

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

**PRESENT:** Cllr M Stokell (Chairman)                      Cllr M Morris  
                  Cllr C Webb (Vice Chairman)                Cllr J Sennington  
                  Cllr Jon 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:

<b>Member</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
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:

<b>WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL</b>	<b>Weekday (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Weekend (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Any Day (1<sup>st</sup> Oct- 31<sup>st</sup> March)</b>	<b>Post-Ceremony Drinks</b>
Council Chamber	<b>£320</b>	<b>£400</b>	<b>£320</b>	<b>N/A</b>
Clerk's Office	<b>£160</b>	<b>£200</b>	<b>£160</b>	<b>N/A</b>
Courtroom Gallery	<b>£160</b>	<b>£200</b>	<b>£160</b>	<b>£100</b>
Other Rooms	<b>£160</b>	<b>£200</b>	<b>£160</b>	<b>£100</b>

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

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

**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;**

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

- 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 5<sup>th</sup> November 2014 at 9.15am.

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

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