

25<sup>th</sup> February 2014

Dear Councillor

### **Premises Committee**

The next meeting of the **Premises Committee** of the Town Council will be held on **Tuesday 4<sup>th</sup> March 2014 at 9.30am at Felixstowe Town Hall** to consider the following agenda:

#### **A G E N D A**

**1. Apologies.**

To receive apologies and consider requests for approved 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 requests for dispensations from Councillors with a Pecuniary Interest.**

*Any Councillor with a pecuniary interest in a matter 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 proper officer of the Town Council as soon as possible before the meeting which the dispensation is required. Applications may also be made at the Parish/Town Council meeting itself (if Parish/Town Councils have a standing item on the agenda to deal with dispensation requests and the nature of the interest has only become apparent to a Councillor at the meeting itself).*

**4. To confirm the minutes of the meeting held 21st November 2013.**

To confirm the minutes of the meeting held 21st November 2013.

**5. To Agree to Clean the Town Hall Carpets (attached)**

To agree to clean the Town Hall carpets

**6. To Note the Recent Flood Damage at the Town Hall and Approve Action Taken (attached)**

To note the recent flood damage at the Town Hall and approve action taken

**7. To Note the Issue Regarding Damp at the Town Hall and Agree to Resolve It (attached)**

To note the issue regarding damp at the Town Hall and agree to resolve it.

**8. To Agree to Authorise the Town Clerk to Negotiate Hire Rates for Council Premises (attached)**

To agree to authorise the Town Clerk to negotiate hire rates for council premises.

**9. To Agree to Attend to the Windows at the Town Hall**

To agree to attend to the windows at the Town Hall

**10. To Note and Agree the Outline Proposals for Internal Re-use of Town Hall Accommodation (attached)**

To note and agree the outline proposals for internal re-use of Town Hall accommodation

**11. To Agree to Rectify the Front Door at the Town Hall**

To agree to rectify the front door at the Town Hall

**12. Closure**

Yours sincerely



**ACTING TOWN CLERK**

Councillors Stokell (Chairman), Webb (Vice Chairman), Jon Garfield, Morris, Savage, Sennington and Smith.

### **To Agree to Clean the Town Hall Carpets**

It is now some time since the carpets were laid in the Town Hall, and in a number of places they are showing signs of dirt, especially in those areas where food/drink may have been spilt. Unfortunately these are the very areas which generate income, and it is important, if we are to continue to maintain our income stream, to ensure the premises are in pristine condition.

**Members are recommended to have the carpets cleaned**

### **To Note the Recent Flood Damage at the Town Hall and Approve Action Taken**

On Friday 14<sup>th</sup> February water entered the Council Chamber through the ceiling above the dias. Staff immediately protected the furniture and carpets from more damage by the use of plastic sheeting and bowls, but the ceiling is in need of repair. Our Insurers have been notified accordingly. However it is not appropriate to commence repairs until the cause of the water ingress is identified and remedied. It may be connected to the general damp issue (q.v.).

**Members are to note and approve the action taken**

### **To Note the Issue Regarding Damp at the Town Hall and Agree to Resolve It**

During this winter the on-going issues with water penetration through the sea-facing brickwork have become more apparent, with clear water-staining in the plaster on all seaward-facing rooms. Members will recall that this situation existed when the building was maintained by Suffolk Coastal District Council, and that, during refurbishment the front exterior was treated with a coating to resist water ingress through the brickwork. Initial inspections have indicated that the coating has life-expired (rather than failed) in a number of location and a more detailed examination will be undertaken using a cherry-picker on Friday 28<sup>th</sup> February, with a report to this meeting.

Whatever the cause, the matter cannot be allowed to continue, and **Members are therefore recommended to approve action to address the damp issue at the Town Hall.**

### **To Agree to Authorise the Town Clerk to Negotiate Hire Rates for Council Premises**

The hire rates for Council premises are set by Committee. However there are occasions during the year when bookings naturally fall away, and it may be appropriate to offer discounted rates (e.g. for winter weddings). Rather than having a fixed rate, approval is sought to authorise the Town Clerk to negotiate hire rates for council premises within the agreed sums, provided the overall budgetted income is achieved.

### **To Agree to Attend to the Windows at the Town Hall**

Although these might have been expected to have been addressed during refurbishment it appears not, with a consequence that the seafacing windows are in need of more than repainting. The central sash in the Clerk's office, for example, has dropped one side and is not only incurring additional heating costs because of the draught, but also allowing water to enter through the gap causing further deterioration of the woodwork. If scaffolding is required to address the damp issue (q.v.) it makes economic sense to utilize the same scaffolding to address repairs/refurbishment to the windows. Because of the siting of the Town Hall in a conservation zone, planning approval will be required for their replacement; that does not preclude their sympathetic replacement in a more hardwearing, sea/salt resistant material.

**Members are recommended to agree to attend to the windows at the Town Hall**

### **To Note and Agree the Outline Proposals for Internal Re-use of Town Hall Accommodation**

Following the review of staffing the Town Clerk, in consultation with colleagues, has reviewed the use of accommodation, with a view to releasing the Clerk's Office as a permanent meeting space, the Town Clerk relocating to the main office.

**Members are recommended to note and agree the outline proposals for internal re-use of Town Hall accommodation**

### **To Agree to Rectify the Front Door at the Town Hall**

Members will be aware that the front door of the Town Hall is difficult to open during winter months. Approval is sought to remove the door, remove approximately 1cm from the bottom, make a groove in the bottom and insert a brush, and reinstall the door. This will ensure easier operation in the winter and reduced draughts in the summer.

**Members are recommended to agree to rectify the front door at the Town Hall**