

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 5 April 2017** at **7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr G Newman
 Cllr S Bird Cllr M Jepson
 Cllr P Coleman Cllr D Savage
 Cllr T Green Cllr A Smith

OFFICERS: Mr A Tadjirishi (Town Clerk)
 Mrs D Frost (Deputy Town Clerk)

539. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr Jan Garfield** and **Cllr M Deacon**.

540. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr N Barber Cllr G Newman	All	Local Non-Pecuniary (as Member of Suffolk County Council)

541. REQUESTS FOR DISPENSATION

There were none.

542. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 1 February 2017** be signed by the Chairman as a true record.

543. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 March 2017.

It was noted that, whilst the report was current and close to the yearend date, there were still a number of invoices and payments due accountable to the year 2016/17. The final accounts position would be reported as part of the end of year accounts and audit process. Budgeted income for Assets & Services had been achieved. Cemetery income was 127.8% of budget, with the actual amount similar to the previous year.

RESOLVED that the **Budget Report to 30 March 2017** be received and noted as presented with no other action required at this time.

544. TOWN HALL UPDATE REPORT

Committee considered the Town Hall update report and noted the wedding statistics. The current wedding prices are due to be updated on the website for the new year 2017/18.

The Town Clerk reported that a table which had been loaned to Walton Community Hall had broken. On occasion, approximately 2-4 times a year insufficient tables are at Walton Community Hall for bookings so tables are moved by staff from the Town Hall. Members agreed that a better solution would be to ensure that there were sufficient tables at Walton Community Hall. It was proposed that the current tables in the Courtroom Gallery at the Town Hall should be moved to Walton Community Hall and new ones purchased for the Courtroom Gallery. The new tables were to be in the same style as those in the Council Chamber.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. additional tables should be purchased for the Town Hall to permit some existing tables to be permanently moved to Walton Community Hall, funding to be approved via the Town Hall Equipment Purchases budget.**

545. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report. It was noted that the launch of the new Memorial Garden had been arranged for 12th April, to which local Funeral Directors, Stonemasons, Councillors and staff had been invited. Photographs of the finished garden were circulated to Committee expressed thanks to staff, and were pleased to note that Council's former Estates Officer had been written to and thanked for her work on the project.

The Clerk reported that a brushcutter broken down and reached the end of its serviceable life. Three quotes had been obtained for a replacement Stihl Brushcutter FS41. Members considered the quotes and agreed that a replacement brushcutter should be purchased from Thurlow Nunn with the cost of £579.17 + VAT to be authorised via the Cemetery Equipment Purchases budget.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and,**
- ii. a Stihl Brushcutter FS410 to be purchased from Thurlow Nunn with the cost of £579.17 + VAT to be funded via the Cemetery Equipment Purchases budget.**

546. ALLOTMENT UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information. It was noted that there currently was 52 vacancies out of 490 available sites excluding the Cemetery site. Thanks were noted as received from the Felixstowe Society for Allotment and Leisure Gardeners (FSALG) following Committee's permission for them to place a 20ft shipping container on their allotment plot. It was noted that SCDC had confirmed on 27 February that planning consent for the container was not required.

The Clerk advised Members on work required for the registering of Council's land titles. This was being carried out with the advice of Birkett's Solicitors. Committee requested that a report on land title issues be brought to the next meeting for consideration.

RESOLVED that the update report be noted and the Clerk was instructed to bring a report on land title matters to the next meeting.

547. BROADWAY HOUSE

Committee received and noted the update report on Broadway House. The Town Clerk reported that the new Occupational Licence and Management Agreement for Broadway House was being drafted by Council's solicitor. It was noted that, as a result of the new arrangement coming in to force from 1 April – previously the licence ran from December to November annually - the income budget for Broadway House in the financial year 2016/17 had been pro-rated from 1 December to 31 March and would outturn at 34%. Future invoices will be in line with the financial year 1st April – 31st March.

RESOLVED that the update report and the revised projected outturn position for 2016/17 be noted.

548. WALTON COMMUNITY HALL

Committee received and noted the update report on Walton Community Hall. Photographs of the new blinds that have been fitted were circulated, and members agreed that they were a great improvement. The additional caretaking hours available for the hall had resulted in marked improvement in the cleaning, and members gave thanks to the caretaking staff.

Committee noted the impact of the hall being heated only for bookings and discussed the different options for a more energy efficient heating system versus a fully programmable seven day thermostat to control the existing heaters. Given that closer control on the time that the hall is heated is already having a considerable positive impact on the cost, members agreed that the best solution was to install a seven day thermostat. This would need to be made tamper-proof so the settings would only be altered by authorised staff.

It was RESOLVED that:

- i. the Walton Hall Update Report be noted; and,
- ii. a fully programmable seven-day thermostat control be installed.

549. ASSET REGISTER REVIEW

Committee reviewed the Asset Register and noted that the Memorial Tree, granite kerb edging and three memorial benches for the new Memorial Garden at the Cemetery had been added to the Asset register as Community Assets shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide "Governance and Accountability for Local Councils."

With the addition of the Stihl Brushcutter FS410, the total of fixed assets for annual return on 31st March 2017 was noted as £50,788.97, resulting in a net increase in fixed assets value between 31st March 2016 and 31st March 2017 of £582.17.

It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented, subject to the addition of the Stihl Brushcutter FS410.

550. CLOSURE

The meeting was closed at 9.35pm. The next meeting was noted as being scheduled for Wednesday 31 May 2017 at 7.30pm.

Date: _____

Chairman: _____