

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

Member(s)	Minute No.	Nature of Interest
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.

Date: _____

Chairman: _____