

MINUTES OF THE PREMISES COMMITTEE

Meeting held on Thursday 26th September 2013

With the Vice Chairman's agreement, due to staff sickness, there was an abridged agenda.

Present: Councillors Stokell (Chairman), Jon Garfield, Morris, Savage, Sennington, Smith and Webb. Technical Adviser and Lorna Mosen.

222. APOLOGIES

Apologies for absence were received from Councillors Jon Garfield, Smith and Webb

223. MINUTES OF 27th JUNE 2013

The minutes of the meeting held on 27th June, 2013 previously circulated to Members were approved as a true record by those present and the Chairman was authorised to sign them.

224. DECLARATIONS OF INTEREST

Councillors Morris, Savage and Sennington declared a Local Non Pecuniary Interest as Members of Suffolk Coastal District Council. It was noted that with regard to item 221, under the current regime it was possible for Members who were also Members of Suffolk Coastal District Council to discuss the principle of potential transfer from Suffolk Coastal District Council, however should matters progress to a level of specific financial and/or contractual discussion, then these matters should properly be referred to Town Members.

225. BOOKING SCHEDULES FOR TOWN HALL AND WALTON COMMUNITY HALL

Booking Schedule – Members considered a schedule of Town Hall and Walton Community Hall bookings between June and August 2013 and congratulated the staff on all their hard work. The Technical Adviser reported that the redecorating of Walton Community Hall was now completed and very positive feedback had been received from hirers.

226. FILMING ON FELIXSTOWE TOWN COUNCIL PREMISES

Members considered a request from a member of the public asking for clarification on Felixstowe Town Council policy on filming in Town Council premises. The Chairman advised that at the moment it was not permitted to film on Town Council properties. The Technical Adviser reported that the Interim Clerk had prepared a draft paper with a suggested policy on filming for Members' consideration. After much discussion, it was agreed that filming would be permitted at Civil ceremonies as this was a private event. The Committee asked that a clause in the hiring agreement to prospective hirers should say that if recording was anticipated on the premises, that prior consent should be obtained from the Clerk two weeks before the event. With regard to recording of Town Council meetings the Committee believed this would be appropriate at this time.

The Interim Clerk was requested to write to the member of public informing him of these policies.

227. FELIXSTOWE BOOK FAIR

Members considered a request from a member of the public to hire four rooms of the Town Hall for the two whole days over a weekend in June 2014 for free or at a reduced rate. After careful consideration it was agreed that as these dates were in the middle of the peak season for commercial bookings such as weddings, whilst no booking of that type had yet been made, it was not considered to be in the Town Council's financial interest to forego that opportunity on the basis of a free let. However, the member of the public would be offered the reduced community rate, including caretaking costs for approximately £1000.

228. PUBLIC LIABILITY INSURANCE

Following a visit from Felixstowe Town Council's insurers it was noted that Felixstowe Town Council's hirers of our premises do not have Public Liability Insurance under our existing policy. Members agreed to increase Felixstowe Town Council's Public Liability Insurance at a cost of £25 p.a. to include hirers to all our premises. It was also noted that Felixstowe Town Council is not insured for loss of revenue due to fire, flood etc from any of our premises and it was therefore agreed to obtain a quote from the insurers to cover this eventuality.

229. LAND AT PHILIP AVENUE

The Technical Adviser reported that at the last meeting of the Committee she was awaiting a response from Suffolk Coastal District Council concerning a letter sent on behalf of the Committee. This has now been received and although the letter answers some of the queries that the Committee raised about Estates matters in relation to the site, the overall picture was still not entirely clear. The Committee agreed that the Technical Adviser and the Interim Clerk would investigate further and report back to the Committee at a later date.

230. DATE OF NEXT MEETING

It was agreed that the next meeting of the Committee would take place on **Thursday 21st November 2013 at 9.30am** at Felixstowe Town Hall.