

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 N Barber (Chairman)
Cllr D Savage (Vice Chairman)
Cllr D Aitchison
Cllr M Morris

Cllr M Richardson
Cllr S Harkin
Cllr A Smith
Cllr K Williams

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 26 April 2023** 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.

Public are very welcome join via Zoom using the following 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.

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
21 April 2023

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 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 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 22 February 2023 as a true record. **(Pages 3-6)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 31 March 2023 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Assets Register 2022/23**
To review the Council's Asset Register and recommend to Council for approval. **(Page 8 & Appendix B)**
- 7. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 9)**
- 8. Walton Community Hall Update Report**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 9)**
- 9. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 10-11)**
- 10. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 12)**
- 11. Parks Update Report**
To receive a report on Allenby Park and Gosford Way Park and consider any actions deemed necessary. **(Page 13)**
- 12. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 5 July 2023 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 22 February 2023** at **7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr M Morris
 Cllr D Savage (Vice Chairman) Cllr D Aitchison
 Cllr A Smith

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

IN ATTENDANCE: No members of the public present

414. PUBLIC QUESTIONS

None.

415. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr S Harkin, Cllr M Richardson** and **Cllr K Williams**.

416. DECLARATIONS OF INTEREST

None

417. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 23 November 2022 be signed by the Chairman as a true record.

418. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 17 February 2023.

It was RESOLVED that the Budget Report to 17 February 2023 be received and noted, with no other action required at this time.

419. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated committee on the windows work and invited members to look closer after the meeting at the work that had been carried out so far. This included the weights that were now being fitted to replace the springs which meant that the windows were much easier to open.

It was RESOLVED that the Town Hall update report be noted.

420. WALTON COMMUNITY HALL

The Deputy Town Clerk updated members on Walton Community Hall and the broken dishwasher there. Members agreed that a survey should be sent out to all hirers to find out if they use the dishwasher and if not it should be removed.

It was RESOLVED that:

- i. the Walton Community Hall update be noted, and,**
- ii. a survey be sent to hirers to find out if the dishwasher is used, and if not, for it to be removed.**

421. BROADWAY HOUSE UPDATE REPORT

Committee received the Broadway House update report. It was noted that there were still ongoing maintenance issues with the automatic doors, and if there were further problems in the near future the Deputy Town Clerk will bring options and quotes to the next meeting.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. the automatic doors be monitored, and if required, an update will be brought to the next meeting with options and quotes.**

422. CEMETERY UPDATE REPORT

Committee received the Cemetery update report, members were pleased that the water butts were being erected to recycle rainwater and praised the member of staff for creating mushrooms from the unsightly trees stumps which would be difficult to remove due to their proximity to graves.

It was RESOLVED that the Cemetery update report and positive feedback be noted.

423. ALLOTMENTS UPDATE REPORT

Committee received the Allotment update report and were pleased to hear that the micro allotments 'Alittlements' had been so successful.

Members considered the Allotment Tenancy Agreement and agreed that the additions and alterations were an improvement. Committee also agreed that an Allotment Regulations document would be a useful addendum to the tenancy agreement.

The Town Clerk explained the circumstances regarding three trees on Council's land which were causing issues to a neighbour of the Ferry Road Allotments. Committee recognised that the position of the houses being built so close to the

trees was a real issue to the resident. The third tree is the biggest issue as it is closest to the garden where children play. Members considered various options such as pollarding but were concerned that if the trees were removed there could be an issue as the roots shrink due to their proximity to the house in question. It was agreed that the resident should in the first instance contact Flagship Housing Association and then if they do not have any success, let us know who their contact at Flagship is, so we can progress further.

It was RESOLVED that:

- i. the Allotment update report be noted;**
- ii. the Allotment Tenancy Agreement and Allotment Regulations Addendum be presented to the Felixstowe Allotment Association and made accessible on the Town Council website with a paper copy being available on request; and,**
- iii. the resident living adjacent to the three trees on the walkway to the Ferry Road Allotments be contacted and asked to contact Flagship Housing Association in the first instance and to let us know who the contact is there so the issue can be investigated further.**

424. ALLENBY PARK/GOSFORD WAY PARK UPDATE

Committee considered the report on Allenby Park and Gosford Way Park, and were pleased to note the work that has been carried out so far to enable the parks to be easier to maintain in the future.

