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9 am to 4 pm Mondays to Fridays

TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

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 4 November 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 the meeting during the public session.

There is a limit to the number of members of the public who can attend in person. If you wish 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
30 October 2026

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Moment of Reflection: Jo Revett, Dora Brown.

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 Ordinary Council Meeting held on Wednesday 2 September 2026 as a true record. **(Pages 4-9)**

6. Mayor's Announcements

To receive such communications as the Mayor may wish to lay before Council. **(Page 10)**

7. Minutes of Committee Meetings

To receive the Minutes of the following meetings:

a) Planning & Environment Committee 9 September 2026 **(Pages 11-14)**
b) Civic & Community Committee 9 September 2026 **(Pages 15-21)**
c) Assets & Services Committee 16 September 2026 **(Pages 22-31)**
d) Planning & Environment Committee 23 September 2026 **(Pages 32-34)**
e) Planning & Environment Committee 7 October 2026 **(Pages 35-38)**
f) Personnel Committee 7 October 2026 **(Pages 39-41)**
g) Finance & Governance Committee 14 October 2026 **(Pages 42-47)**
h) Planning & Environment Committee 21 October 2026 **(Pages 48-49)**
i) Civic & Community Committee 21 October 2026 **(Pages 50-52)**

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. Police Inspector Matthew Smy

To welcome Police Inspector Matthew Smy and receive an update on local policing matters. **(Verbal Update)**

10. Motion: Strengthening Tree Protection Legislation

To consider the Motion of Cllr S Bird submitted in accordance with Standing Order 9. **(Pages 53-54)**

11. Annual Governance & Accountability Return 2025/26

To receive the External Auditor's Report on the Annual Governance & Accountability Return for the Financial Year 2025/26.

(Page 55 & Appendix A)

12. Interim Internal Audit Report 2026/27

To receive the interim report of the Internal Auditor for 2026/27.

(Page 56 & Appendix B)

13. Earmarked Reserves Expenditure

To note Committee decisions on using Earmarked Reserves in accordance with approved Terms of Reference for 2026/27 (*Min. #12 2026/27 refers*).

(Pages 57-58)

14. CIL Report and Recommendations

To receive an update report from the CIL Working Group and approve spending from the CIL Earmarked Reserve. **(Pages 59-62)**

15. Members' Allowances And Expenses Policy

To approve the Members' Allowances and Expenses Policy.

(Pages 63-64 & Appendix C)

16. Protocol On Member Representation On Outside Bodies

To approve the Protocol on Member Representation on Outside Bodies.

(Pages 65-66 & Appendices D and E)

17. Business Plan/Action Plan Review

To approve the updated Business Plan and Action Plan.

(Pages 67-68 & Appendix F)

18. Remembrance Events 2026

To note the events taking place for Remembrance 2026.

(Page 68)

19. Accounts for Payment

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

Date	Voucher Nos.	Total Payment
15/09/2026	189 – 205	£25,024.04
30/09/2026	206 – 219	£90,389.24
15/10/2026	220 – 239	£28,755.34
29/10/2026	240 – 269	£68,064.16
	TOTAL	**£212,232.78**

20. Closure

To close proceedings and note that the next Ordinary Council Meeting will be at 7.30pm on Wednesday 13 January 2027.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 2 September 2026** at **7.30pm**

PRESENT: 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 S Harkin
Cllr M Sharman
Cllr S Wiles
Cllr W Underwood

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)

IN ATTENDANCE: 1 member of the public *(in person)*
2 members of the public *(via Zoom)*

136. PUBLIC QUESTION TIME

None.

137. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr T Gale, Cllr M James** and **Cllr B Price**.

138. DECLARATIONS OF INTEREST

The following Other Registerable 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 Cllr M Deacon Cllr A Folley	All	Other Registerable Interest (as Members of East Suffolk Council)
Cllr S Harkin	All	Other Registerable Interest (as an employee of East Suffolk Council)

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

139. QUESTIONS TO THE MAYOR

There were none.

140. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on Wednesday 17 June 2026 be signed by the Mayor as a true record and adopted by the Council.

141. MAYOR'S ANNOUNCEMENTS

Council received and noted the schedule of Mayoral engagements undertaken since the previous meeting.

The Mayor drew particular attention to the moving Suffolk Remembers event led by St. Elizabeth Hospice.

The Mayor had visited the Level Two Media Hub facility, which was now open and had received support from the Town Council to provide young people with a space to meet and gain new skills.

The Mayor expressed congratulations and thanks to the Felixstowe Carnival Association for their work in delivering an excellent event this year.

The Mayor noted a visit to the 'Suffolk Punch' Scout camp at Hallowtree, which provided a wide range of activities for hundreds of young Scouts, Cubs, and Beavers across a four-day event.

The Mayor reminded Members of the raising of the Red Ensign flag the following day for Merchant Navy Day, and invited all present to attend.

The Mayor announced that fundraising was progressing well for the Mayor's Charity Sky Dive, scheduled to take place in Beccles on 17 September 2026.

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

142. 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 24 June 2026
b) Planning & Environment Committee 8 July 2026
c) Assets & Services Committee 8 July 2026
d) Planning & Environment Committee 22 July 2026
e) Planning & Environment Committee 5 August 2026
f) Planning & Environment Committee 26 August 2026

143. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Cllr A Folley provided a report as the Town Council's representative to the Felixstowe-Wesel Association. Council expressed thanks to Cllr Folley for their report.

Cllr S Bennett provided a report as the Town Council's representative to the Felixstowe Fair Trade Forum. Council expressed thanks to Cllr Bennett for their report.

It was RESOLVED that the outside body reports be noted.

144. COUNCILLOR SAFETY AND PROTECTION OF RESIDENTIAL ADDRESSES

Council considered the Motion of Cllr A Folley, seconded by Cllr S Harkin, noting that Section 65 of the English Devolution and Community Empowerment Act 2026 inserted a new Section 32A into the Localism Act 2011. This provides that, where a Member's usual residential address forms part of a disclosable pecuniary interest notified to the Monitoring Officer, that address must not be included in the public register unless the Member specifically requests its inclusion.

Following debate, the motion was put to a vote and approved.

RESOLVED that Council:

i. **formally welcomes the implementation of Section 32A of the Localism Act 2011, inserted by Section 65 of the English Devolution and Community Empowerment Act 2026, which provides additional statutory protection in respect of the publication of Members' usual residential addresses;**

ii. **recognises that the decision whether to make use of those statutory protections is a matter for the individual Member, in accordance with the relevant legislation and procedures administered by the Monitoring Officer;**

iii. **affirms its commitment to promoting a culture in which elected representatives can carry out their public duties without being subjected to intimidation, harassment or threats to their personal safety or that of their families; and,**

iv. **requests the Town Clerk to ensure that Members are made aware of the relevant procedures and sources of advice available should they experience threats, intimidation or harassment arising from their role as councillors.**

145. CIL REPORT AND RECOMMENDATIONS

Council received an update report from the CIL Working Group following its meetings held on 20 July and 24 August 2026, and considered recommendations for new strategic project allocations totalling £36,301 from the CIL Earmarked Reserve.

It was noted that the reference in the report to the "Candlet Road to Thurmans Lane Cycle Path Extension" should correctly read "Candlet Track from Thurmans Lane to Capel Hall Lane."

Members received an update regarding proposal options for a pump track, noting that Langer Park remained the preferred site for the CIL Working Group and consultant, subject to permission from East Suffolk Council. It was intended to bring a further detailed update to Council in November. Members also noted an example in Kesgrave where a local business had supported a similar facility, acknowledging that while CIL funding was being evaluated, opportunities for partnership funding would continue to be explored.

RESOLVED that Council:

i. **notes the infrastructure updates from the CIL Working Group;**

ii. **approves an allocation of £5,000 from the CIL Earmarked Reserve to the Felixstowe Sea Cadets for the Drill Hall refurbishment, released upon obtaining planning permission and confirmation of match funding;**

iii. **approves an allocation of £20,000 from the CIL Earmarked Reserve to the Landguard Trust for the Landguard Gateway Community and Education Project;**

iv. **approves an allocation of £3,301 from the CIL Earmarked Reserve for the purchase and installation of six public litter bins; and**

v. **approves an allocation of up to £8,000 from the CIL Earmarked Reserve for perimeter fencing at Cavendish Park Play Area, subject to confirmation of the final specification and requirement.**

146. LCAS GOLD AWARD

Council received the report following NALC’s panel feedback on the Local Council Award Scheme (LCAS) Gold Award submission.

It was RESOLVED that Council:

i. **notes the assessment feedback from NALC regarding the Council's LCAS Gold Award application;**

ii. **approves the proposed actions to address all criteria assessed as "Partially met – not accepted";**

iii. **approves the formal amendments to the Code of Conduct, Complaints Procedure, Privacy Notice, and Biodiversity Policy;**

iv. **notes that the overarching Scheme of Delegation is submitted for formal adoption under Agenda Item 12;**

v. **notes that the revised Action Plan (with associated budgets) and the 3-year Business Plan (with financial forecasts) will be developed via the Finance & Governance Committee prior to formal Council approval;**

vi. **notes that collated evidence will be submitted to NALC upon completion of these actions; and,**

vii. **notes the panel's advisory feedback on criteria assessed as "Met" to inform the Council's ongoing continuous improvement programme.**

147. SCHEME OF DELEGATION

Council considered adopting an overarching Scheme of Delegation to consolidate the Council's constitutional arrangements for the discharge of its functions by Full Council, its Committees, and the Town Clerk

Subject to a minor amendment to remove the word 'Council' from the heading in paragraph 3.7, it was RESOLVED that Council:

i. **approves and adopts the Scheme of Delegation as presented;**

ii. **confirms that the adopted Scheme constitutes the Council's overarching statement of delegated authority to the Town Clerk, and that the Council may review, amend or withdraw such delegated authority at any time;**

iii. **confirms that the detailed powers and remits of Standing Committees shall continue to be governed by their separately adopted Terms of Reference; and,**

iv. **authorises the Town Clerk to publish the adopted Scheme on the Council's website and incorporate its annual review into the Council's policy review framework.**

148. ACCOUNTS FOR PAYMENT

Council considered the schedule of accounts for payment.

It was RESOLVED that the schedule of accounts be received and the payments listed therein be approved as follows::

Date	Voucher Nos.	Total Payment
15/06/2026	87 - 113	£33,419.60
30/06/2026	114 - 131	£68,473.12
15/07/2026	132 - 148	£11,878.02
30/07/2026	149 - 164	£58,507.29
15/08/2026	165 - 177	£14,578.57
29/08/2026	178 - 188	£54,480.16
	TOTAL	**£241,336.76**

149. CLOSURE

The meeting closed at 8.51pm. The next Ordinary Meeting of the Town Council was scheduled to take place on Wednesday 4 November 2026.

AGENDA ITEM 6: MAYOR'S ANNOUNCEMENTS

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

03/09/2026	Merchant Navy Day - Flag Raising - Town Hall Gardens
09/09/2026	Celebrating two years of the Wellbeing Hub
12/09/2026	The Felixstowe Classical Guitar Festival
14/09/2026	Felixstowe Air Cadets Awards Evening - Salvation Army Hall
15/09/2026	Unveiling of Wayfinding Sign and History Board
18/09/2026	Beach Hut Heritage Exhibition Official Opening - The Hut
19/09/2026	Felixstowe Library 60th Anniversary Celebration - Hadwen room
19/09/2026	Mayors Music Day - Grosvenor
20/09/2026	Richard Bennett Felixstowe Coastal 10 Race
20/09/2026	Town Hall Heritage Day Tours
21/09/2026	Fairtrade Flag Raising - Town Hall Gardens
21/09/2026	Felixstowe Carnival AGM - The Hub
22/09/2026	Collect a cheque from Brook Lane Dentist
02/10/2026	Felixstowe Job and Careers Fair
03/10/2026	Felixstowe Fairtrade Family Fun Day
03/10/2026	Grow,Cook Eat Festival
03/10/2026	Bargain Hunt Auction
04/10/2026	Suffolk Harvest Festival - St Edmundsbury Cathedral
06/10/2026	East Suffolk Disability Information Day
06/10/2026	Army Cadet Open Evening
08/10/2026	Sea Cadet Annual Inspection
10-11/10/2026	The Salvation Army Felixstowe Anniversary Weekend
11/10/2026	The Suffolk Justice Service Choral Evensong
15/10/2026	Visit The Lions workshop
15/10/2026	Felixstowe In Flower Awards
22-25/10/2026	Hanseatic Festival – Wesel
29/10/2026	Junior Pool Competition

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 9 September 2026** at **9.30am**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)

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

150. PUBLIC QUESTION TIME

None.

151. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison**.

152. 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 Cllr A Folley	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.

153. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 26 August 2026 be confirmed as a true record.

154. 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/26/2667/ADI | Illuminated Advertisement Consent - Erection of illuminated and** non-illuminated signs to the exterior of the building: Sign A - Two x sets of individual house name letters with trough light Sign B - One x new double sided pictorial to new bracket/boot and post with new linolites Sign C - One x new poster case Sign D - One x sign written transom location TBC Sign E - Two x directional signs to existing posts Sign F - Three x gold window decals **The White Horse 33 Church Road**
	Committee recommended APPROVAL. Committee asks that it be conditioned that the illumination of the signs be switched off at pub closing time.

B	**DC/26/2857/ADI |** Illuminated Advertisement Consent - Removal of old Volvo signage and display of new Volvo signage **Volvo Truck And Bus Bryon Avenue The Docks**
	Committee recommended APPROVAL.

C	**DC/26/1399/FUL |** Proposal: Revised scheme (following the grant of time-limited Planning Permission DC/24/1914/FUL, as amended by DC/25/3010/VOC) for a Youth Support and Training Facility incorporating a multimedia music and digital arts centre and counselling rooms, including an enlarged application site area, omission of the approved green roof, a new surface water drainage strategy, ground based biodiverse planting, landscaping and associated works, cabinet structure (part retrospective) **Land Adjacent Mannings Amusement Park Micklegate Road**
	Committee recommended APPROVAL.

D	**DC/26/2827/CON |** To improve and reinforce the existing local electricity network at Brook Lane, Felixstowe. UKPN propose to replace the existing 8m medium low voltage pole with a 10m stout pole to allow for the removal of the stay wire. To facilitate the improvement of the local network, the existing pole and overhead wires must both be upgraded shown on the attached plan. **9 Brook Lane**
	Committee recommended APPROVAL.

E	**DC/26/2973/FUL |** Single storey front extension, single & two storey rear extension & alterations **2 Rosemary Avenue**
	Committee recommended APPROVAL.

F	**DC/26/2706/FUL |** Conversion of existing 2 Bed Flat to create 2 x 1 Bedroom Flats **Flat 1 Colbourn Court 11 Ranelagh Road**
	Committee recommended APPROVAL. We recognise the severe demand for small housing units in Felixstowe, in particular in the town centre. We believe that this conversion is well-considered and well-designed, including the provision of one parking space for each of the proposed dwellings. We recognise that one of the two proposed flats will be marginally smaller than the NDSS size guidance. However, on balance, we believe that the merits of this proposal outweigh this consideration.

G	**DC/26/2991/FUL |** Proposed loft conversion **Dalesview 7 Margaret Street**
	Committee recommended APPROVAL.

H	**DC/26/2891/FUL |** External AC condenser **Flat 1 The Old Rectory 52 Princes Road**
	Committee recommended APPROVAL.

I	**DC/26/2697/TPO |** TPO No. 217 / 2007 1no. Sycamore (T1 on Order, red circle on plan) - Fell **337 High Street Walton**
	Committee OBJECT to the proposed felling of this tree. We recognise that this is a significant tree playing an important part in the public vista, hence the TPO. We therefore believe that to solve the two issues of potential damage and shading, ongoing tree management in terms of pruning or crown lifting would be more appropriate.

J	**DC/26/2930/TCA |** 1no. Holm Oak (T1 on plan) - Re-pollard at 1.5 metres above ground **3 Hamilton Gardens**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.

155. PLANNING DECISIONS

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

156. CORRESPONDENCE

i) Renewal of Pavement Licence - Ruby's 1 Bent Hill.
Committee had No Objection.

ii) Renewal of Pavement Licence - All Things Nice Cafe, 79 Hamilton Road
Committee had No Objection.

iii) Renewal of Pavement Licence – Costa Coffee, 74-77 Hamilton Road
Committee had No Objection in principle to the renewal of this licence. However, Members noted a discrepancy between the current layout in terms of the number of chairs and the apparent 'renewal' plan layout. More significantly, Members noted the unacceptable obstruction of the tactile paviours in the supplied photo. This was noted as a matter of ongoing concern and review by the Suffolk Coastal Disability Forum.

iv) Appeal: DC/26/1681/FUL - 39 High Road
Committee Noted the Appeal.

v) DC/26/2427/TCA - 17 Undercliff Road West – to fell a tree.
Committee noted the detailed response from ESC Aboriculturalist and reasons for not applying a TPO in this case.

157. CLOSURE

The meeting was closed at 11.55am. It was noted that the next meeting was scheduled to take place on Wednesday 23 September 2026 at 9.30am.

MINUTES of a **CIVIC & COMMUNITY COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 9 September 2026** at **7.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Faversham (Civic Events Officer)

158. PUBLIC QUESTION TIME

None.

159. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison**.

160. DECLARATIONS OF INTEREST

The following Other Registerable 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 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)
Cllr M Sharman	#164	Other Registerable Interest (as a Trustee to Landguard Fort and Trustee to Felixstowe Council for Sports and Recreation)
Cllr D Rowe	#164	Other Registerable Interest (as Treasurer to the Carnival Association and Director of Level Two)
Cllr N Barber	#164	Other Registerable Interest (Member of Felixstowe-Wesel Association)
Cllr A Folley	#164	Other Registerable Interest (Member of Felixstowe-Wesel Association)
Cllr S Harkin	#164	Other Registerable Interest (Member of Music in Felixstowe)

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.

161. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 10 June 2026 be confirmed as a true record.

162. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered the income and expenditure reports for the Civic & Community budget to 4 September 2026.

Members welcomed the completion of the Chairman's Board commemorating former Felixstowe Urban District Council chairmen. The Board had been produced in-house to a high standard, and the Committee recorded its thanks to the Grounds and Maintenance Manager for undertaking the work, which had achieved a considerable cost saving.

The Town Clerk highlighted the underspend arising from the cancellation of Art on the Prom, with approximately £3,000 of annual grant provision remaining unspent. Remembrance expenditure was also expected to be below budget, with traffic barriers no longer considered necessary. No further CCTV expenditure was anticipated at this stage.

Members noted the continuing difficulties in securing sponsorship for both Felixstowe in Flower and the Town Magazine.

It was RESOLVED that the Budget Report to 4 September 2026 be received and noted with no further action required at this time.

163. BUDGET REVIEW WORKING GROUP RECOMMENDATIONS

The Committee considered the recommendations of the Budget Review Working Group arising from its meeting on 18 May 2026, relating to the Mayoral Allowance, town twinning, grants, Felixstowe in Flower and the Town Magazine.

The Committee supported the recommendation to maintain the Mayoral Allowance at £3,000 for 2027-28 and encouraged the Twinning Associations to explore opportunities to raise awareness of the town twinning arrangements and promote wider community participation.

In considering the future provision for Occasional Grants, Members recognised the need to reduce reliance on Earmarked Reserves to support recurring expenditure. However, they wished to retain the greatest possible level of grant funding for local organisations. The Town Clerk was asked to prepare the draft budget on the basis of a minimum provision of £30,000 for Occasional Grants,

with the aim of retaining the existing £35,000 provision if the Council's overall financial position permitted.

The Committee supported the recommendation to review and improve sponsorship opportunities for Felixstowe in Flower, noting that the associated proposals were also being considered under the following agenda item.

Members also supported reducing the frequency of the printed Town Magazine from quarterly to twice yearly, while maintaining a physical publication for residents who may not routinely access digital communications. It was proposed that printed editions be issued in summer and winter, supported by digital editions in spring and autumn, or alternative bulletins. The format and arrangements for these additional communications would be considered further.

It was RESOLVED that:

i. **the Mayoral Allowance be maintained at £3,000 for 2027–28;**

ii. **the Twinning Associations be encouraged to promote wider awareness of and participation in the town twinning arrangements;**

iii. **the Town Clerk prepare the draft budget with a minimum provision of £30,000 for Occasional Grants, seeking to retain the existing £35,000 provision if the Council's overall financial position permits;**

iv. **sponsorship opportunities for Felixstowe in Flower be reviewed and improved; and,**

v. **the frequency of the printed Town Magazine be reduced to twice yearly, with digital communications or alternative bulletins to be considered for the intervening seasons.**

164. ANNUAL GRANTS, COMMUNITY FUND PROJECTS & PARTNERSHIPS

Members having declared interests in the items under consideration withdrew from the Chamber before discussion and voting, as recorded under Minute #160.

The Committee considered applications for Annual Grants and Community Fund Projects for inclusion in the recommendations for the 2027–28 budget.

In respect of Art on the Prom, Members noted that the event had been cancelled in 2026 and that the grant awarded for the previous year had not been taken up. It was agreed that the organisers should be advised to submit an Occasional Grant application for a future event closer to the time, once they were confident that it would proceed.

It was RESOLVED that the organisers of Art on the Prom be advised to submit an Occasional Grant application for a future event closer to the

time, once they were confident that the event would proceed, and that the following provision be recommended for the 2027–28 budget:

i. As Annual Grants:

Art on the Prom	**£0**
Citizen's Advice	**£3,000**
FACTS	**£2,500**
Fairtrade Forum	**£45**
Felixstowe Book Festival	**£3,000**
Felixstowe Carnival	**£10,000**
Felixstowe Council for Sport and Recreation	**£300**
Felixstowe Lifeboat (formerly Coast Patrol)	**£2,000**
Landguard Fort Trust	**£1,000**
Royal British Legion	**£300**
Music in Felixstowe	**£2,000**
Salzwedel Twinning Association	**£200**
WAMFest	**£3,000**
Wesel Twinning Assoc.	**£350**
Total	**£27,695**

ii. Community Fund Projects:

Level Two	**£10,000**
Harwich Harbour Ferry Services Partnership	**£1,000**
Total	**£11,000**

iii. £8,000 be included in the recommendations for the 2027–28 budget towards the provision of the 2027 Christmas lights; and,

iv. all recipients be required to display Felixstowe Town Council promotional material acknowledging the Council's support, clearly identifying where it is the principal sponsor, and to consider environmental impacts, including the use of single-use plastics, when organising events.

165. REMEMBRANCE

Committee noted the arrangements for the 2026 Remembrance programme:

- **Saturday 24 October:** Launch of the Poppy Appeal at the Triangle, including a parade.
- **Thursday 5 November:** Felixstowe Festival of Remembrance Concert, organised by the Felixstowe Branch of the Royal British Legion, at 7.30pm at St John's Church, Orwell Road.

- **Sunday 8 November (Remembrance Sunday):** Civic Remembrance Service at St John's Church at 9.45am; Civic Act of Remembrance at Felixstowe War Memorial, Undercliff Road West, at 10.45am; and Remembrance Service at the War Graves, Felixstowe Cemetery, at noon.
- **Wednesday 11 November (Armistice Day):** Annual civic observance commencing at 10.45am.

Schools would be invited to participate in the Armistice Day arrangements, including reading poems and bringing tributes to be placed following the 11.00am silence.

It was RESOLVED that the arrangements for the 2026 Remembrance programme be noted.

166. FELIXSTOWE IN FLOWER

The Committee received an operational update on Felixstowe in Flower and considered the proposed strategic review of floral displays for the 2027 season.

Members noted the challenges arising from limited sponsorship, high water consumption, staff time and the safety risks associated with roadside maintenance. The review identified opportunities to concentrate resources on Hamilton Road, where sponsorship and public engagement had been strongest, while reducing the operational demands of displays in Walton and along the seafront.

