

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe  
Town Hall on **Wednesday 2 November 2016** 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

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

**IN ATTENDANCE:** Cllr K Williams

**298. APOLOGIES FOR ABSENCE**

There were none.

**299. 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 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)

**300. REQUESTS FOR DISPENSATION**

There were none.

**301. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 7 September 2016 be signed by the Chairman as a true record.**

**302. ASSETS & SERVICES BUDGET REPORT**

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

Members asked that some consideration be given to improving the décor at Walton Community Hall before the end of the financial year.

It was noted that the allotment rent income was continuing to be received and was expected to be complete during November.

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

### **303. ESTATES OFFICER REPORT**

Committee considered the report of the Estates Officer.

Members noted the concerns over the unauthorised use of the Town Council's allocated parking bay adjacent to the Town Hall. It was understood that enforcement of any infringement would be the responsibility of the police until such a time as civil parking enforcement could be devolved from the County Council. Members suggested that early discussions be held with any new occupant of 91-95 Undercliff Road West following completion of the building work to establish a positive relationship with the Town Hall neighbours.

The Estates Officer tabled a copy of the letter sent to the Planning Authority, and JCN Design, highlighting the access, boundary and estates issues which were likely to be affected by the proposals contained within Planning Application DC/16/3776/ARM for Land West of Ferry Road Residential Centre, Ferry Road. The letter had been drafted in consultation with the Chairman of the Assets & Services Committee, Chairman of the Planning & Environment Committee and the Town Clerk.

Committee noted that the professional tree survey had been completed and a comprehensive report had been received. The report advised that a number of trees on Council-owned land required urgent work. Committee commented on the high quality of the report and instructed that the urgent works should be carried out as soon as possible. The Clerk advised that quotes would be sought before the recommended works were undertaken but as the report had only recently been received the costs could not be known at this time. It was agreed that, due to the urgency of the works, Council should be recommended to delegate authority to the Clerk to approve necessary expenditure for this work. It was suggested that, if the timings permitted, the planting of any replacement tree could take place during National Tree Week (26<sup>th</sup> November - 4<sup>th</sup> December 2016).

Committee discussed the present arrangement with Felixstowe Old People's Welfare Association under the occupational licence and management agreement for Broadway House. The Clerk was instructed to review the arrangement in consultation with FOPWA and report back to Committee in due course.

The Estates Officer tabled a photo of the metal tree which had been commissioned for the new Memorial Garden at the Cemetery. Three quotes had been received for the laying of paths in the Memorial Garden with a local contractor, Resinmaster, being instructed to install a resin-bound gravel path

system on the site. Members noted that once the granite kerbs were delivered, the installation of these, the pathways and the metal tree could commence.

**It was RESOLVED that:**

- i. the Estates Officer's report be noted;**
- ii. the letter to SCDC with regards to planning application DC/16/3776/ARM be approved as presented;**
- iii. it be recommended to Council that delegated authority be given to the Town Clerk to commit expenditure required for urgent tree works to trees on Council-owned land;**
- iv. the work on the Memorial Garden Project and resin-bound path system be approved; and,**
- v. the Clerk be instructed to review the occupational licence and management agreement for Broadway House in consultation with FOPWA and report back to Committee in due course.**

#### **304. BROADWAY HOUSE MAINTENANCE**

Committee considered reimbursing Felixstowe Old People's Welfare Association (FOPWA) for the cost of repairs, to the boiler and automatic doors, at Broadway House totalling £1,480.67. It was noted that there was no current budget provision for Repairs and Maintenance at Broadway House and therefore reimbursement would need Council approval from the Broadway House Earmarked Reserve.

**It was RESOLVED that it be recommended to Council that FOPWA be reimbursed £1,480.67 from the Broadway House Earmarked Reserve for the cost of repairs of repairs to the boiler and automatic doors at Broadway House.**

#### **305. DRAFT BUDGET 2017-18**

Committee considered first draft proposals for its element of the Council's 2017-18 budget and reviewed the accompanying notes to the budget estimates in the report.

It was noted that whilst some costs were estimated to increase in 2017-18, additional income from greater use of the Town Hall and savings in other areas were expected to permit a nil change to the net total.

The Clerk advised that the estimates would be reviewed again before the Financial & General Purposes Committee meeting at the end of the month and Committee agreed that, subject to any amendments as a result of this review

being considered by F&GP, the budget estimates be recommended to that committee as presented in the report.

**RESOLVED that, subject to further amendments, the draft proposals for the Assets & Services element of the Council's 2017-17 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.**

**306. CLOSURE**

The meeting was closed at 8.35pm. The next meeting was noted as being scheduled for Wednesday 1 February 2017 at 7.30pm.

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

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