Short-Term Investments: £1,442,692 (£1,320,516)

Variance between Boxes 7 and 8 = -£10,693.31

Represented by:

Debtors: -£21,279.29

Creditors: £10,585.98

**9 – Fixed Assets Plus Other Long Terms Investments/Assets: £354,408
(£340,429) Variance = +4.11%**

The value of fixed assets reported in 2024/25 was **£340,429**. The following additions and deletions took place:

Additions (Subtotal: £31,567.44)

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
Gazebo Canopy Valances	Cemetery	29/09/2025	£1,897.44	£1,897.44	£1,897.44
Walton Hall Solar Panels	Walton Hall	29/09/2025	£20,762.00	£20,762.00	£20,762.00
Walton Hall AC Unit	Walton Hall	17/12/2025	£7,630.00	£7,630.00	£7,630.00
Cat & Genny Meter Tool	Cemetery	27/03/2026	£1,278.00	£1,278.00	£1,278.00

Deletions (Subtotal: £17,589.00)

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
Toyota Hi-Ace Truck	Cemetery	03/12/2012	£16,995	£16,995	£16,995
Echo Power Pruner	Cemetery	21/02/2014	£594	£594	£594

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

The value of fixed assets reported to Council (Min #9 2026/27 refers) for 2025/26 was **£354,408**.

10 – Total borrowings: £203,376 (£227,154) Variance = -10.47%

Felixstowe Town Council borrowed £500,000 from the Public Works Loan Board in 2007/08 for the purchase and refurbishment of Felixstowe Town Hall. The loan period being 25.5 years. Repayments are £34,731.94 per annum and the balance outstanding as at 31 March 2026 was £203,376.

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

Leases

At the end of 2025/26 the Town Council had no new lease of property. Parts of the Town Hall are licensed to third party organisations, as follows:

Lessee	Purpose	Annual Lease Payable £	Year of Expiry
Suffolk County Council	Registration Service Accommodation	£5,429.17 per annum (£4,524.31 net)	Annual renewal
East Suffolk Council	Hot Desk Accommodation	£3,250.00 per annum (£2,708.34 net)	Annual renewal

The Town Council owns the freehold interest in two schemes within Felixstowe which have either been re-built or re-furnished in conjunction with the Orwell Housing Association. Both schemes comprise a community hall on the ground floor and social housing flats on the upper floors.

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

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

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

Lessor	Purpose	Lease Payable Net £	Year of Expiry
Sharp	Multi-Functional Device	£97.57 per quarter	29/10/2026
Pitney Bowes	Franking Machine	£12.57 per quarter	10/12/2026
Stellantis (Previously known as PSA Finance)	Electric Van	Was £283.14 per month	18/08/2025 Now purchased
Kinto	Hybrid Toyota HiLux truck	£558.87 per quarter	08/10/2028

Tenancies

During the year, the following tenancies were held:

Council as Landlord

Tenant	Property	Rent p.a.	Repairing/Non repairing
Felixstowe Old Peoples Welfare Association	Broadway House	£2,872.86	(Licence)
Telefonica	Telephone mast situated at Felixstowe Cemetery	£5,314.75	N/A

Council as Tenant

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

General Power of Competence

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

Pensions

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

Council is requested to:

- i. approve the Annual Return for the financial year ended 31 March 2026 (Section 1 – Annual Governance Statement) and authorise the Mayor and Town Clerk to sign the declaration on behalf of Felixstowe Town Council;**
- ii. approve the Annual Return for the financial year ended 31 March 2026 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council’s Responsible Finance Officer, and authorise**

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

- iii. note that there were no material recommendations arising from the final Internal Audit Report for the financial year 2025/26 and, as such, no action plan was required to be submitted with the Annual Return to the External Auditor.**

AGENDA ITEM 13: ANNUAL REPORT 2025/26

Council is requested to formally approve and adopt the Town Council's Annual Report for the Municipal Year 2025/26, following its review and recommendation by the Finance & Governance Committee.