The proposals included discontinuing hanging baskets in Walton and along the seafront, retaining the existing Hamilton Road hanging baskets, and investigating the replacement of 16 ageing wooden whisky barrels with 17 self-watering barrier planters. The proposed changes were intended to improve resource efficiency, reduce watering requirements and provide a more attractive proposition for potential sponsors.

The Committee also noted that the Felixstowe in Flower Awards Ceremony was scheduled for 15 October 2026.

It was RESOLVED that:

i. the update on the 2026 Felixstowe in Flower scheme and the forthcoming Awards Ceremony be noted;

ii. the strategic consolidation of the scheme for 2027, focusing floral displays on the town centre, particularly Hamilton Road, be approved in principle;

iii. the removal of hanging basket displays from Walton and the seafront for the 2027 season be approved in principle; and,

iv. **officers be authorised to investigate options and obtain formal quotations for replacing the 16 wooden whisky barrels with 17 self-watering barrier planters, with a further report on capital costs to be submitted to Committee if required.**

At this point, 9.25pm, Members agreed to extend the meeting, which was approaching two hours in duration.

167. UK TOWN OF CULTURE 2028 – UPDATE AND LEGACY

The Committee considered the outcome of Felixstowe's Expression of Interest for UK Town of Culture 2028 and the opportunities to build on the work undertaken through the bid.

Members noted that, although Felixstowe had not been shortlisted, the process had brought together local organisations, artists, businesses, community groups and residents to explore the town's cultural identity and ambitions. The research, stakeholder engagement and partnerships developed through the submission were recognised as valuable resources for future cultural development.

The Committee welcomed the continued work with the Felixstowe Place Board towards establishing a sub-group to develop a culture-led vision for the town. Members considered it important that the work undertaken through the bid should inform this wider initiative and support future partnership working and funding opportunities.

The Committee welcomed the positive continuation of this work and expressed the hope that the East Suffolk Council Cultural Officer could also support the initiative.

It was RESOLVED to note the outcome of the UK Town of Culture 2028 competition, recognise the value of the collaborative work undertaken in preparing the Expression of Interest, and support the continued use of that work to inform the development of a culture-led vision for Felixstowe through the Felixstowe Place Board and its proposed sub-group, with officer support accommodated within existing resources and work programmes.

168. TOWN TWINNING

The Committee received an update on recent and forthcoming town twinning activities.

Members noted the July 2026 visit to Felixstowe by a delegation from Salzwedel and representatives of the Wesel Fire Service and associated youth representatives, which coincided with the Felixstowe Carnival. The delegation included the Wesel Carnival Prince and Princess, a marching band and members of the Wesel Fire Service, who participated in the carnival parade.

An official invitation had been received for a Town Council delegation to attend the Hanseatic Festival in Wesel from 23-25 October 2026. Further itinerary details would be circulated when available, and any proposed civic delegation would be considered in accordance with the Council's Twinning Policy and approved budget. An invitation for a civic visit to Salzwedel around mid-December 2026 was also anticipated.

The Committee also noted the ongoing consultation with the Wesel and Salzwedel twinning partners regarding the possible modernisation of civic gift exchanges. The proposal would place greater emphasis on written salutations, such as commemorative scrolls, certificates or letters, reserving traditional physical gifts primarily for significant anniversaries or milestones. The partners' views were awaited, and any proposed change would be brought back for consideration in accordance with the Twinning Policy.

It was RESOLVED that the Town Twinning report be noted.

169. CLOSURE

The meeting was closed at 9.40pm. The next meeting was scheduled to take place on Wednesday 21 October 2026 at 7.30pm.

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 16 September 2026** at **7.30pm**

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman)
Cllr D Aitchison
Cllr T Gale
Cllr S Harkin
Cllr M Sharman
Cllr W Underwood

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

IN ATTENDANCE: Mr N Farthing (Chair, Felixstowe Allotment Association)
Mr P Weavers (Treasurer, Felixstowe Allotment Association)

169. PUBLIC QUESTIONS

None.

170. APOLOGIES FOR ABSENCE

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

171. 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 Harkin	All	Other registerable interests (as an employee of East Suffolk Council)
Cllr D Rowe	#175	Other registerable interest (Director of Level Two, which was an allotment tenant)

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.

172. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 8 July 2026 be signed by the Chairman as a true record.

173. ASSETS & SERVICES BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against the budget as at 11 September 2026.

It was RESOLVED that the Budget Report to 11 September 2026 be received and noted.

174. BUDGET REVIEW WORKING GROUP RECOMMENDATIONS

Committee received a report on the recommendations of the Budget Review Working Group.

The Chair invited the Felixstowe Allotment Association (FAA) to make representations to Committee regarding the recommendations relating to allotment fees **Recommendations A&S 5 - 8**.

The FAA raised concerns regarding the potential impact of significant rent increases and changes to the concessionary arrangements, noting that a substantial change to the concession rate could result in a large number of plots being vacated. The FAA also raised concerns regarding the level of expenditure on the allotment service, suggesting that stronger enforcement against non-compliant plots would lower the maintenance and clearance expenses associated with poorly maintained, abandoned plots.

The representations made by the FAA were considered as part of the Committee's subsequent discussion, which included the level of subsidy provided by the Council, the costs associated with administering and maintaining the allotment service, and the wider social benefits provided by allotments.

Following discussion, the Committee agreed that the existing concessionary arrangements should remain unchanged. The proposed 10% annual rent increase would be considered as part of the subsequent Fees and Charges item. Additionally the recommendation for a borehole on the allotments would be discussed during the Allotment item

Recommendations A&S 1 & 2 - In relation to the promotion of weddings and registrar services, Members discussed concerns regarding the availability of registrar services at the Town Hall. It was agreed that Suffolk County Council should be contacted regarding the provision of registrar services, while the Town Council would continue to promote the Town Hall wedding offer.

Recommendation A&S 3 - It was noted that the recommendation had been made in anticipation of Local Government Reorganisation, which was no longer proceeding in the form previously proposed. Officers would continue to monitor the Town Hall leases

Recommendation A&S 4 - In relation to Broadway House, Members discussed the current leasing arrangements with the Felixstowe Old People's Welfare Association (FOPWA) and the potential for an annual grant to support the

organisation's longer-term financial sustainability. The Town Clerk confirmed that initial discussions had taken place with FOPWA and that the arrangements could be reviewed when the current lease was due for renewal.

It was RESOLVED that:

i. **the Budget Review Working Group recommendations be noted;**

ii. **the 10% allotment fee increase recommendation be noted and discussed during the Fee Review item;**

iii. **the recommendation for a borehole at the allotment sites be noted and discussed during the Allotment update item;**

iv. **no changes be made to the existing allotment concession rate;**

v. **Suffolk County Council be contacted regarding the provision of registrar services in Felixstowe;**

vi. **the arrangements with FOPWA be reviewed when their current lease is due for renewal in 2029.**

175. FEES AND CHARGES 2027-28

Committee considered the scale of Fees and Charges for Council services from 1 April 2027 as presented in the report.

Members evaluated general Town Hall hire charges alongside operational factors including usage levels, staffing overheads, and the impact on community and charitable groups.

Considerations for wedding fees focused on maintaining the Felixstowe resident discount, noting that the Clerk's Office serves smaller ceremonies while the Council Chamber remains the venue for larger events.

Across community facilities, Members examined Walton Community Hall charges to ensure pricing remains competitive without discouraging uptake, while cemetery fees were weighed against comparative rates levied by neighbouring authorities. Discussions on allotment rents balanced the level of Council subsidy and the impact on tenants against the Budget Review Working Group's recommendation for a 10% annual increase. Members considered that a 10% increase would be excessive but agreed that a percentage-based uplift, rather than a flat-rate increase, would better ensure that rents kept pace with rising costs over time.

Following detailed consideration across all departments, the Committee agreed to a 10% increase for Town Hall general hire charges, alongside 5% increases applied across wedding fees, Walton Community Hall hire, cemetery service charges, and allotment rents.

It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2027:

i. Town Hall – General Hire:

Hire fees for 2027-28 be increased by 10% as follows:

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	**Full day (Weekday, 9am-5pm)**	**Half day (weekdays 9-1pm, 1pm-5pm)**	**Hourly rate (weekday hours between 9am-5pm)**	**Hourly rate (all other times)**
Council Chamber				
Commercial/Business Hire	£279	£141	£44	£64
Voluntary/Charity/Community	£136	£70	£22	£41
Other Town Hall Rooms				
Commercial/Business Hire	£209	£107	£31	£57
Voluntary/Charity/Community	£123	£60	£17	£34
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

ii. Town Hall - Weddings and Special Events:

Wedding fees for 2027-28 to be increased by 5% as follows:

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	**Weekday** (1st April-30th Sept)	**Weekend** (1st April-30th Sept)	**Any Day** (1st Oct-31st March)	**Post-Ceremony Drinks**
Council Chamber (for ceremonies attended by a maximum 76)	£680	£835	£680	N/A
Felixstowe Resident Rate	£580	£735	£580	
Clerk's Office (for ceremonies attended by a maximum 15)	£415	£515	£415	N/A
Felixstowe Resident Rate	£315	£415	£315	
Courtroom Gallery	N/A	N/A	N/A	£160
Other Rooms	N/A	N/A	N/A	£160

iii. Walton Community Hall – General Hire:

Hire fees for 2027-28 be increased by 5% as follows:

WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	**Weekdays 9-5pm**	**Evenings and Weekends up to 10pm**	**Session Rate Mon-Sun 9am-10pm**

			(up to 4 hours)
Commercial/Business Hire	£21	£24.50	£65.50
Voluntary/Charity/Community /Private Hire	£11	£14.50	£36

iv. Cemetery:

Fees for 2027-28 be increased by 5% as follows:

1. INTERMENTS		
Charges applicable during ordinary hours of burial 9am - 3pm Mon-Fri	**Standard Fee**	**Felixstowe Resident fee***
Still Born – 1 Month	No charge	No charge
Child up to 18 Years	No charge	No charge
Adult Grave - Single Depth 4'6"	1604	802
Double Depth 6'4"	2595	1298
Triple Depth 7'6"	3029	1515
Urn of cremated remains	408	204
Scattering of ashes	92	92
Additional charges applicable outside ordinary hours of burial Monday to Friday	**Standard Fee**	**Felixstowe Resident fee**
Grave space	1070	535
Urn space	635	318
Scattering of ashes	361	181
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	**Standard Fee**	**Felixstowe Resident fee**
Grave space	1779	890
Urn space	1244	622
Scattering of ashes	456	228
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	**Standard Fee**	**Felixstowe Resident fee***
Adult Grave 8' by 3'	3035	1518
Children's grave 4' by 3'	No Charge	No Charge
Urn plot in GARDEN OF REMEMBRANCE	1244	622
Urn plot in LAWN GARDEN	2281	1141
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		

	Standard Fee	Felixstowe Resident fee*
Renewal 50 years: Adult Grave	2675	1338
Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	889	445
Urn plot (Lawn Garden)	1920	960
Renewal 25 years: Adult Grave	1358	679
Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	448	224
Urn plot (Lawn Garden)	984	492
4. PERMISSION TO ERECT MEMORIALS		
	Standard Fee	
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	383	
Memorial not exceeding 3' 6" height by 3' width	383	
Kerb stone/border stone/edging AND Memorial (Blocks A – F only)	637	
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	210	
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	210	
Additional inscription on any memorial after the first	130	
Garden of Remembrance – Ground level Plaque		
Vase with or without lettering	52	
Plaque for urn plot 6" by 4"	52	
Plaque for urn plot 8" by 6"	52	
MEMORIAL GARDEN (subject to VAT)	**EXISTING CHARGES 2026-2027 (5% / 10%)**	
	Standard Fee	**Felixstowe Resident fee***
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	802	401
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	495	248
Renewal of lease for the above memorials for further 5 years	171	171
Memorial bench plaques with inscription for 10 years (prices from)	1644	822
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)		

Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	2188	2188
Planting single grave with winter and summer plants and maintaining for one year	381	381
Annual maintenance thereafter	218	218
6. MISCELLANEOUS		
Registering transfer of grant	58	58
Exhumation (Burial)	2139	2139
Exhumation (Ashes)	889	889
Register Search	34	34
Preparation of Statutory Declaration	75	75

v. Allotments

For tenancies renewing in October 2027, or new tenancies beginning from April 2027, the applicable fees will be:

Plot Size	**Standard Rent (inc. Water)**	**Discount Rent (inc. Water)**
Single-size plot **New tenant** (approx. 125m^2 or '5 Rods')	**£79**	Discount will be applied to first full year
Single-size plot (approx. 125m^2 or '5 Rods')	**£48.55**	**£31.55**
Double-size plot (approx. 250m^2 or '10 Rods')	**£97.10**	**£63.10**
'Allitlement' (Miniplot)	**£30.50**	**N/A**

176. WALTON COMMUNITY HALL REFURBISHMENT

The Committee received an update on the Walton Community Hall refurbishment.

