



TO ALL MEMBERS OF THE PREMISES COMMITTEE

Cllr M Stokell (Chairman)
Cllr C Webb (Vice Chairman)
Cllr Jon Garfield
Cllr M Morris

Cllr J Sennington
Cllr A Smith
Cllr M Walker

You are hereby summoned to attend a meeting of the **PREMISES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 19th November 2014** at **9am** for the transaction of the following business:

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 interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. Requests for Dispensation

To consider any dispensation requests received from Councillors with a pecuniary interest in an item on this agenda who wish to remain, speak and/or vote at consideration of that item. Councillors are advised to submit any dispensation request in writing to the Town Clerk prior to the meeting.

4. Minutes of the Previous Meeting

To confirm the minutes of the meeting held on 10 September 2014 as a true record. **(Pages 3-7)**

5. Mobile Phone Mast

To consider and decide any action in response to a correspondence received regarding the Mobile Phone Mast at the Cemetery. **(Page 8)**

6. Facilities Management

To consider a report on Facilities Management of Council's premises. **(Page 9)**

7. Update on Matters Relating to Council's Premises

To note any update on matters relating to Council's premises. **(Page 10)**

8. Financial Report to 31 October 2014

To consider the Financial Report to 31 October 2014 for Felixstowe Town Hall, Walton Hall and Broadway House and decide any action necessary.

(Page 11 and Appendix A)

9. Closure

To close proceedings and set the date of the next meeting.

A handwritten signature in black ink, appearing to read 'A. Tadjrishi', with a stylized flourish at the end.

Ash Tadjrishi

Town Clerk

13th November 2014

For information (via email): All Town Councillors.

AGENDA ITEM 4: MINUTES OF THE PREVIOUS MEETING

MINUTES of the **PREMISES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 10th September 2014 at 10am**

PRESENT: Cllr M Stokell (Chairman) Cllr M Morris
 Cllr C Webb (Vice Chairman) Cllr J Sennington
 Cllr Jan Garfield Cllr M Walker

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs R Jones (Technical Advisor)

235. APOLOGIES FOR ABSENCE

There were none.

236. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Member	Minute No.	Nature of Interest
Cllr Jon Garfield	239	Non-Pecuniary (Member of the Scouts)

237. REQUESTS FOR DISPENSATIONS

There were none.

238. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that:

The Minutes of the Premises Committee Meeting held on 4th March 2014 be signed by the Chairman as a true record.

239. FEES AND CHARGES 2015/16

Members considered the schedule of fees and charges for Walton Community Hall and Felixstowe Town Hall for the Financial Year 2015/16.

Following discussion on sliding scale of charges to reflect the cost of providing staff outside of office hours, and an off-season discount for wedding hire, the following schedule was proposed:

WEDDINGS AND SPECIAL EVENTS	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
FELIXSTOWE TOWN HALL Council Chamber	£320	£400	£320	N/A

Clerk's Office	£160	£200	£160	N/A
Courtroom Gallery	£160	£200	£160	£100
Other Rooms	£160	£200	£160	£100
FELIXSTOWE TOWN HALL Hire rate per hour inc. VAT where applicable. Outside of office hours include a surcharge for staff costs.	Weekday 9-5pm	Weekday 5pm- 10pm	Saturday 9am- 10pm	Sunday 9am- 10pm
Council Chamber				
Commercial/Business Hire	£36.00	£52.00	£52.00	£60.00
Voluntary/Charity/Community	£18.00	£34.00	£34.00	£42.00
Other Town Hall Rooms				
Commercial/Business Hire	£24.00	£40.00	£40.00	£48.00
Voluntary/Charity/Community	£12.00	£28.00	£28.00	£36.00
Tea/Coffee	£5 per flask (approx. 8 cups)			

WALTON COMMUNITY HALL Hire rate per hour inc. VAT where applicable. Outside of office hours include a surcharge for staff costs.	Weekday 9-5pm	Weekday 5pm- 10pm	Saturday 9am- 10pm	Sunday 9am- 10pm
Commercial/Business Hire	£15.00	£18.00	£18.00	£18.00
Private (Non-business) Hire	£12.00	£15.00	£15.00	£15.00
Voluntary/Charity/Community	£9.00	£12.00	£12.00	£12.00

