

**MINUTES of the PREMISES COMMITTEE meeting held at Felixstowe Town Hall on
Wednesday 18th March 2015 at 6pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs R Jones (Estates Officer)

549. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Jon Garfield, Cllr A Smith and Cllr M Walker.

550. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Member	Minute No.	Nature of Interest
Cllr J Sennington	All	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Morris	All	Local Non-Pecuniary (Suffolk Coastal District Council Member)

551. REQUESTS FOR DISPENSATIONS

There were none.

552. MINUTES OF THE PREVIOUS MEETING

It was RESOLVED that:

The Minutes of the Premises Committee Meeting held on 19 November 2014 be signed by the Chairman as a true record.

553. TOWN HALL REFURBISHMENT WORKS

The Chairman, Town Clerk and the Estates Officer reported to Committee following their review of the Tender documents submitted for the works. Costs had been provided from four separate local companies and, since publication of the agenda, omitted items were now included. Committee were pleased to note that the quotes were each below the pre-tender estimations. Based on value for money and quality of previous work undertaken, a preferred contractor was identified.

It was noted that a contingency sum had been included in the quotation. Given the challenging timescale for the project, Committee considered whether a further sum should be authorised to be made available should any necessary additional work arise during the project.

It was RESOLVED that:

- i. Council be recommended to instruct R G Carter to undertake works to refurbish the front façade of the Town Hall, to the previously approved specification; and,**
- ii. A total project cost limit of £40,000 be approved and authorised to be available from Council's Earmarked Reserve 900/9065 "Town Hall Maintenance".**

554. CONDITIONS OF HIRING COUNCIL'S PREMISES

Committee considered draft Conditions of Hire for Walton Community Hall as presented in the agenda report.

Members discussed a similar arrangement for terms and conditions of hire for the Town Hall. It was agreed that principles for hiring out the Town Hall to certain organisations at no charge should also be clarified.

Following discussion, it was RESOLVED that:

- i. The Conditions of Hire for Walton Community Hall be approved as presented and adopted;**
- ii. The Clerk and Estates Officer be delegated the authority to draw up appropriate terms of hire for the Town Hall for both weddings and general bookings; and,**
- iii. Only those organisations to which the Town Council had formal representation be permitted discretionary hire of the Town Hall Walton Community Hall without charge, provided that such use be for the conduct of business to which a representative of the Town Council would be expected to attend in an official capacity.**

555. LICENCE FOR SCDL RESORT TEAM

Committee noted the Licence arrangements as detailed in the report.

It was RESOLVED that the Licence arrangements for use of the Surveyor's Officer by Suffolk Coastal District Council's Resort Team be approved as presented.

556. LEASE FOR CAR PARKING SPACES

Committee noted that a lease and lease-back arrangement for the six parking spaces on the opposite side of the road to the Town Hall, as requested by the Town Council, had been approved by SCDC Cabinet in January and was in hand for sealing.

It was further noted that the District Council had committed to providing six parking permits for the same area to the Town Council.

It was RESOLVED that Council be recommended to approve these arrangements and seal the leases as a Deed.

557. TOWN HALL DRAINAGE EASEMENT

Committee noted the necessity to grant SCDC an easement for the purpose of being able to legally drain the proposed seating shelter in the Town Hall Gardens through the Town Hall land owned by the Town Council.

It was further noted that a Drainage Easement document had been completed which was required to be signed and sealed as a Deed.

It was therefore RESOLVED that the arrangements for drainage be approved and Council be recommended to seal the Drainage Easement document as a Deed.

558. CLOSURE

The meeting was closed at 6.58pm. It was noted that this was the final meeting of the Premises Committee. Minutes from this meeting would be presented to Council for approval and future business will be considered by Council's Assets & Services from May 2015. Members recorded a vote of thanks to Cllr M Stokell, for his chairmanship of the Committee.

Date: _____

Chairman: _____