Members acknowledged the improvements made to Walton Community Hall and discussed the potential for an Assets & Services Committee meeting to be held there, noting the historic significance of the building and the opportunity to showcase the improvements undertaken. An early update was also provided on the performance of the solar panels and the recent commencement of the feed-in tariff.

Members also discussed the availability of parking and the possibility of engaging with the NHS regarding use of its nearby car park outside normal operating hours.

It was RESOLVED that:

i. **the Walton Community Hall Refurbishment update report be noted;**

ii. **arrangements be made for a future Assets & Services Committee meeting to be held at Walton Community Hall; and,**

iii. **officers engage with the NHS regarding the potential use of its car park outside normal operating hours.**

177. CEMETERY UPDATE REPORT

The Committee received an update regarding operational projects and developments at Felixstowe Cemetery, including the replacement cemetery entrance gates and the Cemetery Extension Project.

Members noted the progress of the gate replacement works and discussed arrangements for the removal of the Scout Group's hut as part of the Cemetery Extension Project.

It was RESOLVED that the Cemetery update report be noted.

178. TELECOMS MAST LICENCE

The Committee received an update on the progress with the Telecoms Mast Licence contract negotiations.

Members noted that the amended Heads of Terms incorporated the operational safeguards previously requested by the Council and that the matter was now ready to progress to the legal stage.

It was RESOLVED that:

i. **the Telecoms Mast Licence report be noted; and,**

ii. **officers be authorised to progress the agreement to the legal stage.**

179. ALLOTMENTS UPDATE REPORT

The Committee received an update regarding allotment matters, including the proposed Cowpasture borehole and clearance works required at Railway Hill.

Members considered the Hydrogeological Risk Assessment required before any borehole drilling could proceed. The Committee agreed that the quotation of £575 + VAT represented an appropriate initial step in establishing the feasibility of the proposed borehole. The potential to transport water from Cowpasture to other allotment sites using the Council's bowser was also discussed.

Members discussed the significant resources required to clear neglected plots at Railway Hill and considered potential ways of reducing the costs incurred by the

Council when plots were left in an unsatisfactory condition by previous tenants. A deposit scheme was considered but was not felt to be appropriate.

Members instead emphasised the importance of firmer enforcement of existing tenancy conditions to reduce the likelihood of significant clearance costs arising in the first place. The Committee confirmed its support for officers taking a firmer approach to enforcement and indicated that officers would have Members' backing should this result in challenge or objection from tenants. Existing debt recovery procedures were also noted as a means of recovering costs from tenants where appropriate.

Members also discussed the possibility of introducing an anonymous reporting facility for allotment issues. It was confirmed that, where there was insufficient evidence to identify an individual tenant as being responsible for a reported issue, the Council's existing approach was to contact all tenants, or all tenants within the affected area, rather than approach a single tenant.

Members considered that this approach could be supplemented by an anonymous reporting facility, potentially using a QR code linked to an online reporting form. It was noted that this could provide tenants with a straightforward means of reporting concerns without identifying themselves.

It was RESOLVED that:

i. the Allotment update report be noted;

ii. an expenditure of £575 + VAT be approved from the Asset Repair and Replacement Earmarked Reserve for the hydrogeological risk assessment;

iii. the costs associated with clearing the Railway Hill allotment plots be monitored and reported back to the Committee

iv. the enforcement of cultivation standards across the allotment sites be strengthened, in accordance with the Council's cultivation and enforcement procedures; and,

v. a system for the anonymous reporting of allotment issues be implemented, with the practical arrangements for the system to be developed by officers.

180. PARKS UPDATE REPORT

The Committee received an update regarding maintenance and surface repair works at Gosford Way Play Area.

Members were advised that, in addition to the quotation included within the agenda papers, a further quotation of £1,470 + VAT had been received from another contractor prior to the meeting, but after publication of the agenda.

Although the second quotation was higher, it included a more comprehensive scope of works. The Grounds & Maintenance Manager explained that, due to the nature of the soil at the site, the contractor had advised that the works could not be guaranteed. Members queried whether the alternative contractor could offer a guarantee for its proposed works. It was noted that this was not specified in the quotation and could be clarified with the contractor.

Having considered the quotations and the respective scopes of work, the Committee agreed to proceed with the more comprehensive works at a cost of £1,470 + VAT.

It was RESOLVED that:

i. the Parks Update Report be noted; and,

ii. Company B be selected to undertake the surface repair works at Gosford Way Play Area at a cost of £1,470 + VAT, to be met from the Parks and Recreation Repairs and Maintenance budget.

181. CLOSURE

The meeting closed at 9.29pm. The next meeting was scheduled to take place on Wednesday 18 November 2026 at 7.30pm.

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 23 September 2026** at **9.30am**

PRESENT: Cllr S Bird (Chair)
Cllr C Franklin (Vice-Chair)
Cllr S Bennett
Cllr J Candy
Cllr A Folley
Cllr S Wiles

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

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

182. PUBLIC QUESTION TIME

None.

183. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison, Cllr T Gale,** and **Cllr B Price**.

184. 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 Cllr A Folley	All	Other Registerable Interest (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.

185. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 9 September 2026 be confirmed as a true record.

186. 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/26/2992/FUL |** Replacement of store front elevations at ground floor level. **61 Hamilton Road**
	Committee recommended APPROVAL.

B	**DC/26/3007/ADI |** Illuminated Advertisement Consent - Installation of fascia signage with through light accompanied by projecting sign **61 Hamilton Road**
	Committee recommended APPROVAL.

C	**DC/26/3039/FUL |** Replacement of the existing rooflight with a new lantern turret. **Christ Church Felixstowe Grange Farm Avenue**
	Committee recommended APPROVAL.

D	**DC/26/3018/FUL |** Rear extension **44 Looe Road**
	Committee recommended APPROVAL.

E	**DC/26/3069/VOC |** Variation of Condition No. 2 of DC/24/2393/FUL - Single storey front extension and two storey rear extension with raised roof front with front and rear balconies and internal alterations. - Refinements to the internal arrangement, fenestration, roof detailing and external access, together with a limited increase in the depth of the approved rear extension **91 Cliff Road**
	Committee recommended APPROVAL.

F	**DC/26/3145/TCA |** 1no. Pittosporum (red circle on plan) - Fell **87 Queens Road**
	Committee OBJECTS to the proposed felling of this tree. We have had regard to the criterion for applying a TPO. We believe that this tree is not only visible from the public realm but plays a significant part of the public vista on this road. Furthermore, we feel that the reason given for felling is neither sufficient nor adequate and we believe that appropriate tree management would be more applicable. We understand, in terms of this particular species, offending root material – which are shallow and fibrous - can be professionally cut

back without endangering the life or viability of the tree. As such, Committee requests that the ESC Arboricultural Officer considers a TPO for this tree.

187. PLANNING DECISIONS

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

188. CORRESPONDENCE

i) DC/26/2677/TCA - 26 Cavendish Road

Members noted the correspondence from the ESC Arboricultural Officer confirming that the trees did not meet the criteria for a Tree Protection Order. Members discussed the unsatisfactory framework for the protection of trees. With Committee's support the Chair would put a Motion to Council to write to the Secretary of State for Housing, Communities and Local Government and NALC seeking a review of the rules.

ii) ESC Planning Forum 16 September

The Planning Administration Assistant reported attendance at the above where forthcoming changes to the way planning applications are processed and determined, particularly in relation to Schedule 1 householder applications, were discussed. It was noted that ESC were intending to continue to report back to town and parish councils on occasions where the planning officers' minded-to decision was contrary to the recommendation of the local council.

iii) Tourism signage at Gt. Eastern Square.

The Clerk reported correspondence from a local art group on the lack of wayfinding signage at Gt. Eastern Square. It was noted that ESC were exploring an opportunity to improve signage to direct visitors from car parks into town or key points that do not exist currently, including maps and local information. It was also noted that an ESC project to refresh signage along the seafront could be supplemented to include the town centre, perhaps via CIL funding, and so will be referred to the CIL Working Group.

189. CLOSURE

The meeting was closed at 11.12am. It was noted that the next meeting was scheduled to take place on Wednesday 7 October 2026 at 9.30am.

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 7 October 2026** at **9.30am**

PRESENT: Cllr S Bird (Chair)
Cllr J Candy
Cllr T Gale
Cllr A Folley
Cllr B Price
Cllr S Wiles

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

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

190. PUBLIC QUESTION TIME

None.

191. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison**, **Cllr S Bennett** and **Cllr C Franklin**.

192. 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 J Candy Cllr A Folley	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.

193. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 23 September 2026 be confirmed as a true record.

194. 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/26/3015/FUL |** Retrospective Application - Change of use from car sales (Sui Generis Use Class) to open air storage (B8 Use Class) (retrospective) **Land North Of Walton Avenue**
	Committee recommended APPROVAL, subject to ESC Environmental Protection being satisfied with a submitted noise assessment and ESC Ecology being satisfied with an external lighting strategy.

B	**DC/26/2907/FUL |** Two storey 3 bedroom family dwelling (Self Build) **Land Between No 7 And 11 Coniston Close**
	Committee recommended APPROVAL. We strongly welcome this additional residential property. It is utilising a vacant site which is sufficient to accommodate this intended self-build property. We note the comments of SCC Highways and would ask that the application be conditioned to the hours of construction proposed by ESC Environmental Protection.

C	**DC/26/2793/CLE |** Lawful Development Certificate (Existing) - The use of the building known as the Old Pilot Hut, The Ferry, Felixstowe, IP11 9RZ, as a permanent residential dwelling, in breach of Condition 3 of planning permission C/13/1097. **Old Pilot Hut The Ferry**
	Committee recommended APPROVAL.

D	**DC/26/3359/FUL |** Single storey rear extension, following demolition of conservatory. Addition of roof lights to roof loft space. Addition of front porch pitch roof canopy. **44 St Georges Road**
	Committee recommended APPROVAL.

E	**DC/26/3279/AND |** Non Illuminated Advertisement Consent - Replacement of existing 'NATIONAL COASTWATCH' sign on south east facing fascia above NCI Lookout windows on top of Martello Tower P, and an additional new sign 'CALL US ON CH65' on the south facing fascia. The original sign has been in place for over ten years and is delaminating badly. It is believed that the original sign may have schedule 13 consent already, if not full approval. The second sign would be new. Both signs would be powder coated aluminium in Pantone 2768 (RGB 12.28.71, CMYK,100,100,36,43),dark blue, with white lettering in Arial Bold. The signs would almost fill both fascias as stated above. Whilst the NCI lookout is on top of the Martello Tower P scheduled monument, the lookout is not part of that scheduled monument as of 2026 April **Coastwatch Offices Martello Tower P South Seafront Langer Road**
	Committee recommended APPROVAL.

F	**DC/26/3041/FUL |** Orangery extension to replace existing conservatory **17A Beatrice Avenue**
	Committee recommended APPROVAL.

At this point, 10.50am, Cllr T Gale left the Chamber. The meeting was adjourned for 5 minutes.

The meeting resumed at 10.55am.

