



9 am to 4 pm Mondays to Fridays

## TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

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	Cllr J Vartan

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 2 November 2017** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Assets & Services matters.

## 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 Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

### 3. Requests for Dispensation

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

### 4. Confirmation of Minutes

To confirm the Minutes of the Assets & Services Committee meeting held on 7 September 2016 as a true record. **(Pages 3-9)**

### 5. Assets & Services Budget Report

To receive the Assets & Services Budget report to 26 October 2016 and consider any actions deemed necessary. **(Page 10 & Appendix A)**

6. **Estates Officer Report**  
To receive the report of the Estates Officer. **(Pages 11-14)**
  
7. **Broadway House Maintenance**  
To recommend to Council the reimbursement of costs for maintenance of fixtures at Broadway House. **(Page 15)**
  
8. **Draft Budget Considerations 2017-18**  
To consider first draft recommendations for the Assets & Services element of Council's budget for 2017-18. **(Page 15 & Appendix B)**
  
9. **Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 1 February 2017 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**27 October 2016**

For information (via email): All Town Councillors  
Local Press

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***Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.***

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 7 September 2016** at **7.30pm**

**PRESENT:** Cllr N Barber (Chairman)                      Cllr M Deacon  
Cllr Jan Garfield (Vice-Chairman)              Cllr G Newman  
Cllr S Bird    Cllr D Savage  
Cllr P Coleman    Cllr A Smith

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

### **184. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr T Green**.

### **185. 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 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)

### **186. REQUESTS FOR DISPENSATION**

There were none.

### **187. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 1 June 2016 be signed by the Chairman as a true record.**

### **188. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 August 2016.

The Clerk advised that the report was showing wedding income for the previous year 2015/16 as higher than the actual value of weddings held at the Town Hall during that financial year. This was as a result of the accounts system recording income invoiced in that year for weddings taking place in the current and subsequent year. The Clerk was in communication with the software providers to ascertain whether a true comparison could be produced in future.

The total income for weddings having taken place at the Town Hall during 2015/16 was noted as being around £7,000.

Members noted that the majority of allotment income would be received during October as invoices were issued annually in September.

**RESOLVED that the Budget Report to 31 August 2016 be received and noted as presented with no other action required at this time.**

#### **189. ESTATES OFFICER REPORT**

Committee considered the report of the Estates Officer.

Referring to the popularity of weddings at the Town Hall, Members suggested enquiring whether any newlyweds would like to supply photos from their wedding for use in future promotional material. Members requested that a promotional strategy for weddings be considered in due course and it was suggested that officers consider the possibility of working with a local hotel for a package offer.

It was noted that the Clerk had contacted SC Norse about the condition of the trees in the adjacent Town Hall Gardens and requested an assessment be made as to their condition.

In relation to the renewed 12 months' occupational licence for SCDC's beach huts and chalets administrator to utilise an office at the Town Hall, Committee expressed its strong desire to ensure that this service be retained locally on a long-term basis.

Members noted that a third and final quote for a full stock and condition survey of trees on Council owned land had been received and would be referred to Council as previously recommended.

**RESOLVED that the Estates Officer's report be noted.**

#### **190. TOWN HALL WORKS**

Committee received the report on recent and future repair works to the Town Hall. It was noted that the first phase of the works had been successful and had reinforced the brick piers on the front elevation. Members discussed the nature of further works which had been recommended within the following 12 months.

The Clerk advised that three quotes should be sought for the phase 2 works. Members requested that the cost estimate provided by one contractor be redacted from the agenda report.

**It was RESOLVED that the Estates Officer should seek three quotes for the phase 2 works in order that Council may be able to consider and appoint a contractor to undertake the works required within the next 12 months.**

## **191. ALLOTMENTS UPDATE REPORT**

Committee received the update report on the Town Council's Allotments and current vacancy information. It was noted that the vacancy rate was still high and the Clerk advised that, with annual allotment rent notices due to be sent out at the end of the month, this was likely to increase further in the short term as some tenants will not renew their plots and new interest traditionally wanes after summer.

