



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 7 February 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 1 November 2017 as a true record. **(Pages 3-5)**

6. Assets & Services Budget Report

To receive the Assets & Services Budget report to 31 January 2018 and consider any actions deemed necessary. **(Page 6 & Appendix A)**

- 7. Town Hall Update Report**
To receive a report on the Town Hall and consider replacement of the carpet in the Council Chamber. **(Page 7 & Appendix B)**
- 8. Felixstowe War Memorial Update Report**
To receive an update on the War Memorial Trust Grant application. **(Page 8)**
- 9. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 8-10 & Appendix C)**
- 10. Allotment Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 11)**
- 11. Walton Community Hall Conditions of Hire**
To review Conditions of Hire for Walton Community Hall and make any recommendations to Council. **(Page 11 & Appendix D)**
- 12. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 12)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 4 April 2018 at 7.30pm.



Ash Tadjrishi
Town Clerk
2 February 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.

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.

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 31 January 2018 is provided below with a detailed report at **Appendix A**.

| 31/01/2018 | | Felixstowe Town Council | | | | | Page No 1 | |
|---|-----------------------------|--|----------------|----------------|---------------|-------------|---------------|----------------|
| 13:44 | | Summary Income & Expenditure by Budget Heading 31/01/2018 | | | | | | |
| Month No : 10 | | Cost Centre Report | | | | | | |
| | | Actual Last | Actual Year | Current | Variance | Committed | Funds | % Of |
| | | Year | To Date | Annual Bud | Annual Total | Expenditure | Available | Budget |
| 201 Town Hall | Expenditure | 70,993 | 56,147 | 84,046 | 27,899 | | 27,899 | 66.8 % |
| | Income | 17,920 | 21,374 | 17,267 | 4,107 | | | 123.8 % |
| 202 Walton | Expenditure | 7,274 | 5,303 | 10,407 | 5,105 | | 5,105 | 51.0 % |
| | Income | 9,654 | 6,682 | 7,500 | -818 | | | 89.1 % |
| 203 Broadway House | Expenditure | 10,615 | 5,107 | 6,199 | 1,092 | | 1,092 | 82.4 % |
| | Income | 468 | 2,000 | 2,000 | 0 | | | 100.0 % |
| 204 Cemetery | Expenditure | 128,754 | 105,942 | 134,175 | 28,233 | | 28,233 | 79.0 % |
| | Income | 85,162 | 78,109 | 64,815 | 13,294 | | | 120.5 % |
| 205 Allotments | Expenditure | 26,163 | 18,089 | 28,095 | 10,006 | | 10,006 | 64.4 % |
| | Income | 14,407 | 14,243 | 14,400 | -157 | | | 98.9 % |
| <u>INCOME - EXPENDITURE TOTALS</u> | | | | | | | | |
| | Expenditure | 243,799 | 190,589 | 262,922 | 72,333 | 0 | 72,333 | 72.5 % |
| | Income | 127,610 | 122,409 | 105,982 | 16,427 | | | 115.5 % |
| | Net Expenditure over Income | 116,189 | 68,179 | 156,940 | 88,761 | | | |

Committee is requested to consider the budget report to 31 January 2018 and decide on any action it deems necessary.

AGENDA ITEM 7: TOWN HALL UPDATE REPORT

Wedding Licence

The licence for Felixstowe Town Hall as a venue for civil marriages and civil partnership registrations is due to expire on 9 June 2018. An application form has been received to renew under the existing terms for a period of 3 years at the total cost of £1,800 (allocated over the 3 years for budget setting purposes at £600 per year).

Conditions of Hire

In March 2015 (*Minute #554 2014/15 refers*), the Conditions of Hire for Walton Community Hall were approved and delegation was given to create similar Conditions of Hire for the Town Hall. Updated conditions of hire for the Town Hall are provided for consideration at **Appendix B**.

Repairs and Maintenance

Within the current budget, work is planned to assess and undertake painting requirements in-house via the caretakers to ensure the Town Hall is looking its best for the forthcoming Wedding season.

