



TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr Jan Garfield (Chairman)
Cllr T Green (Vice Chairman)
Cllr N Barber
Cllr S Bird
Cllr P Coleman

Cllr M Deacon
Cllr Jon Garfield
Cllr G Newman
Cllr D Savage
Cllr A Smith

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 31 May 2017** at **7.30pm** for the transaction of the following business:

A G E N D A

1. Public Question Time

Up to 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any relevant matters.

2. Apologies

To receive apologies for absence.

3. 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.

4. 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.

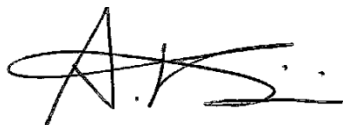
5. Confirmation of Minutes

To confirm the Minutes of the Assets & Services Committee meeting held on 5 April 2017 as a true record. **(Pages 3-6)**

6. Assets & Services Budget Report

To receive the Assets & Services Budget report to 24 May 2017 and consider **(Page 7 & Appendix A)** any actions deemed necessary.

- 7. Town Hall Update Report**
To receive an update on the Town Hall and consider any actions deemed necessary. **(Page 8)**
- 8. Cemetery Update Report**
To receive an update on the Cemetery and consider any actions deemed necessary. **(Page 9)**
- 9. Allotments Update Report**
To receive an update on the Allotments and consider any actions deemed necessary. **(Pages 9-10)**
- 10. Broadway House**
To receive an update on Broadway House and consider any actions deemed necessary. **(Page 10)**
- 11. Walton Community Hall**
To receive an update report on Walton Community Hall and consider any actions deemed necessary. **(Page 11)**
- 12. Felixstowe War Memorial**
To receive a report following staff attendance at a War Memorials assessment course and consider any actions deemed necessary. **(Pages 12-13)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 6 September 2017 at 7.30pm.



Ash Tadjrishi
Town Clerk
24 May 2017

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

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

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.

AGENDA ITEM 6: ASSETS & SERVICES BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Assets & Services part of Council's budget. A summary of the position to 24 May 2017 is provided below with a detailed report at **Appendix A**.

24/05/2017

Felixstowe Town Council

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Summary Income & Expenditure by Budget Heading 24/05/2017

Month No : 2

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	70,993	5,142	84,046	78,904		78,904	6.1 %
	Income	17,920	8,616	17,267	-8,651			49.9 %
202	Walton							
	Expenditure	7,274	953	10,407	9,454		9,454	9.2 %
	Income	9,654	-360	7,500	-7,860			-4.8 %
203	Broadway House							
	Expenditure	10,615	638	6,199	5,561		5,561	10.3 %
	Income	468	0	2,000	-2,000			0.0 %
204	Cemetery							
	Expenditure	128,754	11,179	134,175	122,996		122,996	8.3 %
	Income	85,162	3,334	64,815	-61,481			5.1 %
205	Allotments							
	Expenditure	26,163	1,960	28,095	26,135		26,135	7.0 %
	Income	14,407	162	14,400	-14,238			1.1 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	243,799	19,872	262,922	243,050	0	243,050	7.6 %
	Income	127,610	11,751	105,982	-94,231			11.1 %
	Net Expenditure over Income	116,189	8,121	156,940	148,819			

Committee is requested to consider the budget report to 24 May 2017 and decide any action it deems necessary.

AGENDA ITEM 7: TOWN HALL UPDATE REPORT

Weddings

In the previous two years 2015/16 and 2016/17 the wedding income shown on reports has not been able to accurately reflect the number of weddings held in that particular year. This was due to the reports showing income as received when paid, often being the preceding year to the actual wedding date. The issue was raised with Council's financial software providers and has been resolved for 2017/18 onwards. Consequently, the income from each Wedding is now being allocated in the year that the wedding takes place and Members will note that the 2017/18 budget has already been met. Receipts totalling £2,497.50 have been received since 1 April 2017, in addition to income received during the previous financial year for 2017/18 weddings. A further £2,776 due from invoices issued relating to weddings booked in 2017/18 will take the expected total income to £10,736. Whilst the numbers of weddings is evidently increasing, further promotional activities are being considered for 2017/18 to maximise the use of the Town Hall for appropriate functions.

Flagpole

The area around the flagpole is now complete. This area has been landscaped by one of the Cemetery Groundsman and the work is counting towards his NVQ. The addition of box hedging, lavender, paving, chippings and trellis has given this corner of the Town Hall gardens an enhanced focal point for the flagpole.

Caretaking

The increase in caretaking hours since January 2017 has resulted in a more responsive and efficient maintenance and cleaning of the Town Hall. Portable Appliance Testing (PAT) training took place in April to allow the full-time caretaker to carry out inspections in-house. Although PAT inspections are not a legal requirement, the Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. It is therefore considered good Health and Safety practice to carry out annual PAT inspections. Until now, Council has had its annual PAT inspections carried out by a third-party. The testing carried out so far at the Town Hall has resulted in two kettles failing the test, which will be replaced from within the current budget.

