



## 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 6 February 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 7 November 2018 as a true record. **(Pages 3-7)**

**6. Assets & Services Budget Report**

To receive the Assets & Services Budget report to 30 January 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 10)**
- 9. Cemetery Update Report**  
To receive a report on the Cemetery and consider any actions deemed necessary. **(Page 10-12)**
- 10. Allotment Update Report**  
To receive a report on allotments and consider any actions deemed necessary. **(Page 12-13)**
- 11. Community Public Access Defibrillators Update Report**  
To receive an update on Felixstowe's Community Public Access Defibrillators (CPADS). **(Page 14)**
- 12. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 3 April 2019 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**1 February 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.***



### **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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## 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 30 January 2019 is provided below with a detailed report at **Appendix A**.

| 30/01/2019            | Felixstowe Town Council                                   |                                |                        |                       |                          |                          | Page 1             |               |              |
|-----------------------|---|--------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|--------------|
| 10:41                 | Summary Income & Expenditure by Budget Heading 30/01/2019 |                                |                        |                       |                          |                          |                    |               |              |
| <b>Month No: 10</b>   | <b>Cost Centre Report</b>                                 |                                |                        |                       |                          |                          |                    |               |              |
|                       |   | Actual Last<br>Year            | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       |              |
| 201                   | Town Hall   | Income                         | 22,628                 | 19,136                | 19,967                   | 831                      |                    | 95.8%         |              |
|                       |   | Expenditure                    | 82,443                 | 59,058                | 81,630                   | 22,572                   | 22,572             | 72.3%         |              |
|                       |   | Movement to/(from) Gen Reserve | <u>(59,816)</u>        | <u>(39,922)</u>       |                          |                          |                    |               |              |
| 202                   | Walton  | Income                         | 8,890                  | 6,693                 | 7,500                    | 807                      |                    | 89.2%         |              |
|                       |   | Expenditure                    | 7,133                  | 5,269                 | 8,716                    | 3,447                    | 3,447              | 60.5%         |              |
|                       |   | Movement to/(from) Gen Reserve | <u>1,758</u>           | <u>1,424</u>          |                          |                          |                    |               |              |
| 203                   | Broadway House  | Income                         | 2,000                  | 2,067                 | 2,040                    | (27)                     |                    | 101.3%        |              |
|                       |   | Expenditure                    | 6,363                  | 5,396                 | 6,451                    | 1,055                    | 1,055              | 83.7%         |              |
|                       |   | Movement to/(from) Gen Reserve | <u>(4,363)</u>         | <u>(3,329)</u>        |                          |                          |                    |               |              |
| 204                   | Cemetery  | Income                         | 102,540                | 67,869                | 68,815                   | 946                      |                    | 98.6%         |              |
|                       |   | Expenditure                    | 127,105                | 108,546               | 138,862                  | 30,316                   | 30,316             | 78.2%         |              |
|                       |   | Movement to/(from) Gen Reserve | <u>(24,565)</u>        | <u>(40,677)</u>       |                          |                          |                    |               |              |
| 205                   | Allotments  | Income                         | 14,728                 | 14,054                | 14,900                   | 846                      |                    | 94.3%         |              |
|                       |   | Expenditure                    | 23,796                 | 21,571                | 27,407                   | 5,836                    | 5,836              | 78.7%         |              |
|                       |   | Movement to/(from) Gen Reserve | <u>(9,067)</u>         | <u>(7,517)</u>        |                          |                          |                    |               |              |
| <b>Grand Totals:-</b> |   | Income                         | <b>150,786</b>         | <b>109,819</b>        | <b>113,222</b>           | <b>3,403</b>             |                    | <b>97.0%</b>  |              |
|                       |   | Expenditure                    | <b>246,839</b>         | <b>199,840</b>        | <b>263,066</b>           | <b>63,226</b>            | <b>0</b>           | <b>63,226</b> | <b>76.0%</b> |
|                       |   | Net Income over Expenditure    | <u>(96,053)</u>        | <u>(90,021)</u>       | <u>(149,844)</u>         | <u>(59,823)</u>          |                    |               |              |
|                       |   | Movement to/(from) Gen Reserve | <u>(96,053)</u>        | <u>(90,021)</u>       |                          |                          |                    |               |              |

**Committee is requested to consider the budget report to 30 January 2019 and decide on any action it deems necessary.**

## **AGENDA ITEM 7: TOWN HALL UPDATE REPORT**

### Evacuation sledge, Stair-risers and Lift Training

Training on the Evacuation sledge, Stair-risers and Lift have been carried out, with all Councillors and staff invited. There will be another training session offered for those who could not attend the previous two dates.

