

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 6 February 2019** at **7.30pm**

PRESENT: Cllr Jan Garfield (Chairman) Cllr Jon Garfield
Cllr S Bird Cllr Tracey Green
Cllr P Coleman Cllr A Smith
Cllr M Deacon

OFFICER: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)

455. PUBLIC QUESTIONS

There were none.

456. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**, **Cllr G Newman** and **Cllr D Savage**.

457. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr T Green Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird	All	Local Non-Pecuniary (as Members of Suffolk County Council)

458. REQUESTS FOR DISPENSATION

There were none.

459. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

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

460. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 January 2019.

The Deputy Town Clerk informed committee that since the agenda had been published a coding error had been discovered with some interment income

being coded as purchase of graves income. The corrected figures were recorded as follows:

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>204 Cemetery</u>							
1100 Interment Fees	57,260	35,071	40,000	4,930			87.7%
1120 Purchase of Graves	19,049	18,981	10,000	(8,981)			189.8%

RESOLVED that the Budget Report to 30 January 2019 be received and noted as presented with no other action required at this time.

461. TOWN HALL REPORT

Committee received a report on the Town Hall with updates regarding recent agreed purchases and were pleased to note the redecoration of the Clerk's Office for wedding venues. Members had attended the Evacuation sledge, Stair-risers and Lift Training and found it very informative. The Deputy Town Clerk advised that another session would be arranged for anyone who had been unable to attend the previous sessions.

Members noted a high gas bill in December. Officers would continue to search for the most competitive supplier though it was understood that tariffs had increased significantly across the board. Electricity and Gas bills at all three properties are currently on a 1 year fixed rate, due for renewal in May 2019. Several brokers and direct suppliers are contacted each year to obtain the best price. The Deputy Town Clerk also alerted Committee to a high electric bill received the previous day for Walton Community Hall. Members requested that a report be brought to the next meeting showing usage compared to the same period last year for these two premises.

RESOLVED that:

- i. the Town Hall Update report be noted;**
- ii. a report on energy consumption at the Town Hall Walton Community Hall be brought to Committee on 3 April 2019; and,**
- iii. the Deputy Town Clerk to investigate the installation of a smart meter at Walton Community Hall.**

462. FELIXSTOWE WAR MEMORIAL CONDITION SURVEY UPDATE

The Deputy Town Clerk confirmed that payment had now been received from the War Memorial Trust (WMT) for 75% of the cost of the condition survey. Further advice is still awaited from WMT regarding any possible grants that may be available to fulfil part or all of the architect's recommendations. As soon as this is received a more detailed report will be brought to committee.

It was RESOLVED that the Felixstowe War Memorial Condition Survey Update Report be noted.

463. CEMETERY UPDATE REPORT

Committee received the update on the erection of replacement store beside the Cemetery office.

Committee received the report on the Memorial tree and were pleased to note the clearance already made on the dirt mound situated on the Cemetery allotment site.

The Town Clerk detailed the cost of the additional work that was needed to reduce the height of the two overgrown Yew tree hedges, complete the removal of the dirt mound and disposal of waste at Railway Hill allotments.

Committee approved projected overspends in the individual cost codes identified, subject to the total budget for Repairs & Maintenance, Equipment Purchases and Vehicles/Tool Hire across all premises not being exceeded.

The following table was presented to Committee which shows the projected variance at the end of the financial year, confirming that an overall positive outturn was anticipated across the budgets:

Cost Code (Centre)	2018/19 Budget (£)	Expenditure to date (£)	Variance to date (£)	Projected Variance (£)
Repairs & Maintenance (Town Hall)	5,000	5,732	-732 (Overspend)	-1,265 ¹
Repairs & Maintenance (Walton)	2,000	695	1,305	1,305
Repairs & Maintenance (Broadway House)	1,000	981	19	19
Repairs & Maintenance (Cemetery)	4,000	2,963	1,037	-991 ²
Repairs & Maintenance (Allotments)	3,000	1,453	1,547	792 ³
Repairs & Maintenance Sub-total	15,000	11,824	3,176	-140
Equipment Purchases (Town Hall)	550	491	59	59
Equipment Purchases (Cemetery)	3,000	558	2,442	2,000 ⁴
Equipment Purchases Sub-total	3,550	1,049	2,501	2,059
Vehicles/Tool Hire (Cemetery)	5,600	4,280	1,320	0 ⁵
Vehicle/Tool Hire (Allotments)	2,000	270	1,730	1,000 ⁶
Vehicles/Tool Hire Sub-total	7,600	4,550	3,050	1,000
TOTALS	26150	17,423	8,727	2,919

¹ £533 includes items such as fire + security alarm service and 3 months window cleaning,

² £1,950 for Yew Tree maintenance and projected Cemetery sundries ie rock salt, cleaning items, Underwoods

³ £755 for clearing spoil heap mound at cemetery allotment site

⁴ Purchase of PPE, updating First Aid due to expiration dates

⁵ skips/digger hires until year end

⁶ Hire of plant to clear spoil heap at Railway Hill

A Member reported that, following a recent visit to the Cemetery, the toilets were in need of renovation. It was requested that a report providing an update

and possible options for improvement be brought to the next Committee meeting.

It was RESOLVED that:

- i. the Cemetery report be noted;**
- ii. the projected overspend in the Cemetery Repairs and Maintenance budget be approved, subject to not exceeding the total overall Repairs and Maintenance, Equipment Purchases and Vehicles/Tool Hire budget over all premises; and**
- iii. a report be brought to Committee with options to refurbish the toilet facilities at the Cemetery.**

464. 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. Members were pleased to note that tests had been carried out confirming that there were no leaks.

The Clerk reported that investigations were currently being made to quote for the removal a mound at the Railway Hill Allotments. The mound has a mixture of green waste with some general waste. The cost of attending to this was reported in the previous item, Minute #463, above.

Members agreed that noticeboards should be replaced at the Ferry Road, Cowpasture and Railway Hill Allotment sites. Although these could be purchased through the Asset Repairs and Replacement Earmarked Reserve via a recommendation to Council, the Clerk advised that there may be a budget surplus in the Cemetery Equipment Purchases cost code which would enable the noticeboards to be purchased without further referral to Council.

RESOLVED that

- i. the Allotments Update Report be noted; and,**
- ii. three recycled plastic wood-effect double door noticeboards be purchased in March, subject to funds being available in the Cemetery Equipment budget, or, that Council be recommended to authorise expenditure for the same from the Asset, Repairs and Replacement Earmarked Reserve.**

465. DEFIBRILLATORS

Committee received a report on Community Public Access Defibrillators.

The Deputy Town Clerk updated Committee on a further defibrillator being placed on the toilets at the Dip. Once in place Norse had agreed to carry out regular checks and let the Town Council know of any issues which can then be passed on to the Felixstowe Beach Hut and Chalets Association as owners of the unit.

It was RESOLVED that the update report on Community Public Access Defibrillators be noted.

466. CLOSURE

The meeting was closed at 8.06pm. The next meeting was noted as being scheduled for Wednesday 3 April 2019 at 7.30pm.

Date: _____

Chairman: _____