At the previous meeting Committee had requested that a report be brought back with regard to the need, viability and popularity of Council's existing allotment sites.

On 29 July the Clerk met on-site with a representative from Felixstowe Society of Allotment and Leisure Gardeners (FSALG) and a Railway Hill tenant. Members noted that at this meeting the situation with regards to the lack of interest for taking on plots at Railway Hill was discussed. The Clerk advised that the availability of allotment plots had been widely promoted in the Town Council newsletter and website. FSALG had advised that tenants at Railway Hill should join the Allotment Association so that they could participate in the society's benefits and so that tenants concerns would be adequately represented. It was suggested that FSALG hold an open day on the site to promote its use and that once there were around 10 prospective tenants for plots on the site, they be supported by the Town Council to take over plots in a 'dig-ready' condition. This would allow Town Council staff to prepare the site in an efficient way rather than routinely maintaining individual plots.

The Clerk reported that, following a further meeting with FSALG held the previous day, 6 September 2016, the provision and availability of plots was discussed along with how the eventual cemetery extension may impact on demand for plots across the remaining sites. It was noted that the Railway Hill site was closest to the Cemetery Field site.

**Members considered the report and it was RESOLVED that:**

- i) FSALG be advised to consider how Railway Hill tenants may be better represented on their committee;**
- ii) FSALG be advised to consider holding an open day at Railway Hill in due course to raise the profile of plot availability on this site;**
- iii) On issuing allotment fee notices for 2016-17, the Clerk should advise Cemetery Field tenants that this site will be required for an extension to the cemetery within the next 3-4 years. Formal notice is not being given at this stage but the Council wishes to give as much notice of this eventuality to the tenants so that they can be fully aware of future circumstances. Tenants to be advised that the Council will seek to offer favourable relocation terms for tenants who wish to take on a plot at one of the other three main sites. Tenants to be asked to indicate, at this early stage, whether they**

had a preference for a particular site – or no site at all – in order that Council may understand the likely demand;

- iv) The letting of new tenancies at the Cemetery Field site to be ceased as allotment plots can take several years to establish and the longevity of this site is now limited; and,
- v) Vacant plots at Railway Hill to be let in the usual way.

## 192. MEMORIAL GARDEN PROJECT

Committee considered the update report on the Memorial Garden Project.

It was noted that research in to a suitable type of surface for the paths was ongoing and costs for this were not known at this stage.

**Fees and charges for associated memorials were considered and it was RESOLVED that these be approved as per the report and included within the Cemetery Fees and Charges Schedule.**

## 193. FEES AND CHARGES 2017-18

Committee considered the scale of Fees and Charges for Council services from 1 April 2017 as presented in the report.

**RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2017:**

- i) Cemetery

<b>1. INTERMENTS (Vat Exempt)</b>		
<b>Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday</b>	Felixstowe Resident	Non-Resident*
<b>(a) of the body of a still-born child, or a child whose age at the time of death did not exceed one month</b>	No charge	No charge
<b>(b) of the body of a child whose age at time of death exceeded one month, but did not exceed 18 years</b>	No charge	No charge
<b>(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")</b>	546	1092
<b>(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")</b>	882	1764
<b>(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")</b>	1031	2062
<b>(f) of a urn of cremated remains</b>	139	278
<b>(g) scattering of ashes</b>	61	61
<b>Additional charges applicable outside ordinary hours of burial Monday to Friday</b>	Felixstowe Resident	Non-Resident
<b>Grave space</b>	364	728
<b>Urn space</b>	215	430

