

Dear Councillor

PREMISES COMMITTEE

There will be a meeting of the **Premises Committee** on **Wednesday 10 September 2014** at **10am** at Felixstowe Town Hall to transact 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 interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.
- 3. To consider any requests for Dispensations from Councillors with a Pecuniary Interest**
Any Councillor with a pecuniary interest in an item on this agenda who wishes to be granted a dispensation to remain and speak during, or vote on, that matter, may apply for a dispensation in writing to the Town Clerk as soon as possible before the meeting. Applications may also be made at the meeting if the nature of the interest becomes apparent to a Member at the meeting itself.
- 4. Minutes of the Previous Meeting**
To confirm the minutes of the meeting held on 4th March 2014 as a true record (**attached**).
- 5. Fees and Charges 2015/16**
To review the scale of Fees and Charges for Walton Community Centre and Felixstowe Town Hall.
- 6. Financial Report to 31 August 2014**
To consider the Financial Report to 31 August 2014 for Felixstowe Town Hall, Walton Hall and Broadway House, decide any action necessary and to make recommendations to the Finance & General Purposes Committee in preparation for the 2015/16 budget.
- 7. Use of Office Accommodation**
To consider third-party occupation of Town Council offices.
- 8. Town Council Car Parking at Undercliff Road West**

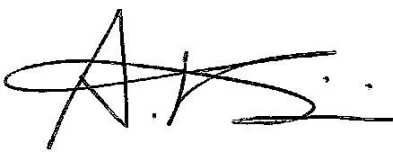
To receive an update on the situation regarding the car parking provision outside the Town Hall and consider any action necessary.

9. Ongoing Facilities Management

To consider a coordinated approach to the management of Council assets and facilities.

10. Closure

To close proceedings and note the date of the next meeting.

A handwritten signature in black ink, appearing to read 'A. Tadjrishi', with a stylized flourish at the end.

Ash Tadjrishi (Town Clerk)

To Members: Councillors M Stokell (Chairman), C Webb (Vice Chairman), Jon Garfield, M Morris, J Sennington, A Smith and M Walker.

For information (via email): All other Councillors.