

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 2 December 2015** at **7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr Jon Garfield
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

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

349. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr T Green**.

350. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr M Deacon 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)

351. REQUESTS FOR DISPENSATION

There were none.

352. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 7 October 2015 be signed by the Chairman as a true record.

353. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 25 November 2015.

RESOLVED that the Budget Report to 25 November 2015 be received and noted as presented with no other action required at this time.

354. ESTATES OFFICER REPORT

Committee considered the report of the Estates Officer together with an update report on the Town Hall. It was noted that full options and estimated costs for any further works to the Town Hall would be provided in the new year.

In addition to the report on the Cemetery, Members were shown a prototype of a metal memorial tree for evaluation. Members noted that a finished version of the tree, complete with 30 blank memorial 'leaves' for inscription was estimated to cost £2,400. Committee approved the style of the tree and it was requested that a revised estimate for a similar tree with increased capacity be provided at the next meeting.

Following a meeting held at Peewit Hill, the Estates Officer advised that there was some interest in making the area a community urban nature reserve. Further options were being considered and Committee would be updated in due course.

RESOLVED that the Estates Officer's report be noted and the Estates Officer be instructed to seek a revised estimate for a memorial tree with an increased capacity for the next meeting.

355. ALLOTMENTS UPDATE REPORT

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

Members noted the relatively high vacancy rate and the Clerk confirmed that the availability of the plots was being regularly advertised in the Council's Newsletter and website as previously requested. The high vacancy rate was attributed to more single plots having been created when double plots were given up; better enforcement and action being taken on plots which were not being cultivated; and a number of plots having been given up at tenancy renewal against a general decrease in demand.

It was noted that FSALG would be considering ideas to improve the situation regarding indistinct boundaries and irregular plot sizes at Railway Hill. Members were not in favour of serving notice on the remaining tenants on Railway Hill in order to temporarily clear and renew the site but asked that other methods of tidying up the site be considered over time. The Clerk advised that FSALG would be holding further open days in 2016 to raise the profile of allotments.

It was RESOLVED that the allotments update report be noted.

356. FEES AND CHARGES: NEW URNS PLOTS

Committee noted that the new urns plot section had been completed on Block M and was now ready. Members agreed that the plots could be made available for purchase, consecutively from the beginning of each row on the same fee basis as the plot on Block O.

RESOLVED that the exclusive right of burial for 50 years for an urn plot on Block M be set at £636 with the Deed of Grant of Exclusive Right of Burial at £116 until 31 March 2017.

357. ASSET REGISTER REVIEW

Committee noted the amendments and updates to the Council's Asset Register.

RESOLVED that the Asset Register be approved and recommended to Council, pending any further updates at year end, for formal adoption at the 11 May 2016 Annual Council meeting.

358. FAIRTRADE FORUM BREAKFAST MEETING – TOWN HALL CHAMBER

Committee considered a request for a breakfast meeting to be hosted at the Town Hall Chamber for the Fairtrade Forum on Monday 7th March 2016.

Members agreed that the Chamber should be provided at no cost and recommended that Council's Civic & Community Committee consider supporting the event through its budget for Town Twinning.

RESOLVED that the Town Hall Chamber be provided at no cost for a Fairtrade Forum breakfast meeting on Monday 7th March 2016; and, Council's Civic & Community Committee be recommended to consider the twinning budget as a potential source of funding to support the event.

359. CLOSURE

The meeting was closed at 8.49pm. The next meeting was noted as being scheduled for Wednesday 3 February 2016 at 7.30pm.

Date: _____

Chairman: _____