



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 4 April 2018** 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 such an Interest becomes apparent 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 7 February 2018 as a true record. **(Pages 3-6)**

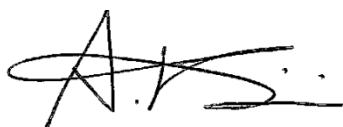
6. Assets & Services Budget Report

To receive the Assets & Services Budget report to 28 March 2018 and consider any actions deemed necessary. **(Page 7 & Appendix A)**

7. Town Hall Update Report

To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 8)**

- 8. Town Hall Maintenance Works**
To receive a report on the Town Hall Maintenance Work and consider any actions deemed necessary. **(Page 8)**
- 9. Heritage Open Day**
To receive a report on the Heritage Open Day and consider any actions deemed necessary. **(Page 9)**
- 10. Felixstowe War Memorial Update Report**
To receive an update on the War Memorial Trust Grant application. **(Page 9)**
- 11. Walton Community Hall Update Report**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Pages 9-10)**
- 12. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 10)**
- 13. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Page 10)**
- 14. Allotment Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 11)**
- 15. Asset Register Review**
To review the Council's Asset Register and recommend to Council for approval. **(Page 11 & Appendix B)**
- 16. Items To Consider For Sale**
To consider items for possible sale at a local auction. **(Page 12)**
- 17. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 6 June 2018 at 7.30pm.



Ash Tadjrishi
Town Clerk
28 March 2018

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.

482. TOWN HALL UPDATE REPORT

Members noted that the wedding licence which expires on 9 June 2018 was due for renewal and agreed that it should be renewed under the existing terms for a further period of 3 years.

Members considered and approved the Conditions of Hire for the Town Hall.

Members considered the condition of the Council Chamber carpet and the two quotes received so far, from three requested. The preferred quote and carpet was from Company B for Highline 910. It was also agreed that the Chairman's room should be re-carpeted, as the carpet was also not in very good condition and it would be good to match both rooms.

RESOLVED that

- i. the Town Hall Update Report be noted;**
- ii. the wedding licence be renewed for a further period of 3 years from 9 June 2018 – 2021;**
- iii. the Conditions of Hire for the Town Hall be approved;**
- iv. it be recommended to Council to purchase a new Highline 910 carpet for the Council Chamber and Chairman's room from Company B, the funding to come from Town Hall Maintenance Earmarked Reserve.**

483. FELIXSTOWE WAR MEMORIAL UPDATE REPORT

Committee noted the report regarding the Felixstowe War Memorial. Further updates will be circulated once received from the War Memorial Trust.

It was RESOLVED that the Felixstowe War Memorial update report be noted.

484. CEMETERY UPDATE REPORT

Committee received the Cemetery update report, and noted the tools and equipment purchases which were to be made to improve work around the cemetery.

Members considered the report and options for the software package to assist Council in its administration of the cemetery. Members were keen to acquire the full package and in the process of inputting data, write to all grave owners of expired Rights of Burial to ensure up to date details are kept, and ensure that as many grave owners hold in date exclusive rights of burial. Members were very keen on having the option for Genealogy online as once fully input this would provide a very useful service to the community.

Members were pleased to note that a project to remove some overgrown conifers and tidy up the northern boundary of the Cemetery had been completed and photographs of before and after were circulated. Members thanked the Cemetery Staff for their hard work and were pleased with the difference the work made.

Members noted that a new cemetery leaflet promoting the new Memorial Garden was soon to be printed and circulated. Members requested that at the budget setting Assets & Services Committee meeting in November, a breakdown be provided to inform members of how many grave memorials were purchased, how many leaves, granite plaques, rose bushes, and benches were purchased.

A Member requested an update on the condition of the Memorial Tree leaves as they felt that some had corroded.

RESOLVED that

- i. the Cemetery update report be noted;**
- ii. the purchase of tools within budget be noted;**
- iii. it be recommended to Council that the ClearSkies Option 2 be purchased from Cemetery Projects Earmarked Reserve at a cost of £6,100;**
- iv. an evaluation of the purchase of Memorials be brought to Committee in November; and,**
- v. an investigation to be made regarding the condition of the memorial tree leaves.**

485. ALLOTMENT UPDATE REPORT

Committee noted the Allotment Update Report.

