

The Minutes of the Assets & Services Committee Meeting held on 7 February 2018 be signed by the Chairman as a true record.

595. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 28 March 2018.

RESOLVED that the Budget Report to 28 March 2018 be received and noted as presented with no other action required at this time.

596. TOWN HALL UPDATE REPORT

The sample of the new Highline 910 carpet for the Council Chamber and Chairman's room was circulated. Members were pleased with the colour and design. Work will be completed to fit around bookings and meetings held.

Members received a history of the Town Council's involvement in the Salzwedel Partnership Association, and Members agreed that both the twinning partnerships were an intrinsic part of Felixstowe Town Council and were an asset to be proud of. Members considered allowing the Salzwedel Association the use of the Council Chamber for an evening for their AGM, and were happy to make this a formal resolution. This arrangement would be extended to Felixstowe Wesel Association if requested.

RESOLVED that

- i. the Town Hall Update Report be noted;**
- ii. The Felixstowe and Salzwedel Partnership Association are allowed to use the Council Chamber for their AGM for one evening each year without charge, this arrangement would be extended to the Felixstowe Wesel Association if requested;**

597. TOWN HALL MAINTENANCE WORKS

Committee noted the report regarding the Town Hall Maintenance Works, and would be happy for the work to be started as soon as is practical in one complete phase.

RESOLVED that

- i. the Town Hall Maintenance Works update report be noted;**
- ii. it be recommended to Council that the Contractors are requested to carry out the work in one complete phase as soon as practically possible.**

598. HERITAGE OPEN DAY

Committee noted the report regarding the Heritage Open Day and agreed that the Town Hall should open on Sunday 9th September from 10am – 4pm. Three committee members volunteered their help on that day.

Members suggested that some boards are put up regarding the history of the Town Hall and also information about the Suffragettes.

It was RESOLVED that the Heritage Open Day update report be noted.

599. FELIXSTOWE WAR MEMORIAL UPDATE REPORT

Committee noted the report regarding the Felixstowe War Memorial. The Deputy Town Clerk gave a verbal update on the resubmission of the application with further details gained from the preferred Architect for the Full Condition Survey Grant.

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

600. WALTON COMMUNITY HALL UPDATE REPORT

Members noted the Walton Community Hall update report, with details of the high electricity bill received for the quarter 1 December to 28 February. Members considered options available, and requested that the Deputy Town Clerk looks at whether the Economy 7 tariff was in fact the cheaper option for Walton Community Hall at the next renewal in May 2018. As the electricity bills for the year 2017/18 were within budget and covered by the receipt of hiring fees, Members requested to be updated following receipt of further bills. Members stressed the importance of ensuring that the hall was warm enough for the community groups which hire the hall.

RESOLVED that

- i. the Walton Community Hall update report be noted.**
- ii. the Deputy Town Clerk investigate whether it is cost effective to continue with the Economy 7 tariff at next renewal in May.**

601. BROADWAY HOUSE UPDATE REPORT

Members noted the Broadway House update report, and the circulated photographs of the new rear doors and gate at the rear of Broadway House.

It was RESOLVED that the Broadway House update report be noted.

602. CEMETERY UPDATE REPORT

Committee received the Cemetery update report, and noted that the Clearskies Cemetery software BACAS would be purchased shortly.

Members requested an update on the condition of the Memorial tree and also figures on how many plaques have been sold in the new Memorial Garden. The Deputy Town Clerk will bring these items to the next Assets and Services meeting.

RESOLVED that

- i. the Cemetery update report be noted.**
- ii. the Deputy Town Clerk reports back to committee on the condition of the Memorial tree and figures of memorial plaques and leaves sold in the New Memorial Garden.**

603. ALLOTMENT UPDATE REPORT

Committee noted the Allotment Update Report, and the details of work to be carried out by FSALG on repairs and improvements to the car parking area and road repairs at Cowpasture Allotments.

It was RESOLVED that the Allotment update report be noted.

604. ASSET REGISTER REVIEW

Committee reviewed the Asset Register and noted that no additions or deletions of assets had been made during the year 2017/18.

The total of fixed assets for the annual return on 31st March 2018 was noted as £50,788.97, resulting in a nil net change in fixed assets value between 31st March 2017 and 31st March 2018.

It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.

605. ITEMS TO CONSIDER FOR SALE

Members viewed and considered the items that had been valued by a local auctioneer. Members were keen to donate the F H Potter enamel signs to the Felixstowe Museum as it was felt that these were an important part of the history of Felixstowe. Members were also keen that the pictures should be looked after and displayed if possible at the Town Hall. Members agreed that the remainder of the items be auctioned, and would like to consider whether the funds should be earmarked for a Town Hall historic fund, once the figure is known.

It was **RESOLVED** that the following items be auctioned, and future consideration made into whether the funds should be earmarked to a Town Hall 'historic' fund:

Item	Estimate
Silver salver	£180 - £250
Silver drama trophy	£80 - £120
Silver allotment trophy	£80 - £120
Silver cigarette box	£50 - £75
Four commemorative coin set ashtrays	£20 - £40
Quantity of printing blocks	£30 - £50

606. CLOSURE

The meeting was closed at 8.26pm. The next meeting was noted as being scheduled for Wednesday 6 June 2018 at 7.30pm.

Date: _____

Chairman: _____