



9 am to 4 pm Mondays to Fridays

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 3 April 2019** 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 6 February 2018 as a true record. **(Pages 3-7)**

6. Assets & Services Budget Report

To receive the Assets & Services Budget report to 27 March 2019 and consider any actions deemed necessary. **(Page 8 & Appendix A)**

7. Town Hall Report

To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 9)**

8. **Felixstowe War Memorial Update Report**
To receive an update on the War Memorial Trust Grant application. **(Page 9)**
9. **Cemetery Update Report**
To receive a report on the Cemetery and consider any actions deemed necessary. **(Page 10-11)**
10. **Allotment Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 12)**
11. **Peewit Hill Update Report**
To receive a report on Peewit Hill and consider any actions deemed necessary. **(Page 13)**
12. **Asset Register Review**
To review the Councils Asset Register and recommend to Council for approval. **(Page 14 & Appendix B)**
13. **Nominated Asset of Community Value – Langley Avenue Playing Field**
To note that the community asset listing above will expire on 22 July 2019 and to consider nominating it for a further five years. **(Page 15)**
14. **Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 26 June 2019 at 7.30pm.



Ash Tadjrishi
Town Clerk
29 March 2019

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.

AGENDA ITEM 5: CONFIRMATION OF MINUTES

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 of 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.

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 27 March 2019 is provided below with a detailed report at **Appendix A**.

27/03/2019 12:58	Felixstowe Town Council						Page 1	
Month No: 12	Summary Income & Expenditure by Budget Heading 27/03/2019							
		Cost Centre Report						
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
201 Town Hall	Income	22,628	20,318	19,967	(351)			101.8%
	Expenditure	82,443	82,277	81,630	(647)		(647)	100.8%
	Movement to/(from) Gen Reserve	<u>(59,816)</u>	<u>(61,959)</u>					
202 Walton	Income	8,890	8,398	7,500	(898)			112.0%
	Expenditure	7,133	7,431	8,716	1,285		1,285	85.3%
	Movement to/(from) Gen Reserve	<u>1,758</u>	<u>967</u>					
203 Broadway House	Income	2,000	2,067	2,040	(27)			101.3%
	Expenditure	6,363	6,279	6,451	172		172	97.3%
	Movement to/(from) Gen Reserve	<u>(4,363)</u>	<u>(4,212)</u>					
204 Cemetery	Income	102,540	85,785	68,815	(16,970)			124.7%
	Expenditure	127,105	131,126	138,862	7,736		7,736	94.4%
	Movement to/(from) Gen Reserve	<u>(24,565)</u>	<u>(45,341)</u>					
205 Allotments	Income	14,728	14,393	14,900	507			96.6%
	Expenditure	23,796	26,094	27,407	1,313		1,313	95.2%
	Movement to/(from) Gen Reserve	<u>(9,067)</u>	<u>(11,701)</u>					
Grand Totals:- Income		150,786	130,961	113,222	(17,739)			115.7%
Expenditure		246,839	253,207	263,066	9,859	0	9,859	96.3%
Net Income over Expenditure		<u>(96,053)</u>	<u>(122,246)</u>	<u>(149,844)</u>	<u>(27,598)</u>			
Movement to/(from) Gen Reserve		<u>(96,053)</u>	<u>(122,246)</u>					

Committee is requested to consider the budget report to 27 March 2019 and decide on any action it deems necessary.

AGENDA ITEM 7: TOWN HALL UPDATE REPORT

Redecoration of offices

Plasterwork between the windows – particularly in the Registrar's and Felixstowe Forward's office – is deteriorating. Council's caretakers will be removing blown plaster and repairing these areas prior to repainting.

Gas bills

Gas bills continue to be high for the Town Hall. The new boilers have been fitted with a thermostat located on the landing towards the Courtroom Gallery where it is coolest. The previous boilers did not have a thermostat and work is being carried out to ensure the best set up and hopefully reduce the bills.

The gas contract is due 5 May and one month's notice has to be given. Work is being carried out to ensure that the best price for the following year will be obtained.

