

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr S Harkin (Chairman)

Cllr N Barber (Vice Chairman)

Cllr D Aitchison

Cllr M Morris

Cllr G Newman

Cllr M Richardson

Cllr D Savage

Cllr A Smith

Cllr K Williams

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held **ONLINE** on **Wednesday 25 November 2020** at **7.30pm** for the transaction of the following business:

Public Attendance

Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend via Zoom. Members of the public are invited to make representations or put questions to the Committee during the public session.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/88182581915>

Alternatively, you may join via the meeting ID 881 8258 1915 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

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.

Ash Tadjrishi

Town Clerk

20 November 2020

For information (via email):

All Town Councillors

Local Press

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 one minute 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 requests for dispensations from Members on any matters in which they have a disclosable pecuniary interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of the Assets & Services Committee meeting held on 23 September 2020 as a true record. **(Pages 3-12)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 18 November 2020 and consider any actions deemed necessary. **(Page 13 & Appendix A)**
- 6. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 14-16)**
- 7. Walton Community Hall Update Report**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Pages 17-18)**
- 8. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Pages 19-21)**
- 9. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 22-23)**
- 10. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 24)**
- 11. Community Public Access Defibrillators**
To consider a condition report on the defibrillator cabinets. **(Page 25)**
- 12. Accessible Beach Hut Project**
To consider, in principle, assisting East Suffolk Council with the servicing of its proposed hireable accessible 'beach hut' facility. **(Page 26)**
- 13. Draft Budget Considerations 2021-22**
To consider first draft recommendations for the Assets & Services element of Council's budget for 2021-22. **(Page 27 & Appendices C & D)**

14. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 24 February 2021 at 7.30pm.

- ii. that the financial impact of the coronavirus on the Asset & Services budgets be noted, with no other action required at this time.

246. FEES AND CHARGES 2021-2022

Committee considered the scale of Fees and Charges for Council services from 1 April 2021 as presented in the report. Committee agreed most fees should be kept frozen as a gesture of community support at this time of pandemic.

However, it was agreed that allotment rents should be increased by 25p per 25m², to offset some of the cost to maintain them and increases in water charges.

It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2021:

- i) **Town Hall – General Hire:**
No increase for 2021-22.

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Full day (Weekday, 9am-5pm)	Half day (weekdays 9-1pm, 1pm-5pm)	Hourly rate (weekday hours between 9am-5pm)	Hourly rate (all other times)
Council Chamber				
Commercial/Business Hire	£205	£103	£31	£46
Voluntary/Charity/Community	£103	£52	£16	£31
Other Town Hall Rooms				
Commercial/Business Hire	£154	£77	£21	£41
Voluntary/Charity/Community	£92	£46	£12	£26
Refreshments (to include tea, coffee, water and biscuits)			£2 per delegate	

- ii) **Town Hall - Weddings and Special Events:**
No increase for 2021-22.

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1 st April- 30 th Sept)	Weekend (1 st April- 30 th Sept)	Any Day (1 st Oct- 31 st March)	Post-Ceremony Drinks
Council Chamber (for ceremonies attended by a maximum 76)	380	487	380	N/A
Clerk's Office (for ceremonies attended by a maximum 15)	190	241	190	N/A
Courtroom Gallery (for ceremonies attended by a maximum 60)	190	241	190	108
Other Rooms	190	241	190	108

iii) Walton Community Hall – General Hire:
No increase for 2021-22.

WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am- 10pm (up to 4 hours)
Commercial/Business Hire	£15.00	£18.00	£50
Voluntary/Charity/Community /Private Hire	£9.00	£12.00	£30

iv) Cemetery:
No increase for 2021-22.

1. INTERMENTS		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Felixstowe Resident	Non- Resident*
(a) of the body of a still-born child, or a child whose age at the time of death did not exceed one month	No charge	No charge
(b) of the body of a child whose age at time of death exceeded one month, but did not exceed 18 years	No charge	No charge
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	588	1176
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	950	1900
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1110	2220
(f) of a urn of cremated remains	150	300
(g) scattering of ashes	66	66
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non- Resident
Grave space	392	784
Urn space	232	464
Scattering of ashes	131	262
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non- Resident
Grave space	653	1306
Urn space	457	914
Scattering of ashes	166	332