Scattering of ashes	122	244
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non-Resident
Grave space	607	1214
Urn space	425	850
Scattering of ashes	154	308
<b>2. EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS</b>		
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	910	1820
(b) children's grave 4' by 3'	303	303
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	303	606
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	654	1308
<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>		
Renewal 50 years (adult grave 8'x3')	910	1820
Renewal 50 years (child grave 4'x3')	303	303
Renewal 25 years (adult grave 8'x3')	463	926
Renewal 25 years (child grave 4'x3')	154	154
Renewal 50 years (urn plot GARDEN OF REMEMBRANCE)	303	606
Renewal 25 years (urn plot GARDEN OF REMEMBRANCE)	152	304
Renewal 50 years (urn plot LAWN GARDEN)	654	1308
Renewal 25 years (urn plot LAWN GARDEN)	319	638
<b>4. MEMORIAL FEES</b>		
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	271	542
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	271	542
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	271	542
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	271	542
(e) vase with or without lettering	149	298
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	149	298
(g) additional inscription on a memorial after the first (no charge for child)	93+VAT	186+VAT
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	243	486
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	243	486
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	243	486
(k) single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	245	490
(l) Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	150	300
(m) Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	200	400
(n) Renewal of lease for the above memorials for further 5 years	125	125

<b>5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)</b>		
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1516	1516
(b) Planting single grave with winter and summer plants and maintaining for one year	259	259
(c) Annual maintenance thereafter	149	149
<b>6. MISCELLANEOUS</b>		
(a) Deed of Grant of Exclusive Right of Burial	122	122
(b) Registering transfer of grant	39	39
(c) Exhumation (Burial)	1455	1455
(d) Exhumation (Urn)	607	607
(e) Certificate of Burial (Register Extract)	22	22
(f) Preparation of a Statutory Declaration	50	50

**ii) Allotments**

The annual rent for an allotment from October 2017 to be set at £6.75 per 25m<sup>2</sup> ('rod') with no separate charge for the use of water. Senior citizens or long-term unemployed (on production of the necessary evidence) to be offered a 40% discount on allotment rents whether the allotment be let as a single or joint tenancy, provided that at least one tenant qualifies.

**iii) Town Hall – General Hire**

<b>FELIXSTOWE TOWN HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Full day (Weekday, 9am-5pm)</b>	<b>Half day (weekdays 9-1pm, 1pm-5pm)</b>	<b>Hourly rate (weekday hours between 9am-5pm)</b>	<b>Hourly rate (all other times)</b>
<b>Council Chamber</b>				
Commercial/Business Hire	<b>£200</b>	<b>£100</b>	<b>£30</b>	<b>£45</b>
Voluntary/Charity/Community	<b>£100</b>	<b>£50</b>	<b>£15</b>	<b>£30</b>
<b>Other Town Hall Rooms</b>				
Commercial/Business Hire	<b>£150</b>	<b>£75</b>	<b>£20</b>	<b>£40</b>
Voluntary/Charity/Community	<b>£90</b>	<b>£45</b>	<b>£12</b>	<b>£25</b>
<b>Refreshments (to include tea, coffee, water and biscuits)</b>		<b>£2 per delegate</b>		



**iv) Town Hall – Wedding/Special Event Hire**

<b>WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL</b>	<b>Weekday (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Weekend (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Any Day (1<sup>st</sup> Oct- 31<sup>st</sup> March)</b>	<b>Post- Ceremony Drinks</b>
Council Chamber	<b>£336</b>	<b>£420</b>	<b>£336</b>	<b>N/A</b>
Clerk's Office	<b>£168</b>	<b>£210</b>	<b>£168</b>	<b>N/A</b>
Courtroom Gallery	<b>£168</b>	<b>£210</b>	<b>£168</b>	<b>£100</b>
Other Rooms	<b>£168</b>	<b>£210</b>	<b>£168</b>	<b>£100</b>

**v) Walton Community Hall**

<b>WALTON COMMUNITY HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Weekdays 9-5pm</b>	<b>Evenings and Weekends up to 10pm</b>	<b>Session Rate Mon-Sun 9am-10pm (up to 4 hours)</b>
Commercial/Business Hire	<b>£15.00</b>	<b>£18.00</b>	<b>£50</b>
Voluntary/Charity/Community /Private Hire	<b>£9.00</b>	<b>£12.00</b>	<b>£30</b>

**194. CLOSURE**

The meeting was closed at 9.20pm. The next meeting was noted as being scheduled for Wednesday 2 November 2016 at 7.30pm.