Members noted that there is one section of the blue trail equipment that originally came from Langer Park that is coming to the end of its life.

Committee considered the pathway between Gosford Way and Margery Girling House and its poor state of repair. This pathway had been neglected for many years and Committee suggested speaking to East Suffolk regarding this.

It was agreed that the pathway should be inspected to ensure that there were no urgent tripping hazards and to obtain some quotes to professionally repair the footpath.

It was RESOLVED that:

- i. The Allenby Park/Gosford Way Park Update report be noted;**
- ii. the footpath between Gosford Way and Margery Girling House be inspected for any immediate tripping hazards;**
- iii. quotes be obtained to repair the footpath; and,**
- iv. local Councillors be contacted for any ECB/Locality funding to potential help contribute to the refurbishment of the pathway.**

425. LIONS CLUB FACILITY

The Town Clerk presented a report on the development of the Lions Club facility and a request from East Suffolk Council for funding support toward the scheme, which would enable the Club to continue to deliver the town's Christmas lights. ESC has costed the remaining works, which were estimated to not exceed £35,000.

Members considered the project and felt that it was an ideal use of CIL money for which the Community Infrastructure Levy Earmarked Reserve for 2019/20 could be used. Committee asked that BID be invited to contribute toward the project, given its benefits to the Town Centre, and that local councillors be contacted for any potential local enabling budgets. Members considered a maximum of £10,000 from CIL and requested that the Town Clerk speaks to ESC regarding what figure they were looking for, an update will be brought to Council on 8 March who would be required to approve the CIL spending from the Earmarked Reserve.

It was RESOLVED that:

- i. The Lions Club Facility report be noted; and,**
- ii. it be recommended to Council that £10,000 be authorised from the 2019/20 Community Infrastructure Levy Earmarked Reserve to support the establishment of a new facility for the Lions Club.**

426. EUROPEAN GATEWAY PLAQUE

Committee considered a request received from a member of East Suffolk Council that the Town Council supports the replacement of a plaque to commemorate the victims of the European Gateway disaster. The new plaque will include the names of the drivers and seamen who lost their lives in the disaster. The families will be informed once the new plaque is in place and there will be an opening ceremony and publicity around the new plaque.

It was noted that this would be at no cost to the Council, the request was simply to receive and administer the funds from the Councillor's Enabling Communities Budget.

It was RESOLVED that the Town Council receives and administers the ECB funding for a replacement plaque commemorating the European Gateway disaster.

427. CLOSURE

The meeting was closed at 8.30pm. The next meeting was noted as being scheduled for Wednesday 26 April 2023 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 31 March 2023 is provided below with a detailed report at **Appendix A**. This may not be the final year end position due to final year-end adjustments, such as accruals, which are still to be made. A financial report from 1 April 2023 will be brought to the July Assets & Services meeting.

1 April - 31 March 2023 (2022 - 2023)

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

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
201 Town Hall	22,740.00	25,553.32	2,813.32	112.37%	78,997.00	83,008.91	-4,011.91	105.08%
202 Walton	7,500.00	11,129.04	3,629.04	148.39%	10,567.00	13,301.72	-2,734.72	125.88%
203 Broadway House	2,270.00	2,392.56	122.56	105.40%	8,869.00	10,976.17	-2,107.17	123.76%
204 Cemetery	86,481.65	76,585.85	-9,895.80	88.56%	195,897.00	202,049.85	59,387.90	103.14%
205 Allotments	16,750.00	17,095.32	345.32	102.06%	37,754.00	41,023.88	-3,269.88	108.66%
206 Parks & Recreation	0.00	0.00	0.00	N/A	14,780.00	3,499.23	11,280.77	23.68%
NET TOTAL	135,741.65	132,756.09	2,985.56	97.80%	346,864.00	353,859.76	-6,995.76	102.02%

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Committee is requested to consider the budget report to 31 March 2023 and decide on any action it deems necessary.

AGENDA ITEM 6: ASSET REGISTER REVIEW

The Council maintains an Asset Register which is 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**.

The document is shown as in previous years, and a database is also updated on the Scribe Finance software, which inputs the same figure into the Annual Return. The Scribe system allows us to keep photographs of equipment and further information for when required.