2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS		
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	1111	2222
(b) children's grave 4' by 3'	154	154
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	457	914
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	835	1670
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
Renewal 50 years (adult) Grave 8' x 3'	980	1960
Renewal 50 years 4' x 3' (child)	103	103
Renewal 25 years (adult)	498	996
Renewal 25 years (child)	52	52
Renewal 50 years (urn plot – Garden of Remembrance)	326	652
Renewal 25 years (urn plot – Garden of Remembrance)	164	328
Renewal 50 years (urn plot – Lawn Garden)	703	1406
Renewal 25 years (urn plot – Lawn Garden)	360	720
4. PERMISSION TO ERECT MEMORIALS		
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	292	584
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	292	584
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	292	584
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	292	584
(e) vase with or without lettering	160	320
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	160	320
(g) additional inscription on any memorial after the first	100	200
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	262	524
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	262	524
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	262	524

MEMORIAL GARDEN (subject to VAT)		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	301	602
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	185	370
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	246	492
Renewal of lease for the above memorials for further 5 years	128	128
Memorial bench plaques with inscription for 10 years (prices from)	603	1206
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)		
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1632	1632
(b) Planting single grave with winter and summer plants and maintaining for one year	279	279
(c) Annual maintenance thereafter	160	160
6. MISCELLANEOUS		
(a) Registering transfer of grant	42	42
(b) Exhumation (Burial)	1566	1566
(c) Exhumation (Ashes)	653	653
(d) Certificate of Burial (Register Extract)	24	24
(e) Preparation of Statutory Declaration	54	54

*Non-Residents rates apply to persons whose normal place of residence at their time of death was not within the Town of Felixstowe within the last two years immediately before their death.

iv) Allotments

For tenancies renewing in October 2021, or for new tenancies commencing from April 2021, an increase of 25p per 25m² or 'rod':

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£38.75	£23.25
Double-size plot (approx. 250m ² or '10 Rods')	£76.25	£45.75

The discounted rate above (40% off) is offered to tenants (or joint tenancies with one qualifying tenant) who are:

- **Senior Citizens** (on evidence of being in receipt of state pension)
- **Long-Term Unemployed** (on evidence of associated unemployment benefits)

247. TOWN HALL UPDATE REPORT

The Town Clerk updated Committee on how the Town Hall was being used during the pandemic and in light of the guidance just announced asked Members to consider whether employees should be told to work from home or continue with the reduced capacity of one employee working one per office with the Town Hall continuing to be closed to the public except by appointment only when essential, and employees continuing to work 2/3 days per week at home. Committee was aware that the situation was likely to change at short notice and were happy for staff to continue as they were ensuring social distancing and face masks were worn when necessary while Suffolk stayed a low risk area. The Town Clerk would continue to monitor the situation in accordance with Government guidelines.

Members noted photographs showing of the current condition of the Town Hall windows and suggested that advice be taken from the East Suffolk Conservation Officer prior to suitable quotes for future repair or replacement. In the meantime, Council's caretakers would carry out the necessary minor repairs to the windows.

The Town Clerk reported that Suffolk County Council had requested to install a new fibre circuit into the Town Hall to provide upgraded internet connectivity for the County Council and East Suffolk staff who work there and had provided a Wayleave agreement for this purpose. It was noted that the Town Council could make use of the circuit at an estimated cost of £40 per month which would give access to the shared 100mb. The circuit could be upscaled to provide a 1 gigabit connection if the need arose.

It was RESOLVED that:

- i. the Town Hall update report be noted; and,**
- ii. Conservation Officers be contacted regarding the Town Hall windows refurbishment, and quotes to be obtained and brought to committee; and**
- iii. the Clerk be authorised to sign the Wayleave agreement to allow the installation of a new internet connection to the Town Hall.**

248. WALTON COMMUNITY HALL UPDATE

Committee received the report on Walton Community Hall and noted the effect that the Coronavirus was having financially with no hirings for 6 months. Some hirers were beginning to return to the hall after carrying out and submitting their

organisation's risk assessment, provided that they were also able to comply with the Council's own Risk Assessment, Special Conditions of Hire and the Coronavirus Guidance for Walton Community Hall.

Members were pleased to note that loft insulation was to be installed, to improve efficiency in heating the hall and help reduce large heating bills, and this cost was being met by the Walton Community Hall Repairs and Maintenance budget.

It was RESOLVED that the Walton Community Hall update report be noted.

249. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report. Following Council approval to use the Broadway House Earmarked Reserve for the cost of refurbishment work at Broadway House, Committee reviewed three separate quotes for the refurbishment of Broadway House kitchen. Company C was considered best value in terms of price and third-party recommendations and selected for the work.

Committee agreed that the work should be carried out while the property was closed and set a maximum budget of £10k to cover the cost of the refurbishment (£8k for work within the kitchen area and a further £2k towards work in the bathrooms if required).