The carpet in the Council Chamber is becoming worn and has a large stain on it, three quotes are being sought to replace and it is hoped that this can be achieved within the repairs and maintenance budget. Enquiries have been made and to the best of our knowledge the existing carpet design has been discontinued. Scala or Highline 910 has been identified as near equivalents.

Quoted prices include the uplift and disposal of the existing carpet, adhesive and fitting. The existing nosing around the raised platform area will be reused. Two quotes have so far been received from Company A at £2,818 +VAT for Scala Heavy Contract and from Company B at £2,799 for Highline 910.

Committee is requested to consider the Town Hall update report, the renewal of the wedding licence, the purchase of a new carpet for the Town Hall and the Town Hall Conditions of Hire and make recommendations to Council for any action it deems necessary.

AGENDA ITEM 8: FELIXSTOWE WAR MEMORIAL UPDATE REPORT

Two quotes for a condition survey report have been received and submitted with an application for to the War Memorials Trust (WMT). Getting a survey/report will help Council understand what condition the War Memorial is in.

The application to the WMT is for a grant for up to 75% of the cost of the survey report. Two quotes have been received for £725 and £775. These are reviewed on a monthly basis rather than quarterly so a decision could be received relatively quickly. If a response to our application is received before the meeting this will be brought to the table.

Committee is requested to note the update regarding the War Memorial and make any necessary recommendations to Council.

AGENDA ITEM 9: CEMETERY UPDATE REPORT

Tools and Equipment

During the year, spending for equipment purchases has been prudent to ensure that the equipment purchases budget is spent wisely. As we are coming towards the end of the financial year, consideration is being given towards replacement of older equipment and additional equipment that may assist cemetery and allotment work.

These include a range of small tools totalling £212, plus power tools such as a new hedge trimmer and back-mounted blower totalling approximately £900. Additionally, a replacement brushcutter, just under £500 and PPE are all being considered to be purchased before the end of March. For any items over £500 three quotes will be obtained.

Administrative Software

Further work has been carried out to find a software package that could be beneficial to Council in its administration of the cemetery. The forerunner currently is ClearSkies 'Bacas' software, a package that is used by a number of councils. SCNorse use this package are part of their management of 16 cemeteries owned by Suffolk Coastal and Waveney District Councils. There are two options with costs shown at **Appendix C**.

The first option allows the recording of information on the deceased as stated in law and additional information that may be used to identify individuals and assist in the management of the cemetery. The software will produce documents such as burial interment forms, requests for grave digging, invoices, the deed of grant, transfer of rights documents and the generation of burial and grave registers. The software will allow recording of information on the graves such as people buried, cremated remains buried, depths, memorials sited and owners. It also has the ability to record and manage risk assessment information. The system has the ability to link scanned documents to graves, burials or memorials.

Option 2 provides all of the above but also includes 'Genealogy online' which enables public search of burial information. For example, for Barry Town Council: <http://btc.clearskiesoftware.co.uk/Genealogyweb/GenSearch.aspx>

As this is a premium option it may be preferable to consider this as an add-on item in the future, once the current paper-based records have been transferred on to a digital system. It is envisaged that data will be input on all future changes to graves and newly purchased or interred graves, and back data will be input on an as and when possible basis.

One of the benefits to the software is the facility to send out renewal letters to ensure that owners of expiring Exclusive Rights of Burial (EROB) can be contacted for renewal. This will not only ensure that owner names and addresses are up to date, ready to put onto the new system, but will give reassurance to plot owners by that the EROB has been extended. Income received from the renewal of EROB will help to offset the cost of computerising cemetery records, although it can be difficult to contact owners if they have not been in contact with us for 25+ years. In this case a notice is placed on the grave for a period of one year in attempt to contact the owner.

If the software purchase is agreed, a recommendation to Council will be required for the initial outlay to come from the Cemetery Project Earmarked Reserve 9040/900.

Maintenance Works

Electrical work has been carried out at the Cemetery to include a repair to a damaged socket when a heater blew a fuse, replacement of a light fitting in the greens room and a new brighter tube light fitted in the office.

