



9 am to 4 pm Mondays to Fridays

## TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

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 M Deacon	Cllr D Savage (Town Mayor, ex-officio)
Cllr Jon Garfield	

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 2 December 2015** at **7.30pm** for the transaction of the following business:

### A G E N D A

- 1. Apologies**  
To receive apologies for absence.
- 2. Declarations of Interest**  
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.
- 3. Requests for Dispensation**  
Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
- 4. Confirmation of Minutes**  
To confirm the minutes of the Assets & Services Committee meeting held on 7 October 2015 as a true record. **(Pages 3-6)**
- 5. Assets & Services Budget Report**  
To receive the Assets & Services Budget report to 25 November 2015 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Estates Officer Report**  
To receive the report of the Estates Officer. **(Pages 8-9)**
- 7. Allotments Update Report**  
To receive a report on the Town Council's Allotments and consider any actions deemed necessary. **(Page 10)**

- 8. Fees and Charges: New Urns Plots**  
To consider a scale of Fees and Charges for the new urns section at the Cemetery. **(Page 11)**
- 9. Asset Register Review**  
To review the Councils Asset Register and recommend to Council for approval. **(Page 11 & Appendix B)**
- 10. Fairtrade Forum Breakfast Meeting – Town Hall Chamber**  
To consider a request from the Fairtrade Forum for the Town Council to host a breakfast meeting at the Town Hall. **(Verbal Report)**
- 11. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 3 February 2015 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**26 November 2015**

For information (via email): All Town Councillors.  
Local Press

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 7 October 2015** at **7.30pm**

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

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

### **246. APOLOGIES FOR ABSENCE**

None.

### **247. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr T Green Cllr D Savage 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)

### **248. REQUESTS FOR DISPENSATION**

There were none.

### **249. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 2 September 2015 be signed by the Chairman as a true record.**

### **250. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 September 2015.

**RESOLVED that the Budget Report to 30 September 2015 be received and noted as presented with no other action required at this time.**

## **251. ESTATES OFFICER REPORT**

Committee considered the report of the Estates Officer.

Members noted that a result of a meeting held between Council officers and professional advisors on 5 October, two possible options for strengthening the front and side walls of the Town Hall were being followed up. The preferred option would involve less invasive works at a fraction of the cost of a full repair but may not be a permanent solution. Members asked that the Estates Officer report back to Committee with further information in due course.

With regard to the high energy consumption reported at Walton Community Hall, Members suggested that all electrical equipment be switched off over the forthcoming weekend and meter readings taken to confirm that there were no third parties drawing electricity from this supply.

**RESOLVED that the Estates Officer's report be noted.**

## **252. BROADWAY HOUSE EXTERNAL SIGNAGE**

Committee consider a report describing some external works being carried out at Broadway House by Orwell Housing Association.

It was noted that the existing name plates for the building were badly weathered and required refurbishment or replacement.

Members reviewed several options for replacement signage and agreed that two 'Dibond Aluminium' signs should be purchased and installed to replace the original brass on wood plaques.

A Member commented that the Felixstowe Town Council crest at the top of the front face of the building was looking tired. It was agreed that this should be repainted or refurbished.

Committee also considered the replacement of the external drip tray underneath the air conditioning unit condenser on the west wall. The Estates Officer advised that a quote for a replacement tray and fitting had been received at a cost of £185 plus VAT.

Committee considered making a recommendation to Council to approve funding from the Broadway House Earmarked Reserve. Following advice from the Clerk that the Walton Repairs and Maintenance budget (4170/202) was currently underspent, it was agreed that this be the source of funding for these projects.

**RESOLVED that:**

- i. the external drip tray underneath the air conditioning unit condenser on the west wall of Broadway House be replaced at a total cost of £185 plus VAT;**

- ii. **two ‘Dibond Aluminium’ signs be purchased and installed to replace the original plaques;**
- iii. **the Town Council crest on the top of the front wall be refurbished; and,**
- iv. **funding for the above works via the Walton Repairs and Maintenance budget (4170/202) be approved.**

#### **253. WALTON COMMUNITY HALL EXTERNAL SIGNAGE**

Committee received a report on Walton Community Hall which outlined proposals for some signage to be installed to front elevation of the building in order to indicate the location of the entrance to the hall.

Members reviewed several options for signage and agreed that ‘Dibond Aluminium’ signs should be procured on a similar basis to those being sourced for Broadway House in the earlier item.

**RESOLVED that ‘Dibond Aluminium’ signs be purchased and installed at Walton Community Hall with funding for the works to be approved via the Walton Repairs and Maintenance budget (4170/202).**

#### **254. ALLOTMENTS UPDATE REPORT**

Committee received a report on the Town Council’s Allotments and a paper was tabled showing the current vacancy information.