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

The draft Annual Report for 2025/26 has been reviewed and recommended for adoption by the Finance & Governance Committee at its meeting on 3 June 2026 (*Minute #34 of 2026/27 refers*).

Subject to Council approval, printed copies will be made available for the public at the Town Hall and the local library, and a digital version will be published on the Council's website. Large print editions will also be available on request.

Council is requested to approve and adopt the Annual Report of Felixstowe Town Council for the Municipal Year 2025/26, as presented at Appendix C.

AGENDA ITEM 14: COMMITTEE APPOINTMENTS: PLANNING & ENVIRONMENT COMMITTEE

Council is requested to approve a variation to the membership of the Planning & Environment Committee for the remainder of the 2026/27 Municipal Year.

Council is requested to approve a change in the membership of the Planning & Environment Committee, with Cllr Steve Wiles appointed to sit as a member and Cllr Nick Barber standing down.

Following this adjustment, the full membership for the Committee will be as follows:

PLANNING & ENVIRONMENT COMMITTEE (9 Members)

1. Cllr Stuart Bird (Chair)
2. Cllr Corrine Franklin (Vice-Chair)
3. Cllr Darren Aitchison
4. Cllr Seamus Bennett
5. Cllr Jan Candy
6. Cllr Amanda Folley
7. Cllr Tristan Gale
8. Cllr Bernard Price
9. Cllr Steve Wiles

Council is requested to approve and confirm the revised Committee appointments to the Planning & Environment Committee as set out above.

AGENDA ITEM 15: REVIEW OF INTERNAL AUDIT EFFECTIVENESS

Council is requested to receive, note, and formally confirm the review of the effectiveness of the Council's internal audit arrangements for the 2025/26 financial year, and to approve the appointments for 2026/27, following a review and recommendation by the Finance & Governance Committee.

The purpose of internal audit is to provide independent assurance that the systems of financial and other controls over a council's activities and operations are effective.

The Suffolk Association of Local Councils (SALC) has provided internal audit services to the Town Council since December 2012.

Following a Finance and Governance Committee recommendation from a prior year, (*Minute #41 2024/25 refers*), SALC was asked to provide a different internal auditor for each half-yearly audit. Mr Colin Poole had been the Council's regular auditor since October 2015. Ms Victoria Waples, Parish Clerk of Thurston Parish Council, carried out the most recent year-end internal audit, as well as the year-end audit for 2024/25. The last two mid-year audits have been conducted by Ms Julie Lawes, Parish Clerk at Capel St Mary.

As part of the Annual Governance and Accountability Return (AGAR) process, local councils are required to review the effectiveness of internal audit at least once a year, in accordance with proper practices. This forms part of the assurance needed when completing the Annual Governance Statement.

Following its detailed consideration by the Finance & Governance Committee at its meeting on 3 June 2026, this item is now referred to Full Council for formal approval and adoption.

Review of Effectiveness of Internal Audit

The Smaller Authorities' Proper Practices Panel (SAPP) Practitioners' Guide advises that the review should be designed to assure the authority that it has maintained the standards of an adequate and effective internal audit of its risk management, control, and governance processes.

It should include, as a minimum, an assessment of the following:

- The scope of internal audit;
- Independence;
- Competence;
- Relationships with the Clerk and the authority; and
- Audit planning and reporting.

The Council must also satisfy itself that the internal audit service provides reliable assurance on internal controls and risk management.