Although it is common practice for business to depreciate long-term assets for both tax and accounting purposes, this is not recommended 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 therefore 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.

The Council's Asset Register has been updated to reflect acquisitions and disposals in the year since 1 April 2022.

Committee is requested to review and approve the Asset Register to 31 March 2023 for onward referral to Annual Council.

AGENDA ITEM 7: TOWN HALL UPDATE REPORT

Windows

Work to renovate the Felixstowe Town Hall windows is now complete. Scaffolding that was in place to facilitate the works was removed on 3 April 2023. The insulation qualities are already noticeably far better than the old single glazing. The sun shining through is also noticeably brighter than before as the previous glazing had a special film on to stop glare, luckily the blinds shut out most of the brightness so this will be monitored particularly in areas where computer screens are used.

The final invoice is now in the process of being paid and includes £480 for the hoarding licences which were not known at the time of the quote but were expected as an extra cost. Committee is asked to consider that the £480+VAT is taken from the Town Hall Earmarked Reserve.

Committee is requested to consider the Town Hall Windows update, funding £480 +VAT from the Town Hall Earmarked Reserve to cover the cost of the hoarding licences required for the scaffolding and decide on any other action it deems necessary.

AGENDA ITEM 8: WALTON COMMUNITY HALL UPDATE

Scouts – Picture of King Charles III

The Scouts have requested that the picture of the Queen is replaced by one of King Charles III, they are organising this and we expect this will be in place around the time of the Coronation.

Dishwasher

All regular hirers have been asked whether they require a dishwasher since the dishwasher was marked 'out of order' due to tripping out the electrics when being turned on. No one has replied that they require one, so the dishwasher will be removed shortly.

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

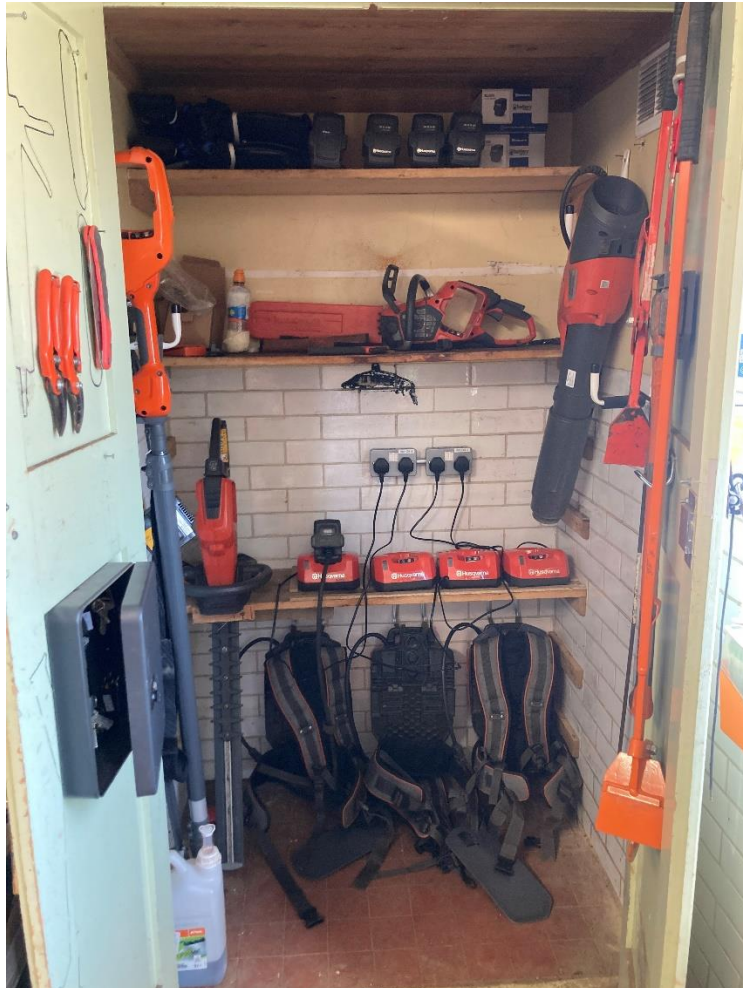
AGENDA ITEM 9: CEMETERY UPDATE REPORT

As part of the tree planting carried out by the Grounds Team, felled trees have been replaced with saplings and along Langley Avenue a hedge made up of twisted hazel and dogwood has started to be planted. This hedge is expected to be a multi-year project.

