



TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr N Barber (Chairman)	Cllr T Green
Cllr Jan Garfield (Vice Chairman)	Cllr M Jepson
Cllr S Bird	Cllr G Newman
Cllr P Coleman	Cllr D Savage
Cllr M Deacon	Cllr A Smith

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 5 April 2017** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Assets & Services matters.

A G E N D A

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

3. Requests for Dispensation

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

4. Confirmation of Minutes

To confirm the Minutes of the Assets & Services Committee meeting held on 1 February 2017 as a true record. **(Pages 3-6)**

5. Assets & Services Budget Report

To receive the Assets & Services Budget report to 30 March 2017. **(Page 7 & Appendix A)**

6. Town Hall Update Report

To receive an update on the Town Hall and consider any actions deemed necessary. **(Pages 7-8)**

7. **Cemetery Update Report**
To receive an update on the Cemetery and consider any actions deemed necessary. **(Page 9)**
8. **Allotments Update Report**
To receive an update on the Allotments and consider any actions deemed necessary. **(to follow)**
9. **Broadway House**
To review licence agreements with FOPWA for the use of Broadway House. **(Page 9)**
10. **Walton Community Hall**
To receive an update report on Walton Community Hall and consider any actions deemed necessary. **(Pages 10-11)**
11. **Asset Register Review**
To review the Councils Asset Register and recommend to Council for approval. **(Page 11 & Appendix B)**
12. **Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 31 May 2017 at 7.30pm.



Ash Tadjrishi
Town Clerk
30 March 2017

For information (via email): All Town Councillors
Local Press

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 1 February 2017** at **7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr T Green
 Cllr Jan Garfield (Vice-Chairman) Cllr M Jepson
 Cllr S Bird Cllr D Savage
 Cllr P Coleman Cllr A Smith
 Cllr M Deacon

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

434. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr G Newman**.

435. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
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 N Barber	All	Local Non-Pecuniary (as Member of Suffolk County Council)

436. REQUESTS FOR DISPENSATION

There were none.

437. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 2 November 2016** be signed by the Chairman as a true record.

438. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 26 January 2017.

The Town Clerk reported that the actual income received for Cemetery stood at £69,022 as opposed to the report showing £52,465 so 107% of Cemetery budget income had been achieved. It was noted that, similarly, allotment rent income had now achieved in excess of 100% of budget.

RESOLVED that the **Budget Report to 26 January 2017** be received and noted as presented with no other action required at this time.

439. CEMETERY UPDATE REPORT

Committee considered the Cemetery report. Committee expressed thanks and to Council's the former Estates Officer for her work on the Memorial Garden project. Committee requested that a letter of thanks be sent to Mrs R Jones. A launch of the new Memorial Garden would be arranged to which Funeral Directors will be invited and the Mayor will be asked to cut the ribbon. The addition of the Memorial Garden gave Council further opportunity to offer alternative memorial options to residents. Benches, which would be available for memorials, would also be purchased and placed in the Memorial Garden.

Committee noted the recent problems and repair to the truck's ECU.

RESOLVED that the Cemetery update report be noted as presented and a letter of thanks be sent to Mrs Rosemary Jones for her work on the Memorial Garden

440. ALLOTMENT UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information. It was noted that there currently was 61 vacancies out of 445 available sites excluding the Cemetery site. The Town Clerk has asked the Allotment Association to try and arrange representation from the Railway Hill site at FSALG liaison meetings. With the success of previous open days held at the Ferry Road and Cowpasture sites, FSALG have been asked to organise an open day at Railway Hill. The difficulty in maintaining underused sites such as Railway Hill was noted and Members discussed whether it would be possible to grass certain areas which were not being used in order to tidy the site.

Committee discussed the number of vacancies and various locations of allotment sites. It was suggested that vacant sites be promoted to social enterprise schemes via Housing Associations to promote allotment use and healthy lifestyles. Members noted that the NHS Mental Health Trust currently rented several allotments. However, Sanctuary Housing, which had formerly rented plots, gave this up due to lack of participation.

Members considered a request from FSALG for a 20ft metal container on Allotment plot 39 to use instead of the wooden store which had a recent break in and was also set on fire. The metal container will be clad with green wood. This was agreed subject to the requirements of planning permission.