G	**DC/26/3195/FUL |** Erection of a timber garden cabin to accommodate a golf simulator. **7 Newry Avenue**
	Committee recommended REFUSAL. Whilst we have no objection in terms of the ability for a plot of this size to accommodate a building, and no objection to the intended use - which we understand will not produce significant noise - we have concerns for neighbour amenity. **This structure will introduce an 8m long building projecting a further 1.78m in height above the existing fence height. We therefore believe that this will significantly impact and diminish amenity for the neighbouring properties at the side and rear. We therefore believe that this application is contrary to SCLP11.2 paras. b) and e).**

Cllr T Gale returned, 10.59am.

H	**DC/26/3296/TPO |** G1 of TPO No. 140 / 2000 1no. Holm oak (1 on plan) - Crown lift by up to 6 metres above ground level **7 Foxgrove Gardens**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. We do note that the application is described as work to one tree, however on the submitted application form we understand that a dead branch is to be removed from a second tree.

I	**DC/26/3254/TCA |** 1no. Ash (marked on plan) - Re-pollard to previous pruning points **22 Barton Road**
	Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer. We note that the applicant believes that the application would permit ongoing maintenance, however we understand that any work to trees in a Conservation Area requires prior notification each time.

195. PLANNING DECISIONS

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

196. CORRESPONDENCE

Committee noted that East Suffolk Council was re-opening the Local Plan Call for Sites process for new site submissions by 5pm on 16 November 2026.

197. CLOSURE

The meeting was closed at 11.40am. It was noted that the next meeting was scheduled to take place on Wednesday 21 October 2026 at 9.30am.

MINUTES of a **PERSONNEL COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 7 October 2026** at **4pm**

PRESENT: Cllr D Aitchison (Chair)
Cllr D Rowe (Vice-Chair)
Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)

198. PUBLIC QUESTION TIME

None.

199. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr C Franklin**.

200. DECLARATIONS OF INTEREST

There were none.

201. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 1 April 2026 be confirmed as a true record.

202. STAFF HANDBOOK AND HR POLICY REVIEW

The Committee considered the review of the Council's Staff Handbook and associated HR policies in light of changes to employment legislation, including the Employment Rights Act 2025, and current employment practice.

The Town Clerk outlined the principal areas requiring updating, including statutory sick pay, paternity and parental leave, holiday records, sexual harassment, disciplinary and performance procedures, grievance arrangements, equality, flexible working, whistleblowing and other statutory leave. Members supported a coordinated programme of revisions to ensure the Council's employment documentation remained current, consistent and appropriate, avoiding unnecessary duplication and reducing the risk of provisions becoming outdated as legislation changed.

It was noted that the work would be undertaken primarily within existing staff resources, with specialist HR or legal advice only obtained where necessary and within existing budgets and delegated financial authority. Any proposed changes materially affecting established employment policies or terms and conditions would be referred to Committee for consideration.

It was RESOLVED that:

i. **the review of the Staff Handbook and associated HR policies be noted;**

ii. **the Town Clerk be authorised to undertake and implement the necessary revisions to the Handbook and associated policies, guidance, forms and administrative arrangements, including the priority areas identified in the report;**

iii. **the Town Clerk be authorised, in consultation with the Chair, to obtain specialist HR or legal advice where reasonably necessary, within existing budgets and delegated financial authority; and,**

iv. **a consolidated suite of revised staffing policies and associated documents be brought back to the Committee for consideration early in the new year.**

203. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

It was agreed that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public should be excluded for the following item due to the confidential nature of the business to be transacted.

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

204. TOWN CLERK'S APPRAISAL

The Committee undertook the Town Clerk's annual appraisal, discussing and agreeing objectives for the forthcoming year.

It was RESOLVED that the Town Clerk's appraisal document be finalised by the Mayor to include the objectives discussed and agreed.

205. STAFFING AND TRAINING BUDGET 2027/28

The Committee considered the proposed staffing and training budgets for 2027/28, including projected staffing costs for the current financial year, the agreed 2026/27 NJC pay settlement, anticipated staff progression, employer National Insurance contributions and Local Government Pension Scheme contributions.

Members considered the position of two employees approaching State Pension Age during the current financial year. As neither had formally notified the Council of retirement, the draft estimates retained full provision for both posts. It was agreed that the Town Clerk would consult the relevant employees about their intentions and report back to the Committee so that any potential changes to the staffing structure could be considered before the 2027/28 financial year.

Members considered the provision for the next national pay award and agreed that the budget should allow for a 3.5% increase in salaries, rather than the 3.0% provision presented in the report. The proposed salary scale point changes were approved as presented, and the staffing budgets were updated accordingly.

The revised staffing budget estimates for 2027/28 were as follows:

Cost Centre	**Budget Estimates 2027/28**		
	Salaries (£)	**Employer National Insurance (£)**	**Employer Pension Contributions (£)**
Administration	281,857	37,029	47,916
Town Hall	30,364	3,580	5,162
Walton	6,073	716	1,032
Broadway House	10,277	1,212	1,747
Cemetery	132,626	17,269	22,546
Allotments	28,420	3,700	4,831
Parks	28,420	3,700	4,831
Total	**518,037**	**67,206**	**88,066**

The proposed training budget totalled £4,000, comprising £1,500 for Administration, £500 for Town Hall and £2,000 for the Cemetery.

It was RESOLVED that:

i. **the Town Clerk consult the relevant employees approaching State Pension Age regarding their future intentions and report back to the Committee on any implications for the staffing structure;**

ii. **the salary scale point changes be approved as presented;**

iii. **the revised staffing budget estimates, incorporating a 3.5% provision for the 2027/28 national pay award, be recommended to Council for approval; and**

iv. **the training budget of £4,000 for 2027/28 be recommended to Council for approval.**

206. CLOSURE

The meeting closed at 5.00pm. It was agreed that an additional meeting would be held at 5.00pm on Wednesday 10 February 2027, with the next scheduled meeting taking place at 4.00pm on Wednesday 7 April 2027.

MINUTES of the **FINANCE & GOVERNANCE COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 14 October 2026** at **7.30pm**

PRESENT: Cllr M Deacon (Chair)
Cllr D Rowe (Vice-Chair)
Cllr S Bennett
Cllr S Bird
Cllr T Gale
Cllr M James
Cllr M Sharman
Cllr S Wiles

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

IN ATTENDANCE: Two members of the public (*via Zoom*)

207. PUBLIC QUESTION TIME

There was none.

208. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr W Underwood**.

209. DECLARATIONS OF INTEREST

The following Other Registerable 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 M Deacon Cllr S Bennett	All	Other Registerable Interests (as Member of East Suffolk Council)
Cllr T Gale	All	Other Registerable Interests (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.

210. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 3 June 2026 be signed by the Chair as a true record.

211. BUDGET MONITORING TO 30 SEPTEMBER 2026

Committee reviewed the income and expenditure position for the six months to 30 September 2026. Overall expenditure stood at 52% of the annual budget, with Members noting that expenditure was not evenly distributed throughout the

year and that a number of variances reflected annual payments or expenditure incurred earlier in the financial year.

Areas with continued monitoring included Town Hall equipment purchases; Cemetery training, equipment, vehicle and fuel costs; allotment water usage and repairs; recovery of allotment recharges; and engraving and civic event expenditure. The exceptionally dry summer had contributed to increased allotment water consumption despite the hosepipe ban. The Committee also noted lower-than-anticipated sponsorship income for Felixstowe in Flower and outstanding invoices relating to the Town Magazine and Broadway House.

It was RESOLVED that the budget monitoring report to 30 September 2026 be noted.

212. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/26 – EXTERNAL AUDITOR'S REPORT

Committee considered the Annual Governance and Accountability Return (AGAR) for 2025/26, including the External Auditor's Report and Certificate.

Members noted that the external audit had been completed on 9 September 2026 and that PKF Littlejohn LLP had found the information to be in accordance with proper practices. No matters had been identified giving cause for concern regarding compliance with relevant legislation or regulatory requirements, and no further action had been required.

The Notice of Conclusion of Audit had been displayed at the Town Hall from 10 September 2026 and was available on the Council's website, together with the audited accounts and related documents.

It was RESOLVED that the Annual Governance and Accountability Return for 2025/26, including the External Auditor's Report and Certificate, be commended to Council, and that the publication of the Notice of Conclusion of Audit be noted.

213. INTERNAL AUDIT REPORT: INTERIM 2026/27

Committee considered the Interim Internal Audit Report for the six months to 30 September 2026, undertaken by Ms Julie Lawes of the Suffolk Association of Local Councils on 8 October 2026. The audit examined 15 core areas of governance and financial control, including financial regulations, budgetary controls, payment controls, risk management, asset control and data protection.

Members noted that the report contained no recommendations and commended the positive findings regarding the Council's governance, financial management, transparency and cooperation from officers.

It was RESOLVED that the Interim Internal Audit Report for the period 1 April to 30 September 2026 be noted and recommended to Full Council for receipt and adoption.

214. QUARTERLY BANK RECONCILIATIONS

Committee noted that Cllr M Deacon, as the Council's appointed quarterly bank reconciliation signatory, had reviewed and signed the reconciliations between the bank statements and the Council's accounting records for the period 1 April to 30 September 2026.

It was RESOLVED that the completed bank reconciliations for the period be noted.

215. BUDGET REVIEW WORKING GROUP UPDATE

Committee considered the Budget Review Working Group's report and recommendations, together with responses from the Assets & Services and Civic & Community Committees and the officer assessment of the recommendation concerning IT support.

Members discussed the response from the Superintendent Registrar on the availability of registration services at Felixstowe. It was agreed that the Clerk would forward the correspondence to the County Councillor for their information.

Committee considered the officer assessment of the Council's existing IT support arrangement with Centradata, costing £162.50 plus VAT per month. Although support requests had been relatively infrequent, Members noted that the current service included proactive maintenance, security updates, endpoint protection and backup monitoring, in addition to reactive technical support.

Members agreed that a comparison with alternative providers was appropriate, provided that any proposed change maintained adequate cyber security, network maintenance, responsiveness and business continuity. The comparison would consider the services included, response arrangements, security provision and any minimum or additional charges, rather than relying solely on the number of support calls.

It was RESOLVED that:

i. **the Budget Review Working Group's report and recommendations, together with the responses from the Assets & Services and Civic & Community Committees, be noted;**

ii. **the officer recommendation to compare the current IT support arrangement with alternative providers be endorsed; and**

iii. **the findings of the IT support review be reported back to the Finance & Governance Committee before any decision is taken to change the existing arrangements.**

216. MEMBERS' ALLOWANCES AND EXPENSES POLICY

Committee reviewed the Members' Allowances and Expenses Policy and considered the East Suffolk Council Independent Remuneration Panel's recommendations for town and parish councillors.

Members noted that the Council had historically chosen not to pay a Parish Basic Allowance (PBA). Felixstowe's electorate remained within the IRP's 10,001 - 20,000 band, for which the indicative annual allowance in the January 2025 report was £281.37 per eligible Member.

Committee noted that the IRP's recommendations must be taken into account when setting an allowance but do not require the Council to introduce a PBA or adopt the indicative rate.

The implications of introducing a PBA were discussed, including the requirement to publicise the decision, the tax treatment of allowances and the additional payroll software costs. Members also considered the distinction between the Mayor's Allowance and civic expenditure met directly by the Council.

The review identified matters requiring clarification or updating in the policy, including mileage rates, subsistence arrangements and their tax treatment, care-cost reimbursement, supporting evidence and authorisation of claims.

Members noted that the legal basis and tax treatment of any proposed care-cost reimbursement arrangements should be confirmed before implementation. Provisions relating to employee benefits would be more appropriately addressed through the relevant staff policies.

It was suggested that the mileage reimbursement being limited to outside the parish be amended to include travel within the parish.

It was RESOLVED that the Members' Allowances and Expenses Policy be reviewed and updated to address the matters identified in the report, with any proposed amendments brought forward for consideration by Full Council. The Council's existing decision not to introduce a Parish Basic Allowance would remain unchanged unless and until a separate decision was made.

217. PROTOCOL ON MEMBER REPRESENTATION ON OUTSIDE BODIES

Committee considered the proposed Protocol on Member Representation on Outside Bodies and the accompanying Member Guidance Note.

