

**MINUTES of the PREMISES COMMITTEE meeting held at Felixstowe Town Hall on  
Wednesday 19<sup>th</sup> November 2014 at 9am**

**PRESENT:** Cllr M Stokell (Chairman)                      Cllr M Morris  
                  Cllr Jon Garfield                                    Cllr J Sennington

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

**361. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr C Webb and Cllr M Walker.

**362. 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 J Sennington	366	Local Non-Pecuniary (Suffolk Coastal District Council Member)
Cllr M Morris	366	Local Non-Pecuniary (Suffolk Coastal District Council Member)

**363. REQUESTS FOR DISPENSATIONS**

There were none.

**364. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that:

**The Minutes of the Premises Committee Meeting held on 10th September 2014 be signed by the Chairman as a true record.**

**365. MOBILE PHONE MAST**

Members considered the letter from Clarke Telecom detailing their ambitions to achieve a variation of terms for the Mobile Phone Mast licence.

**Following consideration of the four specific conditions as listed in the letter, it was RESOLVED that the Technical Advisor be instructed to respond on behalf of the Town Council's as follows:**

- i. **FTC does not wish to reduce the current rent passing of £5,314.75**
- ii. **FTC is prepared to agree to future rent reviews to be at Open Market Value;**
- iii. **FTC is prepared to allow expansions to equipment/and or cabinet rights provided that the receiving installations are of a vertical or dish such a nature so as not to overhang or necessitate an increase to the current limit of the compound. The compound is within operational cemetery ground and for that reason cannot be extended without the subsequent significant loss of income to FTC from burial plots; and,**
- iv. **FTC is prepared to accept the assignment of the Licence to CTIL.**

### **366. FACILITIES MANAGEMENT CONTRACT**

Members considered whether there would be any potential value in awarding a single contract for ongoing cyclical maintenance and facilities management. It was noted that an indication of cost for this service had been provided from a local company however this did not appear to present a cost-effective alternative when compared to the current arrangement with individual supplies for similar services. As the costs had been quote for individual Council owned site, rather than as an overall provision across the sites, no potential economies of scale could be established at this time.

**It was therefore RESOLVED that no further consideration be given to a single contract for facilities management services until such a time as a rationalised and competitive proposal be provided.**

### **367. MATTERS RELATING TO COUNCIL'S PREMISES**

Members noted the update report on a number of matters related to Council's Premises.

On the matter of the Town Hall Windows, Committee were advised that in accordance with Minute 38 of the Ordinary Council meeting held 2 April 2014, an investigation into the future replacement of the windows at the Town Hall had been undertaken. Professional surveys and specifications received to date had projected an overall project cost with replacement UPVC windows to be in the region of £120,000. Cost to undertake the same project with renovation of the existing windows had been given as closer to £80,000.

**Committee RESOLVED to recommend to Council that a revised specification and tender for works to make repairs to the brickwork and windows to the front elevation of the Town Hall be commissioned; on the basis of renovation rather than replacement.**

**368. FINANCIAL REPORT TO 31 OCTOBER 2014**

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

**It was RESOLVED that the Financial Report to 31 October 2014 for Council's premises be noted.**

**369. CLOSURE**

The meeting was closed at 10.29am.

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

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