

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 3 February 2016** at **7.30pm**

**PRESENT:** Cllr N Barber (Chairman)                      Cllr T Green  
                  Cllr S Bird    Cllr G Newman  
                  Cllr P Coleman    Cllr D Savage  
                  Cllr M Deacon    Cllr J Vartan

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

**IN ATTENDANCE:** Cllr K Williams

**419. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr Jan Garfield, Cllr Jon Garfield, Cllr D Savage** and **Cllr A Smith**.

**420. 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	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)

**421. REQUESTS FOR DISPENSATION**

There were none.

**422. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

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

**423. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 26 January 2016.

**RESOLVED that the Budget Report to 26 January 2016 be received and noted as presented with no other action required at this time.**

#### **424. 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 new signage, Members were shown design options for the signs. It was agreed that the signs for Walton Community Hall and Broadway House should be produced on a laminated acrylic, with the Cemetery signage produced in dibond aluminium. The Estates Officer was asked to finalise the design and, after reviewing the content of the Cemetery sign, please the order.

**RESOLVED that the Estates Officer's report be noted; and, the Estates Officer be instructed to finalise design and content for the new signage, in accordance with Members comments, before placing the order.**

#### **425. 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 that the availability of allotment plots had been published in the Council newsletter which was delivered to all residencies in Felixstowe and the Trimleys over the weekend of 2nd January 2016.

It was also noted that FSALG would be holding two Open Days on both Cowpasture and Ferry Road allotments on the 26th March and 2nd April 10.00am to 4.00pm. Members discussed other methods of widely promoting Council's allotments. It was suggested that an article on allotments, from the perspective of one of the tenants, could be a positive feature in one of the local magazines. The Clerk agreed to follow this up.

The high vacancy rate was still being attributed to more single plots having being 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.

The action taken by the Clerk and Chairman to purchase of a second-hand BCS 738 Cultivator with Honda GX270 petrol engine, reversible plough and rotary hoe attachments for £1,500 was noted and approved.

Members were pleased to note the pro-active work being undertaken to minimise the need for repeat maintenance of vacant plots through the use of weed suppressant geotextile material.

**It was RESOLVED that the allotments update report be noted.**

#### **426. CEMETERY - MEMORIAL GARDEN PROJECT**

Members noted that the overall costs for the Cemetery Memorial Garden Project were estimated to be £16,767 ex VAT. The project, which included provisions for a bespoke metal memorial tree, memorial leaves for the tree, rose beds, hedging, ground works, granite edging stones and plaques would provide additional memorial options at the cemetery and provide a return on investment over its lifetime.

Committee considered options for reducing the scope of the scheme, however it was agreed that the project should proceed on the basis of the estimates given. Members proposed that the budget limit for this scheme be set at £20,000 to allow a contingency for any potential additional costs to complete the project.

**RESOLVED that the project scheme be approved as presented and it be recommended to Council that funding for the initiative from the Cemetery Projects Earmarked Reserves be approved, to a limit of £20,000.**

#### **427. CLOSURE**

The meeting was closed at 8.49pm. The next meeting was noted as being scheduled for Wednesday 6 April 2016 at 7.30pm.

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

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