



TO ALL MEMBERS OF THE CIVIC & COMMUNITY COMMITTEE

Cllr M Sharman (Chairman)

Cllr C Franklin (Vice Chairman)

Cllr D Aitchison

Cllr N Barber

Cllr S Bennett

Cllr J Candy

Cllr A Folley

Cllr S Harkin

Cllr D Rowe

You are hereby summoned to attend a meeting of the **CIVIC & COMMUNITY COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 21 October 2026** at **7.30pm** for the transaction of the following business:

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 Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Members of the public are very welcome to join via Zoom using the following link: <https://us02web.zoom.us/j/89465860989>

Alternatively, you may join via the meeting ID 894 6586 0989 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
16 October 2026

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 Committee on any relevant matters.

2. Apologies for Absence

To receive any apologies for absence.

3. Declarations of Interest

To receive any declarations of interest and to consider any requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

4. Confirmation of Minutes

To confirm the Minutes of Civic & Community Committee meeting held on 9 September 2026 as a true record. **(Pages 3-9)**

5. Civic & Community Budget Report

To receive the Civic & Community Budget report to 30 September 2026 and consider any actions deemed necessary. **(Page 10 & Appendix A)**

6. Draft Budget Considerations 2027-28

To consider first draft recommendations for the Civic & Community element of Council's budget for 2027-28. **(Page 11 & Appendices B & C)**

7. Occasional Grants 2026/27

To consider Occasional Grants applications submitted for round two, deadline 30 September 2026. **(Pages 12-13)**

8. Felixstowe Cultural Strategy – Progress Update

To note the progress of the Felixstowe Place Board's Cultural Strategy Working Group. **(Page 14)**

9. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 16 December 2026 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

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

OFFICERS: Mr A Tadjirishi (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 asked 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.

AGENDA ITEM 5: CIVIC & COMMUNITY BUDGET REPORT

Committee is to regularly receive reports on the Civic & Community element of Council's budget. A summary of the position to 16 October 2026 is provided below with a detailed report at **Appendix A**.

1 April - 16 October 2026 (2026-27)

Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
301 Civic & Community	0.00	0.00	0.00	N/A	30,802.00	17,101.86	13,700	55.52%
302 Grants	0.00			N/A	59,545.00	33,284.00	26,261	55.90%
303 Felixstowe in Flower	7,500.00	1,850.05	5,650	24.67%	9,250.00	7,527.42	1,723	81.38%
304 Communication	7,500.00	1,380.00	6,120	18.40%	21,310.00	9,058.00	12,252	42.51%
305 Community Projects & Partner	0.00			N/A	11,000.00	11,000.00	0	100.00%
NET TOTAL	15,000.00	3,230.05	11,769.95	21.53%	131,907.00	77,971.28	53,935.72	59.11%

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Committee is requested to consider the budget report to 16 October 2026 and decide any action it deems necessary.

AGENDA ITEM 6: DRAFT BUDGET CONSIDERATIONS 2027-28

Committee is asked to consider the draft budget estimates for the 2027–28 financial year and make recommendations to the Finance & Governance Committee for onward consideration by Council.

Appendix B presents the initial draft estimates alongside the previous year's budget and actual expenditure, together with the current year's budget, expenditure and forecast. **Appendix C** provides explanatory notes on the proposed estimates, including changes arising from the Budget Working Group's recommendations and previous Committee decisions.

The estimates have been prepared using known costs and existing commitments wherever possible. They maintain a number of existing budget provisions while proposing adjustments in specific areas, including the annual grants budget, Remembrance expenditure, anticipated sponsorship and advertising income, and the cost of producing and distributing the Town Magazine following the proposed reduction in publication frequency to two editions per year.

Members are invited to consider whether the proposed provisions are appropriate, having regard to the Council's priorities, anticipated income, existing commitments and the implications for the overall budget. Any changes or additional requirements identified by the Committee will be referred to the Finance & Governance Committee as part of the wider budget-setting process.

These estimates represent an initial draft and do not constitute approval of the Council's final budget for 2027–28.

Committee is requested to consider and agree its first draft recommendations for the Civic & Community element of the 2027–28 budget.

AGENDA ITEM 7: OCCASIONAL GRANTS ROUND 2 - 2026/27

Committee is asked to consider applications received for Occasional Grants in the second round of 2026/27 and decide on any awards it wishes to make.

Members have been provided with full application details under separate cover. A total of £35,000 is available in the Occasional Grants budget for 2026/27. As this is the second of three funding rounds, Committee would ordinarily limit awards at this stage to one-third of the annual budget (approximately £11,667). However, this may be exceeded at the Committee's discretion if considered appropriate. Members should note that total awards in 2026/27 cannot exceed £35,000 without Council approval.

