

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

**PRESENT:** Cllr D Rowe (Chairman) Cllr S Harkin  
Cllr M James (Vice Chairman) Cllr M Morris  
Cllr D Aitchison Cllr M Sharman

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs J Smith (Assets & Services Officer)  
Mr T Minns (Grounds & Maintenance Manager)

**IN ATTENDANCE:** None

**294. PUBLIC QUESTIONS**

None.

**295. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr Nick Barber** and **Cllr Jan Candy**.

**296. DECLARATIONS OF INTEREST**

**There were none.**

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**297. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 20 September 2023 be signed by the Chairman as a true record.**

**298. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 15 November 2023. A question was raised regarding when the payment should be received for the Broadway House licence as it was believed that the invoices were sent out in July. The Town Clerk undertook to follow this up subsequent to the meeting.

**RESOLVED that the Budget Report to 15 November 2023 be received and noted.**

**299. TOWN HALL UPDATE REPORT**

Committee received the update report on the Town Hall. Members discussed the work needing doing to address the damp issue and work needing doing to repair Council Chamber ceiling.

A query was raised regarding the feasibility of re-coating the flat roof while the scaffolding is in place. This flat roof has been inspected as being sound still by a local roofing company who do not feel that the roof is the issue, it is suggested that the source of the damp ingress which made the ceiling collapse is due to wind driven rain and sea-spray on the gable. There was a suggestion that a structural engineer be consulted to determine whether it would be more advantageous to perform additional roof work while the scaffolding is up, or if such tasks could be integrated into future preventative maintenance. Additionally, it was proposed that the Town Clerk contact Felixstowe Library, as they have experienced similar roofing issues and might offer valuable insights.

Committee discussed the potential flooring options. Members agreed that the current carpet in the Courtroom Gallery still has some life left and could be rejuvenated with a deep clean and repainting of the room.

A suggestion was made regarding improving the accessibility features in the disabled entrance before renewing the flooring.

**It was RESOLVED that:**

- i. the Town Hall Update Report be noted; and,**
- ii. delegated authority be given to the Town Clerk to proceed with the necessary works to repair the Council Chamber ceiling, acknowledging its urgency. Appropriate quotes to be obtained and the Chairman and Vice-Chairman of this Committee consulted if more extensive work is needed; and,**
- iii. quotes be sought for the installation of a more robust ramp, and improved railings in the disabled entrance.**

### **300. BROADWAY HOUSE UPDATE**

Committee received the update report on Broadway House. A query was raised concerning the source of the 50% grant for Orwell Housing. The Town Clerk confirmed that it would not be funded by Felixstowe Town Council the grant is likely to come from the Social Housing Decarbonisation Fund.

It was suggested that maybe more could be done to highlight that Broadway House was a Felixstowe Town Council asset.

**It was RESOLVED that:**

- i. the Broadway House update report be noted; and,**
- ii. ideas for promoting Broadway House and other Felixstowe Town Council assets be discussed at next meeting.**

### **301. WALTON COMMUNITY HALL UPDATE**

Committee received the update report on Walton Community Hall. Members discussed the various options available for improving the energy efficiency of Walton Community Hall. They also considered the advantages of engaging an independent engineer to assess the building and offer comprehensive recommendations for optimal heating and energy-efficient solutions. Until this has been carried out Members agreed to delay the decision on lowering the ceiling height.

A point was raised that East Suffolk Council Communities teams are actively seeking applicants for a Community Hub fund. Cllr S Harkin agreed to gather more information on this opportunity and share it with the Deputy Town Clerk and the Assets & Services Officer.

**It was RESOLVED that:**

- i. the Walton Community Hall update report be noted; and**
- ii. the Deputy Town Clerk to organise a site visit for Committee Members; and,**
- iii. the possibility of obtaining reports from an independent engineer/surveyor be investigated.**

### **302. CEMETERY UPDATE REPORT**

The Grounds & Maintenance Manager presented the Cemetery Update Report. Members considered two quotes for reducing the size of a London Plane tree overhanging a neighbouring property belonging to Sanctuary Housing at Langley Flats. Company A was chosen to carry out this work.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted; and,**
- ii. Company A be employed to carry out tree works at the Sanctuary Housing Langley Flats at the cost of £700 to be funded from the Cemetery Earmarked Reserve; and,**
- iii. The additional cost of £600 for percolation test be approved and be funded from the Cemetery Earmarked Reserve.**

### **303. ALLOTMENTS UPDATE REPORT**

The Assets & Services Officer presented the Allotments update report. The discussion revolved around assessing the success of Felixstowe Town Council in recovering clearance costs from departing tenants and exploring alternative schemes to enhance cost recovery.

**It was RESOLVED that:**

- i. the Allotment update report be noted; and,
- ii. The Tenancy agreement be updated to highlight that the plot clearance fee may include skip hire.

**304. TREES NEAR FERRY ROAD ALLOTMENTS**

Members received the update on the trees near Ferry road allotments. Members considered three quotes for replacement trees, to be sited at other locations. Company A was chosen to supply the replacement trees.

**It was RESOLVED that:**

- i. the report on the trees near Ferry Road Allotments be noted; and.
- ii. replacement trees be purchased from Supplier A, at a cost of £1,085 +VAT to be funded from the Public Spaces Earmarked Reserve.

**305. GOSFORD WAY PARK AND ALLENBY PARK**

Members received the update on the footpaths of both parks.

**It was RESOLVED that the Gosford Way Park and Allenby Park update report be noted.**

**306. DRAFT BUDGET CONSIDERATIONS 2024-25**

Committee considered first draft proposals for its element of the Council's 2024-2025 budget and reviewed the accompanying notes to the estimates in the report. A suggestion was raised to consider funding for potential projects, as recently discussed in the Felixstowe Town Council Business plan meeting. It was advised that as the Budget is signed off before the Business plan is finalised, aspirations for the business plan cannot be considered in this upcoming budget, but can be planned for over the next four years.

**It was RESOLVED that the draft proposals for the Assets & Services element of the Council's 2024-25 budget be recommended as presented to Council's Finance & General Purposes for further consideration.**

**307. CLOSURE**

The meeting was closed at 8.50pm. The next meeting was noted as being scheduled for Wednesday 21 February 2024 at 7.30pm.

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

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