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

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

## AGENDA ITEM 5: ASSET AND SERVICES BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Civic & Community part of Council's budget. A summary of the position to 26 October 2016 is provided below with a detailed report at **Appendix A**.

26/10/2016

**Felixstowe Town Council**

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**Summary Income & Expenditure by Budget Heading 26/10/2016**

**Month No : 7**

**Cost Centre Report**

			Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
201 Town Hall	Expenditure		73,350	36,138	74,479	38,341		38,341	48.5 %
	Income		19,808	14,433	13,263	1,170			108.8 %
202 Walton	Expenditure		7,447	3,538	10,380	6,842		6,842	34.1 %
	Income		10,028	3,527	7,500	-3,973			47.0 %
203 Broadway House	Expenditure		9,684	5,057	11,734	6,677		6,677	43.1 %
	Income		1,375	0	1,360	-1,360			0.0 %
204 Cemetery	Expenditure		119,082	60,243	135,692	75,449		75,449	44.4 %
	Income		83,022	44,798	64,515	-19,717			69.4 %
205 Allotments	Expenditure		25,526	10,848	28,167	17,319		17,319	38.5 %
	Income		13,649	7,175	14,000	-6,825			51.3 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>									
	Expenditure		<b>235,089</b>	<b>115,824</b>	<b>260,452</b>	<b>144,628</b>	<b>0</b>	<b>144,628</b>	<b>44.5 %</b>
	Income		<b>127,881</b>	<b>69,934</b>	<b>100,638</b>	<b>-30,704</b>			<b>69.5 %</b>
	Net Expenditure over Income		<b>107,208</b>	<b>45,890</b>	<b>159,814</b>	<b>113,924</b>			

**Committee is requested to consider the budget report to 26 October 2016 and decide any action it deems necessary.**

## **AGENDA ITEM 6: ESTATES OFFICER REPORT**

### Felixstowe Town Hall

As a result of the last meeting with Carters at the end of the Rectification period for building works at the Town Hall, final adjustments were made to the springs in the refurbished sash windows so that all the windows will now stay up when opened. On this basis, the final invoice from Carters for the residue of the retention monies has been paid.

### Car Parking

It has been reported to Members in recent meetings about issues with the contractors re-furbishing 91-95 Undercliff Road West using the Town Hall parking bay for materials' deliveries during Town Hall operational hours. Regrettably, this has escalated recently with delivery lorries being parked across the bay for extended periods. Whilst temporary measures have been taken to prevent this, the issue remains concerning the current legitimate use of the car parking bay and how this will be affected once the A3 café/restaurant use and the new residential units are occupied at the former TIC premises. There will inevitably be more pressure on roadside parking as a result as neither of the new uses has dedicated parking and the Town Hall parking bay runs immediately alongside those premises.

To that end the Estates Officer has contacted the County Council's Highways team to seek advice and potentially investigate ways in which this situation may be averted to try and ensure that the allocated parking bay remains available for the operational needs of the Town Hall.

### Radar Key

Members may wish to know that since the demise of SCDC outlets in Felixstowe providing the use of Radar keys for use at disabled toilets in the town, the Felixstowe Forward team has supplied the Town Hall with one for members of the public to borrow. This is now kept in the front office. Radar keys are also readily available to purchase on the internet.

### Trees in the Town Hall Gardens

Members will be aware that we were investigating either reducing or removing the significant trees adjacent to the Town Hall in the Town Hall Gardens area.

