

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe  
Town Hall on **Wednesday 6 June 2018** at **7.30pm**

**PRESENT:** Cllr Jan Garfield (Chairman) Cllr Tracey Green  
Cllr N Barber Cllr Jon Garfield  
Cllr S Bird Cllr G Newman  
Cllr P Coleman Cllr D Savage  
Cllr M Deacon Cllr A Smith

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

**52. PUBLIC QUESTIONS**

There were none.

**53. APOLOGIES FOR ABSENCE**

There were none.

**54. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr S Bird	All	Local Non-Pecuniary (as Members of Suffolk County Council)

**55. REQUESTS FOR DISPENSATION**

There were none.

**56. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 4 April 2018 be signed by the Chairman as a true record.**

**57. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 29 May 2018.

**RESOLVED that the Budget Report to 29 May 2018 be received and noted as presented with no other action required at this time.**

**58. TOWN HALL UPDATE REPORT**

Committee received the update report on the Town Hall.

Committee considered repairs to and the current age of the boilers serving the Town Hall. It was agreed that the boilers should be replaced. Though it was understood that the two domestic-quality boilers appeared to be able to cope with demand when they were running well; Members asked that consideration be given toward a commercial installation. Environmental issues should also be considered and checks should be made to ensure that using domestic boilers does not mean that they are going to be running at maximum capacity. Committee discussed the possibility of an insurance/maintenance plan but it was considered that, as any new boilers would come with a lengthy guarantee, using the general repairs/maintenance budget should prove to be more economical.

**RESOLVED that:**

- i. the Town Hall Update report be noted; and,**
- ii. Council be recommended to authorise expenditure from the Town Hall Maintenance Earmarked Reserve (9065/900) to enable the replacement of the existing boilers, up to a limit of £8,000; and,**
- iii. It be recommended to Council that the Clerk and Chairman of the Assets & Services Committee be delegated the necessary authority to affect replacement of the boilers, subject to seeking appropriate advice and at least three quotes.**

**59. BROADWAY HOUSE REPORT**

Committee were pleased to note that the Council's Caretakers would be carrying out internal painting in preparation for the new carpet that was to be laid at Broadway House.

The Deputy Town Clerk updated the Committee on the two rear doors which had been fitted via Orwell Housing in the last few days. Members noted that, unfortunately, the new doors were still letting in water underneath. Orwell Housing had been contacted to resolve.

Committee discussed the issue of smoking on Council-owned land, particularly outside Broadway House. Members agreed that smoking should be banned within the curtilage of Broadway House.

**It was RESOLVED that the Broadway House Report be noted, and that FOPWA are informed that Council are happy to ban smoking within the curtilage of Broadway House.**

## **60. CEMETERY UPDATE REPORT**

Committee considered the Cemetery update report and three quotes for the purchase of a new tractor. It was agreed that the existing tractor and ancillary equipment should be part exchanged and a new tractor with cutting deck be purchased via company C, a local agricultural equipment firm.

The Deputy Town Clerk gave a verbal update on the memorial tree and the offer by the current supplier to replace the engraved leaves with new leaves with more coats of lacquer applied. Members discussed the merits of using stainless steel and also of using brass leaves without applying any lacquer, as in the case of a brass plaque on a bench it would age with time and may not corrode as the current leaves have done. It was agreed the purchasers of the leaves would need to be contacted if the leaves are to be changed and their preference be sought regarding replacement.

Data for the sale of leaves, rose bushes, plaques and benches were noted, and Members were pleased to see that at the current rate of sale, the cost of the Memorial Garden would be replenished in 6-10 years. Previously it had been considered that promotion via local funeral directors could include an incentive scheme to help to publicise the availability of the new Memorial Garden. Members agreed that it would be useful to invite local funeral directors to a meeting to discuss how this may work.

The Clearskies software package update was noted.

Members noted that the income budget for the year 2018/19 for the purchase of Cemetery grave plots had already been exceeded, and Members suggested that the Cemetery capacity is checked in order to estimate the length of time still available for the Cemetery allotment site.

**It was RESOLVED that:**

- i. the Cemetery update report be noted;**
- ii. Council be recommended to approve the purchase of a new Kubota B1181 Compact Tractor with 48-inch cutter deck; and,**
- iii. the funding for the above, quoted at a cost of £8,000 subject to part exchanging the existing Kubota B1611 tractor and attachments, to be authorised via the Asset Repairs & Replacement Earmarked Reserve (9025/900);**

## **61. ALLOTMENTS UPDATE REPORT**

Committee received the update report on the Town Council's Allotments and current vacancy information.

Members were pleased to note that the total number of vacant allotment plots had decreased from 55 to 36.

The Clerk updated Members following a meeting held the previous day with the Felixstowe Society of Allotment and Leisure Gardeners (FSALG) which had been held onsite at Cowpasture Allotments. The Clerk reported that FSALG had commented that the allotment sites appeared to as well cultivated as they had been for a number of years.

The Clerk advised that discussions had been held with FSALG as to how tenants could be supported with rotavating allotments. Over the years, the practice had been for Council staff to rotovate a plot prior to re-letting. However this often cost Council more than one year's annual allotment rent and impacted on staff capacity in other areas. It was understood that it was common around the country for new tenants to make plots ready themselves when taking them on. However, if a plot was particularly overgrown, this could deter prospective tenants. Members noted that FSALG were considering hiring a small rotovator on a regular basis which could allow them to assist any allotment holders who wished their plot to be rotavated, and that this could give an added value to the current FSALG membership offer.

Geotextile material was working well to suppress the growth of weeds on vacant plots and reducing the need to regularly tend to them until they could be let.

**It was RESOLVED that the Allotments Update Report be noted.**

**62. CLOSURE**

The meeting was closed at 8.23pm. The next meeting was noted as being scheduled for Wednesday 5 September 2018 at 7.30pm.

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

Chairman: \_\_\_\_\_