It was RESOLVED that:

- i. The schedule of Fees and Charges for Walton Community Hall and Felixstowe Town Hall for the Financial Year 2015/16 be set as detailed above;**
- ii. Persons/Organisations seeking to hire the Town Hall or Walton Community Hall to be advised in the Terms and Conditions of hire that bookings are confirmed on receipt of the balance of the hire fee which is only refundable on the sliding scale basis in the table below;**

Booking cancelled within 7 days of the hire date	NIL Refund
Booking cancelled more than 7 days, less than one month before the hire date	50% Refund
Booking cancelled more than one month in advance of the hire date	100% Refund

- iii. Weddings bookings to be confirmed on receipt of a non-refundable deposit of 25% of the booking fee with balance payable two months prior; and,**

- iv. **The sessional fee for the Scouts use of Walton Hall to remain at £30.**

240. FINANCIAL REPORT TO 31 AUGUST 2014

Members considered the Financial Report to 31 August 2014 for the Town Hall, Walton Community Hall and Broadway House.

Committee noted that hiring incomes for both Walton Community Hall and the Town Hall had been lower than anticipated and was likely to result in a shortfall in budgeted income at year end. Expenditure at the Town Hall was generally on target however 'Repairs and Maintenance' budget (201/4170) was overspent due to remedial works to the roof and associated consultancy fees being undertaken in June at a total cost of £5,165. Works to the automatic doors at Walton Community hall, which had been required for health and safety reasons, had cost £3,271 against a total 'Repairs and Maintenance' budget (202/4170) of £3,500 for the year. Additionally, a number of late/missing electricity bills had been received from British Gas for both Walton Community Hall and the Town Hall - some dating back to 2012 – which had resulted in an overspend against budget 'Electricity' (202/4122).

Members queried the absence of any budget provision for staff salaries at Walton Hall Community Centre. The Clerk confirmed that this would be reviewed as part of the budget 2015/16 estimate process.

It was RESOLVED that:

- i. **The Clerk be instructed to investigate whether there was any underlying issue with electricity supply at Walton Community Hall in order that the cost of energy provision at this location be reduced and budgeted more effectively in 2015/16;**
- ii. **Staff salaries be more appropriately apportioned across Council's premises to reflect actual running costs as part of the draft estimates 2015/16; and,**
- iii. **The Financial Report to 31 August 2014 for Council's premises be noted.**

241. USE OF OFFICE ACCOMMODATION

Committee considered licensing the use of the Surveyor's Office to a third party for office accommodation. Members supported a proposal for up to three SCDC Resort Team staff to be provided with an annual Licence for office accommodation at Felixstowe Town Hall, to be reviewed annually in line with RPI inflation.

Committee noted that the terms and conditions of the proposed licence would be on a similar basis as that approved for the Felixstowe Futures team; i.e.

allowing exclusive use of unfurnished first floor office accommodation, inclusive of all outgoings (including business rates – excluding telephones and broadband) on weekdays only, between the hours of 8am and 5pm. There would be no allocation for parking.

Members were keen to ensure that non-Town Council staff occupying the building would not create an additional burden for staff working at reception. The Technical Advisor confirmed that this was being considered as part of the ongoing discussion with SCDC in order to minimise the impact on Town Council staff. It was expected that there would be some reception services rolled in to the licence agreement but no activities carried out on site which could require high numbers of public attendance.

It was RESOLVED that, on the basis outlined above, the Town Clerk be delegated the authority to proceed with arrangements for licensing the use of the Surveyor's Office to Suffolk Coastal District Council's Resort Team.

242. TOWN COUNCIL CAR PARKING AT UNDERCLIFF ROAD WEST

The Town Council previously had the benefit of a 99 year lease from Suffolk Coastal District Council for six echelon parking spaces on the opposite side of the road to the Town Hall. In order to accommodate road works required during the implementation of Suffolk County Council's traffic calming scheme along Undercliff Road West, the lease was terminated. Subsequently, a Traffic Order was obtained for the parking bay outside the building which allowed permit-holder parking. Members noted that this arrangement did not provide the Town Council with the same legal interest as the previous provision and therefore had yet to be satisfactorily resolved.