It was RESOLVED that:

- i. the Allotment Update Report be noted;**
- ii. FSALG be supported in holding an open day at Railway Hill to raise the profile of plot availability on this site;**
- iii. FSALG continue to encourage Railway Hill tenants to be better represented on their committee;**

- iv. **the viability of sowing grass be considered on vacant areas at Railway Hill to aid the tidying of the site.**
- v. **Investigation be made into promoting vacant sites to Social Enterprise schemes/Housing Associations.**
- vi. **FSALG to be given permission to place a 20ft shipping container on their allotment plot 39 Cowpasture, subject to the requirements of planning permission.**

441. TREE WORKS

The Town Clerk reported that two of the trees in the adjacent Town Hall gardens were being felled. Committee expressed thanks to SC Norse for undertaking these works.

Members requested that the cost quotes provided by the three contractors be redacted from the agenda report. In comparing the three quotes received, Committee consider that the best value was provided by the company that provided the initial survey and is instructed to carry out the works.

It was noted that the northern half of the wooded area of Peewit Hill was owned by Orbit Group Ltd and one of the trees identified for priority works was located on their land. As there were 6 trees requiring work in total at Peewit Hill, the Clerk would seek proportionate reimbursement from the Orbit Group for including that tree in the works.

Japanese Knotweed which had been identified on Peewit Hill was clearly located within the Town Council's section. The first year's treatment quoted by the preferred Tree Surgeon was noted as being just under £2,000. However, as one of the Town Council's grounds maintenance team had some transferrable qualifications, and the Council owned a Chemsafe, it was considered that it may be more cost-effective for staff to undertake any additional training required for treatment to be carried out in-house.

It was RESOLVED that:

- i. **As it was considered to be the best value, the contract for tree works identified as being required by the recent tree survey be awarded to Suffolk Treescapes Ltd.; and,**
- ii. **The Town Clerk consult with Council's Grounds Maintenance Team to undertake any necessary training so that treatment of the Japanese Knotweed can be carried out in-house.**

442. BROADWAY HOUSE

Committee noted the update report on Broadway House and discussed possible terms for a revised agreement between the Town Council and Felixstowe Old People's Welfare Association (FOPWA) for the letting and management of the facility.

Members agreed that the facilities and services which FOPWA offer from Broadway House were widely appreciated in the local community and further afield. The Day Centre was considered to have a good reputation as a safe and welcoming venue for older people during the daytime drop-in session and was a valuable resource for other community groups out of those hours.

The Clerk referred to the principles of a draft heads of terms for a new agreement with FOPWA which had been based on clearer terms setting out the responsibilities of both parties. It was understood that FOPWA were broadly in favour of the principles but had raised concerns over whether the new agreement would put it in a financially difficult position. Members suggested that the new agreement could be offered on the terms as outlined by the Clerk for an initial one- year period with a review during 2017/18 to make sure it was working for both parties.

It was also noted that FOPWA awarded grants to other organisations but currently received no grant funding from the Town Council. Members would be pleased to accept an invitation from FOPWA to meet at Broadway House to learn more about the work the organisation carries out..

It was RESOLVED that:

- i. Terms for a revised licence agreement with FOPWA be offered on the basis as presented at the meeting; and,**
- ii. A further review be carried out during the 2017/18 financial year to ensure that the arrangements remain suitable for both FOPWA and the Town Council.**

443. WALTON COMMUNITY HALL

Committee received and noted the update report on Walton Community Hall.

Members were pleased to note that a previously outstanding debt was being repaid by regular instalments.

RESOLVED that the update report be noted.

444. CLOSURE

The meeting was closed at 9.35pm. The next meeting was noted as being scheduled for Wednesday 5 May 2017 at 7.30pm.

AGENDA ITEM 5: ASSET AND SERVICES BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Assets & Services element of Council's budget. A summary of the position as of 30 March 2017 is provided below with a detailed report at **Appendix A**.

