



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 6 June 2018** 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 4 April 2018 as a true record. **(Pages 3-7)**

**6. Assets & Services Budget Report**

To receive the Assets & Services Budget report to 29 May 2018 and consider any actions deemed necessary. **(Page 8 & Appendix A)**

**7. Town Hall Update Report**

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

**8. Broadway House Update Report**

To receive a report on Broadway House and consider any actions deemed necessary. **(Page 10)**

**9. Cemetery Update Report**

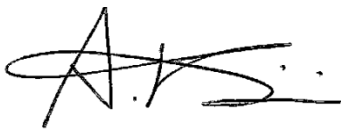
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Page 11)**

**10. Allotment Update Report**

To receive a report on allotments and consider any actions deemed necessary. **(Page 13)**

**11. Closure**

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 5 September 2018 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**1 June 2018**

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.***



#### **594. CONFIRMATION OF MINUTES**

**It was RESOLVED that:**

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

#### **595. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 28 March 2018.

**RESOLVED that the Budget Report to 28 March 2018 be received and noted as presented with no other action required at this time.**

#### **596. TOWN HALL UPDATE REPORT**

The sample of the new Highline 910 carpet for the Council Chamber and Chairman's room was circulated. Members were pleased with the colour and design. Work will be completed to fit around bookings and meetings held.

Members received a history of the Town Council's involvement in the Salzwedel Partnership Association, and Members agreed that both the twinning partnerships were an intrinsic part of Felixstowe Town Council and were an asset to be proud of. Members considered allowing the Salzwedel Association the use of the Council Chamber for an evening for their AGM, and were happy to make this a formal resolution. This arrangement would be extended to Felixstowe Wesel Association if requested.

**RESOLVED that**

- i. the Town Hall Update Report be noted;**
- ii. The Felixstowe and Salzwedel Partnership Association are allowed to use the Council Chamber for their AGM for one evening each year without charge, this arrangement would be extended to the Felixstowe Wesel Association if requested;**

#### **597. TOWN HALL MAINTENANCE WORKS**

Committee noted the report regarding the Town Hall Maintenance Works, and would be happy for the work to be started as soon as is practical in one complete phase.

**RESOLVED that**

- i. the Town Hall Maintenance Works update report be noted;**
- ii. it be recommended to Council that the Contractors are requested to carry out the work in one complete phase as soon as practically possible.**

#### **598. HERITAGE OPEN DAY**

Committee noted the report regarding the Heritage Open Day and agreed that the Town Hall should open on Sunday 9<sup>th</sup> September from 10am – 4pm. Three committee members volunteered their help on that day.

Members suggested that some boards are put up regarding the history of the Town Hall and also information about the Suffragettes.

**It was RESOLVED that the Heritage Open Day update report be noted.**

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

Committee noted the report regarding the Felixstowe War Memorial. The Deputy Town Clerk gave a verbal update on the resubmission of the application with further details gained from the preferred Architect for the Full Condition Survey Grant.

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

#### **600. WALTON COMMUNITY HALL UPDATE REPORT**

Members noted the Walton Community Hall update report, with details of the high electricity bill received for the quarter 1 December to 28 February. Members considered options available, and requested that the Deputy Town Clerk looks at whether the Economy 7 tariff was in fact the cheaper option for Walton Community Hall at the next renewal in May 2018. As the electricity bills for the year 2017/18 were within budget and covered by the receipt of hiring fees, Members requested to be updated following receipt of further bills. Members stressed the importance of ensuring that the hall was warm enough for the community groups which hire the hall.

**RESOLVED that**

- i. the Walton Community Hall update report be noted.**
- ii. the Deputy Town Clerk investigate whether it is cost effective to continue with the Economy 7 tariff at next renewal in May.**

#### **601. BROADWAY HOUSE UPDATE REPORT**

Members noted the Broadway House update report, and the circulated photographs of the new rear doors and gate at the rear of Broadway House.