The following assessment is provided to assist Committee in reviewing the effectiveness of Felixstowe Town Council's internal audit arrangements:

- **Scope of Internal Audit:** The Council determines the scope and extent of its internal audit, ensuring it is proportionate to the Council's size and responsibilities. The internal audit service provided by SALC reflects the recommended areas of coverage outlined in the Practitioner's Guide.
- **Independence:** Internal auditors must be independent of the Council's financial decision-making and management. Mr Poole, Ms Waples and Ms Lawes have no involvement in the Council's financial controls, procedures or decision-making processes.
- **Competence:** All three auditors have significant experience in auditing town and parish councils, having conducted internal audits on behalf of SALC across Suffolk. Their qualifications and familiarity with local council procedures meet the competency requirements set out in the Practitioner's Guide.
- **Relationships with the Clerk and the Authority:** None of the auditors have any personal, professional, or financial relationships with members of the Council or its staff. They are entirely independent of the authority, with the exception of a professional association with the Deputy Town Clerk, who undergoes internal audit work for other local councils under a Service Level Agreement via SALC. In accordance with the independence and objectivity requirements set out within the Smaller Authorities' Proper Practices Panel (SAPP) Practitioners' Guide, the Deputy Town Clerk has no involvement in the appointment, scope, undertaking, supervision, or reporting of the Council's own internal audit work. Appropriate safeguards are in place to ensure the internal audit function remains independent of the Council's day-to-day financial administration, and the internal auditor retains direct access to the Council to raise any matters arising from the audit process.
- **Audit Planning and Reporting:** In addition to completing the internal audit section of the AGAR, the auditor produces a separate detailed report after each audit. These are presented to the Finance & Governance Committee, with any recommendations considered and, where necessary, actions reported to Council.

During 2025/26, the Council's internal audit was carried out twice – in October 2025 (mid-year) and April 2026 (year-end).

Internal Audit Effectiveness Review Checklist (2025/26)

Criterion	Assessment	Met?
Scope of Internal Audit	Internal audit covers all expected areas per the SAPP Practitioners' Guide. Audit work is proportionate to the size and responsibilities of the Council.	<input checked="" type="checkbox"/> Yes
Independence	Auditors have no involvement in financial decision-making or management. No conflicts of interest identified.	<input checked="" type="checkbox"/> Yes

Criterion	Assessment	Met?
Competence	Auditors have extensive experience auditing parish councils. Appointed via SALC with professional credibility.	 Yes
Relationships with Clerk/Council	Auditors are not related to, nor associated with, any Member, Clerk, or staff, with the exception of the Deputy Town Clerk whose independent external activity is subject to strict ring-fenced safeguards. Clear access to Council if concerns arise.	 Yes
Audit Planning and Reporting	Audit follows agreed schedule. AGAR and individual reports provided. Reports considered by Committee with clear follow-up actions.	 Yes
Assurance Provided	Internal audit reports provide reliable assurance on internal controls and risk management.	 Yes

Conclusion & Recommendation

Internal audit arrangements in 2025/26 meet all recommended standards of effectiveness. The Finance & Governance Committee has recommended the continuation of current arrangements for 2026/27.

Accordingly, Council is requested to consider and adopt the following recommendations of the Finance & Governance Committee (*Minute #32 of 2026/27 refers*):

- i. following a review of the effectiveness of its internal audit, Council confirms the current arrangements to be effective;**
- ii. in being satisfied with the independence and competence of the internal auditor, the Suffolk Association of Local Councils be appointed to continue as the Council's internal auditor for 2026/27 to carry out interim and year-end audits in accordance with the statutory Practitioner's Guide; and**
- iii. SALC be requested to continue to appoint different auditors from its panel to conduct the Council's respective interim and year-end internal audits.**

AGENDA ITEM 16: STATEMENT OF INTERNAL CONTROL 2026/27

Council is requested to formally adopt its Statement of Internal Control for the financial year ending 31 March 2027, following a review and recommendation by the Finance & Governance Committee.

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

- Facilitates the effective exercise of functions and the achievement of aims and objectives;
- Ensures the financial and operational management of the authority is effective; and
- Includes effective arrangements for the management of risk.

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

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

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

The Statement of Internal Control for the year ending 31 March 2027 was reviewed by the Finance & Governance Committee at its meeting on 3 June 2026, where Members were satisfied that the arrangements in place remain robust and effective (*Minute #38 of 2026/27 refers*). The document is now presented to Full Council for formal adoption at **Appendix D**.