Noting that there were 52 vacancies at this time, Members asked whether these were going to be let to people on the waiting list. The Clerk advised that the vacancy rate was usually higher at this time of year when the allotment rent demands were posted as this prompted tenants to consider whether to renew their tenancies or relinquish their plot. It was noted that, whilst those on the waiting list would be contacted regarding vacant plots, the total number of vacancies would not be known until after the deadline for tenancy renewals had passed at the end of the month.

Members asked that the availability of Council allotment plots be advertised in the Council’s Newsletter.

**It was RESOLVED that the allotments update report be noted and the availability of Council’s Allotments Plots be advertised in the next newsletter.**

#### **255. DRAFT BUDGET CONSIDERATIONS 2016-17**

Committee considered first draft proposals for its element of the Council’s 2016-17 budget.

It was noted that Council's Personnel Committee would be considering the salaries aspect of the budget at its meeting of 14 October 2015.

**RESOLVED that the draft proposals for its element of the Council's 2016-17 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.**

**256. CLOSURE**

The meeting was closed at 8.58pm. The next meeting was noted as being scheduled for Wednesday 2 December 2015 at 7.30pm.

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

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

## AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT

A summary of the position to 25 November 2015 is provided below with a detailed report at **Appendix A**.

Month No : 8

### Assets & Services Committee

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
201 Town Hall	Expenditure	39,955	81,086	41,131		41,131	49.3 %
	Income	9,289	13,446	-4,157			69.1 %
202 Walton	Expenditure	3,914	11,023	7,109		7,109	35.5 %
	Income	3,707	7,500	-3,793			49.4 %
203 Broadway House	Expenditure	6,411	13,539	7,128		7,128	47.4 %
	Income	0	1,360	-1,360			0.0 %
204 Cemetery	Expenditure	77,219	128,126	50,907		50,907	60.3 %
	Income	42,397	73,565	-31,168			57.6 %
205 Allotments	Expenditure	14,659	27,214	12,555		12,555	53.9 %
	Income	10,635	13,500	-2,865			78.8 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
	Expenditure	<b>142,158</b>	<b>260,988</b>	<b>118,830</b>	<b>0</b>	<b>118,830</b>	<b>54.5 %</b>
	Income	<b>66,029</b>	<b>109,371</b>	<b>-43,342</b>			<b>60.4 %</b>
	Net Expenditure over Income	<b>76,129</b>	<b>151,617</b>	<b>75,488</b>			

**Committee is requested to consider the budget report to 25 November 2015 and decide any action it deems necessary.**

## **AGENDA ITEM 6: ESTATES OFFICER REPORT**

### Town Hall

Building Works: The project team has been assembling further information ready to submit an interim report to the Committee and although no firm conclusions or advice has yet been formulated, an interim progress report from our architectural Advisor, Peter Jaggard, has been provided to Members in advance of the meeting.

### Walton Community Hall

Electricity Consumption: All appliances were switched off at the premises over the weekend of 9<sup>th</sup> - 12<sup>th</sup> October and meter readings taken again on 12<sup>th</sup> October. As a result of the test, the meter readings showed a minimal consumption over that weekend period when there were no bookings at the premises. It therefore seems logical to conclude that the high consumption rates are as a result of heating and energy usage during periods of occupation.

We have been investigating ways of interrogating the actual energy consumption on site by way of Smart Meter type technology. Our present energy supplier, Extra Energy, does not supply Smart Meters or energy monitoring equipment. Suffolk Coastal Norse has quoted for one week's hire, installation and data reading for a Data Logger piece of equipment which would perform this function. Jamie Murphy (of Groundworks Suffolk, the Environmental Charity) has been asked to supply details of other similar equipment and has highlighted several commercial products available which cost from £40 to £80. We are seeking to install one of these ourselves and download the data to our own computers for analysis.

### Broadway House

The air conditioning condenser drip tray on the side elevation of the building which was badly corroded was replaced on 11th November by Adcock Engineering at a cost of £187.20 plus vat.

Orwell Housing Association has been re-decorating the outside of the building. This has had to be done in 2 tranches as a Licence was required in order to construct scaffolding along the exit from Highfield Road car park alongside. The decorators have removed the Broadway House sign from this location which is now illegible due to weathering.

We are in the process of designing the replacement signs for the side and front elevations.

### Cemetery

New Memorial Garden: Discussions have been on-going with local engineers who fabricate the metal Memorial Tree shown to Members from the catalogue at recent committee meetings.



The fabricator has undertaken to provide various pro-type components for an enlarged version of the tree so that Members can assess their suitability. It is hoped that a metal Memorial leaf, a section of the trunk and the way in which the branches and thus provision for expansion could be accommodated, can be shown at the meeting. It is hoped that an approximate cost will be available too.

Granart Memorials from Cumbria, as recommended by the ICCM, has quoted for individual memorial granite edging kerbs, with a recessed niche with a blank granite plaque at £98 each.