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. Company C be instructed to carry out the refurbishment with the cost of the work, up to £10,000, to be authorised from the Broadway House Earmarked Reserve.**

250. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report. Three quotes were considered for insulating the office and workshop. Company A was chosen as the preferred contractor due to the cost and quality of materials specified. The cost of £962+VAT will come from the Cemetery Repairs and Maintenance budget.

Three quotes were also considered for the work to repair the leak in the flat roof between the Cemetery buildings. Company A was the preferred quote as it carried a 15-year guarantee. Members considered the cost being met from the Cemetery Repairs and Maintenance budget but agreed that the Cemetery Earmarked Reserve would be a more appropriate funding stream for this type of work and recommended approval from Council for a cost of £590+VAT.

Quotes were also considered to repair the sinking internal road near block L and M. Committee requested clarification on whether the quote from Company A included compacting of tarmac, and requested a second quote from Company B

to match the depth of surface as quoted by Company A. The Deputy Town Clerk confirmed that because of the proximity to graves the road could be prone to sinking again in the future. Members agreed that approval from Council should be obtained to enable this to be funded via the Cemetery Earmarked Reserve.

Members considered a request from a member of the public regarding rewilding the verges alongside Langley Avenue. Members supported this idea to improve biodiversity and were keen to trial this. Members agreed that this would require proper planning and preparation and should have similar signs to East Suffolk's "Pardon the weeds, we are feeding the bees" to ensure that members of the public were aware that this was why the grass verges were not being cut. Not wanting the verges to detract from the good work that is carried out by Cemetery Staff in keeping the grounds neat and tidy, it was suggested that 5 metres either side of the gates are continued to be mown to ensure that the Cemetery entrance remains neat and tidy.

Members were pleased to note that a trial day for trying out new energy efficient battery-operated power tools was being arranged. It was noted that, were Council to switch over and invest in electric kit, there would be environmental benefits as well as reduced maintenance demands and fuel storage risks. Before committing to new tools, Council's maintenance staff would test their durability, battery-life, power and effectiveness. Future-proof and life expectancy would also be considered as well as battery compatibility between different kit. It was also hoped that there would be benefits in terms of weight, noise, and vibration.

It was RESOLVED that:

- i. the Cemetery Update Report be noted;**
- ii. Company A be employed to insulate the Cemetery buildings with a suspended ceiling using moisture resistant Rockwool based ceiling tiles. The cost of £962+VAT will come from the Cemetery Repairs and Maintenance budget;**
- iii. Council be recommended to authorise expenditure of £590+VAT from the Cemetery Earmarked Reserve for repairs to the flat roof between the Cemetery buildings as per the quote provide by Company A;**
- iv. the cost of repairs to the sinking road between block L and M be brought to Council and it be recommended to approve expenditure for the work via the Cemetery Earmarked Reserve;**
- v. a trial of 're-wilding' the grass verges along Langley Avenue be carried out in consultation with East Suffolk Norse; and,**
- vi. a report to be brought to Assets & Services Committee after the trial of electric battery operated power tools.**

251. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments and noted that there was now a waiting list for Cowpasture and Ferry Road sites, and plot inspections had been resumed since being suspended during the coronavirus lockdown. Annual rent invoices would be sent out next week. It was agreed that a second small parking area could be created on Ferry Road site plots 55/56 close to the northern boundary to relieve potential parking congestion on Ferry Road and that a community orchard could be planted on unviable plots.

It was RESOLVED that:

- i. the Allotments update be noted; and,**
- ii. a second small parking area could be created on Ferry Road site plots 55/56 close to the northern boundary to relieve potential parking congestion on Ferry Road and that a community orchard could be planted on unviable plots.**

252. ALLENBY PARK AND GOSFORD WAY PARK REPORT

The Town Clerk advised that, following discussions with East Suffolk Council's Surveyor on the legal transfer of Allenby Park and Gosford Way Park to the Town Council, Birkett's had been instructed to act on behalf of the Town Council. Any issues arising during the conveyancing process would be brought back to Committee in due course for consideration prior to any recommendation to Council over the formal transfer.

Committee also acknowledged Ms Joan Rich's recent accomplishment of completing 102 laps of Allenby Park by her 102nd birthday and raising over £20,000 for the NHS in the process. It was suggested that the planting of a tree in Allenby Park would be an appropriate way to commemorate Ms Rich's efforts. Members asked that the Town Clerk to consult with East Suffolk Norse on the possibility of planting a reasonably mature (3-4m) cherry tree or similar and refer this to the Civic & Community Committee to review and approve.

It was RESOLVED that:

- i. the Allenby Park and Gosford Way Park report be noted; and,**
- ii. the Town Clerk investigate and bring a report to the Civic & Community Committee on the potential ceremonial planting of a cherry tree or similar at Allenby Park to acknowledge the accomplishments of Joan Rich.**

253. CLOSURE

The meeting was closed at 9.09pm. The next meeting was noted as being scheduled for Wednesday 25 November 2020 at 7.30pm.

AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Assets & Services part of Council's budget. A summary of the position to 18 November 2020 is provided below with a detailed report at **Appendix A**.

18/11/2020		Felixstowe Town Council						Page 1
08:46		Summary Income & Expenditure by Budget Heading 18/11/2020						
Month No: 8		Cost Centre Report						
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
201	Town Hall	Income	24,336	11,110	22,710	11,600		48.9%
		Expenditure	82,211	46,886	85,309	38,423	38,423	55.0%
	Movement to/(from) Gen Reserve	<u>(57,875)</u>	<u>(35,776)</u>					
202	Walton	Income	12,377	(68)	7,500	7,568		(0.9%)
		Expenditure	8,985	5,236	8,860	3,624	3,624	59.1%
	Movement to/(from) Gen Reserve	<u>3,392</u>	<u>(5,305)</u>					
203	Broadway House	Income	2,130	0	2,173	2,173		0.0%
		Expenditure	6,653	3,715	7,104	3,389	3,389	52.3%
	Movement to/(from) Gen Reserve	<u>(4,523)</u>	<u>(3,715)</u>					
204	Cemetery	Income	98,186	49,317	77,595	28,278		63.6%
		Expenditure	138,088	86,357	145,212	58,855	58,855	59.5%
	Movement to/(from) Gen Reserve	<u>(39,901)</u>	<u>(37,039)</u>					
205	Allotments	Income	15,528	11,328	15,500	4,172		73.1%
		Expenditure	26,885	17,313	28,497	11,184	11,184	60.8%
	Movement to/(from) Gen Reserve	<u>(11,357)</u>	<u>(5,986)</u>					
Grand Totals:- Income		152,557	71,687	125,478	53,791			57.1%
Expenditure		262,821	159,508	274,982	115,474	0	115,474	58.0%
Net Income over Expenditure		<u>(110,264)</u>	<u>(87,821)</u>	<u>(149,504)</u>	<u>(61,683)</u>			
Movement to/(from) Gen Reserve		<u>(110,264)</u>	<u>(87,821)</u>					

Committee is requested to consider the budget report to 18 November 2020 and decide on any action it deems necessary.

AGENDA ITEM 6: TOWN HALL UPDATE REPORT

Coronavirus update

As reported on 23rd September, subsequent to the first lockdown restrictions easing, the Town Hall (which had been closed since 23rd March) was staffed from 1st September during usual office hours with a minimum of two staff, each working in separate offices. The Town Hall was available to members of the public by appointment only. Since the second lockdown on 5th November, all staff members who are able to work from home have returned to working from home and will do so until this lockdown period ends.

Weddings restarted on 18th July with a maximum of 9 guests allowed and continued until Sunday 1st November. Weddings which had been booked during the second lockdown have been rebooked for December or postponed until next year. There have been 14 weddings so far this year, and the income of £4,168 has been moved to the wedding budget code. All future wedding deposit and payments are currently being held in the 'Receipts in advance' budget code awaiting confirmation of whether each wedding will be allowed to take place this year. It is likely that there will be a commensurate increase in wedding bookings once restrictions are eased.

One regular hirer returned to the Town Hall one day a week for 2 months during September and October and will return as soon as Government guidance allows.

All staff have been advised to wear a face mask in the building where social distancing is difficult. The glass screen is kept down when a member of the public arrives at the Town Hall. All members of the public entering the Town Hall are required to use the QR code or leave their contact details which are kept for the Track and Trace for 21 days and then destroyed. A privacy statement especially for this purpose has been created and is available at <https://www.felixstowe.gov.uk/wp-content/uploads/2020/07/Covid-19-Test-and-Trace-Privacy-Notice.pdf>

Windows

Council's caretakers have made some small-scale repairs and will be carrying out further work in the immediate future; however, further to Committee's request to consider a longer-term refurbishment plan (*min # 247 2020/21 refers*) the Conservation Officer at East Suffolk Council was contacted for advice on the Town Hall windows and has made the following comments:

'It could be that the Town Council needs to consider replacement of some or all of these windows. The Town Hall is not a listed building and there is no presumption on retaining the historic joinery if it is beyond repair. Facsimile windows in timber using a marine-grade paint finish and incorporating slimline sealed units would improve the appearance of the windows and their thermal performance. Slimmer sealed units would allow the use of through glazing bars; or they could be applied. The overall visual effect would not be quite identical, as heavier frames would be required and the increased weight of the sashes would mean either heavier sash weights being used or their replacement with a spring balance system.