In line with the recommendation of the Finance & Governance Committee, Council is requested to approve and formally adopt the Statement of Internal Control for the financial year ending 31 March 2027.

AGENDA ITEM 17: COUNCIL INVESTMENTS

Council is requested to determine the appropriate reinvestment vehicle for a maturing principal sum of £500,000 in strict compliance with the Council's adopted [Investment Policy and Strategy 2026-27](#), following a detailed options appraisal and recommendation by the Finance & Governance Committee

Strategic Investment Framework & Policy Constraints

Any decision regarding the reinvestment of treasury funds must satisfy the statutory criteria and local targets established in the Council's Investment Policy & Strategy 2026–27:

- **The SLY Framework:** Treasury management decisions must prioritise Security (protecting the capital sum from loss), then Liquidity (ensuring availability for expenditure), before finally seeking Yield.
- **Specified Investments Requirement:** The Council's strategy restricts investments to "Specified Investments," which are denominated in Sterling, carry a high credit rating, and have a maximum contractual maturity of less than 12 months.
- **Term Limits:** Section 6.1 explicitly states that no long-term investments (greater than 12 months) are envisaged or authorised for the 2026/27 financial year. Therefore, any multi-year commercial bond offers must be excluded from consideration.
- **Prohibited Vehicles:** Section 4.1 confirms that the Council will not use non-specified vehicles, such as commercial stocks, shares, or speculative instruments, due to market unpredictability.
- **Ethical Considerations:** In alignment with the Council's Climate Emergency Declaration, ethical and eco-friendly investment opportunities must be actively considered alongside yield, provided they satisfy core credit and security provisions.

Current Investment Status & Upcoming Maturity

The Council currently holds a 1-Year Investment Bond of £500,000 within its Earmarked Reserves with Close Brothers Savings.

- **Maturity Date:** 22 July 2026
- **Yield Realised:** £21,000.00 (Fixed rate of 4.20%)
- **Accounting Treatment:** The accrued interest will be paid directly into the Council's primary bank account and recorded within the 2026/27 revenue budget as investment income.
- **Operational Contingency:** Upon maturity on 22 July 2026, the fund will automatically roll over into a 14-day holding facility pending formal reinvestment instructions. If no approved instruction is executed within this two-week window, the full principal and interest will default back to the Council's primary operational account.

Council's current Investments are as follows:

Institution	Type	Amount	Interest Rate / Account	Maturity / Notes
Close Brothers Treasury	1-year fixed bond	£500,000	4.2%	Matures 22 July 2026
Virgin Money	1-year fixed Business Term Deposit	£250,000	4%	Matures 14 Nov 2026
Nationwide Building Society	35-day notice savings	£480,901.01	2.4%	Variable rate. Ongoing fund.
Barclays Business Banking	Tracker / Current accounts	*Operational funds	Variable Tracker currently 1.05%	Tracker Account receives Precept. Automatic sweep from Tracker to Current account to maintain £50,000 overnight balance.

Institution	Agency	Long-Term	Short-Term	Notes
Close Brothers Ltd	Fitch	BBB	F3	Negative outlook (closebrothers.com)
	Moody's	A3	P2	(closebrothers.com)
Nationwide Building Society	Fitch	A	F1	Stable outlook (Fitchratings.com)
	Moody's	A1	P-1	Latest issuer ratings (nationwide.co.uk)
Virgin Money UK PLC	Fitch	A	F1	(virginmoneyukplc.com)
	Moody's	A3	P2	(moody.com – Register to view)
	Standard & Poor			(virginmoneyukplc.com)
Barclays Bank UK PLC	Fitch	A+	F1	(home.barclays)
	Moody's	A1	P-1	(home.barclays)

*Operational Funds – Barclays Accounts

- **Current Account**

Used for daily operations and automatically topped up to £50,000 daily from the tracker account.