The original Lease provided that if the parking spaces were ever needed for coast protection or Highways purposes, then SCDC had an obligation to re-provide suitably convenient alternative spaces for the Town Hall.

Members noted an update from the Technical Adviser that, following negotiations with SCDC, the Town Council was now offered the remaining term of the original lease on a lease-back arrangement to SCDC. Such an arrangement would provide SCDC with the authority to continue to manage the parking spaces across the road from the Town Hall, subject to any loss to the Town Council's spaces triggering a termination of the lease to SCDC and rights to parking would revert to the Town Council.

Committee considered the Town Council's parking provision.

It was RESOLVED that:

- i. Enquiries be made as to the potential for the Town Council to be provided a limited number of parking permits for the parking spaces managed by SCDC across the road from the Town Hall; and,**

- ii. **Pending the above and the outcome of any further negotiations, it be recommended to Council that a lease and lease-back agreement with SCDC be established in order that both parties be provided with a satisfactory resolution for parking outside the Town Hall.**

243. ONGOING FACILITIES MANAGEMENT

Committee considered the principle of outsourcing facilities management across Council's premises in order to provide a strategic approach to routine servicing, inspections and planned and responsive maintenance.

It was RESOLVED that the Town Clerk be instructed to provide costs for further consideration at the next meeting with timetable for provision of an ongoing facilities management contract from 1 April 2015.

244. CLOSURE

The meeting was closed at 12.17pm. It was agreed that the next meeting be scheduled for 5th November 2014 at 9.15am.

Date: _____

Chairman: _____

AGENDA ITEM 5: MOBILE PHONE MAST

Members will be aware that the Town Council currently lets an area of land within the grounds of the Cemetery which accommodates a telecoms mast. The original 15 year Licence between the Town Council and O2 dates back to 2007 and provided for mast-sharing and 5 yearly rent reviews. The Licence provides for 3 bases on which to re-assess the rent, the highest of which to be paid and last time an RPI formula was applied.

The Town Council gave further consent for the mast to be shared with Vodafone in 2010. The original annual rental of £4,000 plus the £500 uplift for the additional share was reviewed in 2012 and now generates an annual income of £5,314.75 for the Town Council.

O2 subsequently became known as Telefonica O2 (UK) Ltd. In 2013, the Town Council was approached by the agent acting for O2 saying that his client was conducting a review of its operational sites and enquired whether the Town Council would consider varying the terms of the Licence. No further action was taken at this time but the matter has now been resurrected by a new agent, Clarke Telecom, who now represent Telefonica and Vodafone in this matter.

Clarke state that Telefonica and Vodafone have now formed a joint venture company called Cornerstone Telecommunications Ltd (CTIL) which is to be responsible for all its land holdings. Clarke has been appointed to review all these sites and holdings to see which is the most beneficial, looking to de-commission some of them.

On this basis, they propose to either serve notice to terminate Licences or try to achieve the following terms:

- **Rent of £4,000.**
FTC Licence currently reviewed every 5 years with an uplift of 25% of the fee charged to the mast sharer.
- **Future rent reviews to open market value only**
FTC Licence previously reviewed using an RPI formula – 3 potential methods of calculation, the highest of which must be paid.
- **Equipment rights to be unrestricted**
FTC Licence currently limited to 9 antennae and 2 microwave dishes plus the required cabinets to support this installation.
- **The ability to assign the Licence to Cornerstone Telecommunications Infrastructure Ltd.**
FTC Licence currently assignment prevented without prior written consent (not to be unreasonably withheld).

Members are asked to consider the proposals as outlined above and decide any further action necessary.

AGENDA ITEM 6: FACILITIES MANAGEMENT CONTRACT

At its meeting of 10 September, Committee was asked to consider contracting arrangements for planned and responsive maintenance and repair across Town Council sites.

In order to draw up a comprehensive specification, further work has been undertaken to precisely establish maintenance liabilities at Council's premises at Walton Community Hall and Broadway House. Queries as to areas of specific liability for the roof and external decorations at Walton Community Hall have now been clarified and it has been confirmed that the roof is in Orwell Housing Authority's remit for the first 30 years of the 2007 lease; thereafter reverting to the Town Council.