Advice was sought from SCDC's Arboriculture and Landscape Manager on this matter. He is of the opinion that the trees are not in a sustainable location and he does not have strong objections to their removal. It is likely that an application for a 'Conservation Area Tree Works Section 211 Notification' would be required to notify SCDC that works are intended. It remains to be resolved who the applicant will be and what the funding arrangements for this activity will be. There is a suggestion that smaller, ornate trees are planted in lieu by way of mitigation for any potential loss of amenity.

## Registering of Legal Titles

Members are aware that work continues to resolve various Title documents affecting the Town Council's assets and the subsequent registration of the Titles at the Land Registry. FTC documents have been submitted and the Council's solicitors have advised that this is taking a disproportionately long time to achieve.

The Estates Officer has enquired about this directly with the Land Registry which confirms that there is currently a delay of several months in this process.

Ferry Road Allotments and Planning Application DC/16/3776/ARM –Land West of Ferry Road Residential Centre, Ferry Road, Felixstowe. 'Submission of reserved matters pursuant to outline planning permission DC/13/3069/OUT for the creation of 198 no. one, two, three and four bedroom houses and apartments, plus associated roads, paths, driveways, car parking, landscaping and public open space.'

Members will be aware that the Council's Planning & Environment Committee considered the above planning application submitted by JCN Design on behalf of Generator Optima at its meeting on 5<sup>th</sup> October held at the Old Felixstowe Community Association premises. FTC submitted the Committee's recommendations from that meeting to the Planning Authority in its role as statutory consultee which commented on the wider aspects of the proposals.

Subsequently, in its role as the adjoining owner of the Ferry Road Allotments which abut the development site, the Town Council submitted a letter to the Planning Authority, copying in JCN Design, highlighting the access, boundary and estates issues which were likely to be affected by the proposals. The letter was drafted having consulted both Chairmen of the Planning & Environment Committee and Assets & Services Committee as both of these Committees have been or would be involved as a result of the application or any future implementation of the permission.

## Tree Survey

Members were previously informed that a survey had been commissioned which would assess the stock and condition of all the trees across the Town Council's sites and would make recommendations for a maintenance program for them as a result.

The contractor had been carrying out the survey during October and notified the Estates Officer that Japanese Knotweed had been found on the Peewit Hill site. The weed is known to be dormant in winter months and so any prescribed treatment to kill it is likely to be instigated in the spring at the contractor's direction.

Grounds staff have been approached by residents adjoining one of our allotment sites to cut back larger trees overhanging gardens. Although a certain amount of pruning could be done using existing equipment, it was felt that a mobile tower would be required to access higher boughs.

It is recommended that we await the outcome of the tree survey to understand what other maintenance works are required at this site before any further equipment is hired so that a more comprehensive job can be carried out if so required. Any further findings and the Report itself is expected to be available shortly.

## Insurance Valuations

FTC recently accepted a complimentary offer via our insurers to instruct a firm of professional Insurance Valuers to re-assess the insurance value of the Town Council's assets. This process is undertaken on the basis of re-building costs and so is only pertinent to the buildings.

Accordingly the Town hall, Broadway House, Walton Community Hall and the Cemetery Buildings were assessed in this way. The insurance valuations have increased for all these premises except for the Cemetery buildings where the figure decreased slightly.

## Broadway House

As a result of the inspection involved with the insurance valuation mentioned above, the valuer detected some hairline cracks in the external brickwork at Broadway House. As Orwell Housing Association is responsible for the external repair and maintenance of this building under the terms of the Fully Repairing and Insuring (FRI) lease, the Estates Officer contacted them to report what had been found. Some initial photos have been taken and advice from them on the next course of action is awaited.

The scheduled meeting to discuss the Occupational Licence and Management Agreement with the Trustees of FOPWA was held last month. Several of the Trustees attended and it was an opportunity for both FTC and FOPWA to discuss both positive and negative issues of the current arrangement.

It was whole-heartedly acknowledged how valuable the facilities and services which the charity offer from Broadway House are and how widely these are appreciated both in our local community and further afield. The Day Centre has an enviable reputation as a safe and welcoming venue for older people during the daytime drop-in session and is a valuable resource for other community groups out of those hours and is unequivocally supported by FTC.