Current balance after payments made on 29 May 2026 - £27,798.40

- **Business Tracker Account**

Receives precept payments; balance has ranged from £47,709.58 to £881,512.41 in the past year.
Current balance: £445,609.93
Interest rate: 1.05% AER

In line with the Council's Climate Emergency Declaration, Members have reviewed investment counterparties for environmental and ethical impact:

- Nationwide Building Society: Rated as the second most ethical bank in the UK. Lending is primarily residential mortgages, avoids fossil fuel investment, discloses carbon emissions, and sets science-based targets. [Ethical banking Ethical banks and building societies](#)
- Virgin Money: Now part of Nationwide, may provide additional operational banking options (dual authorisation, payroll system, multiple signatories).
- Nationwide is ethically rated and holds an A Stable rating from Fitch [Details: <https://www.nationwide.co.uk/about-us/responsible-business>]

Council Treasury & Reserve Standings (As at 31 March 2026)

To satisfy liquidity requirements, the Town Clerk must ensure the Council retains at least three months' average working capital in immediate-access operational accounts. The current cash and reserve distributions stand as follows:

- **General Reserves:** £395,742.97. *(In line with revised risk management guidance to protect against lower reserves, this satisfies the Council's benchmark target of holding 3–6 months of net expenditure: £262,868 – £525,736).*
- **Earmarked Reserves:** £1,057,642 *(This includes £486,244.06 of Community Infrastructure Levy (CIL) balances, alongside dedicated provisions for the Cemetery Extension Project).*

The principal sum under review is entirely allocated within Earmarked Reserves (which includes Community Infrastructure Levy balances and dedicated provisions for the Cemetery Extension Project) and is definitively not required to fund capital or operational outgoings within the next 12 months. Reinvesting this sum in a fixed 12-month vehicle will therefore not compromise daily operational liquidity.

Options Appraisal & Committee Due Diligence

The Finance & Governance Committee evaluated a comprehensive range of treasury options at its meeting on 3 June 2026 (*Minute #37 of 2026/27 refers*), including the CCLA Public Sector Deposit Fund (AAAmf rating), alternative corporate bonds via Barclays, and ethical desks at Unity Trust and Triodos Bank.

Particular attention was paid to Option A (1-Year Commercial Renewal with Close Brothers Savings) at a competitive rate of 4.45% AER (yielding a guaranteed £22,250.00 in interest).

Members conducted robust due diligence regarding the current 'Rating Watch Negative' status applied by Fitch Ratings to Close Brothers' BBB+ credit rating due to an ongoing sector-wide motor finance investigation. Following full consideration, the Committee expressed strong confidence in continuing to invest with the institution, noting that alternative options failed to offer a comparable balance of established municipal treasury security and return on investment.

Under Section 5.3 of the investment strategy, credit ratings will continue to be monitored by officers quarterly, and any further degradation will prompt immediate formal consultation with the Finance & Governance Chairman.

Additional Local Option for Consideration and Due Diligence

Following the Finance & Governance Committee meeting, a further local treasury product was identified for Council consideration:

- **Suffolk Building Society (1-Year Business Term Deposit)**
 - *Current Offer:* 4.00% fixed-term deposit (yielding a guaranteed £20,000.00 interest).
 - *Policy Alignment:* Satisfies the <12 month term limit for a Specified Investment.
 - *Credit Rating & Risk Evaluation:* As is standard across the UK financial sector for smaller, mid-tier regional building societies, Suffolk Building Society does not maintain a formal commercial credit rating from international agencies such as Fitch or Moody's. These external agency ratings are typically commissioned only by larger institutions reliant on global wholesale markets.
 - *Regulatory Standing:* For the purposes of Member assurance, the society is fully authorised by the Prudential Regulation Authority (PRA) and regulated by both the Financial Conduct Authority (FCA) and the PRA, boasting strong capitalisation levels well above statutory requirements.
 - *Strategy Implications:* While the Council's Investment Strategy traditionally relies on formal agency credit ratings to benchmark the 'Security' element of the statutory SLY framework, these ratings carry no absolute guarantees. Council possesses the authority to approve this vehicle should it determine that the tangible community and ethical benefits of investing with an established, county-based building society outweigh the technical absence of a formal credit rating.

