

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe  
Town Hall on **Wednesday 1 November 2017** at **7.30pm**

**PRESENT:** Cllr Jan Garfield (Chairman) Cllr Jon Garfield  
Cllr T Green (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 D Frost (Deputy Town Clerk)

**320. PUBLIC QUESTIONS**

There were none.

**321. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber**.

**322. 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 S Bird	All	Local Non-Pecuniary (as Members of Suffolk County Council)

**323. REQUESTS FOR DISPENSATION**

There were none.

**324. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 6 September 2017 be signed by the Chairman as a true record.**

**325. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 25 October 2017.

**RESOLVED that the Budget Report to 25 October 2017 be received and noted as presented with no other action required at this time.**

### **326. TOWN HALL UPDATE REPORT**

Members considered options for the purchase of either a projection screen or digital display screen for the Council Chamber.

Members agreed that a projection screen should be purchased as this offered better value and would be easier to store than a digital display screen. The Clerk advised that purchase of the screen would exceed the Council's Town Hall 'Equipment Purchases' budget but that this would be offset by underspends in other areas of the Committee's budget.

Members discussed the report on soundproofing of the Registrar's Office and considered a quote for sound insulation works. It was agreed to monitor the situation and to record any noise complaints received by the Registrar. In the meantime an alternative waiting area, such as the Chairman's Room with a remote doorbell, would be offered for use.

#### **RESOLVED that**

- i. the purchase of a manually operated projection screen for the Town Council Chamber be approved at a cost of £175+VAT; and,**
- ii. the Chairman's Room be offered as an alternative waiting area for appointments to see the Registrar.**

### **327. TOWN HALL MAINTENANCE WORKS**

Committee noted a report received from Consulting Civil and Structural Engineers, Stroud Associates which had set out the potential cost and approach to carrying out further repair works required at the Town Hall.

Committee was pleased to note that the projected cost of the works was well within the funding position of the Town Hall Earmarked Reserve. Members discussed the relative merits of having works split across two phases and the Town Clerk was asked to investigate whether having the work completed in one go would be more cost effective and less disruptive.

**It was RESOLVED that the report from Stroud be noted and the Clerk bring forward any recommendation for the works to Council in due course.**

### **328. FELIXSTOWE WAR MEMORIAL UPDATE REPORT**

Committee noted the report regarding the Felixstowe War Memorial.

The Deputy Clerk advised that three quotes from independent, conservation-accredited professional advisors, for a full condition survey of the Memorial had been requested, with one received to date. Members received the quote and it was agreed that, once a second quote had been received, an application to the War Memorials Trust be made for 75% of the cost of a professional condition

survey of the War Memorial. The remaining 25% of the survey cost, which on the basis of the first quote was estimated to be around £180+VAT, would be paid by the Council.

The Clerk advised that once a survey had been undertaken, Committee would be able to consider whether any repair or conservation work to the Memorial should be undertaken and any grant support that may be on offer from the War Memorials Trust.

**It was RESOLVED that the Town Council apply to the War Memorials Trust for a grant of up to 75% of the cost of a professional survey of the Felixstowe War Memorial, with the remaining cost to be met by the Town Council.**

### **329. CEMETERY UPDATE REPORT**

Committee received the Cemetery update report.

Members were pleased to note that a project to remove some overgrown conifers and tidy up the northern boundary of the Cemetery was soon to commence. The conifers would be replaced with laurel to provide screening for the neighbouring residence with reed screening put in place whilst the laurel was being established.

**It was RESOLVED that the Cemetery Update Report be noted.**

### **330. DRAFT BUDGET CONSIDERATIONS 2018-19**

Committee considered first draft proposals for its element of the Council's 2018-19 budget and reviewed the accompanying notes to the budget estimates in the report.

Members suggested some modifications to some areas of the budget to offset projected increases in other areas.

**RESOLVED that the draft proposals for the Assets & Services element of the Council's 2017-18 budget be recommended, subject to the modifications discussed, to Council's Finance & General Purposes for further consideration.**

### **331. CLOSURE**

The meeting was closed at 8.18pm. The next meeting was noted as being scheduled for Wednesday 31 January 2018 at 7.30pm.

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

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