

MINUTES of a CIVIC & COMMUNITY COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 10 June 2026 at 7.30pm

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Ms H Miles (Communications Officer)
Mrs S Faversham (Civic Events Officer) (*via Zoom*)

49. PUBLIC QUESTION TIME

None.

50. APOLOGIES FOR ABSENCE

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

51. 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	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	#54	Other Registerable Interest (as a Trustee to Landguard Fort Trust and Felixstowe Society)
Cllr D Rowe	#54	Other Registerable Interest (as a Director of Level Two)

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.

52. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Civic & Community Committee meeting held on 8 April 2026 be confirmed as a true record.

53. CIVIC & COMMUNITY BUDGET REPORT

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

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

54. OCCASIONAL GRANTS ROUND 1 2026/27

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

It was RESOLVED that the following Occasional Grants be awarded:

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

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

It was RESOLVED that the following Occasional Grants be awarded:

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

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

Cllr Sharman returned to the meeting and resumed the Chair.

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

It was RESOLVED that the following Occasional Grant be awarded:

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

Cllr Rowe returned to the meeting at this point.

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

55. FELIXSTOWE IN FLOWER

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

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

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

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

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

56. TOWN TWINNING

Committee noted the report on Town Twinning.

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

It was RESOLVED that :

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

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

57. PUBLIC SPACE CCTV NETWORK UPGRADE

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

RESOLVED that the CCTV update report be received and noted.

58. VISIT FELIXSTOWE BRAND

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

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

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

It was RESOLVED that:

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

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

59. CLOSURE

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

Date: _____

Chairman: _____