Summary Comparison for Council:

Investment Vehicle	Rate / Yield (AER)	Projected 12-Month Net Return	Fitch Credit Rating	Liquidity Profile	Ethical / Policy Check
Close Brothers Bond <i>(F&G Recommended)</i>	4.45% (Fixed)	£22,250.00	BBB+ (Negative Watch)	Locked for 12 months	High yield; requires quarterly monitoring
Suffolk Building Society	4.00% (Fixed)	£20,000.00	Unrated <i>(Regulated regional society)</i>	Locked for 12 months	Local county institution; matches local policy intent

In line with the recommendation of the Finance & Governance Committee, Council is requested to:

- i. note the upcoming maturity of the Close Brothers Investment Bond on 22 July 2026 and the subsequent transfer of £21,000 in accrued interest to the 2026/27 revenue budget; and,
- ii. determine the placement of the £500,000 principal sum effective from 22 July 2026, having regard to the options appraisal, the regulatory standing and unrated status of the local building society option, and the recommendation of the Finance & Governance Committee to renew with Close Brothers Savings.

AGENDA ITEM 18: CIL REPORT AND RECOMMENDATIONS

Council is requested to receive an update on the meetings of the Community Infrastructure Levy (CIL) Working Group held on 27 April and 8 June 2026, and to consider recommendations for new strategic project allocations from the CIL Earmarked Reserve.

Background & Process

The CIL Working Group regularly reviews the infrastructure needs of the town alongside a rolling list of eligible projects to ensure timely deployment of developer contributions. Working Group meetings are strategically scheduled shortly before each Ordinary Council meeting to ensure regular financial reporting and prompt governance.

Strategic Projects Recommended for Approval

Cemetery Extension (Planning & Environmental Survey Phases)

Although the Cemetery Extension is a long-standing capital infrastructure commitment for the town, the project has now advanced into the formal planning and design stages.

The Assets & Services Committee recently authorised £18,715 + VAT for immediate, time-critical preliminary works including ecology surveys, geotechnical investigations, and landscape architecture designs necessary to satisfy statutory Biodiversity Net Gain (BNG) assessments. However, executing this urgent expenditure has exhausted nearly all of the Committee's annually delegated spending authority over the Cemetery Extension Earmarked Reserve, which is capped at £20,000 per annum.

The full remaining planning, survey, and submission phases are projected to cost between £60,000 and £85,000. To ensure these critical statutory phases advance without delay, it is proposed to utilise the local CIL Earmarked Reserve as an alternative funding mechanism. This choice preserves the primary Cemetery Earmarked Reserve specifically for future heavy capital construction works, whilst satisfying statutory CIL expenditure timeframes for local community benefit.

Recommendation: The CIL Working Group recommends that Council authorises the use of the CIL Earmarked Reserve to fund the initial £18,715 and all subsequent expenditure relating to the planning and survey phases of the cemetery extension project up to a maximum cap of £80,000.

Perimeter Railings (Gosford Way Park Security Infrastructure)

Following a recent unauthorised encampment at Gosford Way Park, the Working Group evaluated options to enhance physical perimeter security and protect the open space from illegal vehicular entry. Members reviewed competitive quotes to supply and install low, knee-height perimeter steel railings (spanning 160 metres) and 2 no. secure access gates:

- **Company A:** Knee-high railings including galvanising, installation, and 2 no. access gates. Previous contractor for the Cavendish Park railing installation. **Cost: £10,260 + VAT**
- **Company B:** Knee-high railings using 80x80 box section posts spaced 2.5m apart, connected by a 50mm spanning tube, concreted to a height of 500mm. Includes one lockable maintenance gate. Galvanised and painted blue. **Cost: £9,155 (No VAT)**

Officers cross-checked the data to ensure the specifications are comparable on a like-for-like basis. Officers have also attempted to secure a third quotation; if received prior to the meeting, this will be presented verbally.