For super-longevity, hardwood would be a good specification – but this is more expensive. Otherwise, seasoned softwood has reasonable durability.

Alternatively, you retain the existing windows for as long as possible and keep making local repairs – although there are only so many that can be made. Problems usually arise around the timber joints and the sills. Sills are replaceable and joints can be either reinforced or new sections in replacement spliced in. I sometimes find that windows can look worse than they are because of the state of decoration. You may want to consider upgrading the spec for the paint finish you are using to take account of the coastal location.

Metal windows or composite windows are alternatives to consider. Metal windows can retain slim profiles but they don't look the same – usually they are plastic or polymer coated. However, they have been installed at the accommodation blocks at Bawdsey Manor, also a coastal location, and seem to be doing an okay job. I have seen composite windows used in Aldeburgh satisfactorily (metal outside, timber inside).'

Following this advice, the Deputy Town Clerk has requested a quote from a sash window refurbishment specialist and a window company for replacement windows. Initially both companies are just looking at the windows on the front elevation and the large side window in the Council Chamber. The Courtroom Gallery and Magistrates Room already have aluminium double-glazed sash windows.

A quote for replacement windows was received is as follows:

15 White Aluminium sliding sash windows
2 x 3 Section aluminium sliding sash windows
Total: £24,824.99 +VAT

The replacement quote has allowed for all windows to have a marine grade finish to the powder coating along with additional finishing to all of the hardware, due to the building being so close to the sea. The quote does not allow for any access equipment.

Everything quoted in the above includes the fitting cost & survey where stated. Installation is covered by a 10-year insurance backed guarantee and their membership of Fensa covers all building regulation requirements. They have a current lead time of 6-8 weeks on aluminium from the survey.

This link <https://www.smartsystems.co.uk/product/207/vs-600> shows the specification and look of the windows. Although many of the windows are 2/3 sash, the drawings have quoted for 50/50 sash. The photo below shows the 50/50 aluminium windows in the Courtroom Gallery compared to the existing front windows. The side window in the Chamber is currently 50/50.



For comparison, a quote to renovate the existing sash windows has been sought. The expert who visited confirmed that the windows were not rotten and in fact in good condition for their age, advising the use of a marine paint and a 3-yearly repaint due to the seafront location.

The quote involves removing sashes, fitting new springs, new primed timber parting and staff beads fitted with nylon brushes designed to cancel rattles and reduce draught by up to 80%, addressing timber repairs as necessary to ensure smooth operation of mechanism. The existing secondary glazing would be kept.

Each window would cost £395 to renovate. However, if any external rot is found in either the frames or sashes a nominal extra cost will be made and it will be primed and undercoated.

Total cost to renovate the 16 windows: £6,320 (not VAT registered)

A third company who specialises in sash windows is visiting the Town Hall on Tuesday 24 November so it is expected that a further update can be provided to the meeting to assist Committee in comparing refurbishment with replacement.

Missing Roof Tiles

A number of tiles are missing on the roof to the rear of the Town Hall Building. To our knowledge the roof is not leaking, and quotes are being obtained to carry out this work. Work is also to be carried out in house to clear the guttering.

Committee is requested to consider the Town Hall update and decide on any action it deems necessary.

AGENDA ITEM 7: WALTON COMMUNITY HALL UPDATE

Coronavirus update

Walton Community Hall was closed to the public initially due to Government guidelines on Monday 23 March, and the first hirer returned on 15th September. During the next few weeks there were four hirers who returned to use the hall, including the Scouts. All groups submitted their own risk assessments and had good practices in place for running their groups in a Covid-secure way. Due to the latest Government lockdown, on 5th November all groups suspended their hires until they are able to resume.

Regular contact is being kept with hirers to keep them up to date and assist with the process of returning to the Hall when able. Some groups involve older and/or more at-risk people and may need to return on reduced numbers due to space and any social distancing requirements. Extra hire time is being provided to allow for both cleaning either side of the hire and for an extra class where this is required. Hirers will continue to pay the same fees as they were before.

As reported to the Finance & Governance Committee net loss of income in respect of Walton Community Hall due to the Coronavirus was estimated to be between £2,400-£9,000 (for a full year closure). To date, total income from 6 weeks of potential opening is £485.

Insulation

Insulation has now been fitted to the roof at Walton Community Hall to a depth of 270mm.

Minor leak in the roof

While insulating the roof, a small damp patch was found and this is being investigated with a roofing company. It is believed that there may be a problem with the lead flashing but it is appearing on the lower part of the roof on both sides of the property. Quotes will be obtained and the work carried out from the Walton Community Hall Repairs and Maintenance budget, subject to cost.