Committee is requested to note the report on the Town Hall update; and decide on any other actions it deems necessary.

AGENDA ITEM 8: FELIXSTOWE WAR MEMORIAL CONDITION SURVEY UPDATE

On 10th September 2018 a Condition Survey was carried out on Felixstowe War Memorial. A grant of £520 was received from the War Memorials Trust, representing 75% of the survey cost. The survey suggested a range of work that could be carried out within 12 months for a total budget of approximately £12,000.

The next step in the process involved completing a Grants Pre-application form to enquire whether a grant can be applied for to cover the cost of any work. This was submitted on 18 March in time for the grant deadline of 31 March 2019.

However, due to the one-off centenary funds having now been allocated the War Memorial Trust (WMT) now has to raise further funds to make grant awards. WMT has therefore advised that they are currently focused on dealing with current applications and the many projects currently completing which need grants paid. As such, responses to Grants Pre-application forms will be provided as and when they have the capacity to do so and this may not be until towards the end of the year.

Once the pre-application has been accepted the application form can be completed and a formal decision on the application should be made within 2 months of the quarterly assessment deadline.

Committee is requested to note the War Memorial Condition Survey Update.

AGENDA ITEM 9: CEMETERY UPDATE REPORT

Tractor Shelter

Work is now complete on the shelter, (*Min # 326 (ii) 2018/19 refers*). See photos below:



Memorial Tree

Officers have had difficulties contacting JD Engineering, and are exploring other ways of having leaves engraved. Met Craft (fabricators) who supply another Town Council have agreed to supply a sample leaf which will be compared to the current leaves. A sample will be brought to the meeting.

Cemetery Toilets

At the previous meeting it was commented that the toilets at the Cemetery were in need of renovation (*Min # 463 (iii) 2018/19 refers*). Some photos will be circulated at the meeting.

Cemetery staff have advised that the walls inside all lavatories need painting. The radiators are rusty which is probably due to not having enough air flow, a vent in the doors would help with that. All the doors also need repainting and two of the doors at the bottom are beginning to rot – these may be able to be just filled but may need to be replaced. The men's toilet floor is especially bad and a tiled floor would be much easier to maintain. The window is broken and can't be opened.

Currently a bar of soap is provided, however, a soap dispenser would be more hygienic. The systems all flush for now but a plumber has attended to leaks in the past and the flush on the disabled one is very weak.

In view of these comments, Members may wish to consider potential refurbishment of the toilets. Committee should also be mindful of the wider project to expand and improve cemetery facilities which will commence within the next council term.

Yew Tree Hedge

The Yew tree hedge has now been cut down. Below is the before and after, it is now all complete.



Committee is requested to consider the Cemetery update report decide on any actions it deems necessary.

AGENDA ITEM 10: ALLOTMENT UPDATE REPORT

As of 28 March 2019, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	304	286	20	(5)	4 (0)
FERRY ROAD	94	88	6	(0)	0 (0)
RAILWAY HILL	37	34(7)	3	(0)	0 (0)
CEMETERY	12	12	-	0	1 (1)
TAUNTON ROAD	19	8	11	(0)	0
TOTAL	468	428	42	(5)	0(1)

As shown above, there were 42 vacant plots for immediate occupation and 3 prospective tenants ready to sign allotment agreements. There has been a marked improvement on the uptake of allotments over the past year (55 vacancies at this point last year).

The total number of relinquished plots on the Cemetery field to date is 31 and these have now been grassed over for ease of maintenance.

One of Council's grounds maintenance assistants has now completed a vermin control course and will be liaising with FSALG to place traps to deal with a rodent problem which is affecting some areas on the Cowpasture site.

At the last meeting of FSALG, the high water bills were discussed. As a result, meter readings are now being taken on a weekly basis. There is an issue at Taunton Road with Wave (Anglian Water) having a different meter number, which is an error they believe with the takeover from Wave and is in the process of being investigated. There is likely to be a small refund, but it will not be excessive.