Members noted that the Protocol would clarify the role and responsibilities of Councillors appointed to outside bodies, including the limits of their authority to commit Council resources, the management of interests, reporting expectations and the distinction between representing the Council and acting in an independent capacity within an organisation.

Committee also considered the proposed arrangements for the Town Clerk, as the Council's Proper Officer, to determine dispensations under Standing Order 13(e) where a Council-appointed representative would otherwise be prevented from participating in relevant Council business solely by virtue of an Other Registerable Interest.

Members noted that such arrangements would not override a Disclosable Pecuniary Interest or other separate legal or ethical requirement to withdraw.

It was RESOLVED that, subject to a couple of minor grammatical changes:

i. **the Protocol on Member Representation on Outside Bodies be recommended to Ordinary Council for adoption;**

ii. **the accompanying Member Guidance Note be recommended to Ordinary Council for approval and issue to Councillors appointed to outside bodies; and,**

iii. **the proposed arrangements for the Proper Officer to determine appropriate dispensations under Standing Order 13(e), subject to the limitations set out in the Protocol, be noted.**

218. BUSINESS PLAN/ACTION PLAN REVIEW

Committee considered the revised Business Plan, Action Plan and associated Financial Forecast, prepared following feedback from the Local Council Award Scheme Gold Award assessment.

Members noted that the revisions provided greater detail on the Council's strategic objectives, community engagement, proposed actions, responsibilities, timescales, financial implications, funding sources and measures of progress. The financial forecast had been incorporated into the same document to provide a clearer link between the Council's priorities, planned activity and longer-term financial planning.

It was agreed that some clarification would be helpful in the Action Plan as to whether funding requirements were annual or one-off.

It was RESOLVED that the revised Business Plan, Action Plan and associated Financial Forecast be recommended to Council for adoption as the framework for delivering the Council's agreed priorities and informing future budget and financial planning.

219. COUNCIL INVESTMENTS

Committee reviewed the Council's investment position, including its fixed-term investments with Close Brothers and Virgin Money, the Nationwide 35-Day Saver Account and the Barclays operational and tracker accounts. Members

noted the importance of maintaining sufficient working capital while maximising returns on surplus funds in accordance with the Council's Investment Policy and Strategy.

Committee considered the forthcoming maturity of the £250,000 Virgin Money bond and the comparative investment options set out in the report, taking account of interest returns, credit ratings, liquidity and alignment with the Council's investment policy.

It was RESOLVED that:

i. **the Council's current investment position be noted;**

ii. **the reinvestment of £250,000 with Virgin Money for one year be approved, subject to the Council's Investment Policy and Strategy; and,**

iii. **transfers of surplus funds from the Barclays Business Tracker Account to the Nationwide 35-Day Saver Account be approved, in accordance with the Investment Policy and Strategy and subject to maintaining sufficient funds for the Council's working capital requirements.**

220. CLOSURE

The meeting closed at 8.46pm. The next meeting was scheduled for Wednesday 9 December 2026 at 7.30pm.

MINUTES of a **PLANNING & ENVIRONMENT COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 21 October 2026** at **9.30am**

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

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

IN ATTENDANCE: 2 members of the public *(via Zoom)*

221. PUBLIC QUESTION TIME

None.

222. APOLOGIES FOR ABSENCE

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

223. 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 J Candy Cllr A Folley Cllr C Franklin	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.

224. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 7 October 2026 be confirmed as a true record.

225. 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/26/3258/FUL |** Replacement Windows (excluding shopfront) **55 Hamilton Road**
	Committee recommended APPROVAL.

B	**DC/26/3453/FUL |** Two storey side extension, first floor front extension, rear canopy and rendering of existing brickwork **76 Links Avenue**
	Committee recommended APPROVAL. We have carefully considered this application and recognise that this represents a large extension, with the resultant property being considerably larger, given the extension already approved on the other side of the building. **Whilst we note that the property would retain amenity space at both the front and rear, we would ask that consideration be given as to whether the cumulative impact of the proposals, including other existing structures on site, would result in the built form exceeding 50% of the original plot of no 76.**

C	**DC/26/3413/FUL |** Part rear/part side single storey extension and alterations to include chimney removal and replace existing lounge window with bi-fold doors **19 Upperfield Drive**
	Committee recommended APPROVAL.

226. PLANNING DECISIONS

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

227. CORRESPONDENCE

Committee noted a licensing application to renew a pavement licence for Nutshells by the Sea, 1b Hamilton Road, on continuing terms.

Members noted the application had no objections to the renewal of this licence.

228. CLOSURE

The meeting was closed at 10.36am. It was noted that the next meeting was scheduled to take place on Wednesday 4 November 2026 at 9.30am.

MINUTES of a **CIVIC & COMMUNITY COMMITTEE MEETING** held at **TOWN HALL, Felixstowe,** on **Wednesday 21 October 2026** at **7.30pm**

PRESENT: Cllr M Sharman (Chair)
Cllr C Franklin (Vice-Chair)
Cllr D Aitchison
Cllr S Bennett
Cllr J Candy
Cllr A Folley
Cllr D Rowe

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

IN ATTENDANCE: 1 Member of the public *(in the Chamber)*
1 Member of the public *(via Zoom)*

229. PUBLIC QUESTION TIME

None.

230. APOLOGIES FOR ABSENCE

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

231. DECLARATIONS OF INTEREST

The following Other Registerable 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 Cllr A Folley	All	Other Registerable Interest (as Members of East Suffolk Council)
Cllr M Sharman	#235	Other Registerable Interest (as a Committee Member of Felixstowe Society)

Members were reminded that any further interests arising during the meeting should be declared at the appropriate time.

232. CONFIRMATION OF MINUTES

In relation to Minute 165(iv), the Chair clarified that acknowledgement of Felixstowe Town Council's support was a requirement attached to the award of grants, rather than a request made to recipients.

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 9 September 2026 be confirmed as a true record, subject to the amendment to Minute 165(iv) as noted above.

233. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered the income and expenditure reports for the Civic & Community budget to 30 September 2026.

The Committee discussed the position in respect of the Council magazine and Felixstowe in Flower, noting that performance in respect of the latter was below anticipated levels.

It was RESOLVED that the Budget Report to 30 September 2026 be received and noted with no further action required at this time.

234. DRAFT BUDGET CONSIDERATIONS 2027-28

The Committee considered its draft budget proposals for the 2027-28 financial year.

Members discussed the budget provision for Felixstowe in Flower, expressing concern about the implications of operating with a reduced budget. It was noted that a wholesale review of the initiative had previously been agreed by the Committee, and the need for an operational review during the forthcoming year was reiterated.

RESOLVED that the draft budget for 2027-28 be recommended to the Finance & Governance Committee as presented.

235. OCCASIONAL GRANTS ROUND 2 2026/27

Committee considered completed applications for funding received by the deadline of 30 September 2026 for the second round of Occasional Grants. The total funding requested was £16,558.40.

Those Members having declared interests in accordance with Minute 231 above absented themselves from the Chamber during consideration of the relevant applications and voting thereon.

It was RESOLVED that grants totalling £9,707.70 be awarded under Round 2 of the Occasional Grants scheme for 2026/27, as detailed below, and approved for payment:

i. **£250 to the 1st Kirton Squirrel Drey towards first term costs, badges and Christmas party (with the applicant encouraged to approach Kirton Parish Council);**

ii. **£1,113 to ActivLives towards the ActivKurling / Boccia Group – Felixstowe;**

iii. **£1,500 to Breast Friends towards their sewing group and other events;**

iv. **£539.70 to Citizens Advice East Suffolk towards the purchase of 10 noise-cancelling headphones;**

v. **£1,000 to Felixstowe Radio towards outside broadcast equipment;**

vi. **£440 to Felixstowe Sea Angling Society towards modernisation of its club hut, including the installation of LED lighting;**

vii. **£380 to Felixstowe Society towards restoration of the Fisons commemorative plaque in the Spa Gardens;**

viii. **£300 to Friends of Fairfield & Colneis towards Microbits for Colneis Junior School computing;**

ix. **£1,000 to Home-Start Suffolk towards volunteer recruitment and training;**

x. **£600 to Manna Pop Up Shop towards a Christmas event;**

xi. **£180 to Save the Children Fund towards the Santa's Ride around Town '26 tracker and sweets;**

xii. **£500 to Soul Salvage CIC towards lantern-making for the Felixstowe Lantern Parade in December 2026;**

xiii. **£1,000 to Suffolk Family Carers towards its Feeling Stronger to Care and Connect – Felixstowe sessions;**

xiv. **£905 to Suffolk Mind towards a sensory bench for GreenCare Felixstowe Allotment.**

At 9.29pm, Members agreed to extend the meeting, which was approaching two hours in duration.

236. FELIXSTOWE CULTURAL STRATEGY – PROGRESS UPDATE

Members welcomed the progress of the Felixstowe Cultural Strategy Working Group and the continued development of work arising from the UK Town of Culture 2028 Expression of Interest, including the exploration of potential funding and partnership opportunities.

It was RESOLVED that the progress reported be noted.

237. CLOSURE

The meeting was closed at 9.34pm. The next meeting was scheduled to take place on Wednesday 16 December 2026 at 7.30pm.

AGENDA ITEM 10: STRENGTHENING TREE PROTECTION LEGISLATION

Council is requested to consider the following Motion, in accordance with Standing Order 9, moved by Cllr Stuart Bird, seconded by Cllr Amanda Folley.

Felixstowe Town Council recognises that the legislation covering trees in relation to planning applications is out of date. We further believe that as a consequence the legislation is no longer fit for purpose, and requires revision.

Proposed work to some trees in a Conservation Area and all trees with a Tree Preservation Order (TPO) requires permission. A tree works notification, very similar to a planning application, is submitted to the District Council, upon which the Town Council is consulted to give its view. The necessary legislation, which also gives guidance on how such notifications should be considered, is contained in Sections 198 to 213 (inclusive) of the Town and Country Planning Act 1990; the Town and Country Planning (Tree Preservation)(England) Regulations 2012; and Part 6 of the Localism Act 2011. In many cases, proposed works to a tree are deemed acceptable, and Town Council Planning Committee responds with a "No Objection" comment. We understand that routine tree management is usually necessary, and also that there may be circumstances where action is required if a tree is diseased or dangerous, or liable to become dangerous. These works can include pruning, pollarding, crown reduction, and sometimes felling. However, there are situations when the proposed work is not deemed acceptable, particularly in the case of felling of a tree where there may be alternative maintenance options.

The legislation is severely restrictive in the protection which a tree can be given, and under which an objection to works can be framed. The statutory provisions only give value to a tree in terms of public amenity. This means that it must play a significant visual part in the public realm. The tree must be visible from a publicly accessible place; that is a road, pavement, or public footpath. As a consequence, if it is not publicly visible, any objection "falls at the first hurdle", and no other considerations can be discussed. The Government guidance issued on 6 March 2014 states that other factors can be taken into account, namely importance to nature conservation and response to climate change. However, these are subsidiary considerations, and would not warrant a TPO consideration of themselves. In addition, the visibility test is paramount, if this test is failed no TPO can be considered. Applying and adhering to these narrow parameters in formulating a response is frequently difficult. The Town Council Planning Committee finds itself hampered in expressing well founded concerns in many cases. It is frustrating and indeed counter-productive for the Chairman to rule as inadmissible many valid and relevant arguments.

The Town Council recognises that the public discourse has progressed significantly in the 36 years since the law was first drafted, and that public opinion is today more environmentally conscious. It is now universally accepted that trees play a far wider part in our environment, and perform functions beyond merely public amenity as described in the legislation. In particular, the Town Council's Planning & Environment Committee, in considering applications, would wish to acknowledge the part that trees play in carbon capture, and thereby mitigating the effects of climate change. In addition, we seek to recognise that trees provide a vital habitat for many and varied

species of birds, animals and insects. Currently, there is no statutory provision to include these factors on their own merits, and independently of the public amenity test. We believe that a request for a TPO should be assessed on either of these further criteria, in addition to (and where appropriate separately from) fulfilling public amenity criteria.