**It was RESOLVED that the Broadway House update report be noted.**

## **602. CEMETERY UPDATE REPORT**

Committee received the Cemetery update report, and noted that the Clearkskies Cemetery software BACAS would be purchased shortly.

Members requested an update on the condition of the Memorial tree and also figures on how many plaques have been sold in the new Memorial Garden. The Deputy Town Clerk will bring these items to the next Assets and Services meeting.

**RESOLVED that**

- i. the Cemetery update report be noted.**
- ii. the Deputy Town Clerk reports back to Committee on the condition of the Memorial tree and figures of memorial plaques and leaves sold in the New Memorial Garden.**

## **603. ALLOTMENT UPDATE REPORT**

Committee noted the Allotment Update Report, and the details of work to be carried out by FSALG on repairs and improvements to the car parking area and road repairs at Cowpasture Allotments.

**It was RESOLVED that the Allotment update report be noted.**

## **604. ASSET REGISTER REVIEW**

Committee reviewed the Asset Register and noted that no additions or deletions of assets had been made during the year 2017/18.

The total of fixed assets for the annual return on 31st March 2018 was noted as £50,788.97, resulting in a nil net change in fixed assets value between 31<sup>st</sup> March 2017 and 31<sup>st</sup> March 2018.

**It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.**

## **605. ITEMS TO CONSIDER FOR SALE**

Members viewed and considered the items that had been valued by a local auctioneer. Members were keen to donate the F H Potter enamel signs to the Felixstowe Museum as it was felt that these were an important part of the history of Felixstowe. Members were also keen that the pictures should be looked after and displayed if possible at the Town Hall. Members agreed that the remainder of the items be auctioned, and would like to consider whether the funds should be earmarked for a Town Hall historic fund, once the figure is known.

It was **RESOLVED** that the following items be auctioned, and future consideration made into whether the funds should be earmarked to a Town Hall 'historic' fund:

<b>Item</b>	<b>Estimate</b>
<b>Silver salver</b>	<b>£180 - £250</b>
<b>Silver drama trophy</b>	<b>£80 - £120</b>
<b>Silver allotment trophy</b>	<b>£80 - £120</b>
<b>Silver cigarette box</b>	<b>£50 - £75</b>
<b>Four commemorative coin set ashtrays</b>	<b>£20 - £40</b>
<b>Quantity of printing blocks</b>	<b>£30 - £50</b>

**606. CLOSURE**

The meeting was closed at 8.26pm. The next meeting was noted as being scheduled for Wednesday 6 June 2018 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 29 May 2018 is provided below with a detailed report at **Appendix A**.

29/05/2018		Felixstowe Town Council					Page No 1	
16:28		Summary Income & Expenditure by Budget Heading 29/05/2018						
Month No : 2		Cost Centre Report						
		Actual Last	Actual Year	Current	Variance	Committed	Funds	% Of
		Year	To Date	Annual Bud	Annual Total	Expenditure	Available	Budget
201 Town Hall	Expenditure	82,443	8,255	81,630	73,375		73,375	10.1 %
	Income	22,628	11,323	19,967	-8,644			56.7 %
202 Walton	Expenditure	7,133	858	8,716	7,858		7,858	9.8 %
	Income	8,890	519	7,500	-6,981			6.9 %
203 Broadway House	Expenditure	6,363	971	6,451	5,480		5,480	15.0 %
	Income	2,000	0	2,040	-2,040			0.0 %
204 Cemetery	Expenditure	127,105	21,162	138,862	117,700		117,700	15.2 %
	Income	102,540	18,065	68,815	-50,750			26.3 %
205 Allotments	Expenditure	23,796	3,721	27,407	23,686		23,686	13.6 %
	Income	14,728	179	14,900	-14,721			1.2 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>								
	Expenditure	<b>246,839</b>	<b>34,968</b>	<b>263,066</b>	<b>228,098</b>	<b>0</b>	<b>228,098</b>	<b>13.3 %</b>
	Income	<b>150,786</b>	<b>30,085</b>	<b>113,222</b>	<b>-83,137</b>			<b>26.6 %</b>
	Net Expenditure over Income	<b>96,053</b>	<b>4,883</b>	<b>149,844</b>	<b>144,961</b>			