Emergency Bars and rear Emergency Exit

Emergency bars have now been fitted to all 3 emergency exits in the hall.



The Scout group raised concerns with the emergency exit to the rear of the building, with a number of bins blocking the rather dark path alongside the area and a gully running along the building which could cause a trip on leaving the area.

Orwell Housing has been contacted to advise their tenants to keep the gate access clear and our own bins have been moved away from the exit route. They are also happy to consider sharing the cost of a motion/darkness detected light for which a quote is currently being sought.



Committee is requested to note the Walton Community Hall update and decide on any action it deems necessary.

AGENDA ITEM 8: BROADWAY HOUSE UPDATE REPORT

Coronavirus update

Felixstowe Old People's Welfare Association suspended their day-time service from Monday 16th March, with evening meetings shortly thereafter. The Caretaker regularly visits Broadway House and the Gas boiler, air conditioning unit, fire alarm and emergency lighting have been serviced since the closure.

Further to Council's agreement the 2020/21 Felixstowe Old People's Welfare Association licence fee for Broadway House will be discounted to reflect any period of enforced closure on a pro rata basis (*Minute #561iii of 2019/20 refers*), FOPWA have been informed and the licence fee will be calculated when Government guidance allows for the re-opening.

It is not yet known when Broadway House will reopen to the public.

Kitchen Refurbishment

Following consideration at Council on 9th September, the Assets and Services Committee was delegated the task of overseeing the refurbishment of the kitchen with the cost to come from the Broadway House Earmarked Reserves.

With the property remaining closed due to Covid-19, the opportunity was taken to carry out this work with the agreed contractor (*Min #249 ii of 2020/21 refers*) which is now almost been completed. Some repainting and minor maintenance work will be carried out inhouse over the next few weeks.





A few minor tasks such as the servicing of the roller shutter, fitting a clear acrylic Covid-secure screen above the serving hatch and deep cleaning of the existing floor are still to be carried out.

Some refurbishment work has also been carried out in the toilets, which has included fitting all new mirrors, flush handles on the toilets and replacing some of the taps. Redecoration of the rear hallway and bathrooms will also be carried out in house as well as a deep clean of the floor.

If possible, a final total cost will be reported at this meeting.

Windows

Three windows are currently not able to be opened and quotes are being obtained to fix these.

It has been noticed that several of the windowsills have cigarette burns on them, and a pile of cigarette ends were discovered on the ground in front of the windows. Orwell Housing have written to their tenants who reside at the flats at Broadway House to address the concerns with cigarettes being left in the communal area and the damage caused. They have assured that the issue will be monitored moving forward in order to resolve the issue. Hopefully, further information will come forward which will allow them to identify the culprit so further action can be taken against the individual(s).

A satellite dish which had been incorrectly mounted to the front of the building has now been relocated and some unwanted furniture left at the rear by tenants have now been removed.

Committee is requested to consider the Broadway House update report and decide on any action it deems necessary.

AGENDA ITEM 9: CEMETERY UPDATE REPORT

Coronavirus update

All Risk Assessments have been updated to include changes to duties due to social distancing and Coronavirus regulations and Government Guidance on funerals and scatterings are being regularly reviewed.

Cemetery Insulation

The Cemetery office and workshop ceiling have now been insulated with a suspended ceiling using moisture resistant Rockwool based ceiling tiles (*Minute #250 i of 2020/21 refers*).

The roof space above the toilets has also been insulated with 270mm of insulation.



Electric Power Tools

The trial day unfortunately cannot be carried out while lockdown continues but it is hoped will be carried out as soon as is possible.

Sinking Road

Further to confirmation at Council that expenditure for the repair of the sinking road by block M could be funded up to £3,112 from the Cemetery Earmarked Reserve (*Minute #326 ii 2020/21 refers*). A quote from Contractor B has now been sourced to match the specification of Company A. Contractor B's original quote to lay 40mm thickness of 6mm SMA wearing course to repair the tarmac was for £1,695 +VAT and this has now been upgraded to provide, lay and roll approximately 10mm

thickness of MOT TYPE 1 sub base; provide, lay and roll approximately 60mm thickness of AC20 BINDER Course and 30mm thickness of AC10 Surface Course at a cost of £1,995.00. This work will be carried out as soon as possible.

Gravestone damage

Two memorials have suffered from accidental damage in the last month. The first was not believed to have been caused by Cemetery staff, following professional assessment by a BRAAM qualified stonemason who confirmed it was unlikely to have been caused by a digger. However, as a neighbouring grave had been dug around the same time and it was not possible to prove fault, the owner has accepted an offer to split the cost of repair with the Council £197.50 (Total cost £395).