The Grounds Team had a “masterclass” in rose care at the Cemetery from a member of the Rose Society. Roses in the Memorial Garden and elsewhere in the Cemetery have been cut back correctly and now will be sprayed with a mix of Uncle Toms Tonic, Bug clear and tomato feed to keep them at their best.

A local resident has generously donated a wheelbarrow full of bluebells from their garden. These will have a new home in areas around the Cemetery.

The electric power tools have all now arrived, and a charging station has been created in the workshop.



Cesspit

As previously reported the cesspit has required more emptying than in previous years. With more staff and visitors this is as expected, but it used to be emptied once or twice a year, was emptied 3 times in 2021/22 and then 5 times last year.

Some water butts were fitted to the office building as it was thought that rainwater was coming off into the drains ending up in the cesspit. An expert has now visited the site to examine the situation. They have confirmed that the surface water drains for the main building are not connected to the foul drains leading to the cesspit. One surface water drain from the toilet block is connected to the foul drains and needs to be diverted. The other surface water drain from the toilet block is blocked.

The company will be giving written proposals for the installation of a new surface water grate soak system for the toilet block shortly and also of a new drainage field system for the cesspit to reduce the emptying cost.

Downpipes should be diverted to a soakaway as this is a building regulations issue. The estimated costs from the first company that have been asked out are as follows:

Two-day percolation test @ £ 600.00 + VAT (fixed price)

Surface water grate soak system @ £ 2,900.00 + VAT (budget price subject to the percolation test)

Drainage field system @ £ 5,600.00 + VAT (budget price subject to the percolation test)

The soakaway is expensive but would result in the cesspit only likely to require emptying once a year. If Committee would like further investigations to be made, three quotes can be obtained.

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

AGENDA ITEM 10: ALLOTMENTS UPDATE REPORT

As of 19TH April 2023, allotment vacancies were as follows:

SITE	Total plots	Occupied	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	306	305	1	34(3)	8
ALITTLEMENTS (within Cowpasture)	20	17	3	0	0
FERRY ROAD	97	97	0	15(1)	2
RAILWAY HILL	44	44	0	9	0
CEMETERY	3	3	-	0	0
TAUNTON ROAD	18	16	2	0	0
TOTAL	488	482	6	58(4)	10

With the weather improving and more tenants tending to their plots at Cowpasture, the increased traffic has demonstrated the effectiveness of the three-month trial of the one-way system. As a result, the Allotment Association is content with making the one-way system a permanent arrangement

An addendum document containing the Allotment regulations shown at **Appendix C** has been prepared to accompany the revised tenancy agreement. The purpose of this document is to provide a more comprehensive outline of the terms and conditions of the tenancy agreement. It will be made available to all allotment holders for their reference.

Proposals are underway to install a self-filling water trough at the base of the Alittlement site. The primary aim of this initiative is to provide the occupants of the Alittlements with a more convenient and accessible water source. Additionally, the self-filling mechanism of the water trough is expected to not have any adverse impacts on the water pressure at Cowpasture.

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

AGENDA ITEM 11: PARKS

Gosford Way Park

Efforts are currently underway to address the damaged footpath, with plans to contact East Suffolk Council to potentially assist with the repair costs.

The new football goals have been installed.

The grounds team has carried out tree planting at both Gosford Way and Allenby Park. At Gosford Way, a variety of saplings have been planted in three different sections, while a smaller quantity of saplings has been planted at Allenby Park.

Allenby Park

A significant dip in the Allenby Park play area surface matting (play matta) has been repaired by Matta Products at no cost. Additionally, spare tiles have been requested to replace those that were previously damaged.

After receiving a quote that was much lower than expected, the blue trail equipment that was previously reported to be reaching the end of its lifespan will be repaired. This repair will enable us to utilize the equipment for many more years to come.

A quote has been obtained for the annual Independent Playground Inspection at both parks at the cost of £110 per park.

Committee is requested to consider the Gosford Way Park and Allenby Park report and decide on any action it deems necessary.
