

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 27 November 2019** at **7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr M Morris
 Cllr S Harkin (Vice-Chairman) Cllr A Smith

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

330. PUBLIC QUESTIONS

There were none.

331. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison, Cllr T Green, Cllr G Newman, Cllr D Savage** and **Cllr K Williams**.

332. DECLARATIONS OF INTEREST

There were none.

333. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 25 September 2019** be signed by the Chairman as a true record.

334. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 20 November 2019.

RESOLVED that the **Budget Report to 20 November 2019** be received and noted as presented with no other action required at this time.

335. ENERGY PERFORMANCE CERTIFICATE

Committee considered the report explaining the requirement of a Display Energy Certificate (DEC) and the differences between both DEC's and Energy Performance Certificates (EPC's). Quotations received to carry out EPC's and DEC's at Council's properties were reviewed.

Members noted that the quote received from Company A was significantly lower than the other two quotes provided. The Deputy Town Clerk agreed to review the advisory reports to ensure that they were of a comparable standard and clarify whether a contract for renewal is required, as the DEC should be renewed each year. If it was clear that Company A is providing the same as Company B then Members agreed that the EPC's and DEC's should be sought as soon as possible from Company A.

It was noted that the cost of the EPCs and DEC's from Company A could be met from the Repairs and Maintenance budgets.

RESOLVED that, subject to Company A providing extensive reports and there being no ongoing contract, EPCs and DEC's should be obtained for all Council properties to provide a benchmark for future energy efficiency improvements.

336. TOWN HALL UPDATE REPORT

Committee received the Town Hall Update Report. Photographs of the condition of some of the Town Hall windows were circulated. Members agreed that as some of the windows are single glazed and some have secondary glazing panels, research was needed to find a solution, whether it be a high-quality repair or replacement UPVC windows. Advice should be sought from the Conservation Officer at East Suffolk Council and research made into energy saving window replacements. The caretakers have recently carried out urgent repairs and will keep maintaining until the best solution is found.

Members discussed the repair to the passenger lift and agreed that a recommendation should be made to Council to carry out the repair of £846 + VAT to be taken from the Town Hall Earmarked Reserve.

Committee discussed the requirement to seek Council approval to spend any earmarked reserves as far as Council properties and assets were concerned. When budget setting, it is difficult to foresee unexpected costs insofar as it relates to essential building maintenance. At Annual Council the Terms of Reference for each Committee are agreed, and it may be prudent to suggest to Council that the Assets & Services Committee are given certain authority to spend defined earmarked reserves up to a capped limit e.g. £20,000.

It was RESOLVED that:

- i. the Town Hall update report be noted;**
- ii. investigations be made into the front elevation windows of the Town Hall with a report being brought back to Assets & Services committee in 2020;**
- iii. Council be recommended to approve the maintenance repair work of the hydraulic hose on the main lift at a cost of £846 +VAT, to be authorised via the Town Hall Maintenance Earmarked Reserve 9065/900; and,**
- iv. Annual Council be recommended to adapt the Terms of Reference to include authority to the Assets and Services Committee to spend defined earmarked reserves to a capped limit.**

337. WALTON COMMUNITY HALL UPDATE REPORT

Committee received the report on Walton Community Hall.

It was RESOLVED that the Walton Community Hall update report be noted.

338. BROADWAY HOUSE UPDATE REPORT

Committee received the report on Broadway House.

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

339. CEMETERY UPDATE REPORT

Committee noted the update on the memorial tree, a further report will be brought to committee in due course. Members discussed green waste and were concerned that a compost heap at the Cemetery Allotment field would require extra management. Currently green waste is separated from general waste and is taken away by East Suffolk Norse. If it is taken away to the same place as the domestic brown bins then the disposal is understood to be an ecologically sound solution. The Deputy Town Clerk will obtain reassurance of where the green waste goes after it is collected and if this is a very environmentally friendly way of disposal then members felt to reduce the use of bonfires, green waste skips should be continued.

Members agreed it was important to encourage Allotment holders to compost, and work would be carried out to promote this.

It was RESOLVED that:

- i. the cemetery update report be noted;**
- ii. the Deputy Town Clerk makes enquiries as to disposal of green waste once the green waste skip is taken.**

340. FELIXSTOWE WAR MEMORIAL

Committee discussed the details in the consultation report from Historic England. The recent condition survey carried out last year had stated that the dove appeared to be made of a resin, but Heritage England had recorded the dove as being made from bronze. Members recalled the dove being replaced around 1986 by Brafe Engineering and agreed that it was likely to be bronze. The Deputy Town Clerk agreed to make further investigations with the Architect/Surveyor who carried out the condition survey last year and it was suggested that the former Town Clerk be contacted for advice. Once this had been confirmed then the Deputy Town Clerk would submit Council's comments on the Historic England's consultation report for assessment of the War Memorial to possibly be included on the statutory list of buildings of special architectural or historic interest.

It was RESOLVED that:

- i. further investigations be made to confirm the dove material; and,**
- ii. the Deputy Town Clerk responds to Historic England's consultation report for assessment of the War Memorial with a correction of address, and WWII tablet material by the deadline 2nd December 2019.**

341. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information alongside details of a request for a resident to donate a tree to the northern pedestrian access to Ferry Road Allotments.

It was RESOLVED that:

- i. the Allotments Update Report be noted; and,**
- ii. the offer of a tree to be planted along the northern pedestrian access route to Ferry Road allotments, with future maintenance to be the responsibility of Felixstowe Town Council, be accepted.**

342. DRAFT BUDGET CONSIDERATIONS 2020-21

Committee considered first draft proposals for its element of the Council's 2020-21 budget and reviewed the accompanying notes to the budget estimates in the report. The Clerk explained that this budget is based on existing expectations, however after the Business Planning workshops Council may need to make changes to the budget accordingly.

It was RESOLVED that the draft proposals for the Asset & Services element of the Council's 2020-21 budget be recommended, as per the report, to Council's Finance & General Purposes for further consideration.

343. CLOSURE

The meeting was closed at 8.29pm. The next meeting was noted as being scheduled for Wednesday 26 February 2019 at 7.30pm.

Date: _____

Chairman: _____