A second memorial suffered accidental damage to kerbstones by a Council staff member during the digging of a nearby grave. This was reported to the owner and three quotes to repair were sought. All quotes were to the same specification to fix headstone, provide replacement York stone kerbs and posts, remove broken stone from the cemetery and to clean the memorial. All three quotes (@1,745+VAT, £1,625+VAT and £980 +VAT) were from BRAMM qualified stonemasons that regularly work in the cemetery. An enquiry was made with the Council's insurers who confirmed that the stones would not be covered as they are not owned by the Council.

Committee is requested to consider the Cemetery update report and decide on any action it deems necessary.

AGENDA ITEM 10: ALLOTMENTS UPDATE REPORT

A table showing current occupation and vacancies is being updated and will be reported at the meeting alongside any further information.

Coronavirus update

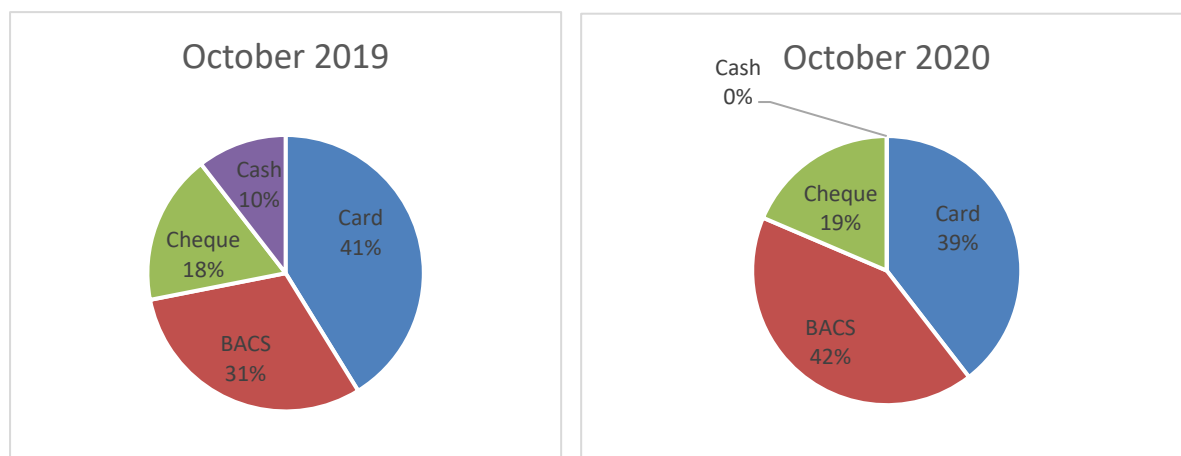
Allotment tenants are still able to access their allotments during this latest period of lockdown and have been advised to follow government guidance.

The National Society of Allotment and Leisure Gardeners has issued advice to all plot holders. See www.nsalg.org.uk/news/covid19-information for details.

Payment Methods

This year it has been difficult for many allotment holders who would usually visit the Town Hall to pay their annual rent, either by cash, cheque, or card, due to the coronavirus. In line with government guidance, allotment tenants were advised not to pay in cash for safety reasons.

As most allotment payments are received during October, the Finance Administration Assistant has carried out a comparison against the same period last year to understand how payment methods may have changed. This is useful to understand as electronic BACS payments do not incur bank charges, whereas cash payments attract charges of £1.50 per £100 and each cheque attracts a fee of £1.50. Credit card charges vary depending on the type of card used.



The outcome has been that a similar proportion of those who paid cash last year are now paying by BACS. It will be prudent to encourage more people to move to BACS payments than pay by cheque and card.

Committee is requested to consider the Allotment update report and decide on any action it deems necessary.

AGENDA ITEM 11: COMMUNITY PUBLIC ACCESS DEFIBRILLATOR CABINETS

Two of the five defibrillator cabinets owned by the Town Council in the town are suffering from rust.

This is in addition to the cabinet located at Sea Road which was replaced in 2019 with a polycarbonate version due to significant rusting. The original cabinet was purchased in 2015, and although concerns that the mild steel cabinets would rust, have significant condensation issues or that the salt air may jam the lock, these were allayed by the supplier prior to purchase. On reporting the issue Council was advised that this was only the third example of corrosion seen by the supplier (in over 400 sold). The manufacturer is now specifying that any cabinet sold within 5 miles of the sea should be stainless steel or polycarbonate. Unfortunately, last month an attempt to break in to the polycarbonate cabinet purchased in 2019 caused a crack to the door and a break to the Perspex viewing window. The screen was fixed free of charge by Marketing Force Services and the small crack has been glued.