### Rear disabled entrance stair-riser

The Clerk approached the Disability Forum and they have agreed that now that the longer ramp is in place, the stairiser is no longer needed in the rear disabled entrance. An electrician will be employed to disconnect and the stairiser will be dismantled and kept for spares.

### Office Furniture

The new office furniture as agreed at the last meeting (*Min #322 2018/19 refers*) was delivered just before Christmas and has smartened up the reception areas.

### Automatic Emergency Defibrillator (AED)

At the previous meeting Members had considered and agreed the purchase of an Automatic Emergency Defibrillator (AED) for use inside the Town Hall. This has now been purchased and has been erected on the wall just inside the glass doors in reception by the second window hatch.

There is a demonstration video available at  
<https://www.youtube.com/watch?v=3uhZPzvyu10>

### Redecoration of the Clerk's Office (as a publically available wedding venue)

The caretaking staff have repainted the Clerk's Office so it is much brighter and smarter for weddings. A new carpet shampooer has been purchased and the caretakers have managed to get rid of some stains that were present on the carpet, and the machine can now be used elsewhere in the Town Hall and the carpeted area of Walton Community Hall.

### Gas

For the past four years a 1 year contract has been taken out in May of each year, using several brokers to obtain the best price for gas (and electricity) available at the time. With two new boilers it was hoped that they would be efficient enough to save any increase in gas prices. However, the best price from last year has risen from 2.13 pence per kWh with a standing charge of 167.70p per day to 3.25p/kWh with a S/C 20p per day, on our usage last year this is an increase of approximately £300.

The new boiler has been fitted with a thermostat located on the landing towards the Courtroom Gallery where it is coolest. When a high monthly bill came in for December, experiments were carried out to try and reduce the temperature on the thermostat and also turning off the heating at the weekend but both were

unsuccessful causing the Town Hall to be rather chilly. It is likely that there will be an overspend on the Gas budget this year, work will continue to be carried out to ensure that the best price is obtained for the year 2019/20.

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

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## **AGENDA ITEM 8: FELIXSTOWE WAR MEMORIAL CONDITION SURVEY UPDATE**

On 10<sup>th</sup> September 2018 a Condition Survey was carried out on Felixstowe War Memorial. The report alongside invoices and a Completion Report were sent to the War Memorial Trust in October. The War Memorial Trust reported having a very heavy workload when this was chased in January 2019.

A letter was received on 1 February to confirm that they have authorised payment of 75% of the survey cost to the sum of £520, and payment is expected by BACS in the next few days. Now that the payment is being made, they will be in touch again shortly to advise on the next steps to take if we wish to move the project forward.

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

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## **AGENDA ITEM 9: CEMETERY UPDATE REPORT**

### Tractor Shelter

At the previous meeting, Committee agreed that the Clerk and Chairman of Assets & Services be delegated authority to choose the best solution for the Tractor Shelter (*Min # 326 (ii) 2018/19 refers*). After a site visit and further quotes, a double unit with concrete base, steel frame, flat roof and double doors to the front with a single door to the back of the unit will be erected and electrics and guttering will also be included. The final cost of the work will be £9,666 + VAT and the work is expected to start on 18 February.

### Memorial Tree and New Memorial Garden

The three engraved leaves were refurbished and replaced on the tree in October and are looking really good. However, no other leaves have been refurbished which was promised. The Deputy Town Clerk is chasing and hopefully an update can be given at the meeting.

Uptake on the New Memorial Garden is still slow, and although all Funeral Directors have been contacted to see if it is something that can be offered with a commission based incentive, their response was that they cannot be seen to recommend one type/place for memorials.

## Dirt Mound

For decades, there has been a dirt mound situated on the Cemetery allotments, made up of waste soil from the Cemetery. As the majority of the allotments on the site are now vacant, a member of the cemetery staff team spent a day with a mini



digger to spread the dirt out on the cemetery allotment. Using the Allotment Repairs and Maintenance budget a 5 ton digger is now going to be hired alongside a tipper to completely flatten the mound out and grass seed will then be sown in the spring.

## Yew Tree Hedge

Quotes have been obtained to reduce the height of the two long Yew tree hedges which cross the cemetery, to a more manageable level of approximately 7 feet high. The work will include branch debris being chipped and the wood timber being cut into manageable size logs. The total cost of this work has been quoted at £1,950. SCNorse were also contacted for a quote but they declined as it is such a big job, sub-contracting the the quote to another firm who have quoted £2,800 +VAT. Although the work could be carried out in-house, the hire of the equipment alone has been quoted at £940 for 2 weeks, and to complete the hedge in approximately this amount of time, it would take three ground staff with undisturbed work. The time would need to be extended if funerals were to come in and all other work would have to be postponed for the period. It would be less disturbing for visitors to the cemetery to complete the work in as short as time as possible.