The Working Group recommends Company A as the preferred contractor based on their proven standard of workmanship at Cavendish Park. This investment represents a significant public realm capital improvement, safeguarding children and park visitors from vehicular risks.

Recommendation: The Working Group recommends that Council approves the contract to Company A at a cost of £10,260 + VAT, with a 10% operational contingency, creating a maximum project budget of £11,300 to be funded from the CIL Earmarked Reserve.

Project Updates & Schemes Under Development

- **Cavendish Park Play Equipment:** Officers are collaborating closely with East Suffolk Council (ESC) and the appointed play contractor, Jupiter Play. Broad stakeholder consultations will be launched shortly involving nearby schools, Level Two Youth Project, and local residents. On-site installation is scheduled to commence in the Autumn.
- **Cemetery Gates:** Pre-planning advice has been requested for the permanent replacement gates on the Cemetery Road/Langleys Avenue boundary. Full Council previously approved £34,655 + VAT (plus a 10% contingency) from CIL reserves to advance this scheme following a successful trial road closure.
- **Pump Track Proposal:** Following a joint site visit with ESC, discussions continue regarding a viable, structured location. Once a site is confirmed, a specialist track consultant will be commissioned utilising the £750 allocation previously approved by Council.
- **Triangle Area & Hamilton Road Public Conveniences:** Members continue to support the deployment of CIL funding towards a formal feasibility study for public realm upgrades, matching Policy F98 of the ESC Cycling and Walking Strategy. The Town Clerk will formally table these upgrade requirements at the Felixstowe Place Board meeting on 16 June.

New Project Initiatives & Monitoring

- **Candlet Road to Thurmans Lane Cycle Path Extension:** The Working Group noted that an application has been submitted for district-level CIL funding, with an outcome expected late June. The Working Group strongly supports this scheme and notes that a matched financial contribution from the

Town Council's local CIL funds could leverage significant external funding. The Group will monitor the outcome and report back in July.

- **Railway Station Commuter Parking Facility:** A parcel of land adjacent to the railway station has been identified as a potential location for a dedicated commuter car park. This project is a high priority to alleviate displacement parking on residential side streets triggered by the new 2-hour restriction on the Sainsbury's car park. Officers are verifying land ownership with Network Rail and exploring potential partnerships with East Suffolk Lines and Travel Watch.
- **Town-Wide Play Area Strategic Review:** The Working Group has been discussing the potential for a more strategic, town-wide deployment of CIL funds to systematically upgrade smaller play facilities across Felixstowe and will be carrying out a review of the wider play equipment needs across the town.
- **Bus Real-Time Passenger Information (RTPI) Indicators:** The Group is awaiting confirmation of costings from Suffolk County Council regarding its national procurement transition to a new hardware supplier.
- **Maidstone Road to Felixstowe School Cycle Lane Extension:** Physical progress on this commuter route was paused until after the County Council elections. The road and cycle surfaces are in a poor state of repair. Given its importance for school safety, the Working Group suggests blending Town Council CIL reserves with 'Pride in Place' funding streams once dual-use pathway feasibility is confirmed. Initial strategic dialogue will be opened with SCC Ward Councillors.
- **Additional Community Litter Bins:** Five potential new locations requiring public litter bins have been verified. Bins cost approximately £800 each and require evidence of local demand before installation is approved by East Suffolk Services. Members are requested to forward any further locations to the Town Clerk.

Financial Summary & CIL Reserve Position

The tables below summarise the cumulative CIL receipts, historical expenditures, current approved commitments, and available balances held within the Council's Earmarked Reserves.