**Committee is requested to consider the budget report to 29 May 2018 and decide on any action it deems necessary.**



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

### Carpet

The new carpet for the Council Chamber and Chairman's room was laid prior to the Annual Council Meeting. There are a few minor issues which will be rectified very shortly including the addition of new metal thresholds to the Chairman's room and Chamber and also install some beading to the dais.

### Boilers

There are two boilers in operation at the Town Hall which service all the radiators and provide hot water. At the beginning of April, one of the boilers had a small leak and an engineer was called out to rectify which included the fitting of a new heat exchanger and sump to the cost of £636.58 +VAT. The engineer came to do the annual service on both boilers last week and the other boiler now has the same problem, and although it is not leaking much, it is enough to make it not safe to switch back on. Another issue was also discovered with a valve needing replacement; otherwise the boilers are both firing up even if the heating is turned off at the switch. The cost to repair the boiler and the valve is £912.50 + VAT.

The boilers were both fitted when the Town Hall was refurbished, making them just over 10 years old. There are two domestic boilers currently sited in the boiler room, and there are two reasons this was probably done this way. Firstly by having domestic boilers, there are more gas engineers who are able to work on a domestic boiler (commercial boilers are more specialised and require further training for engineers). Secondly by having two boilers, if one breaks down the other one can cope in the short term with the heating and hot water for the Town Hall. The approximate cost to replace each boiler is approximately £3,500 each boiler. Quotes could be sought for a commercial boiler if Committee thought this could be an option.

One boiler is sufficient to heat the hot water in the Town Hall, but the other boiler will need to be mended before the end of summer, unless Committee felt now was a good time to initiate replacement of one or both. If fixed, the boilers should last a few more years but due to their age there may be little things go wrong with it.

**Committee is requested to note the Town Hall update, and decide on any action it deems necessary.**

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## **AGENDA ITEM 8: BROADWAY HOUSE UPDATE REPORT**

### Carpet

FOPWA have now chosen the pattern and colour of the carpet, and this will be purchased shortly. Prior to this, redecoration will be carried out to paint the internal walls and woodwork before the laying of the new carpet. This painting work will be carried out in-house by Council's caretakers. The work is likely to take place in the summer in consultation with FOPWA of when is the best time to do the painting and laying of the carpet.

### Doors

There have been some issues with the fitting of the rear doors which Orwell Housing recently arranged to be replaced. Two new rear doors are on order and should be refitted shortly.

The new electronic internal door has now been fitted, and is working well.

### Outside area

There had been an issue with weeds at the back, it has now been arranged that Orwell Housing will carry this out regularly. A wobbly fence will also be fixed by Orwell Housing. Smoking outside has become an issue, and we are awaiting instruction from FOPWA as to whether we need to provide a 'no smoking' sign.

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

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

### Tractor

Council owns a small tractor, a Kubota B1610, which was purchased second-hand in November 2004 for £5,600 with additional Cultivator attachment purchased new at £1,450, Topper £740 and Plough at £1,139. The tractor has required a few repairs in the past, most recently in December 2015 (£700); October 2017 (£304) and some minor repairs to the seat. Being over 13 years old it has given good service to the Council and a replacement should be considered soon. The cultivator attachment is currently leaking oil and is not able to be used without repair, the cost of which is unknown at this time.

With more grassed areas needing cutting e.g. Cemetery allotments, grass pathways between allotment plots etc., investigations have been made into obtaining a mount mower to attach to the tractor. However, it is not possible to attach this to the existing tractor and a rear mower would need to be purchased which is less practical.