It is also suggested that due to the Town Council's limited repair and maintenance liability at Broadway House (the external items and flats being dealt with by Orwell Housing Association and the internal aspects of the Day Centre handled by FOPWA, the tenant charity) it may not be cost-effective to engage in a contract for facilities management at that site. It is proposed that the Town Council's responsibilities for certain fixtures, such as the heating installation, be dealt with on an ad hoc basis as required.

Subsequently, further investigation to assess the specification of the maintenance schedule has been carried out and it is hoped that Members can be provided with an indication of the approximate cost for this service in time for this meeting.

Members are requested to consider this matter and make any recommendations it deems necessary.

AGENDA ITEM 7: UPDATE ON MATTERS RELATING TO COUNCIL'S PREMISES

To receive an update on matters relating to Council's Premises, to include:

a) Town Hall Windows

This matter is currently with the architect and quantity surveyor appointed to investigate repairing the brickwork, stone cills and windows on the front façade of the Town Hall. The QS has been asked to prepare an assessment of the potential costs involved prior to the Town Council going out to tender for the works, hopefully in the early spring. Costs are to be sought for replacement windows or repair of the existing. It is likely that refurbishment of the existing windows will be cheaper than replacement ones. Provided that adequate and appropriate repairs can be achieved, this may be the preferred option, both on financial and aesthetic grounds.

b) Licence for use of Surveyor's Office

Negotiations are continuing with the potential tenants of this office and their IT specialist has recently visited the Town Hall to work out both existing facilities and the requirement for their future connections. The tenants have indicated that they hope to move in in the New Year.

c) Town Hall parking

Following on-going negotiations to resolve the matter of the Lease and Lease-back of the parking spaces opposite the Town Hall, Committee requested that the Town Council be allocated some SCDC parking permits for use on Undercliff Road West. After some further internal discussions at SCDC, the allocation of the parking permits and the proposed legal arrangement is to be reported to SCDC's Cabinet in January. SCDC's solicitor will report back to the Town Council after that meeting.

d) Hearing Loop in the Council Chamber

Following continued problems with the effectiveness of the hearing loop, a local audio engineer came to inspect the installation. The loop was found to be intact but the receiver was incorrectly balanced and the microphone not in an ideal position. The receiver has been rebalanced but further investigation and work may be necessary to resolve the problem. Members have been asked to assess whether they feel there has been an improvement since the adjustments were made however early indication is that any improvement is negligible.

e) Langley Avenue Registration as an Asset of Community Value (ACV)

The Interim Clerk had applied to SCDC to list the former Deben Playing Field as an Asset of Community Value. This was in part an attempt to protect a sale of the field without the Town Council's prior knowledge given its proximate location next to the Cemetery. SCDC has confirmed that the application was successful, however the Town Council has been advised that the site is exempt from the requirement to notify of any disposal the whilst it is held for the purpose of a school/educational use.

Committee is requested to note the update report.

AGENDA ITEM 8: FINANCIAL REPORT TO 31 OCTOBER 2014

A summary Income & Expenditure Report to 31 October 2014 for the Town Hall, Walton Community Hall and Broadway House is shown below with a detailed report provided at **Appendix A**.

13/11/2014

Felixstowe Town Council

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10:09

Summary Income & Expenditure by Budget Heading 31/10/2014

Month No : 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
201 Town Hall	Expenditure	3,453	44,666	78,305	33,639		33,639	57.0 %
	Income	2,044	8,908	11,405	-2,497			78.1 %
202 Walton	Expenditure	282	5,922	6,200	278		278	95.5 %
	Income	530	2,953	9,600	-6,647			30.8 %
203 Broadway House	Expenditure	1,050	6,603	12,975	6,372		6,372	50.9 %
	Income	0	841	1,260	-419			66.8 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	4,785	57,190	97,480	40,290	0	40,290	58.7 %
	Income	2,574	12,703	22,265	-9,562			57.1 %
	Net Expenditure over Income	2,211	44,487	75,215	30,728			

Members are requested to note the current financial position and decide any action necessary.