Table 1: Cumulative CIL Receipts & Expenditure History

Year	CIL Received	CIL Payments Spent/(Allocated)	EOY Balance
2016/17	£910.67	£0	£910.67
2017/18	£26,896.79	£0	£27,807.46
2018/19	£4,057.27	£27,807.79 Play Equipment	£4,056.94
2019/20	£30,245.03	£0	£34,301.97
2020/21	£17,291.40	£0	£51,593.37
2021/22	£77,289.65	£10,000 Allotment Assoc Community Hut	£118,883.02
2022/23	£116,511.36		£235,394.38
2023/24	£158,023.77	£10,000 Lions Relocation £23,665 Paths at Gosford & Allenby Parks	£359,753.15

2024/25	£158,651.02	£100,000 Play Improvements Walton Rec and Seaton Road Park £30,000 Level Two Music Digital Arts Centre (£15,000 Allenby Park Gates)	£373,404.17
2025/26	£163,604.23	£500 Felixstowe Charities Network (£20,000 ringfenced Rugby Club) £100,000 Landguard £50,000 2025/6 (and £50,000 once full funding is in place) £50,000 Play Improvements Cavendish Park Up to £7,039.34 Walton Community Hall refurbishment (Up to £12,000 20mph zone £20,000 to Felixstowe & Walton Football Club) (£750 Pump track consultation) (£38,120.50 [£34.655 + 10% contingency] for Cemetery gates)	£300,598.56
2026/27	£60,516.36	(To be approved by Council £18,715 for time-critical work on planning for the cemetery extension up to £80,000 for remaining planning phases)	£361,114.92
Total to date	£753,481.19	£464,882.63 (up to £6,775 Allenby gates, £20,000 Rugby, £50,000 Landguard, £50,000 Cavendish Pk, £12,000 20mph zone, £20,000 to Football club, £750 Pump Track consultation and £38,120.50 Cemetery gates still pending)	£ 361,114.92*

**Figures reflect all proposed allocations approved by Council and take into consideration that the £12,000 provision for the conservation area 20mph scheme will not be called upon.*

Table 2: Non-Allocated Cash Balances & 5-Year Statutory Expiry Windows

The following table outlines the specific remaining unspent CIL balances alongside their mandatory 5-year statutory clawback expiry dates:

Date Received	Amount	5-year expiry date
25/10/2024	£136,994.33	24/10/2029
25/04/2025	£93,318.94	24/04/2030
28/10/2025	£70,285.29	27/10/2030
24/04/2026	£60,516.36	23/04/2031
Total in CIL Earmarked Reserves (considering allocated CIL funds)	£349,114.92	

Table 3: Summary of Gross Unreleased CIL Balances

For comprehensive treasury balance sheet reconciliation, the unreleased gross reserves (before drawing down historic ongoing commitments) are recorded below:

Date Received	Amount	5-year expiry date
21/10/2022	£5,965.04	20/10/2027
18/04/2023	£46,843.92	17/04/2028
24/10/2023	£111,179.85	23/10/2028
17/04/2024	£17,750.03	16/04/2029
25/10/2024	£140,900.99	24/10/2029
25/04/2025	£93,318.94	24/04/2030
28/10/2025	£70,285.29	27/10/2030
24/04/2026	£60,516.36	23/04/2031
Total in CIL Earmarked Reserves (unreleased)	£546,760.42	

Council is requested to:

- i. Note the comprehensive infrastructure updates from the Community Infrastructure Levy (CIL) Working Group;**
- ii. Approve the recommendation of the CIL Working Group to allocate funding for the initial £18,715 and all subsequent expenditure relating to the statutory planning, design, and environmental survey phases of the Cemetery Extension project up to a maximum cap of £80,000, to be funded from the CIL Earmarked Reserve; and**
- iii. Approve the recommendation of the CIL Working Group to install low security perimeter railings at Gosford Way Park, appointing Company A to deliver the project at a cost of £10,260 + VAT, with a 10% operational contingency, up to a maximum cap of £11,300 to be funded from the CIL Earmarked Reserve.**