

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 7 February 2018** at **7.30pm**

PRESENT: Cllr T Green (Vice-Chairman) Cllr G Newman
Cllr S Bird Cllr D Savage
Cllr P Coleman Cllr A Smith

OFFICER: Mrs D Frost (Deputy Town Clerk)

476. PUBLIC QUESTIONS

There were none.

477. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr Jan Garfield, Cllr Jon Garfield, and Cllr M Deacon.**

478. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr D Savage Cllr A Smith	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)

479. REQUESTS FOR DISPENSATION

There were none.

480. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 1 November 2017 be signed by the Chairman as a true record.

481. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 January 2018.

RESOLVED that the Budget Report to 31 January 2018 be received and noted as presented with no other action required at this time.

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.

Date: _____

Chairman: _____