It was RESOLVED that the Allotment update report be noted.

486. WALTON COMMUNITY HALL CONDITIONS OF HIRE

Members considered and approved the Conditions of Hire for Walton Community Hall.

It was RESOLVED that the Conditions of Hire for Walton Community Hall be approved

487. BROADWAY HOUSE UPDATE REPORT

Members considered the request by Felixstowe Old People's Welfare Association (FOPWA) for a replacement carpet. Members agreed that the Scala Heavy contract carpet samples were a suitable hard wearing replacement. Members agreed that as FOPWA are the main users of the hall that they should decide on the colour from the Scala sample book. Members felt that the Company B quote which was the cheaper of the two quotes should be employed to carry out the work.

The Deputy Town Clerk gave a verbal update on the automatic inner door. Two quotes had so far been received to replace the broken single swing operator on one side of the inner door. However, it was noted that the other side of the double door was manually operated and did not have any automation fitted. Members advised that, should it be deemed necessary for the purposes of accessibility, both sides of the doors should be automated. The Deputy Town Clerk agreed to obtain quotes for the automation of both sides and bring to Council under the recommendation for the funding to come from the Broadway House Earmarked Reserve.

The Deputy Town Clerk reported that the annual fire extinguisher check had now been carried out by the same company used at Council's other properties. The fire extinguishers at Broadway House had previously been hired at a higher annual cost. 4 x 6ltr Foam extinguishers, 4 x 2kg Co2 extinguishers and a fire blanket have been purchased which had necessitated an overspend on the Broadway House Repairs and Maintenance budget.

RESOLVED that

- i. it be recommended to Council to purchase a new Scala Heavy contract carpet for Broadway House and a matting carpet in the entrance hall from Company B, the funding to come from the Broadway House Earmarked Reserve, and FOPWA to decide on the design;**
- ii. it be recommended to Council to purchase double swing operators for both sides of the inner door, the funding to come from the Broadway House Earmarked Reserve; and,**
- iii. the overspend on the Broadway House Repairs and Maintenance due to the purchase of fire extinguishers be noted and approved.**

488. CLOSURE

The meeting was closed at 8.40pm. The next meeting was noted as being scheduled for Wednesday 4 April 2018 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 28 March 2018 is provided below with a detailed report at **Appendix A**.

28/03/2018		Felixstowe Town Council					Page No 1		
13:55		Summary Income & Expenditure by Budget Heading 28/03/2018							
Month No : 12		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	79,472	84,046	4,574		4,574	94.6 %
		Income	17,920	22,384	17,267	5,117			129.6 %
202	Walton	Expenditure	7,274	6,997	10,407	3,410		3,410	67.2 %
		Income	9,654	8,081	7,500	581			107.7 %
203	Broadway House	Expenditure	10,615	6,363	6,199	-164		-164	102.6 %
		Income	468	2,000	2,000	0			100.0 %
204	Cemetery	Expenditure	128,754	126,262	134,175	7,913		7,913	94.1 %
		Income	85,162	92,736	64,815	27,921			143.1 %
205	Allotments	Expenditure	26,163	22,626	28,095	5,469		5,469	80.5 %
		Income	14,407	14,824	14,400	424			102.9 %
<u>INCOME - EXPENDITURE TOTALS</u>		Expenditure	243,799	241,719	262,922	21,203	0	21,203	91.9 %
		Income	127,610	140,025	105,982	34,043			132.1 %
		Net Expenditure over Income	116,189	101,694	156,940	55,246			

Members are advised that whilst the report is as up to date as is can be, a number of invoices and payments will be due prior to yearend. The final accounts position will be reported as part of the usual end of year accounts and audit process.

Committee is requested to consider the budget report to 28 March 2018 and decide on any action it deems necessary.

AGENDA ITEM 7: TOWN HALL UPDATE REPORT

Carpet

Further to the recent approval from Council to purchase a new Highline 910 carpet for the Council Chamber and Chairman's room, a sample of the selected carpet will be brought to committee.

Use of Town Hall for Salzwedel Association

The Salzwedel Partnership Association currently receive a £200 Annual Grant from Felixstowe Town Council. In 2007 it was agreed that the Felixstowe Salzwedel Partnership Association could hold their AGMs at Walton Community Hall free of charge and that it would be considered 1 year later whether this would continue. Unfortunately, we cannot find any minutes to confirm that a follow up review took place.