30/03/2017		Felixstowe Town Council					Page No 1	
13:12		Summary Income & Expenditure by Budget Heading 30/03/2017						
Month No : 12		Cost Centre Report						
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
201 Town Hall	Expenditure	73,350	50,372	74,479	24,107		24,107	67.6 %
	Income	19,808	18,123	13,263	4,860			136.6 %
202 Walton	Expenditure	7,447	5,966	10,380	4,414		4,414	57.5 %
	Income	10,028	7,778	7,500	278			103.7 %
203 Broadway House	Expenditure	9,684	10,198	11,734	1,536		1,536	86.9 %
	Income	1,375	468	1,360	-892			34.4 %
204 Cemetery	Expenditure	119,082	112,948	135,692	22,744		22,744	83.2 %
	Income	83,022	82,427	64,515	17,912			127.8 %
205 Allotments	Expenditure	25,526	21,871	28,167	6,296		6,296	77.6 %
	Income	13,649	14,357	14,000	357			102.5 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	<u>235,089</u>	<u>201,355</u>	<u>260,452</u>	<u>59,097</u>	0	<u>59,097</u>	77.3 %
	Income	<u>127,881</u>	<u>123,153</u>	<u>100,638</u>	<u>22,515</u>			122.4 %
	Net Expenditure over Income	<u>107,208</u>	<u>78,202</u>	<u>159,814</u>	<u>81,612</u>			

Members are advised that whilst the report is as up to date as is can be, a number of invoices and payments will be due prior to year end. The final accounts position will be reported as part of the usual end of year accounts and audit process.

Committee is requested to consider the budget report to 30 March 2016 and decide any action it deems necessary.

AGENDA ITEM 6: TOWN HALL UPDATE REPORT

Income from hiring of the Town Hall has already exceeded budget estimations by over 30% for the year 2016/17. This is mainly due to an increase number of enquiries and bookings for meetings and events during the past year.

Committee will note that the budget report states that income from weddings was significantly higher in the previous year 2015/16 than the current 2016/17 year. This gives the impression that there were more weddings last year:

201/1001	Previous Year 2015/16	Current Year 2016/17
Weddings	£12,221	£5,581

However, there were 13 more weddings held at the Town Hall during 2016/17 – an increase of 50% to 2015/16. It is believed that the disparity has arisen due to the accounts software attributing the income to the financial year in which the payment was received. As weddings are often planned several months or perhaps more than a year or more in advance, invoices are issued for deposits to confirm the booking and any payments would be banked at time of receipt. This resulted in an inflated figure for 2015/16 corresponding to a reduction to the outturn for the current year.

For the purposes of an indicative comparison between the two financial years, plus next year, based on the weddings taking place in those years, please see the table below:

	Previous Year 2015/16	Current Year 2016/17	Next Year 2017/18
No of weddings	26	39	29 (booked to date)
Income - as shown on budget report	£12,221	£5,581	-
Income – estimate based on the financial year in which the wedding occurred.	£6,767	£10,975	£4,544.98 (receipts held in advance to be attributed to 2017/18 budget from 1 April)

Officers are seeking guidance from the accounts software company at year end in order that from 2017/18 the budget is able to better reflect the true in-year position.

Whilst the numbers of weddings is evidently increasing, further promotional activities are being considered for 2017/18 to maximise the use of the Town Hall for appropriate functions.

Members will note that since the previous meeting the two lime trees in the adjacent Town Hall Gardens have been removed. This was undertaken by a contractor appointed by SC Norse. Ground work is being carried out by Town Council staff to enhance the area around the Town Hall flagpole with paving, planting and box hedging. The project will count towards the staff member's Advanced Apprenticeship in Horticulture.

Since 1st March, cleaning of the Town Hall has been carried out by Council's own caretaking staff, rather than an outside contractor. This appears to be working well. Cleaning equipment, supplies and training have been provided.

Further training is scheduled to take place April to enable caretaker to carry out Portable Appliance Testing (PAT) inspections in-house. Although PAT inspections are not a legal requirement, the Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. It is therefore considered good Health and Safety practice to carry out annual PAT inspections. Until now, Council has had its annual PAT inspections carried out by a third-party.

Committee is requested to note the update report and consider any actions it deems necessary.

AGENDA ITEM 7: CEMETERY UPDATE REPORT

The new Memorial Garden will be officially opened by the Mayor on the 12th April. Councillors, local funeral directors and stonemasons have been invited to attend.

