

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe  
Town Hall on **Wednesday 31 May 2017** at **7.30pm**

**PRESENT:** Cllr Jan Garfield (Chairman) Cllr Jon Garfield  
Cllr N Barber Cllr G Newman  
Cllr S Bird Cllr D Savage  
Cllr P Coleman

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

**56. PUBLIC QUESTIONS**

There were none.

**57. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr A Smith** and **Cllr M Deacon**.

**58. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr D Savage	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)

**59. REQUESTS FOR DISPENSATION**

There were none.

**60. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 5 April 2017 be signed by the Chairman as a true record.**

**61. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 24 May 2017.

**RESOLVED that the Budget Report to 24 May 2017 be received and noted as presented with no other action required at this time.**

## **62. TOWN HALL UPDATE REPORT**

Committee noted that income for the year from weddings had already exceeded budget estimates and was now being correctly recorded in the accounts for the year in which the wedding was to take place.

Committee considered the provision of additional conference tables for the Town Hall in the same style as those in the Council Chamber in order to allow the existing 5 tables in the Courtroom Gallery to be moved to Walton Community Hall. The Deputy Clerk confirmed that the tables could be purchased from the original supplier at a cost of £319 + VAT each, however the total cost of £1,595+VAT would exceed the current budget for Town Hall Equipment Purchases which stood at £500. Committee considered whether to request that Council authorise expenditure for the purchase from the Town Hall Earmarked Reserves but agreed that authority for an overspend on the budget code should be sought instead.

**RESOLVED that the Town Hall Update report be noted, and the Council be recommended to approve an overspend in the Town Hall Equipment Purchases Budget in order to permit the purchase of five new conference tables for the Town Hall.**

## **63. CEMETERY UPDATE REPORT**

Committee received the Cemetery update report and commented on the positive feedback received in respect of the new Memorial Garden. Members were pleased to note that several memorial items had already been assigned.

Members discussed the condition of the path and roadway just inside the gates, in the area outside the office. The Clerk agreed to raise the matter with the Cemetery Supervisor in order to consider whether this area could be improved without incurring a high repair cost.

**It was RESOLVED that :**

- i. the Cemetery update report be noted; and,**
- ii. the condition of the path and roadway outside the Cemetery office be assessed by staff for remedial repair.**

## **64. ALLOTMENTS UPDATE REPORT**

Committee received the update report on the Town Council's Allotments and current vacancy information.

Members noted that the total number of serviceable allotment plots had decreased from 490 to 473 as 19 plots are no longer available at the Cemetery field site and 2 plots have been added at Cowpasture due to resizing.

Committee were interested to learn whether the type of soil at each allotment site affected its relative popularity. The Clerk agreed to make enquiries about this the next FSALG meeting scheduled for 6 June.

The Clerk reported to Committee that he had received a letter from Suffolk Coastal District Council confirming that their in-house legal team would commence rectification of the Cowpasture Allotment site with Land Registry in order to correctly register the title in the name of the Town Council.

The Clerk also advised that he had sent a letter to the agents of the Ferry Road development requesting that consideration be made to putting in a vehicle-access gate from the new development to the allotment site.

**It was RESOLVED that:**

- i. the Allotments Update Report be noted; and,**
- ii. the Clerk make enquiries with FSALG to establish whether soil type has an impact on the popularity of allotment sites.**

#### **65. BROADWAY HOUSE REPORT**

Committee noted that the new licence agreement was in the process of being drawn up by Council's solicitors.

Members were pleased to note the positive feedback about the new caretaker from Felixstowe Old People's Welfare Association.

**It was RESOLVED that the Broadway House Report be noted.**

#### **66. WALTON COMMUNITY HALL REPORT**

Committee considered the purchase of stackable banqueting style chairs with cushioned seats and back pads at the cost of £14.57 each. For 30 chairs the total would be £437.50 + VAT plus delivery.

**It was RESOLVED that :**

- i. Walton Community Hall Update Report be noted; and,**
- ii. a virement of £437.50 be approve from the Walton Community Hall Repairs and Maintenance budget (4170/202) to Walton Community Hall Equipment Purchases budget (4260/202) in order to purchase 30 stackable banqueting style chairs.**

#### **67. FELIXSTOWE WAR MEMORIAL**

Committee considered the report on the War Memorials Condition Survey workshop recently attended by the Deputy Town Clerk and noted that the War Memorials Trust Grant Scheme had been given an additional £2 million towards

the improvement of war memorials, available until November 2018. It was agreed that the Deputy Clerk survey the Memorial and submit a pre-application as soon as possible to obtain advice regarding an application for a War Memorials Trust Grant.

The history of the dove at the top of the War Memorial was discussed, and the Deputy Town Clerk agreed to make some investigations as to whether the dove held an olive branch pre-1980s, as there could be an opportunity to restoring this element to its original state.

**It was RESOLVED that the Deputy Town Clerk submit a survey and pre-application to the War Memorial Trust.**

**68. CLOSURE**

The meeting was closed at 8.20pm. The next meeting was noted as being scheduled for Wednesday 6 September 2017 at 7.30pm.

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

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