Three quotes have been obtained for a new Kubota B1181 Compact Tractor including 48 inch cutter deck as follows:

Company A £10,476.15 + VAT

Company B £ 9,000.00 + VAT

Company C £10,250.15 + VAT

Company C has offered part exchange value of £2,250 for Council's Tractor, Rotovator, Plough and Topper Mower, reducing the quote to Company C to £8,000+VAT

If Committee approves the purchase or part exchange of the tractor for a newer version the benefits would be reliability, less maintenance costs and it would come with a warranty. The new tractor would have a higher towing capability, and would help with the increase in grassed areas that will need cutting. The tractor will meet modern health, safety and emission standards.

The above costs are without a tiller/cultivator. Currently, when allotment plots are relinquished, they are rotavated by Council staff and geotextile is put down to stop weed growth until a new tenant is found. The geotextile reduces the need for repeated maintenance visits by Council staff. Discussions will be held with FSALG to agree a process to minimise intervention by Council staff in order to save time spent on cultivating vacant plots.

If it is determined that staff will still be required to rotavate vacant plots a rotary tiller purchased from Company C would cost £2,250.00 + VAT. Members are advised that in order to rotovate the tractor would need an extra set of wheels, one for mowing and towing (turf), and a set of agricultural tyres for cultivating.

A ride on mower has also been considered but this would not be so practical, and would not be able to tow a trailer.

The cost of a new tractor, if agreed could come out of the Cemetery Project Earmarked Reserve and would require authorisation at full Council.

### Memorial Tree

The leaves on the tree are deteriorating and so some investigations have been made.

The Cemetery and Allotment Officer has spoken with two other organisations who purchased the tree from the same supplier, and they both have had problems with the leaves deteriorating. One has found a different supplier who makes them, and they have found a different engraver. The leaves are then lacquered which seems to be better and they do also occasionally Brasso the leaves and clean them at every point of the process, which they are hoping helps. The other organisation is currently looking for a different company to source the leaves.

Further investigations are being made with the supplier as to how the condition of the existing leaves can be helped and if this is not successful then an alternative supplier can be sourced.

### Memorial garden statistics

As requested at the last meeting, please see below sales statistics for the New Memorial Garden since it opened on 12 April 2017:

3 brass leaves on the memorial tree for a period of 10 years @ £180	= £540
2 Rose bushes in memorial garden with plaques @ £304.80	= £609.60
4 Granite plaques on the kerbing @ £294	= £1,176
1 Granite plaque on a bench	= £588
Income 2017/18	= £2,913.60

Memorial brochures have been distributed to all Funeral Directors, the Registrars and various locations around the town.

### Clearskies Software

The software has been ordered and will be installed and paid for once an apprentice has started so that training can be delivered to several staff in one go, it is likely to be in the summer. This will maximise capacity amongst the team.

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

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

As of 1 June 2018, 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>
COWPASTURE	298	280	18	(5)	2 (0)
FERRY ROAD	94	86	8	(0)	2 (0)
RAILWAY HILL	43	36(5)	2	(0)	2 (0)
CEMETERY	15	15	-	0	0 (0)
TAUNTON ROAD	18	10	8	(0)	0
<b>TOTAL</b>	<b>468</b>	<b>432</b>	<b>36</b>	<b>(5)</b>	<b>2 (0)</b>

There are currently 36 vacant plots for immediate occupation and 3 prospective tenants to sign allotment agreements. There has been a significant improvement on the uptake of allotments.

Paths have been widened on the landlocked plots on Cowpasture, and these are now generally accessible. Geotextile has been applied to rotovated plots for low maintenance until ready to offer to new tenants.

The total number of vacant plot on Cemetery field to date is 28.

The community orchard on Ferry Road is now being planted, and the car park is being used regularly.

The next meeting with FSALG will be held on location at the Cowpasture allotment site.

Further supplies of crushed concrete were offered to FSALG to repair the damage to roadways on Cowpasture caused by the bad weather. FSALG laid 33 tonnes in the car park area and the roadways which has helped to improve the area.

The approach to Railway Hill has also now been repaired.

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

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