Three bespoke granite benches with the Town crest are scheduled to be installed before the opening event. Each bench has space for 2 memorial plaques for purchase with an inscription.

Trees at the Cemetery and other Council-owned land have been attended to by Council's grounds staff according to priority and competency. All of the priority tree work as identified by the tree survey which required professional attention was carried out by the tree surgeon as instructed by Committee. The Japanese Knotweed at the Peewit Hill site is being monitored and additional training for treatment to be carried out by Council staff is being sought.

Committee is requested to note the update report and consider any actions it deems necessary.

AGENDA ITEM 9: BROADWAY HOUSE

The Clerk has been in consultation with the Trustees of FOPWA regarding the Occupational Licence and Management Agreement for Broadway House. Heads of terms for an updated arrangement have been agreed, pending formal contracts, in accordance with Committee's instructions.

The terms of the present agreement provided for an annual licence fee for the period 1st December - 30th November. As the new arrangement is to take effect from 1st April to 31st March the licence fee for 2016/17 has been pro-rated for the period 1st December 2016 to 31st March 2017. As a result, the income budget for Broadway House in the financial year 2016/17 will outturn at 34%. An invoice for the new licence for the financial year 2017/18 will be sent out on 1st April 2017.

Members are aware that the rear element of Broadway House has suffered from pests during the summer months of the previous couple of years. The Town Council's caretakers and FOPWA volunteers worked hard to monitor and clear the problem but the cause was unable to be identified. The Clerk consulted with the local Environmental Health Officer who attended the site and confirmed that the pest presence was not linked to activities within Broadway House but could not identify the cause either. A pest specialist was called in to spray-treat the affected areas which had a positive effect. In anticipation of a recurrence this year, an inspection camera has been acquired to assist in being able to locate the source.

Council is requested to note the above update report, and any other update provided at the meeting, and decide on any actions it deems necessary.

AGENDA ITEM 10: WALTON COMMUNITY HALL

Replacement blinds have been purchased and in the process of being installed at Walton Community Hall, helping to make the hall much brighter. The previous blinds were proving difficult to maintain and keep clean as they were of an unusual width, were very old and not matching. Hirers have already commented on the improvement, and have also made positive comments about the general cleanliness of the hall since the new caretaker has been attending on an increased basis.

The photograph below shows the new blind installed on the left and the old ones on the right. The opposite side of the hall had difficulty to raise venetian style roller blinds.



Due to high electricity bills, an experiment took place in February where the heating was turned off with the caretaker switching the heating on for one hour before every booking and asking hirers to turn off the heating themselves after use. Previously practice had been to set the thermostat to a constant 15 °C for long periods to avoid repeatedly heating the hall up from a low temperature several times a day. The revised approach does entail the caretaker visiting the hall at least 8 times a week, which would not have been possible last year, but it has already had a significant

impact and reduced the energy bills by approximately £100 a month. As the weather turns milder the heating is been set to 'off' and hirers are able to adjust the heating for their session if required.

The feasibility of a more modern energy-efficient heating system is being explored. However, as the ceiling is high, we have been advised that to heat the whole space efficiently would potentially require a major increase in the number of heaters from 4 to 10. The hall currently has 4 x 2kw electric convection heaters; the advice was to replace these with 10 gas filled 1.5kw heaters. Quotations for this have ranged between £2,880 - £3,480 depending on the feature set.

Given that closer control on the time at which the hall is heated is already having a considerable positive impact on the cost, a better value solution is being considered; to install a fully-programmable 7 day thermostat to control the existing heaters. Costing around £100 to supply and fit, this would enable the heating to be set to just come on before bookings and turn off automatically at the end of the session. Some adjustment of the temperature in the hall by the user is advantageous for comfort and should be provided, subject to the heating automatically reverting back to the programme at the end of their session, or limiting this to a 'boost' button to allow for temporary increases to the temperature.

Council is requested to note the above update report, and any other update provided at the meeting, and decide on any actions it deems necessary.

AGENDA ITEM 11: ASSET REGISTER REVIEW

The Council maintains an asset register, also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and this is attached at **Appendix B**.

Businesses often use depreciation of long-term assets for both tax and accounting purposes. However, these are not appropriate for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

Committee is requested to review and approve the Asset Register for onward referral to Annual Council.