Railway Hill mound

Cemetery staff are working on clearing the mound of rubbish on Railway hill allotments. This is much reduced, using a digger to initially sort out and a bonfire, the remainder of the mound can now be spread out when a digger is next available.

Noticeboards

Noticeboards have now been ordered for Ferry Road, Cowpasture Allotments and Railway Hill at a total cost of £1,570+VAT for all three. There is a lead time of 3 weeks. The cost of which, as agreed at the last meeting, will not exceed the total overall Repairs and Maintenance, Equipment Purchases and Vehicles/Tool Hire budget over all premises; (*Min # 463 (ii) 2018/19 refers*).

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

AGENDA ITEM 11: PEEWIT HILL UPDATE REPORT

Members requested an update on actions being taken to treat Japanese knotweed (*Fallopia Japonica*) which was identified on the Peewit Hill site in 2016.

It should be noted that managing Japanese knotweed is the responsibility of the Council as owner of the site. While there is no statutory requirement to control/eradicate this invasive plant, nor is it necessary to report its presence (it is not listed in the Weeds Act 1959), it is advisable to take action to control its spread.

Council must however prevent invasive non-native plants on its land from spreading into the wild and causing a nuisance and prevent harmful weeds from spreading on to a neighbour's property.

The Council's Method Statement for the treatment of Japanese Knotweed is as follows:

The area is controlled by cutting stems then spraying stems and leaves with 65ml Glyphosate diluted within 5 litres of water. Stems are then injected with 2 ml neat Glyphosate. This is carried out approximately every 4 weeks from end of March to end of October. Site is inspected during this time fortnightly.

The Method Statement complies with:

- The Knotweed Code of Practice by the EA
- Wildlife and Countryside Act (as amended) 1981
- Environmental Protection Act (as amended) 1990
- Environmental Protection (Duty of Care) Regulations 1991
- Food and Environment Protection Act (FEPA) Part III 1985
- Control of Pesticides Regulations (as amended) 1986
- Plant Protection Products Regulations 2005
- Plant Protection Products (Basic Conditions) Regulations 1997
- Health and Safety At Work Act 1974
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Construction (Design and Management) Regulations 2007
- Provision and use of Work Equipment Regulations (PUWER) 1998

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

AGENDA ITEM 12: ASSET REGISTER REVIEW

The Council maintains an Asset Register which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Council is required to review its Asset Register at least once annually and this is attached at **Appendix B**.

Although it is common practice for business to depreciate long-term assets for both tax and accounting purposes, this is not recommended for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is therefore shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

The Council's Asset Register has been updated to reflect acquisitions and disposals in the year since 1 April 2018.

Committee is requested to review and approve the Asset Register to 31 March 2019 for onward referral to Annual Council.

AGENDA ITEM 13: NOMINATED ASSET OF COMMUNITY VALUE – LANGLEY AVENUE PLAYING FIELD

The [Assets of Community Value \(England\) Regulations 2012](#) give local groups a right to nominate a building or other land for listing by the local authority as an asset of community value. It can be listed if a principal (“non-ancillary”) use of the asset furthers (or has recently furthered) their community’s social well-being or social interests (which include cultural, sporting or recreational interests) and is likely to do so in the future.

If the owner of the listed asset decides to sell they must inform the local authority of their intention to do so. The community then have up to six weeks to express an interest in becoming potential bidders to buy the asset.

In 2014, the Town Council nominated Langley Avenue Playing Fields, adjacent to Felixstowe Cemetery, as an Asset of Community Value.

As stated in The Localism Act 2011 Section 87 (3) assets are listed for a period of up to 5 years which begins from the date the asset was entered on the list.

Langley Avenue Playing Field was put on the list when the consultation period started on 22 July 2014 and the District Council has advised that it will be removed from the list on 22 July 2019.

Committee is advised that it may submit a full new application to nominate Langley Avenue Playing Field as an Asset of Community Value for a further five years.

Committee is to note that the community asset listing for Langley Avenue Playing Field will expire on 22 July 2019 and consider nominating it for a further five years.