Some of the expense can come from the Cemetery Repairs and Maintenance budget but there is currently only just over £1,000 left in that budget. A spend across all the Repairs and Maintenance similar to what has been agreed for the Town Hall Repairs and Maintenance (R&M) budget would be very tight and if the cost is split across Cemetery and Allotments R&M it is likely to also cause a small overspend on

the Cemetery R&M budget. Committee should consider whether approval from Council should be sought for a small overspend, alternatively approval could be sought for the cost of the Yew Tree hedge work to come from the Cemetery Projects Earmarked Reserve. One other option would be to take the expense from the Cemetery Equipment budget which should still be within budget at the end of the year.

Once the Yew Hedge is reduced to this more manageable height, the cemetery staff will be able to maintain it in-house on a regular basis.

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

## **AGENDA ITEM 10: ALLOTMENT UPDATE REPORT**

As of 29 January 2019, allotment vacancies were as follows:

| <b>SITE</b>  | <b>Total plots</b> | <b>Occupied (grassed over)</b> | <b>Vacant</b> | <b>Waiting List (Specific plot)</b> | <b>Cultivation Orders (Notice given)</b> | <b>Paid Invoices</b> | <b>Unpaid Invoices</b> |
|--------------|--------------------|--------------------------------|---------------|-------------------------------------|--|----------------------|------------------------|
| COWPASTURE   | 304                | 277                            | 27            | (4)                                 | 4 (0)                                    | 276                  | 1                      |
| FERRY ROAD   | 94                 | 85                             | 9             | (0)                                 | 0 (0)                                    | 85                   | 10                     |
| RAILWAY HILL | 37                 | 32(7)                          | 5             | (0)                                 | 0 (0)                                    | 32                   | 0                      |
| CEMETERY     | 12                 | 12                             | -             | 0                                   | 1 (1)                                    | 12                   | 0                      |
| TAUNTON ROAD | 19                 | 9                              | 10            | (0)                                 | 0  | 9                    | 0                      |
| <b>TOTAL</b> | <b>466</b>         | <b>415</b>                     | <b>51</b>     | <b>(4)</b>                          | <b>0(1)</b>                              | <b>414</b>           | <b>1</b>               |

At present there are 51 vacant plots for immediate occupation and 6 prospective tenants ready to sign allotment agreements. This time last year there were 79 vacant plots so there has been a significant improvement on the uptake of allotments over the past year. The total number of relinquished plots on the Cemetery field to date is 31.

Further to the recent discovery that the water bills at Cowpasture allotments had been based on estimated readings for some time, an accurate reading has been given to Wave (Anglian Water) which has resulted in 2 high bills totalling £2,397.31 for the Cowpasture allotments, this has created an overspend on the Water Allotment Budget and is also due to the hot dry summer we had in 2018. The possibility of a leak was investigated and has been ruled out. The budget for 2019/20 has been considered in light of this.

In order to help prevent fly tipping at Railway Hill Allotments, a heavy duty bollard has been purchased and cemented in place at the Stour Avenue entrance (the Coronation Drive entrance doesn't allow for cars or vans to fully enter the site).

Further to the visit by Members to the allotments last summer, Members commented that the noticeboards at Ferry Road, Cowpasture Allotments and Railway Hill were in disrepair and should be replaced. Several quotes were sought for a noticeboard on legs with Felixstowe Town Council header made from recycled plastic. The noticeboard with the most competitive price and meeting the requirements costs a total of £1,570+VAT for all three, delivered, in either an oak or mahogany effect with double doors and inscribed headers: <https://www.kedel.co.uk/engraved-plaques/recycled-plastic-information-stand-notice-board-two-door.html>



If Committee agree to purchase the three noticeboards, a recommendation to Council to take the £1,570 net from the Asset Repairs and Replacement Earmarked Reserve would be required.

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

## **AGENDA ITEM 11: DEFIBRILLATORS**

The two defibrillators are now in place outside Broadway House, Orwell Road and outside the East of England Co-operative store, Hamilton Road and will be checked weekly by our staff. A news post is currently on the website detailing all 10 defibrillators in Felixstowe and can be found here <https://www.felixstowe.gov.uk/two-new-public-access-defibrillators-installed-in-felixstowe-after-generous-donation-by-the-felixstowe-society/>

The Beach Hut Association is also arranging for a defibrillator to be placed on the toilets at the Dip and once this is done a separate page will be created on the website listing them all.

Posters have been created listing the existing 10 defibrillators installed in Felixstowe and are displayed on the noticeboard at the front of the Town Hall and at the Library.