The mild-steel cabinets at the library and the Leisure Centre – also both purchased in 2015 - are now suffering from rust; predominately to the door, and also outside of the two-year guarantee period.

Costs and options to resolve the issue are provided below:

- Replace with polycarbonate cabinets as mild-steel cabinets rust beyond serviceable: £500 +VAT each.
- Replace with stainless-steel cabinets: £470 +VAT for a compact model or £575 +VAT for the same size as we currently have.
- Replace rusted doors. This would currently have to be another mild steel door as the stainless-steel doors are a different size. Cost approx. £80.00+VAT (incl. £10 Delivery) each. However, no warranty or lock would be supplied.
- Repaint rusted parts. Quoted cost @£45 for materials that could do up to 12 doors if coverage is good with each door being £60 to paint. Paint could last up to 5 years, but doors should be repainted every 3 years. New graphics would also need to be purchased.

Committee is requested to consider options for defibrillator cabinets and decide on any action it deems necessary.

AGENDA ITEM 12: ACCESSIBLE BEACH HUT PROJECT

East Suffolk Council is progressing its plans to create a new 'accessible Beach hut' area on the 'trim trail' site. To enable the project, the trim trail itself will be relocated to a new and enhanced 'active seafront' area

The moving of the Trim Trail and the Accessible Beach hut village will be required to go through planning prior to a possible a start date in Q1 of 2021. East Suffolk Council officers are currently preparing project documentation for Cabinet in January.

A focal point in the accessible beach hut village will be a hireable facility that can either be 5 separate units or opened into a single space, with a Changing Places equipped public toilet block on site, which should ease current issues around the lack of toilets in that area. As there is car parking adjacent the area will be well-served for those wishing to hire a hut in Felixstowe.

The facility is likely to be a popular space and ESC is looking at arrangements for short term, possibly daily, rentals. ESC are open to discussing the potential of the Town Council either running the facility (i.e. leasing it from ESC and managing the promotion, booking and changeovers) or servicing (i.e. ESC manage the bookings, it is jointly promoted and the Town Council – via our caretakers – manage the changeovers).

ESC already has booking software in place and manages the hiring of huts in Lowestoft. Therefore, if Committee is in favour, it could be a good option to begin on a 'service-only' basis and review after 12-18mths before discussing any further opportunity to manage the facility.

A service-only basis would potentially be based on a 50/50 split on income, i.e. 50% ESC for bookings management and capital maintenance, 50% to FTC for caretaking on a per-booking basis to make sure it is clean and tidy for the next user, deal with any on-site issues, urgent matters, etc.

As the facility is intended to be a 'dry hire' with only basic essentials inside (table, chairs, maybe a deckchair or two, a kettle and a microwave) it is anticipated that it will be relatively easy to clean. It is also expected that the facility will be used more often in the summer than winter although block-bookings will require fewer visits.

At this stage, ESC is looking for feedback from the Town Council on whether it would wish to be involved.

Committee is therefore requested to consider, in principle, assisting East Suffolk Council with the servicing of its proposed hireable accessible 'beach hut' facility.

AGENDA ITEM 13: DRAFT BUDGET CONSIDERATIONS 2021-22

Committee is requested to consider its draft budget estimates for the Financial Year 2021-22 and to make any recommendations to Finance & Governance Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current-year expenditure and a comparison against the previous year at **Appendix B**. Notes to the budget estimates accompany this at **Appendix C**.

Members should note that estimates for income and expenditure are based on known costs wherever possible. Where it is anticipated that the viability of certain activities will continue to be subject to prevailing circumstances at the time, the budget line has either been revised or an appropriate headroom has been included for prudence.

In preparation for the eventual transfer of Allenby Park and Gosford Way Park to the Town Council by April 2021, a new cost centre 'Parks and Recreation' has been created to provide revenue expenditure for the maintenance costs of these sites. The costs have been based on figures supplied by Norse to East Suffolk Council relating to the current service level agreement for grass cutting, gardening and play area maintenance.

Following Committee's consideration of these estimates, the Finance & Governance Committee and Council will review the full budget, taking in to account the latest projections for the outturn from the current year and potential impact of Covid19 on the Council's taxbase.

Members will be interested to note that the Finance & Governance Committee has instructed that the full 2021-22 budget should be prepared on the basis of a 0% change to the council tax charge. However, this does not require any specific action from the Assets & Services Committee, as the setting of the precept and management of Council's reserves will be reviewed by the Finance & Governance Committee in December and recommended to Council in January.

Committee is requested to consider first draft recommendations for the Assets & Services element of Council's budget for 2021-22.