At the previous meeting it was agreed to purchase additional tables for the Town Hall to enable the existing tables to be permanently moved to Walton Community Hall; funding was approved via the Town Hall Equipment Purchases budget (*Minute #544 of 2016/17 refers*). Five tables are being sought in order to provide as close a match as possible to those already in existence. The cost for which has been quoted at £320+VAT each on a like for like basis. The Town Hall Equipment Purchases budget stands at £500. Committee is therefore requested to consider whether to recommend to Council that expenditure for the purchase of the new conference tables at a total of around £1,600+VAT should come via Earmarked Reserves, or alternatively, seek approval for an overspend on this element of the budget.

The Town Hall's two boilers recently underwent a service and due to showing signs of wear/leakage it was recommended that 2 new burner gaskets, 2 high level auto air vents and 2 ignition electrode assembly parts were fitted to prevent the boilers from failing during the year. The cost of this work is £348, which will come out of the Town Hall Repairs and Maintenance budget.

Committee is requested to note the update report and consider any recommendation to Council on the purchase five new conference tables.

AGENDA ITEM 8: CEMETERY UPDATE REPORT

The new Memorial Garden was officially opened by the Mayor on the 12th April. Councillors, local funeral directors and stonemasons attended and the opening was publicised on Social Media.

Three bespoke granite benches with the Town crest were successfully installed before the opening event. Each bench has space for 2 memorial plaques for purchase with an inscription.

An area beside the new Memorial Garden has been laid to turf and box hedging has been planted around to make a space for scattering of ashes beside the Memorial Garden.

Several enquiries have already been received regarding applications to purchase the plaques and leaves. An email has also been received from a member of the public after visiting the new memorial garden stating how impressed they were with the layout of the garden and arrangements are being made for them to purchase the first granite bench plaque. In addition to the bench plaque, three leaves and two granite plaques have already been purchased.

Committee is requested to note the update report and consider any actions it deems necessary.

AGENDA ITEM 9: ALLOTMENT UPDATE REPORT

Allotment update as at 24 May 2017 was:

SITE	Total plots	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	293	19	(7)	8 (0)
FERRY ROAD	96	6	(1)	3(0)
RAILWAY HILL	42	2(+8)	(1)	2(0)
CEMETERY	24	0	0	0(0)
TAUNTON ROAD	18	7	(0)	0(0)
TOTAL	473	34 (42)	(9)	13(0)

The total number of serviceable allotment plots has reduced by 17 since the previous meeting (from 490 to 473) as 2 plots have been added at Cowpasture due to resizing and 19 plots are no longer available at the Cemetery field site.

Cowpasture

FSALG has now put in place a 20ft shipping container on Plot 39. This now provides a secure place to store all the associations' equipment.

Ferry Road

One of two formerly unserviceable plots has been converted into a small parking area, with the second being included as an extension to this area. All pathways have been completed.

Work is still ongoing with 4 vacant plots due to an abundance of mares tail. Plots have been sprayed with herbicide and will continue to be treated until the plots are ready to offer to tenants.

Railway Hill

FSALG are considering a working party at Railway Hill to improve roadways, and to consider an open day at this site. This is due to be discussed at their next committee meeting. As yet nothing has been confirmed. At the suggestion of Committee, 8 of the 10 vacant plots have been grassed over as an interim measure to reduce maintenance requirements, leaving 2 vacant plots currently available to offer.

Cemetery Field

19 plots which were recently classed as 'vacant' have been removed from the register and are in the process of being grassed over. This treatment will continue as and when remaining plots are relinquished in readiness for when the Cemetery takes over this site.

Taunton Road

FSALG are still looking in to the feasibility of using recycled plastic posts as number markers.

Regular liaison meetings are held with representatives from FSALG to discuss allotment matters, with the next meeting scheduled for 6 June.

The Clerk will update Members of the Committee on matters relating to the Council's Allotment titles at the meeting.

Committee is requested to note the Allotments update report and consider any actions it deems necessary.

AGENDA ITEM 10: BROADWAY HOUSE

A draft agreement is being drawn up by Council's solicitors for the continued use of Broadway House by Felixstowe Old People's Welfare Association (FOPWA).

As part of the new terms, maintenance is now being undertaken and arranged by Council. The boiler was recently serviced and a new air pressure switch was fitted within the Repairs & Maintenance budget.

Council is requested to note the above update report, alongside any other update provided at the meeting, and decide on any actions it deems necessary.

AGENDA ITEM 11: WALTON COMMUNITY HALL

The programmable thermostat has been purchased and is due for installation shortly at Walton Community Hall. The thermostat will give the facility to programme separate times for each day of the week (individual times for 7 days) to coincide with bookings at the Hall. It also gives the facility for hirers of the hall to increase or decrease the temperature while they are at the hall, but the heating will turn off at the end of the programmed time and the heating will default to the programmed time and temperature. The programmable part of the thermostat will be fitted with a tamper-proof section so hirers cannot alter the set programmed times.