The memorial kerbs are made in light grey granite and come with a blank black granite plaque which is recessed into the kerb secured with 2 stainless steel security screws, the foot print of the kerb is 200mm wide x 150mm deep. If we create 4 rosebeds each 4m x 6m, there would potentially be space for 100 memorials around each one.

Although the individual kerbs would be made available to purchase for memorial, the initial installation cost for each bed could be £9,800 which would take the whole project significantly beyond budget. Due to this high amount, the cost for an alternative and more simple product has been requested which could be provided in longer sections rather than individual stones.

It is hoped to give an indication of this cost at the meeting when it is also hoped to be able to display one of the sample products which is being dispatched to us.

New Urn Plots in Block 'M'. The new urn plots' section at the cemetery has almost been completed and has been carefully laid out with edging and slate chippings. These are now ready to be numbered and a scale of fees and charges set.

### Peewit Hill

The Town Council has been approached by Felixstowe Forward to consider the suitability of using the wooded area of Peewit Hill which is owned by the Town Council as a potential site for a community nature reserve. This concept was reported to Council on 9<sup>th</sup> September as an outline proposal in Felixstowe Forward's papers. The proposal identified an enquiry from two local residents, each with particular environmental experience, for an Urban Nature Reserve and/or a Community Garden.

Officers and one of the enquirers will make an initial exploratory site visit on 26<sup>th</sup> November to assess what the opportunities and constraints may be and whether the site could be used beneficially for this type of purpose. A further update will be provided at the meeting.

**Committee is requested to consider the report of the Estates Officer.**

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## **AGENDA ITEM 7: ALLOTMENTS UPDATE REPORT**

### FSALG Meeting 24<sup>th</sup> November 2015

At the recent meeting with the Felixstowe Society of Allotment Leisure Gardeners it was reported that roadway repairs at Ferry Road repairs have proved to be very successful, and are virtually complete. However there may be the need for some remedial work after the winter and further work may be necessary in the future. Some of the roadways at Cowpasture are showing minor cracks in the planings laid this year, and it may be necessary to fill these as the winter progresses. Further work may be needed during the course of next year, particularly on the East West roadways. It is anticipated that any surplus in the current year's maintenance budget may be put towards repair materials at some point in March 2016.

Many of the boundaries on Railway Hill have become indistinct and a project to renumber the plots may prove to be difficult. Solutions are being considered in consultation with FSALG and one idea put forward included offering tenants vacant plots vacancies on other sites to then completely clear the Railway Hill site and start afresh. The issue was put back to FSALG to discuss further.

FSALG have notified adjacent residents that hedge cutting is due to take place at Ferry Road allotments. Hedge material will be moved to the turning/car park area for chipping, and chippings will be left there for tenants to use.

### Allotment Vacancies

There is currently a higher than expected number of vacant plots across all sites, though it is usual for vacancies to peak in November as tenancies are renewed or given up annually. The availability of allotments is being advertised in the Council newsletter and featured on the homepage of the website. FSALG are also considering means of stimulating interest such as having further Open Days, possibly on other sites.

As of 24<sup>th</sup> November 2015:

<b>SITE</b>	<b>Total plots</b>	<b>Vacant</b>	<b>Paid Invoices</b>	<b>Unpaid Invoices</b>	<b>Cultivation Orders (inc Notice given)</b>	<b>Waiting List (Any/Specific plot)</b>
COWPASTURE	275	32	213	26	4	14 (6/8)
FERRY ROAD	89	14	73	2	0	8 (5/3)
RAILWAY HILL	41	11	23	7	0	3 (2/1)
CEMETERY	40	7	27	6	0	4 (4/0)
TAUNTON ROAD	18	6	12	0	0	0 (0)
<b>TOTAL</b>	<b>463</b>	<b>70</b>	<b>348</b>	<b>41</b>	<b>4</b>	<b>29(17/12)</b>

**Committee is requested to consider the allotment update report and decide on any action it deems necessary.**

## **AGENDA ITEM 8: FEES AND CHARGES: NEW URNS PLOTS**

Committee is requested to consider the setting of appropriate fees and charges for the new urns section which has been created on Block 'M'. From April 2016 the exclusive right of burial for 50 years for an urn plot on Block 'O' is set to be £636 and the Deed of Grant of Exclusive Right of Burial will be £116. A total cost therefore of £752. It is not possible to say whether plots in the new section may be preferred over Block 'O' but enquiries to purchase plots in the new section have already been received.

**Committee is requested to consider the scale of fees and charges for the exclusive right of burial in the new urns section at the Cemetery.**

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## **AGENDA ITEM 9: ASSET REGISTER REVIEW**

The Council maintains an asset register, which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and an interim register is attached at **Appendix B**.

Businesses normally use depreciation of long-term assets for both tax and accounting purposes. However, these are not appropriate for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

**Committee is requested to review and approve the Asset Register for onward referral to Council in May 2016.**

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