At the first round, it was recorded that £11,739 of the £11,667 guideline had been awarded. All grants from Round 1 have been paid. The remainder pot has been divided by the two remaining rounds as a guideline (Approximately £11,630.50 for the next 2 rounds).

Name of Organisation	Grant Project	Amount Requested (Total project cost)	Previous Grant(s) Awarded
1 st Kirton Scouts	1st Kirton Squirrel Drey – First term costs, badges and Christmas party	£500 (£1,600)	-
ActivLives	ActivKurling / Boccia Group - Felixstowe	£1,113 (£5,346)	Sept 2020 - £1,000 June 2022 - £960
Breast Friends	Sewing Group and other events	£3,000	June 2024 £750
Citizens Advice East Suffolk	10 x noise cancelling headphones	£1,079.40 (£1,079.40)	Annual Grant - £3,000 Covid Grant £3,000 June 2025 £2,000
Felixstowe Radio CIC	Outside Broadcast Equipment	£1,100 (£1,100)	Covid Grant - £951.19 Dec 2022 - £1,335
Felixstowe Sea Angling Society (FSAS)	FSAS club hut modernisation Installing LED lights	£875 (£1,250)	2019 - £1,500 2022 - £700
The Felixstowe Society	Fisons commemorative plaque restoration – Spa Gardens	£380 (£380)	June 2024 - £1,600 June 2026 - £1,000
Friends of Fairfield & Colneis	Microbits for Colneis Junior school computing	£600 (£600)	Sept 2024 - £500 Oct 2025 - £580 June 2026 - £599
Home-Start Suffolk	Volunteer recruitment and training	£2,000 (£4,207)	January 2024 - £1,000 Oct 2025 - £1,800 February 2025 - £405

Manna Pop Up Shop	Christmas event and hampers	£600 (£1,200)	Dec 2022 - £1,000
Save the Children Fund	Santa's Ride around Town '26 Tracker & sweets	£180 (£180)	Dec 2021 - £606.71 Dec 2022 - £1,893.08 June 2024 - £36.99 Oct 2025 - £120
Soul Salvage CIC	Lantern Making for Felixstowe Lantern Parade in December 2026	£1,590 (£2,090)	-
StartStrong Fitness CIC	Parent & Baby Exercise Classes	£1,500 (£5,000)	-
Suffolk Family Carers	Feeling Stronger to Care and Connect-Felixstowe sessions	£1,000 (£2,000)	-
Suffolk Mind	Sensory Bench for GreenCare Felixstowe Allotment	£1,041 (£1,041)	Dec 2020 - £1,050 June 2022 - £1,600 Dec 2023 - £1,980 Dec 2024 - £500 June 2025 - £300 Feb 2026 - £500
TOTAL		£ 16,558.40	

Committee is requested to consider the above applications and decide on awards from the Felixstowe Town Council Occasional Grants budget for 2026/27 Round 2.

AGENDA ITEM 8: FELIXSTOWE CULTURAL STRATEGY – PROGRESS UPDATE

Felixstowe Cultural Strategy Working Group

Following the Committee's consideration of the UK Town of Culture 2028 bid legacy at its previous meeting (*Minute #158 of 2026/27 refers*), work has continued to build on the research, stakeholder engagement and partnerships established through the Expression of Interest (EOI). This supports the Committee's agreed approach of retaining the value of the bid and using it to inform the development of a longer-term, culture-led vision for Felixstowe.

The Town Council's Communications Officer has continued to attend meetings of the Felixstowe Place Board's Cultural Strategy Working Group, most recently on 6 October 2026. The group is exploring how the work undertaken through the EOI can support future cultural development, including the identification of potential funding opportunities, partnership working and the development of a longer-term cultural vision for the town.

This provides an opportunity to maintain momentum following the conclusion of the competition and to build on the relationships and evidence base already established.

DCMS – UK Town of Culture Autumn Workshops

Following the UK Town of Culture 2028 competition, the Department for Culture, Media and Sport (DCMS) is providing a series of online workshops to help towns build on the work undertaken through their EOIs. The sessions offer guidance on funding opportunities, share learning from the cultural, creative and civil society sectors, and provide opportunities to connect with relevant organisations.

The programme includes sessions with Arts Council England on funding programmes, including National Lottery Project Grants; VisitEngland on supporting local visitor economies; and The National Archives on preserving and sharing local stories through collaboration with community and local authority archive services.

The Communications Officer will attend a forthcoming workshop to identify information and opportunities relevant to Felixstowe. Learning from these sessions will help inform the Cultural Strategy Working Group's ongoing consideration of potential funding sources, partnerships and future cultural projects.

The work remains exploratory, with any specific proposals arising from it to be considered through the Council's usual decision-making processes and within the resources available.

Committee is recommended to note the progress of the Felixstowe Cultural Strategy Working Group and the ongoing work to build on the UK Town of Culture 2028 EOI, including the exploration of potential funding and partnership opportunities.