Work is now complete on the project to remove overgrown conifers and tidy up the northern boundary of the Cemetery, which has been replaced with laurel to retain the screening with the flats/bungalows it borders. Reed screening has been put in place whilst the laurel is being established.

Before:



Work in progress:





After:



A new cemetery leaflet promoting the new Memorial Garden is being designed to highlight and promote the variety of memorial options at the cemetery. Funeral Directors have agreed to help circulate the finished pamphlet. The Registrars are also happy to include the leaflet in their information pack which they give out to the recently bereaved.

Committee is requested to consider the Cemetery update report, if the software purchase is agreed to make recommendation to Council and decide on any action it deems necessary.

AGENDA ITEM 10: ALLOTMENT UPDATE REPORT

As of the 31st January 2018, allotment vacancies were as follows:

| SITE | Total plots | Vacant | Waiting List (Specific plot) | Cultivation Orders (Notice given) |
|--------------|--------------------|---------------|-------------------------------------|--|
| COWPASTURE | 296 | 29 | (5) | 0 (1) |
| FERRY ROAD | 94 | 10 | (0) | 0 (0) |
| RAILWAY HILL | 45 | 12 | (0) | 0 |
| CEMETERY | 15 | - | - | 0(0) |
| TAUNTON ROAD | 18 | 8 | (0) | 0 |
| TOTAL | 468 | 59 | (5) | (1) |

The total number of vacant plots has reduced to 59 since 1st December when 66 plots were reported as being vacant at a meeting with the Felixstowe Society of Allotment and Leisure Gardeners. At that time there were 10 tenants in arrears who had been issued reminder notices and were given until 15th December to pay. All outstanding allotment rent has now been received.

Site track works are still work in progress and a number of holes have been filled in. There is some surplus budget in the Repairs and Maintenance, and FSALG will report back with regards to what is required, so materials for the work can be considered. FSALG also raised an issue with rats on the Cowpasture site. FSALG are investigating options for pest control which FTC could then consider supporting within the Repairs and Maintenance budget.

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

AGENDA ITEM 11: WALTON COMMUNITY HALL CONDITONS OF HIRE

The Conditions of Hire for Walton Community Hall were first adopted in March 2015, and are to be reviewed every three years.

Updated conditions of hire for Walton Community Hall are provided for consideration at **Appendix D**.

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

AGENDA ITEM 12: BROADWAY HOUSE UPDATE REPORT

Felixstowe Old People's Welfare Association (FOPWA) has asked that the main hall carpet at Broadway House be considered for replacement. The flooring has been in place for over 10 years and is now rather worn. At the same time as getting a quote for the Council Chamber at the Town Hall, contractors have been asked to provide a quote to supply and fit Scala Heavy contract carpet to the main room, and a matting to the entrance area for wiping feet. Prices include the uplift and disposal of the existing carpet, adhesive and fitting. Company A quoted £4,046.20+VAT and Company B has quoted a total price of £2,715+VAT. Both have quoted for Scala Heavy Contract carpet in the hall and a matting carpet in the entrance hall.

Orwell Housing has assessed the condition of the two rear exterior doors and the wooden back gate. We have had confirmation from the door manufacturers that the fire doors will be ready for collection week commencing 12 February, with Orwell Housing anticipating that they will fit the doors on 15 February. A temporary repair was made to the concrete post and gate, and a new gate will be fitted at the same time as the doors.

It has come to our attention that one side of the automatic inner doors is not working. Three quotes to repair are being obtained for this work. Two have been received so far, Company A has quoted a total of £1,699 +VAT to replace a single swing operator, and Company B £1,961.25 +VAT.

If Committee would wish to repair the inner automatic door and replace the carpet, funding will need to be approved by Council via the Broadway House Earmarked Reserve 9050/900.

Committee is requested to consider the Broadway House update report and make any recommendations to Council for replacement carpet and repairs to the automatic doors; and any other action it deems necessary.
