

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 3 June 2015 at 7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr T Green
 Cllr Jan Garfield (Vice-Chairman) Cllr G Newman
 Cllr S Bird Cllr A Smith
 Cllr P Coleman Cllr J Vartan
 Cllr Jon Garfield

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Faversham (Cemetery & Allotments Officer)

42. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Deacon** and **Cllr D Savage**.

43. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr T Green Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr N Barber	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr Jon Garfield Cllr Jan Garfield	48	Local Non-Pecuniary (as Members of FOPWA)

44. REQUESTS FOR DISPENSATION

There were none.

45. INTRODUCTION TO ASSETS & SERVICES COMMITTEE

The Chairman welcomed newly appointed Members to the first meeting of the Assets & Services Purposes Committee in the current Municipal Year and following recent elections.

The Committee noted its Terms of Reference and received an introduction from the Chairman on the type of business for which it would be responsible.

46. ASSETS & SERVICES BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 26 May 2015.

It was noted that income for Walton Community Hall was showing as a negative sum as a result of payments yet to be received from the bookings in the previous financial year which had been carried-over.

The Clerk advised that electricity usage at Walton Community Hall required further investigation to establish the root cause and whether consumption could be reduced. Members suggested that a smart meter could help identify what was drawing the most power and it was agreed that this be investigated.

RESOLVED that the Budget Report to 26 May 2015 be received and noted as presented with no other action required at this time.

47. REPORT OF THE ESTATES OFFICER

Committee considered the Estates Officer's report. The Clerk advised that Committee would consider the Schedule of Fees and Charges for Council's services at its next meeting.

Members requested that a cost comparison study with other local and similarly sized community halls be provided to Committee at the next meeting.

RESOLVED that Report of the Estates Officer be noted and arrangements be made for all Members to have the opportunity to visit each of Council's sites over the forthcoming months.

48. TOWN HALL BUILDING WORKS

Committee considered a report on ongoing repair and renovation works at the Town Hall.

It was noted that the Council's project consultants had recommended that the works be scaled back to avoid any risk to the integrity of the wall following the discovery that the wall was of cavity construction. This would mean that R G Carter were likely to complete the remainder of possible works earlier than planned.

The Clerk gave a further update to Members following the receipt of a report from a local structural engineer who had been asked to investigate the cavity wall structure. Members noted that the cost of the report would be paid for from the 'Town Hall Maintenance' Earmarked Reserve within the original budget for the project as approved by Council at its meeting of 1 April 2015 (Minute 599 of 2014/15 refers).

It was noted that there would be some savings against the original schedule of works but further expenditure would be required to provide Committee with a professional assessment of the situation and to identify options for the long-term preservation of the structure.

Members asked that the Clerk and Estates Officer provide an options report to Committee at the earliest opportunity.

RESOLVED that:

- i. contract instructions to R G Carter be adjusted in accordance with the advice of Council's appointed building project consultant;**
- ii. the action taken by the Town Clerk and Estates Officer to instruct MLM Ltd. to provide an early structural survey be approved;**
- iii. with regards to the works required to further protect the Town Hall walls, the Town Clerk and Estates Officer be instructed to commission the necessary surveys in order to provide a report to Committee detailing the options available to Council; and,**
- iv. the cost of the professional fees above to be provided via Council's 'Town Hall Maintenance' Earmarked Reserve subject to the overall project limit of £40,000 plus VAT as previously approved in accordance with minute 599 (Ordinary Council 1 April 2015).**

49. ALLOTMENTS UPDATE REPORT

Committee received a report on the Town Council's Allotments which detailed a number of projects to improve the administration of the allotment sites. The Town Clerk advised that work to improve the condition of the internal roadways at the Ferry Road and Cowpasture sites had been initiated in the previous financial year and would continue in the current year.

Members requested that the Estates Officer report to Committee on the work required to register the Council's allotment titles with the Land Registry.

It was RESOLVED that the allotments update report be noted and the Estates Officer be instructed to bring a report to Committee on the work required to register the Council's allotment titles.

50. CEMETERY UPDATE REPORT

Committee received a report on Felixstowe Cemetery detailing a number of projects that would require further consideration over the forthcoming months and years.

A short-term project to create a new Memorial Garden and urns section was considered and it was agreed that work to develop this could commence pending Council approval for funding.

Members advised that it would be preferable to consider a single plan which incorporated the other elements described in the report rather than several single projects. Though the cost to meet all of the aspirations in the report could yet prove to be prohibitive, it was thought that a combined approach could maximise the opportunity and realise some economies of scale or be phased over a longer period of time to complete.

To support Committee in its consideration of the timescale required to provide the new grave burial section where the allotments were currently located, Members requested that the next report contain an overview of current capacity and burial rates over the past few years.

Following a debate it was RESOLVED that:

- i. the proposal to develop a new Memorial Garden and new urns burial section be approved and it be recommended to Council that funding for this be authorised from the Cemetery Projects Earmarked Reserve; and,**
- ii. the Clerk and Estates Officer be instructed to draft proposals and possible timescales for a wide-ranging Cemetery improvement project incorporating the elements in the report.**

51. CLOSURE

The meeting was closed at 8.55pm. The next meeting was noted as being scheduled for Wednesday 2 September 2015 at 7.30pm.

Date: _____

Chairman: _____