Felixstowe Town Council therefore resolves to write to the Right Honourable Angela Rayner M.P., Secretary of State for Housing, Communities and Local Government; and to Jenny Riddell-Carpenter, M.P. for Suffolk Coastal; and to the National Association of Local Councils. The letter will set out the rationale for a change in legislation, by including the text of this motion. Specifically, we request that legislation be introduced to amend the relevant legislation specified above. Such amendment should add two criteria that can, and when appropriate should be considered in assessing tree works notifications. The criteria should be given statutory weight to which Planning Authorities must have regard, these criteria being recognition of trees as wildlife habitats, and recognition of trees' role in carbon capture and climate change mitigation.

Council is requested to consider the motion of Cllr Stuart Bird.

AGENDA ITEM 11: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26

Council is advised that Notice has been given that the external audit of the accounts of Felixstowe Town Council for the Financial Year 2025/26 was completed on 9th September 2026. The Annual Governance and Accountability Return (AGAR), including the Audit Certificate is presented at **Appendix A**.

The Council's External Auditor, PKF Littlejohn, has expressed the view that, on the basis of the annual return, in their opinion, the information is in accordance with proper practices and no matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met. In addition, there were no other matters affecting their opinion that required the issue of a report or the further attention of the Council.

In accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 10 September 2026 and is also available to view on the Town Council website to advise local electors that the accounts and requisite information as defined by Section 13(1) of the Accounts and Audit Regulations 2015 are available for inspection.

Additionally, the Annual Governance and Accountability Return for the Financial Year 2025/26 will remain available online on the Council's website, as have the documents for the previous eight years.

The Annual Governance and Accountability Return was presented to the Finance & Governance Committee, which has recommended that it be formally approved and accepted by Council (*Minute #212 of 2026/27 refers*).

Council is requested to:

i. **approve and accept the Annual Governance and Accountability Return including Audit Certificate as recommended by the Finance & Governance Committee and presented at Appendix A; and,**

ii. **note that, in accordance with the Local Audit and Accountability Act 2014 and associated regulations, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 10 September 2026 and is available on the Council's website.**

AGENDA ITEM 12: INTERIM AUDIT REPORT: YEAR 2026/27

The Interim Internal Audit for the half-year ending 30th September 2026 was conducted on 8th October 2026, with the signed report presented at **Appendix B**.

Background and Context

The primary objective of the internal audit is to review, appraise, and report on the adequacy and effectiveness of the Council's internal control systems, financial management, and governance arrangements.

Following the Finance & Governance Committee's review of internal audit effectiveness in 2026/27 (*Minute #32 2026/27 refers*) and in line with the Council's decision to use different auditors for the interim and year-end audits (*Minute #41 2024/25 refers*), the interim audit was undertaken by Ms Julie Lawes of the Suffolk Association of Local Councils (SALC).

Ms Lawes, Clerk to Capel St Mary Parish Council, has over five years' experience carrying out audits for SALC and this is the third occasion on which she has audited Felixstowe Town Council.

Key Audit Findings and Financial Position

The internal audit evaluated fifteen core governance and financial control areas, including Financial Regulations, Budgetary Controls, Payment Controls, Risk Management, Asset Control, and Data Protection/AGAR Assertion 10 compliance.

There were no recommendations arising from the report which concluded as follows:

"I would like to thank the staff members of Felixstowe Town Council for their assistance and cooperation throughout the audit process. The clear, comprehensive and timely information provided was extremely helpful in supporting the review and enabled the audit work to be completed effectively."

"The Council continues to demonstrate a strong commitment to good governance, sound financial management and transparency, and remains an excellent example of good practice within the sector."

In accordance with the recommendations of the Finance & Governance Committee (Minute #213 of 2026/27), Council is requested to receive and adopt the Interim Internal Audit Report for 2026/27 presented at Appendix B;

AGENDA ITEM 13: EARMARKED RESERVE EXPENDITURE

Terms of Reference adopted at Annual Council (*Minute #12 of 2026/27 refers*) include authority for Committees to approve expenditure from Earmarked Reserves relevant to their scope of business, up to a limit of £20,000 in each financial year, without requiring further approval from Council.

Council is requested to note the following expenditure committed from Earmarked Reserves, following approval by the Assets & Services Committee, Civic & Community Committee, Personnel Committee and Finance & Governance Committee:

Min #	Description	Net Amount	Earmarked Reserve
58	Grant to the Lions Club of Felixstowe to support the interim custodianship of Visit Felixstowe.	£1,500	Community Fund
179ii	Hydrogeological risk assessment to establish the feasibility of the proposed borehole.	£575	Asset Repairs and Replacement
398ii	Roof repairs to Town Hall	£583	Town Hall
458i (2025-26)	Replacement of 1 laptop (2 have been approved for the year 2026/27)	£769	IT Replacement Fund
475 (2025-26)	Health Hero Services 2026-27	£740.90	Staffing Reserve
507iii (2025-26)	Reinstatement cost assessment for all Town Council buildings for Insurance purposes	£884	Town Hall; Broadway House; Walton Community Hall; Cemetery
508iii (2025-26)	2 x Tilt Tables	£690	Town Hall

509ii (2025-26)	Folding Chairs for Walton Community Hall	£1,297.06	Walton Community Hall (unless any remaining in Grant Funded Projects at end of project)

The following Earmarked Reserve expenditure approved by full Council:

349v	CCTV	£42,000	CCTV

Community Infrastructure Levy (CIL) Expenditure

The following CIL-specific allocations are either currently being drawn down or ring-fenced:

Min #	Description	Net Amount	Earmarked Reserve
77ii	Cemetery planning surveys	Up to £80,000	CIL
77iii	Gosford Way Park Railings	Up to £11,300*	CIL
145ii	Felixstowe Sea Cadets Drill Hall refurbishment	£5,000	CIL
145iii	Landguard Trust Gateway Project	£20,000	CIL
145iv	Litter bins	£3,301	CIL

**See Item 15 on agenda*

Council is requested to note:

i. **the expenditure from Earmarked Reserves as approved by Council's Committees under delegated authority; and,**

ii. **the cumulative position of the Earmarked Reserves for the 2026/27 financial year.**

AGENDA ITEM 14: CIL REPORT AND RECOMMENDATIONS

Council is requested to receive an update on the meeting of the Community Infrastructure Levy (CIL) Working Group held on 26 October 2026 and consider recommendations for additional project allocations from the CIL Earmarked Reserve.

Background and process
The CIL Working Group regularly reviews infrastructure needs across Felixstowe alongside a rolling programme of eligible projects, with the aim of ensuring that developer contributions are applied effectively and within the relevant statutory timescales. Working Group meetings are scheduled shortly before Ordinary Council meetings so that recommendations can be brought forward for consideration.

Project recommendations

Pump Track Project
The Working Group continues to develop proposals for a new pump track facility in Felixstowe, with Langer Park emerging as the preferred location following an initial feasibility assessment by specialist consultants, Clark & Kent Contractors Ltd.
The project is now being progressed in discussion with East Suffolk Council and Suffolk Constabulary, with further consideration being given to the site, design, community safety, technical requirements and ongoing management arrangements. This work will help inform a more detailed proposal for Council to consider in due course.

The project is currently estimated to require investment in the region of £200,000. It is anticipated that this could be supported through a combination of FTC CIL funding and external contributions, including potential funding through East Suffolk Council's outdoor play space programme. The funding package and final project costs will be developed as the proposals progress.

The £750 feasibility study allocation has been fully expended and is not included in the outstanding project allocations set out below.

Gosford Way Park Railings
Following previous Council approval, the contractor installed railings at Gosford Park. An additional 15m of railings were required to secure the site, making 180m in total. The total cost of the works was £12,022.50 excluding VAT, exceeding the previously approved maximum of £11,300 excluding VAT by £722.50.

The CIL Working Group recommends that the additional expenditure be funded from the CIL Earmarked Reserve.

Recommendation: That Council approves the additional expenditure of £722.50 excluding VAT for the Gosford Park railings, funded from the CIL Earmarked Reserve.

Project updates and schemes under development

- **Cemetery gates:** East Suffolk Council (ESC) has granted planning permission for the replacement cemetery gates, with work expected to commence on 9 November 2026. Council previously approved funding from CIL to progress the scheme. The current allocation and expenditure are included in the financial breakdown below.

- **Additional litter bins:** Installation arrangements for six additional public litter bins have been submitted to East Suffolk Services. Licences have been approved and installation is expected shortly. The approved CIL allocation is £3,301.

- **Triangle Area and Hamilton Road public conveniences:** Members continue to support a CIL-funded feasibility study for public realm improvements, aligned with Policy F98 of ESC's Cycling and Walking Strategy. The Town Clerk has raised the Working Group's support at Felixstowe Place Board and ESC/FTC Liaison meetings. It is hoped that the Place Board can help progress the project using the proposed CIL funding.

- **Candlet Track from Thurmans Lane to Capel Hall Lane cycle path extension:** The proposed route would extend approximately 800 metres, with a width of two metres, and be designated as a bridleway suitable for cycling and other non-motorised wheeled use. Both Trimley Parish Councils support the proposal. No financial contribution from Town or Parish Council reserves is currently anticipated.

- **Land adjoining Felixstowe railway station:** The Town Clerk is liaising with Network Rail, Greater Anglia and the landowner to establish the feasibility of, and appetite for, enhancing land adjacent to the railway station.

- **Town-wide play area strategic review:** The Working Group is keen to engage ESC on a strategic approach to the use of CIL funding for continuing improvements to play facilities across Felixstowe.

- **Bus real-time passenger information (RTPI) indicators:** Updated costings are awaited from Suffolk County Council following the national procurement transition to a new hardware supplier.

- **Maidstone Road to Felixstowe School cycle lane extension:** Physical progress has been paused. Given the condition of road surfaces and school safety priorities, the Working Group suggests exploring a combination of CIL and Pride in Place funding once the feasibility of a dual-use route has been established. Strategic dialogue has commenced with Suffolk County Council ward councillors.

- **Cavendish Park perimeter fencing:** An allocation of up to £8,000 had previously been approved for perimeter fencing at Cavendish Park Play Area, subject to final specification and requirement. ESC has since confirmed that the fencing will be included in its works, so Town Council expenditure is no longer required. The provisional allocation is therefore to be released from the project commitment and removed from the CIL records.

CIL financial position
The CIL Earmarked Reserve stands at £575,901.28. The remaining balance recorded against each receipt tranche is shown in Table A.

Table A: CIL reserve by receipt tranche

CIL receipt date	Remaining
24 October 2023	£109,345.91
17 April 2024	£17,750.03
25 October 2024	£140,900.99
25 April 2025	£93,318.94
28 October 2025	£70,285.29
24 April 2026	£60,516.36
20 October 2026	£83,783.76
Total CIL Earmarked Reserve	**£575,901.28**

Outstanding project allocations
The following table identifies project allocations that remain wholly or partly unspent. Completed projects are excluded, as their expenditure has already reduced the CIL reserve. The £750 pump track feasibility study is fully spent and is therefore excluded. The £8,000 provisional allocation for Cavendish Park fencing is also excluded because ESC has confirmed that the work will be included in its works.

Project	Initial allocation	Exp. to date	Unspent
Cavendish Park	£50,000.00	£0.00	£50,000.00
Rugby Club	£20,000.00	£0.00	£20,000.00
Football Club	£20,000.00	£0.00	£20,000.00
Landguard Phase 2	£50,000.00	£0.00	£50,000.00
Cemetery Gates	£38,120.50	£13,704.58	£24,415.92
Cemetery Extension	£80,000.00	£25,018.32	£54,981.68
Landguard Gateway Project	£20,000.00	£0.00	£20,000.00
Felixstowe Sea Cadets	£5,000.00	£0.00	£5,000.00
Six Public Litter Bins	£3,301.00	£0.00*	£3,301.00
Total	**£286,421.50**	**£38,722.90**	**£247,698.60**

The current CIL reserve and the outstanding project allocations represent different views of the same funds. The project allocations are commitments within the reserve and should not be deducted a second time when reporting the total reserve. On the figures above, the balance not currently allocated to these listed projects is £328,202.68.