However, this year as the premises approach 12 years old, there have been fixtures such as the central heating boiler which have needed significant repairs involving large bills and there has been some ambiguity as to whose operational and financial responsibility these have been.

As the building is let on a FRI lease to Orwell Housing Association, the external fabric is their responsibility and until recently, the nature of the ongoing internal repairs and maintenance has been easily dealt with under the arrangements with FOPWA.

Therefore, historically it has not been necessary for FTC to allocate a large budget to the upkeep for Broadway House and items in the cost centre list have related mainly to cleaners' salaries and insurance costs. However, the income FTC receives from FOPWA is minimal and there are historic reasons as to why and how the financial relationship was set up but FTC's overheads are beginning to escalate prompting the review of the current arrangement.

Accordingly, FOPWA was asked to submit a list of its overheads so that FTC could appreciate the level of outgoings relating to the Day Centre. This has been received and will be reviewed soon. It is hoped that

Members are also aware that the Day Centre was once again subject to a maggot infestation at the end of the summer and into September when the weather was at its warmest. Cleaning staff and FOPWA volunteers worked hard to try and eradicate the problem. FTC officers and staff were also involved meeting representatives from OHA to address the method of refuse and food disposal in the commercial bins and getting the bins disinfected. FTC also commissioned a pest specialist to inspect the drains and spray-treat the parts of the Day Centre affected. Naturally the whole episode can be unpleasant for those involved at the Day Centre, especially as this is a recurring problem.

Eventually, the advice of the Environmental Health Officer was sought. Some practical measures were advised but the source of the infestation could not be pinpointed. Re-assuringly, the EHO was content for the Day Centre to remain operative as it was evident that hygiene standards at the premises were very high.

FTC and OHA remain committed to tackling this problem but Members should be assured that every effort has been made to deal with this matter.

#### Cemetery New Memorial Garden

Work progresses on the new Memorial Garden and the Metal Memorial Tree is now complete and has been paid for. A picture of this will be available at the meeting.

There has been a great deal of work involved in researching types of paving for the internal pathways and eventually 3 quotes were obtained offering different solutions. The most appropriate has been chosen which is a resinbound, non-slip, porous surface similar in appearance to the path at Martello Park and the new Events Area on Felixstowe Seafront. This will be suitable for wheelchair users and pedestrians and will also be virtually maintenance free.

The Cemetery grounds staff will be preparing the area for the Garden shortly when the final delivery date for the granite edging kerbs is known.

**Committee is requested to receive the report of the Estates Officer and consider any actions it deems necessary.**

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## **AGENDA ITEM 7: BROADWAY HOUSE MAINTENANCE**

As referred to in the Estates Officer's Report above, some fixtures at Broadway House have necessitated repairs in recent months. Amongst a number of improvements paid for by FOPWA, repairs to the automatic doors and a new PCB (Printed Circuit Board) for the hot water boiler were also paid for.

The Town Council is requested to reimburse FOPWA for the cost of these repairs, the total of invoices for which being £1,480.67. Committee does not presently have a budget provision for Repairs and Maintenance at Broadway House and therefore reimbursement would need Council approval from the Broadway House Earmarked Reserve (£60,000).

**Committee is requested to recommend to Council that authority be given to reimburse FOPWA £1,480.67 from the Broadway House Earmarked Reserve for essential repairs to the boiler and automatic doors at the centre.**

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## **AGENDA ITEM 8: DRAFT BUDGET 2017-18**

Committee is to consider draft budget estimates for the Financial Year 2017-18 and to make any recommendations to Finance & General Purposes Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current-year expenditure and a comparison against the previous year at **Appendix B**. Notes to the budget estimates accompany this.

**Committee is requested to consider first draft recommendations for the Assets & Services element of Council's budget for 2017-18.**

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