

MINUTES OF THE PREMISES COMMITTEE

Meeting held on Thursday 27th June 2013

Present: Councillors Stokell (Chairman), Jon Garfield, Morris, Savage, Sennington, Smith and Webb. Technical Adviser and Clerk.

In attendance: Councillor Jan Garfield.

97. MINUTES OF 14th MARCH 2013

The minutes of the meeting held on 14th March, 2013 previously circulated to Members were approved as a true record by those present and the Chairman was authorised to sign them.

98. DECLARATIONS OF INTEREST

Councillors Morris, Savage, Sennington and Smith declared a Local Non Pecuniary Interest as Members of Suffolk Coastal District Council. It was noted that with regard to item 102, under the current regime it was possible for Members who were also Members of Suffolk Coastal District Council to discuss the principle of potential transfer from Suffolk Coastal District Council, however should matters progress to a level of specific financial and/or contractual discussion, then these matters should properly be referred to Town Members.

Councillor Jon Garfield declared a Local Non Pecuniary Interest in relation to Broadway House as a Felixstowe Town Council representative on the Felixstowe Old People's Welfare Association Committee.

99. FELIXSTOWE TOWN HALL

Booking Schedule – Members considered a schedule of Town Hall bookings between March and May 2013.

Water Ingress – The Technical Adviser reported that repointing repairs had been carried out to the front bay of the Town Hall between the Council Chamber and the Clerk's office and it was hoped the problem was remedied.

Repainting of Front Door – The front door of the Town Hall was being repainted by the Caretaker with potential disruption being minimised.

Licence to Felixstowe Futures Team – The Technical Adviser reported that this matter had now been successfully completed with a new licence in place until 31st March 2015.

Seafront Gardens – Trees – The Technical Adviser reported that following the request by Members of the Committee to pursue the removal of a second tree outside the Courtroom Gallery, in addition to the tree closest to the building which was already to be removed, the matter was ongoing. As the Town Hall Gardens were now within the formal remit of the Seafront Gardens project, the involvement of the Heritage Lottery Fund was required, as well as Suffolk Coastal District Council Legal on behalf of the District Council as landowner and the input of an Arboricultural Officer. Delegated authority already having been given, the Committee requested that all efforts to progress this be continued.

Suffolk County Council, Registrars Service – The Technical Adviser reported that, in light of a recent restructure of the Registrar's Service which had resulted in the departure of the Registrar who had been dedicated to work within the Town Hall, contact had been made with the Registrars' Head Office in Ipswich to clarify the impact of these changes at the Felixstowe Sub Office, both in terms of personnel and of property. It had been confirmed that Suffolk County Council wished to continue to operate the Felixstowe Office at present, enabling Felixstowe residents to access the Registrars' Service at the Town Hall instead of having to travel to Ipswich. Members were pleased to hear this. A number of practical changes to working arrangements were being agreed in light of a change in Registrars' personnel.

Caretaker – With the recent departure of a part-time casual Caretaker, Members agreed to a replacement being sought. The Clerk confirmed that the departure could be covered by existing members of staff in the interim.

100. **WALTON COMMUNITY HALL**

Rates Demand – The Technical Adviser reported that a Business Rates Demand had recently been received from Suffolk Coastal District Council in respect of Walton Community Hall. Historically business rates had been waived as the management of the Hall was registered to Walton Community Association which was a charity, and this had been disbanded for sometime. Members discussed the potential of establishing a new charity, however in light of the additional administrative and regulatory burden this would necessitate, the changes at the District Council of eligibility criteria for charitable rate relief and the relatively modest sum involved, it was agreed that the situation should remain as it was.

Internal Decorations – The Technical Adviser reported to Members the three quotations received for carrying out internal decorations to Walton Community Hall. With delegated authority already having been given to the Chairman, Clerk and Technical Adviser, Members agreed to accept the quote from Nigel Steward for £3,202 with the works being intended to be carried out during the summer holiday period to minimise potential disruption to hirings. A decision on colour was delegated to the Clerk and Technical Adviser in conjunction with the Chairman.

Members discussed the recent displacement of local community groups who had been using the now fire-damaged community hall at Trimley St Martin. It was hoped that Walton Community Hall could remain competitive both in the facilities it could offer, and on the amount charged. Members felt that it was important to offer good quality facilities at a reasonable price to community groups, some of whom were struggling in the current economic climate. Members were pleased that the Hall remained well used and wished for this to remain so.

Booking Schedule – Members considered a healthy schedule of bookings for March 2013 to May 2013 inclusive including some changes to fitness classes.

101. **BROADWAY HOUSE**

Furniture – The Technical Adviser reported that Felixstowe Old People's Welfare Associate had reported that some of the original chairs provided by the Town Council upon completion of the Senior Citizens Day Centre have now broken with use over time. These have been inspected and the damaged chairs removed from use. It had previously been agreed that smaller lightweight furniture of this sort was desirable to provide flexible use and more portable seating for meetings/hirings/social events.

Following discussion **IT WAS RESOLVED** that the damaged chairs replaced like for like as far as possible and a sum of up to £1000 or the cost of 10 like for like chairs be approved from the Broadway House budget.

Building Sign – The Technical Adviser reported that the main building sign on the front elevation was beginning to deteriorate and required attention. The Technical Adviser was requested to progress this.

102. LAND AT PHILIP AVENUE

The Technical Adviser reported that since the last meeting of the Committee, a lengthy letter of queries had been sent to Suffolk Coastal District Council in response to its approach to the Town Council regarding the potential transfer of amenity land following the conveyance of land by Suffolk Coastal District Council to Orwell Housing Association for the construction of 10 units of affordable housing. Unfortunately no response had been received yet. The Chairman reported that he had taken the opportunity to visit the site. Members discussed various aspects of the proposal again and confirmed again support in principle subject to the outcome of the queries raised.

103. TRANSPOSER ON ANZANI HOUSE

The Technical Adviser reminded Members of the transposer which was owned by the Town Council located on the top of Anzani House. The equipment had been used to augment terrestrial television signals and with the advent of digital television, the transposer was no longer required or in use. A number of residual estates issues concerning insurance and lease arrangements were discussed, and the Technical Adviser was asked to progress the final formal resolution of these.

104. TELECOMMUNICATION MAST AT FELIXSTOWE CEMETERY

The Technical Adviser reported that correspondence had recently been received regarding the existing licence arrangements of which the Committee was aware regarding the current mast and mast-sharing arrangements at Felixstowe Cemetery. A number of changes to the current arrangements had been proposed to be implemented under a new licence arrangement. Members discussed various aspects of the current arrangements and the proposed changes, and the Technical Adviser was requested to respond accordingly.

105. DATE OF NEXT MEETING

It was agreed that the next meeting of the Committee would take place on **Thursday 26th September 2013 at 9.30am** at Felixstowe Town Hall.