Financial summary and proposed allocations

Financial position	**Amount**
Current CIL Earmarked Reserve	£575,901.28
Less outstanding project allocations listed above	(£247,698.60)
Balance not allocated to the listed projects	**£328,202.68**
Proposed additional Gosford Park railings allocation	(£722.50)
Projected balance following the proposed allocation	**£327,480.18**

The projected balance assumes approval of the additional Gosford Park railings allocation and is subject to reconciliation of the project allocation schedule and CIL ledger. No allocation for the pump track project is included at this stage; this will be brought back to Council for consideration once the further site and project work has been undertaken.

Statutory compliance and expiry monitoring

Regulation 59E of the Community Infrastructure Levy Regulations 2010, as amended, provides for recovery of neighbourhood CIL where a parish or town council has not applied receipts to support development in its area within five years of receipt, or has applied them otherwise than in accordance with the Regulations.

The receipt dates in Table A are therefore important for monitoring the use of CIL. The earliest tranche shown is dated 24 October 2023. Officers should continue to monitor the application of each receipt and ensure that funds are used in accordance with the Regulations within the relevant period. A formal allocation alone should not be assumed to satisfy the requirement that a receipt has been applied.

The allocation and expenditure records should be reconciled against the individual receipt tranches before a definitive assessment of any repayment risk is made.

As per the CIL Working Group's recommendations, Council is requested to:

i. **note the report and project updates from the CIL Working Group;**

ii. **approve the additional expenditure of £722.50 excluding VAT for the Gosford Park railings, funded from the CIL Earmarked Reserve; and,**

iii. **note the CIL reserve and outstanding project allocation position, subject to reconciliation of the project ledger and receipt-tranche records.**

AGENDA ITEM 15: MEMBERS' ALLOWANCES AND EXPENSES POLICY

Council is recommended to approve the revised Members' Allowances and Expenses Policy at **Appendix C** following its review by the Finance & Governance Committee on 14 October 2026 (*Minute #216 of 2026/27 refers*).

Background

Council periodically reviews its Members' Allowances and Expenses Policy to ensure that it remains appropriate, reflects current HMRC rates and tax requirements, and provides clear arrangements for the reimbursement of expenditure incurred by Members undertaking authorised Council business.

At its meeting on 14 October 2026, the Finance & Governance Committee reviewed the policy, including the East Suffolk Council Independent Remuneration Panel's guidance on the Parish Basic Allowance, arrangements for Mayoral expenses, travel and subsistence rates, dependants' care costs, and the removal of provisions relating specifically to employees.

The Committee reaffirmed the Council's existing position that Town Councillors serve without a basic allowance. The revised policy retains this position while clarifying and updating the arrangements for eligible expenses.

Proposed Amendments

The principal amendments to the policy are summarised below.

Parish Basic Allowance

The policy confirms that Members do not receive a Parish Basic Allowance. The Independent Remuneration Panel's indicative allowance for the relevant electorate band is noted as background information should the Council wish to reconsider its position in future. Any such change would need to follow the applicable statutory requirements.

Travel and mileage

The restriction on mileage claims to journeys outside the parish has been amended to allow claims for authorised travel within the parish where public transport is impractical or unavailable. Mileage rates have been updated to reflect HMRC's current approved rates: 55p per mile for cars and vans for the first 10,000 business miles in the tax year, reducing to 25p thereafter; 24p per mile for motorcycles; and 20p per mile for bicycles. The policy also provides for an additional passenger payment, subject to applicable tax and National Insurance requirements.

Subsistence and overnight expenses

The policy clarifies the arrangements for day and overnight subsistence, including the distinction between fixed allowances and reimbursement of actual expenditure supported by receipts. It also clarifies the limits on claims to avoid duplication,

confirms that meals provided as part of an event cannot also be claimed, and provides for accommodation to be arranged and paid for directly by the Council where appropriate.

Dependants' carers' allowance

The policy clarifies that reasonable care costs actually incurred may be reimbursed where necessary to enable a Member to attend formal Council meetings or approved official events. The allowance is linked to the prevailing Real Living Wage rate outside London, with a maximum of 15 hours per week. Appropriate evidence, authorisation and consideration of tax and National Insurance treatment will apply.

Administrative and staff policy provisions

Provisions relating to Display Screen Equipment eye tests, spectacles and flu vaccinations have been removed from the Members' policy, as these matters are covered by the Council's employee policies. The requirement for expense claims to be submitted to the Town Clerk within two months of the expenditure, supported by appropriate receipts and evidence, has also been reinforced.

Financial And Legal Implications

The revised policy does not introduce a Parish Basic Allowance or create a new general budget commitment. Existing budget provision for Mayoral and civic expenses will continue to apply. Retaining the current position avoids an indicative annual allowance cost of approximately £4,220, based on the Independent Remuneration Panel's stated rate and 15 eligible Members, before any associated administration or payroll costs.

The policy has been reviewed with reference to the relevant provisions of the Local Government Act 1972, the Local Authorities (Members' Allowances) (England) Regulations 2003, the Localism Act 2011 and applicable HMRC guidance. The Council's arrangements for allowances and expenses must continue to be operated in accordance with the relevant statutory requirements and tax rules.

In accordance with the recommendation of the Finance & Governance Committee (Minute #216 of 2026/27), Council is requested to approve and adopt the revised Members' Allowances and Expenses Policy, as presented at Appendix C.

AGENDA ITEM 16: PROTOCOL ON MEMBER REPRESENTATION ON OUTSIDE BODIES

Council is requested to consider the adoption of the proposed Protocol on Member Representation on Outside Bodies (**Appendix D**) and the accompanying Member Guidance Note (**Appendix E**), as recommended by the Finance & Governance Committee at its meeting on 14 October 2026 (*Minute #217 of 2026/27 refers*).

Background And Committee Review

The Town Council appoints Councillors to represent it on a wide range of external organisations, community groups, and partnership bodies. These appointments form a vital bridge between the Council and local community stakeholders.

In practice, uncertainty can arise regarding:

- The precise scope of a representative's authority (e.g. inability to bind or commit Council funds or staff resources).
- Dual roles where a Councillor also serves as a trustee, director, or committee member of the outside body, each carrying separate legal duties.
- How interests should be declared and when Members may participate or vote in Council business relating to the outside body.
- Reporting expectations and confidentiality boundaries.

To address these matters, the Finance & Governance Committee reviewed a formal Protocol and Guidance Note at its meeting on 14 October 2026. Following consideration, the Committee resolved to recommend both documents to Ordinary Council for formal adoption, subject to minor typographical and grammatical refinements.

Key Provisions Of The Protocol & Guidance Note

A. Capacity and Authority

- **Representation vs. Personal Involvement:** The Protocol clearly distinguishes between a Councillor appointed by formal resolution of Council to represent the authority and a Councillor participating in an organisation in a personal capacity.
- **Limits of Authority:** Appointed representatives act as a liaison link only. They have no delegated authority to commit Council expenditure, staff time, assets, or contractual obligations. Any requests for financial support or resources must be formally directed to the Town Clerk for consideration through normal Council channels.
- **Legal Duties as Trustees/Directors:** Where an appointment involves serving as a trustee or director, the Councillor's statutory duties to that organisation must be observed alongside their responsibilities as a Councillor.

B. Declarations of Interest & Standing Dispensations

- **Other Registerable Interests:** Appointment to an outside body falls under the Other Registerable Interest provisions of the Council's Code of Conduct and must be registered accordingly.
- **SO 13(e) Dispensations:** To enable legitimate democratic participation, the Town Clerk (as Proper Officer) may issue standing dispensations under Standing Order 13(e) for Council-appointed representatives. This enables Members to participate in Council discussions concerning their designated outside body where an Other Registerable Interest would otherwise prevent them.
- **Limitations:** The standing dispensation does not override a Disclosable Pecuniary Interest (DPI), a separate personal/financial interest, or specific planning applications involving personal interests, where withdrawal remains legally required.

C. Reporting and Attendance

- **Proportionate Reporting:** Representatives are not required to submit routine reports after every meeting. However, where substantive business, funding issues, or major developments occur, representatives should provide a short written update to the Town Clerk at least 5 working days prior to a Council meeting for inclusion on the agenda.
- **Personal Appointments:** Outside body appointments are personal to the appointed Councillor, and substitutes are not permitted unless specifically resolved by Council.

Financial, Legal & Governance Implications

There are no direct financial implications. The Protocol explicitly protects the Council against unauthorised financial commitments being made by individual representatives.

The Protocol strengthens corporate governance, minimises conflict-of-interest risks, and aligns with the Localism Act 2011, the LGA Model Code of Conduct, and Standing Order 13(e).

In accordance with the recommendations of the Finance & Governance Committee (Minute #217 of 2026/27), Council is requested to adopt the Protocol on Member Representation on Outside Bodies (Appendix D) and approve the accompanying Member Guidance Note (Appendix E) for issue to all Councillors appointed to represent the Council on outside bodies.

AGENDA ITEM 17: BUSINESS PLAN/ACTION PLAN REVIEW

Council is requested to consider the adoption of the revised Business Plan, Action Plan and associated Financial Forecast, as recommended by the Finance & Governance Committee at its meeting on 14 October 2026 (*Minute #215 of 2026/27 refers*).

Background And Committee Review
Following feedback received through the Council's Local Council Award Scheme (LCAS) Gold Award application, the Business Plan and Action Plan have been comprehensively reviewed to provide greater clarity around community engagement, financial implications, and longer-term financial planning.

The NALC assessment panel recommended:

- Creating a single action plan and related budget responding to community engagement, setting out a timetable for action and review with clear costings for each relevant action.
- Incorporating a properly considered business plan and a three-year financial forecast into the same document, alongside greater depth and detail regarding council objectives.

In response to this feedback, the revised Business Plan and Action Plan retain the Council's existing strategic objectives - developed following public consultation between 22 March and 26 April 2024 and Member workshops - while providing additional depth on commitments, priorities, and how community engagement directly informs proposed actions. The financial forecast has been fully integrated into the same document to establish a transparent link between strategic priorities, planned activity, and corporate financial planning.

Key Provisions Of The Business Plan & Action Plan

- Integrated Structure: Merges the strategic business objectives, detailed action timetables, responsible parties, funding sources, and measures of progress into a single cohesive document alongside the multi-year financial forecast.
- Community Engagement Tracking: Explicitly connects proposed operational actions to the feedback received through public consultations.
- Enhanced Transparency: Provides clear costings and distinguishes between annual and one-off funding requirements to support robust financial monitoring.

Financial, Legal & Governance Implications
The integration of financial forecasts with strategic action planning ensures the Council maintains sound financial management and meets the criteria for the Local Council Award Scheme (LCAS) Gold standard. There are no direct new financial commitments arising purely from the adoption of the revised reporting format, as all projects remain subject to normal budgetary approval processes.

In accordance with the recommendations of the Finance & Governance Committee (*Minute #215 of 2026/27 refers*), Council is requested to consider and adopt the updated Business Plan, Action Plan and associated Financial Forecast (Appendix F) as the framework for delivering the Council's agreed priorities and informing future budget and financial planning.

AGENDA ITEM 18: REMEMBRANCE EVENTS 2026

Council is requested to note the confirmed arrangements for the 2026 Remembrance programme.

Thursday 5 November 2026 – Felixstowe Festival of Remembrance Concert

- **Time:** 7.30 pm
- **Location:** St John's Church, Orwell Road
- **Details:** Organised by the Felixstowe Branch of the Royal British Legion.

Sunday 8 November 2026 – Remembrance Sunday

- **9.45 am:** Civic Remembrance Service at St John's Church, Orwell Road
- **10.45 am:** Civic Act of Remembrance at the Felixstowe War Memorial, Undercliff Road West
- **12.00 noon:** Remembrance Service at the War Graves, Felixstowe Cemetery

Wednesday 11 November 2026 – Armistice Day

- **10.45 am:** Annual Civic Observance at the War Memorial, Undercliff Road West
- **Details:** Local schools have been invited to attend and participate in the arrangements. Pupils will be encouraged to read poems and lay their own tributes following the two-minute silence at 11.00 am.

Council is requested to note the arrangements for the 2026 Remembrance programme.