A regular hirer has commented that the plastic chairs at the hall are uncomfortable to their needs. The group holds weekly activities for older residents, during which they are sitting down for the 3 hour booking. There are between 20-30 people attending this group. A stackable banqueting style chair with cushioned seat and back pads has been sourced at a cost of £14.57 each. For 30 chairs the total would be £437.10+VAT plus delivery. There is limited funding available in the Equipment Purchases budget, however, should Committee so wish, it could vire (transfer) a portion of the Repairs and Maintenance budget to allow the purchase of new chairs

If purchased, these could be stacked alongside the existing plastic chairs that are in good condition, of which there are approximately 75. The padded chairs may not be suitable for all activities, such as children's parties or some activities that the Scouts or other groups may carry out, but would offer an alternative as appropriate.

At the end of April, the caretaker attended and discovered that the kitchen window was off its hinges and had been placed on the draining board. The window did not appear to have been forced or broken from the outside of the building and there was nothing missing so it is thought to be the result of wear and tear. The window was repaired immediately by the caretakers and will be monitored.

Council is requested to note the above update report, and consider the purchase of new chairs.

AGENDA ITEM 12: FELIXSTOWE WAR MEMORIAL

On 17 May 2017 the Deputy Town Clerk attended a free War Memorials Condition Survey Workshop held by Civic Voice.

The workshop gave a background to the First World War Memorials Programme. The War Memorials Trust Grant Scheme has been given an additional £2 million available until November 2018, the increased funding has been given to mark the Centenary of the First World War. Grants are currently available up to 75% of eligible costs with a normal maximum grant of £30,000.

Training was given to complete a War Memorial Condition Survey and input this information, along with photographs that are most useful for assessing the condition of the memorial online at www.warmemorialsonline.org.uk. Explanation of how this information is used by the War Memorials Trust (WMT), and how to apply for grants was also given. The first step of the process is to carry out a survey and put the information online. The overall condition should be identified based on the following guidance:

- Good: A memorial in 'Good' condition is well maintained, stable and secure. Inscriptions and names are legible.
- Fair: A memorial in 'Fair' condition is reasonably well maintained, generally stable and secure but in need of some maintenance and minor works. Inscriptions and names are generally legible but should be monitored as some deterioration is noticeable.
- Poor: A memorial in 'Poor' condition has significant damage or deterioration that requires work in the near future *within two years). Inscriptions are obscured or fading.
- Very bad: A memorial in 'Very bad' condition is unstable, hazardous and is clearly not maintained. Urgent action is required to rectify serious problems. Inscriptions and names are barely or no longer legible.

If a memorial is input as 'very bad' or 'poor' condition then it is automatically flagged up to WMT and contact will be made by them to provide help to restore the war memorial. Advice given is to err on the side of caution by inputting the poorer grade if it is in between two descriptions.

The Felixstowe War Memorial is listed here <https://www.warmemorialsonline.org.uk/memorial/161409/> with the last condition survey input in 2014 by a Christopher Moreton, being 'fair' alongside a photograph purported to have been taken in January 1990.

Further details of the Felixstowe War Memorial can be found on <http://www.iwm.org.uk/memorials/item/memorial/5309>. It is not clear when these details were submitted, but under the title 'History' it states 'Dove missing a wing (1994) (Still in 2016), Although it is with Town Council.' This information appears to be incorrect as the Dove does have both its wings.

Members are requested to consider whether a new condition survey should be carried out and input online to update the details which are currently held. Should it be determined that the current condition is nearer poor than fair, this can be input online to be flagged up with close up photographs and detailed information can be provided to show any deterioration and/or damage i.e. there is a cracked stone at the base, and erosion to the pillar which is worse on the sea facing side.

Grant funding is currently available to assist with any repairs or refurbishment that may be considered to be beneficial. In order to apply for a grant, a pre-application form needs to be completed to provide relevant information for WMT to assess whether the project can be helped by their funding.

All work has to be carried out with 'Best Conservation Practice'. This entails:

- Minimal intervention
- Maximum retention of historic fabric
- Historic evidence for repair and replacement
- Like-for-like repair/ replacement
- Reversibility

Work that can be funded is:

- Professional assessments – survey/report
- Professional advice – to oversee works. Required for certain projects
- Works to improve the legibility of names/inscriptions
- Addition of names – evidence is required to add names
- Cleaning
- Replacement
- Reinstatement of missing or lost elements
- Access
- Relocation

Work that cannot be funded is:

- New memorials
- General maintenance
- Buildings to which war memorials are attached but are not war memorials themselves
- General signage or interpretation
- Boards
- Cleaning for aesthetic reason
- Addition of 'commemorative' plaques or inscriptions
- Work carried out or contracted for before a written Grant Offer has been formally made and accepted
- New features/physical additions at odds with the memorial's original and/or existing design

Deadline dates for full application after the pre-application has been assessed are quarterly on the last days in the months of March, June, September and December; until September 2018.

Council is requested to note the above update report, and decide on any actions it deems necessary.