In recent years the AGM has been held at the Town Hall Chamber as the date has conflicted with bookings at Walton Community Hall.

Members should consider making a formal arrangement for the use of the Town Hall out of hours by the Salzwedel Partnership Association as this entails provision of a caretaker.

Committee is requested to note the Town Hall update, and consider allowing the Felixstowe Salzwedel Partnership Association to use the Town Hall for its Annual General Meeting free of charge.

AGENDA ITEM 8: TOWN HALL MAINTENANCE WORKS

Committee has previously noted a report received from 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.

At a previous meeting 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. Stroud Associates have advised that it may be more cost effective to do the work in one go, although it was unlikely to provide much of a saving as the building contractor would not have had any additional cost by carrying out the work in two stages. However, it would be preferable and potentially less disruptive if the work could be carried out in one phase.

Committee is requested to note the Town Hall Maintenance Works report, and make any recommendation to Council it deems necessary.

AGENDA ITEM 9: HERITAGE OPEN DAY

Heritage Open Days are being held throughout the UK over 2 weekends in September this year and Felixstowe is taking part over the weekend of 8th/9th September.

Various buildings will be open over the weekend with the Hut being the Hub and these include The Bartlet, Harvest House, Landguard Fort, Felixstowe Museum, Martello P and hopefully Bawdsey Transmitter Block, Bawdsey Manor and the Spa Pavilion. Some venues will be open on both days, others just one.

The Town Hall could be opened to members of the public on Sunday 9th September from 10am – 4pm (there are weddings booked on the Saturday). Several rooms could be open for viewing alongside an exhibition of various items held here at the Town Hall.

Committee is requested to consider the Heritage Open Day report and decide on any action it deems necessary.

AGENDA ITEM 10: FELIXSTOWE WAR MEMORIAL UPDATE REPORT

The Deputy Town Clerk has heard from the War Memorial Trust about their preferred architect to provide a full condition survey, however, there is still much correspondence with regard to the content of the quote for this, but it is hoped that a decision will be made very soon.

Committee is requested to note the update regarding the War Memorial Grant application for a full condition survey.

AGENDA ITEM 11: WALTON COMMUNITY HALL UPDATE REPORT

The winter bill for electricity at Walton Community Hall has just been received at £945 for the quarter from 1 December to 28 February. Although, this is within budget this year (2017/18), it is very high, considering that the heating is now only set up to come on 1 hour before each booking with the exception of a couple of bookings where we have been asked to make it warmer due to the activities held and the heating is set to come on 2 hours before.

Currently the heating is on Economy 7, and the Deputy Town Clerk can investigate at the next renewal date in May whether it would be more cost effective to go onto one tariff. There are a couple of storage heaters in the hallways which do heat up overnight but the majority of heat is now during the daytime due to the timers.

Investigations have previously been carried out regarding previous high electricity bills, and further work on this can be done. It is known that the heaters are not very efficient but to replace under modern directives more heaters would be required to heat the space and it is not expected that if heating was continued by electric whether there would be any savings to be made. No recent investigations have been made into

getting a gas supply into Walton Community Hall, and this may be an avenue Members wish to explore.

A wooden gate which gives tenants access to the bins was broken in the winds and is being repaired by Orwell Housing. This doesn't cause any security issues.

Committee is requested to note the Walton Community Hall update report and decide on any action it deems necessary.

AGENDA ITEM 12: BROADWAY HOUSE UPDATE REPORT

Further to the Council Meeting on 14 March, we are awaiting FOPWA to choose the pattern of the carpet, and this will be purchased shortly.

Orwell Housing have replaced both rear doors and put in a new gate at the rear of Broadway House, photographs will be circulated at the meeting.

Committee is requested to consider the Broadway House update report and decide on any action it deems necessary.

AGENDA ITEM 13: CEMETERY UPDATE REPORT

At the Council meeting on 14 March it was agreed to purchase the Clearskies Cemetery software BACAS. This is to enable the historical records to be input before adding the Genealogy package at a later date once there is sufficient data on the system. The software will be purchased on 1 April and the cost as agreed at Council (*Minute #548 2017/18*) will come from the Cemetery Projects Earmarked Reserve. By ordering the package to start from 1 April, it will enable Council to budget for the annual charge for the following year 2019/20.

