

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

**PRESENT:** Cllr Jan Garfield (Chairman) Cllr Tracey Green  
Cllr N Barber Cllr Jon Garfield  
Cllr S Bird Cllr G Newman  
Cllr P Coleman Cllr D Savage  
Cllr M Deacon Cllr A Smith

**OFFICER:** Mrs D Frost (Deputy Town Clerk)

**316. PUBLIC QUESTIONS**

There were none.

**317. APOLOGIES FOR ABSENCE**

There were none.

**318. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr D Savage Cllr A Smith	322	Local Non-Pecuniary (as members of the Landguard Partnership)

**319. REQUESTS FOR DISPENSATION**

There were none.

**320. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 5 September 2018 be signed by the Chairman as a true record.**

**321. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 29 October 2018. Members noted that an

overspend in the Town Hall element of the Repairs and Maintenance budget was being projected. The Deputy Clerk advised that this was due in part to call out charges for the repair of two stair-risers and a number of fire extinguishers which had become due for replacement this year. Committee agreed to approve the projected overspend subject to not exceeding the total overall Repairs and Maintenance budgets across all premises.

**RESOLVED that:**

- i. the Budget Report to 29 October 2018 be noted as received; and,**
- ii. the projected overspend in the Town Hall Repairs and Maintenance budget be approved, subject to not exceeding the total overall Repairs and Maintenance budget.**

**322. TOWN HALL REPORT**

Committee received a report on the Town Hall and were pleased to note that the items recently auctioned had raised a return of £361.12.

Members discussed the quotes brought to the meeting for new furniture in the two reception offices and agreed that the following items should be purchased:

- 1 x straight rectangular desk 1600 x 800
- 2 x 3 drawer desk high pedestals 800 x 400
- 1 Tambour storage unit 1200 x 525
- 1 semi-circular table 1400

It was noted that use of the Town Hall Earmarked Reserve to meet the £899+VAT cost of the furniture, would require approval from Council.

Members discussed the purchase of the evacuation sledge and new longer ramp for the two steps at the side entrance. Members noted that the Clerk had sought advice from the Disability Forum with regards to the removal of the bulky stair-riser for the two steps now the ramp is in place. Members requested that the staff training on the evacuation sledge be offered to all Councillors.

Committee discussed the meeting room request for the Landguard Governance Review, and were happy to offer a room free of charge for two meetings per month for up to 12 persons attending between 1 April 2019 – 1 October 2020. The cost of which, would provide £3024 in kind match funding as a total over the 18 month period for a 2 hour meeting.

**RESOLVED that:**

- i. the Town Hall Update report be noted; and,**
- ii. Evacuation Sledge training be offered to Members; and**

- iii. **Council be recommended to approve the purchase of new office furniture at a cost of £899 +VAT, to be authorised via the Town Hall Maintenance Earmarked Reserve 9065/900; and,**
- iv. **the use of a room for up to 12 persons for two meetings per month from 1 April 2019 – 1 October 2020 at the Town Hall be offered to the Landguard Governance Review as a matched funding arrangement.**

### **323. TOWN HALL MAINTENANCE WORKS**

Committee were pleased to note the detailed report of the work carried out in the attic space of the Town Hall. The saving of £3,000 off the quoted price was well-received and Members expressed their gratitude to DC Construction for carrying out such a tidy and considerate job.

Members noted the report of broken tiles on the roof on the rear elevation and asked that monitoring be carried out by caretaking staff.

**It was RESOLVED that the Town Hall Maintenance Works Report be noted.**

### **324. COMMUNITY PUBLIC ACCESS DEFIBRILLATORS (CPADS)**

Committee received the update on the installation of the two CPADS donated to the Town Council by the Felixstowe Society.

Members considered the purchase of an Automatic Emergency Defibrillator (AED) for use inside the Town Hall which was estimated to cost £825 + VAT.

A Member advised that they may be able support the funding of a defibrillator via their District Council Community Enabling Budget.

A Member requested that details are published which informs members of the public where the defibrillators are situated in the town, and some basic operating advice.

**RESOLVED that:**

- i. **Council be recommended to purchase a defibrillator for the Town Hall via the Town Hall Earmarked Reserve 9065/900, subject to the District Councillor's Community Enabling Budget being unable to fund the purchase; and,**
- ii. **a page to be created on the Town Council's website detailing information about the defibrillators in Felixstowe.**

### **325. FELIXSTOWE WAR MEMORIAL UPDATE REPORT**

The Deputy Town Clerk gave an update on the Condition Survey that had recently been carried out on Felixstowe War Memorial. Members examined the report and requested that particular attention is made to photographs 6 and 7 (pages 10 & 11 of the report) – the North and East WWI tablets. The report acknowledges the staining, and suggests a stone conservator cleans and re-fixes with stainless steel or bronze dowels. The report states that a detailed method statement will need to be evolved with a conservator to ensure the best job possible.

The survey was submitted to the War Memorial Trust on 24 October, and the Deputy Clerk advised that a report would be brought back to Committee once options were known.

**It was RESOLVED that the Felixstowe War Memorial Condition Survey report be noted.**

### **326. CEMETERY UPDATE REPORT**

Committee considered 3 quotes for a new secure shelter for the tractor to be sited beside the cemetery office. Members agreed that the structure should run the full length of the cemetery office to house the tractor and also replace the untidy portacabin which is in a state of disrepair. Members raised concerns regarding the longevity of a wooden clad building and requested further investigation into quotes for a galvanised building or possibly a container. In order to hopefully install before winter, Committee agreed that the Clerk and Chairman of Assets & Services be delegated authority to choose the best solution. Recommendation should be made to Council to this effect with funding to be made via the Cemetery Projects Earmarked Reserve.

Committee noted that the engraved leaves had been refurbished and replaced on the memorial tree, with the blank leaves being refurbished over the next few months in batches.

**It was RESOLVED that:**

- i. the Cemetery update report be noted;**
- ii. it be recommended to Council that the Town Clerk, in consultation with the Chairman of the Assets & Services Committee, be delegated the authority to purchase a tractor shelter to a maximum cost of £10,000+VAT being authorised via the Cemetery Projects Earmarked Reserve (9040/900).**

### **327. ALLOTMENTS UPDATE REPORT**

Committee received the update report on the Town Council's Allotments, current vacancy information and an update on the high water bills at Cowpasture. It was noted that the high bills were due in part a period of billing based on underestimated meter readings, compounded by an exceptionally hot and dry summer this year. Members requested that the water bills be raised at the next FSALG meeting.

A Member sought confirmation that the code to the Railway Hill allotments gate lock was going to be changed. This will take place over the next few weeks.

**It was RESOLVED that**

- i. the Allotments Update Report be noted;**
- ii. the high water bill at Cowpasture be mentioned to FSALG at the next meeting; and,**
- iii. the combination lock code be changed at Railway Hill once all plot holders have been informed of the change.**

### **328. DRAFT BUDGET CONSIDERATIONS 2019-20**

Committee considered first draft proposals for its element of the Council's 2019-20 budget and reviewed the accompanying notes to the budget estimates in the report.

**RESOLVED that the draft proposals for the Assets & Services element of the Council's 2019-20 budget be recommended, subject to the modifications discussed, to Council's Finance & General Purposes for further consideration.**

### **329. CLOSURE**

The meeting was closed at 8.30pm. The next meeting was noted as being scheduled for Wednesday 6 February 2019 at 7.30pm.

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

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