

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

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

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

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

**MOMENT OF REFLECTION**

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

**1. ELECTION OF MAYOR**

**Mayor, Cllr Corrine Franklin, in the chair.**

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

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

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

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

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

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

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

### **Mayor, Cllr Aitchison, in the Chair.**

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

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

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

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

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

## **2. ELECTION OF DEPUTY MAYOR**

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

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

## **3. APPOINTMENT OF MAYORS CADET**

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

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

#### **4. PUBLIC QUESTIONS**

None.

#### **5. APOLOGIES FOR ABSENCE**

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

#### **6. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr T Gale	All	Other Registerable Interest (as Member of Suffolk County Council)
Cllr S Bennett Cllr J Candy Cllr M Deacon Cllr A Folley	All	Other Registerable Interest (as Members of East Suffolk Council)
Cllr S Harkin	All	Disclosable Pecuniary Interest (as an employee of East Suffolk Council)

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

#### **7. CONFIRMATION OF COUNCIL MINUTES**

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

#### **8. MINUTES OF COMMITTEE MEETINGS**

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

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

**9. ASSET REGISTER 2025/26**

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

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

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

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

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

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

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

**12. COUNCIL GOVERNANCE AND POLICY 2026/27**

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

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

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

**13. APPOINTMENTS TO COMMITTEES**

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

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

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

**FINANCE & GOVERNANCE COMMITTEE (9)**

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

**CIVIC & COMMUNITY COMMITTEE (9)**

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

**ASSETS & SERVICES COMMITTEE (9)**

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

**PLANNING & ENVIRONMENT COMMITTEE (9)**

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

**PERSONNEL COMMITTEE (5)**

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

**APPEALS COMMITTEE (5 Members not on the Personnel Committee)**

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

**YOUTH FORUM (3 FTC)**

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

**OTHER MEETINGS/GROUPS:**

**COMMUNITY EMERGENCY GROUP**

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

**CLIMATE EMERGENCY WORKING GROUP**

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

**COMMUNITY INFRASTRUCTURE LEVY (CIL) WORKING GROUP**

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

**LGR/ASSETS WORKING GROUP**

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

**14. APPOINTMENTS TO OUTSIDE BODIES**

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

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

<b>Organisation</b>	<b>Representatives Appointed</b>
East Suffolk Lines Community Rail Partnership	1. Cllr Nick Barber
Fairtrade Forum	1. Cllr Seamus Bennett 2. Cllr Corrine Franklin
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Felixstowe Area ASB Meeting	1. Cllr Amanda Folley 2. Cllr Tristan Gale 3. Cllr Marc James
Felixstowe Chamber of Trade	1. Cllr Amanda Folley 2. Cllr Bernard Price
Felixstowe Ferry Fairways Committee	1. Cllr Mike Deacon
Felixstowe Nightsafe	1. Cllr Marc James
Felixstowe Old People's Welfare Association	1. Cllr Jan Candy + Mayor is Honorary President ( <i>ex-officio</i> )
Felixstowe Peninsula Community Partnership	1. Cllr Corrine Franklin 2. Cllr Michael Sharman 3. Town Clerk
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President ( <i>ex-officio</i> )
Felixstowe Travel Watch	1. Cllr Seamus Bennett
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Amanda Folley + Mayor is Honorary President ( <i>ex-officio</i> )
Freight Quality Partnership	1. Cllr Seamus Bennett
Friends of Felixstowe Library	1. Cllr Jan Candy
Haven Ports Welfare	1. Cllr Darren Aitchison
Level Two Youth Project	1. Cllr Seamus Bennett 2. Cllr Corrine Franklin 3. Cllr Wendy Underwood
Memory Lane Steering Group	1. Cllr Bernard Price
Orwell District Scouts	1. Mayor of Felixstowe ( <i>ex-officio</i> )
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Seamus Bennett 2. Cllr Jan Candy 3. Cllr David Rowe 4. Mayor of Felixstowe ( <i>ex-officio</i> ) 5. Town Clerk ( <i>ex-officio</i> )
SALC Area Meeting	1. Cllr Tristan Gale 2. Cllr David Rowe
Suffolk Enhanced Bus Partnership Passenger Forum	1. Cllr Seamus Bennett
Ukraine2Felixstowe	1. Cllr Seamus Bennett

## 15. AUTHORISATION OF SIGNATORIES

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

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

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

It was **RESOLVED** to confirm the following Open Credit Agreement for 2026/27:

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

## 16. SUBSCRIPTIONS

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

<b>Organisation</b>	<b>2026/27 fee</b>	<b>Notes</b>
Suffolk Association of Local Councils (SALC)	£2,716.17	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£110	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.

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

<b>Organisation</b>	<b>2026/27 fee</b>	<b>Notes</b>
Society of Local Council Clerks (SLCC)	£505	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£316	Professional membership of the Deputy Town Clerk

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

**17. ACCOUNTS FOR PAYMENT**

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

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

**18. CLOSURE**

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

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Date: \_\_\_\_\_

Town Mayor: \_\_\_\_\_