Committee is requested to consider the Cemetery update report and decide on any action it deems necessary.

AGENDA ITEM 14: ALLOTMENT UPDATE REPORT

As of 1 March 2017, allotment vacancies were as follows:

SITE	Waiting (Any plot)	Waiting (Specific plot)	Vacant	Cultivation Orders (Notice given)	Total plots
COWPASTURE	0	5	28	4 (1)	297
RAILWAY HILL	0	0	10	0 (0)	45
FERRY ROAD	0	0	9	0(0)	94
CEMETERY	0	0	-	0 (0)	15
TAUNTON ROAD	0	0	8	0(0)	18
TOTAL	0	5	55	4(1)	469

Following a recent meeting with FSALG, repairs and improvements are being made to the car parking area and road repairs at Cowpasture Allotments. The cost of which has been met from the Allotment Repairs and Maintenance budget for 2017/18. As Members may be aware the two car parking areas have both been very wet and easily get churned up when there are spells of continuing wet weather. FSALG's proposal was to put down a 75 mm layer of crushed concrete to firm up the surface and shape the surface to direct the water to soakaways.

The North car park, next to Abbey Grove, will benefit from an area of 20m x 8m being surfaced. This would leave the grassy area on the west side to remain as grass. FSALG don't see the need to harden that area for the time being. The soakaway that has been already built there needs to have its top surface cleaned to improve its capacity to receive water. Hardcore needed is 20m x 8m x 0.075m = 12 cu.m @ 1.7tonnes/ cu m = 20.4 tonnes.

The South car park, next to A154 Candlet Rd, will benefit from having the roadways across it strengthened and shaped to remove the low points (where water stands and then potholes form and the surface breaks up and becomes very muddy). There is also a need to construct a soakaway there to get rid of the standing water. Hardcore needed is 27m x 3m x 0.075m for the main track and the spur towards Hut 39. This gives 6.075 cu m @ 1.7 tonne/ cu m = 10.3 tonnes.

Total tonnage needed was therefore 20.4 +10.3= 30.7 tonnes. 3 loads would be 33 tonnes which will give a small reserve for ongoing pothole repairs. The hardcore cost £30 per tonne + VAT. The hire of a vibrating roller will also be required. Some assistance from the Cemetery staff, when they next have a digger on hire to dig the soakaway and spread the hardcore will also be necessary. FSALG will (as they did at Ferry Road) get a working party together to do the majority of the work.

The total cost was £990 +VAT plus two days hire of the roller hire £79.60 plus VAT.

Committee is requested to consider the Allotment update report and decide on any action it deems necessary.

AGENDA ITEM 15: ASSET REGISTER REVIEW

The Council maintains an asset register, also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and this is attached at **Appendix B**.

Businesses often use depreciation of long-term assets for both tax and accounting purposes. However, these are not appropriate for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is 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". The Council has considered this value method appropriate for community assets.

Committee is requested to review and approve the Asset Register for onward referral to Annual Council.

AGENDA ITEM 16: ITEMS TO CONSIDER FOR SALE

During a recent overhaul of the Council's files and store, the following items were identified and have been valued by a local auctioneers:

<u>Item</u>	<u>Estimate</u>
Silver salver	£180 – £250
Silver drama trophy	£80 – £120
Silver allotment trophy	£80 - £120
Silver cigarette box	£50 - £75
F H Potter enamel signs x 2	£30 - £50 each
Watercolour of Felixstowe by Matthews	£25 - £40
Oil on panel – Felixstowe coast in gilt frame	£120 - £180
Henry Davy – Felixstowe beach & Trimley church	£25 - £40 each
Four commemorative coin set ashtrays	£20 - £40
Quantity of printing blocks	£30 - £50

Some of these items may have been given to the Town Council some time ago, possibly for safe keeping by organisations that may no longer exist. Their provenance is yet to be established, though Members may be able to shed some light on this.

If desired, the items could be auctioned. Commission would be charged at 12.5% including insurance + VAT.

Committee is requested to consider whether to enter the above items in to auction.
