

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 26 June 2019** at **7.30pm**

PRESENT: Cllr S Harkin (Vice Chairman in the Chair)
Cllr D Aitchison
Cllr G Newman
Cllr M Morris
Cllr D Savage
Cllr A Smith
Cllr K Williams

OFFICER: Mr A Tadjrishi (Town Clerk)

In the absence of the Chairman, Vice-Chairman Cllr S Harkin was in the chair.

90. PUBLIC QUESTIONS

There were none.

91. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

92. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

93. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 3 April 2019 be signed by the Chairman as a true record.

94. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 19 June 2019.

The Clerk provided an explanation on a number of items on the budget and confirmed that, in his view, there were no matters requiring action.

RESOLVED that the Budget Report to 19 June 2019 be received and noted as presented with no other action required at this time.

95. TOWN HALL UPDATE REPORT

Committee noted the Town Hall Update Report. Members considered the recommendations from MPS Doors on the work for additional safety features to the automatic rear access door as set out in BSEN 16005 guidance. Members agreed that this work should be carried out and a recommendation for the cost to be met from the Town Hall Maintenance Earmarked Reserve should be made to Council.

Members were pleased to note that Norse's Insurers had agreed to pay for the shattered window in the Courtroom Gallery caused by debris from a strimmer.

Committee noted the recommendations for remedial work by Council's alarm contractor and requested that further quotations be sought for comparison purposes. It was agreed that this should not delay the work however and that approval for the full cost of the works should be sought from Council to be met from the Town Hall Maintenance Earmarked Reserve.

It was RESOLVED that:

- i. Council be recommended to approve the cost of £815 +VAT, for safety works to the Town Hall automatic rear entrance door, via the Town Hall Maintenance Earmarked Reserve 9065/900; and,**
- ii. Further quotes be obtained for the remedial work required for the emergency lighting and alarm system. Council be recommended to approve the work at a maximum cost of £2,400 +VAT, to be authorised via the Town Hall Maintenance Earmarked Reserve 9065/900.**

96. BROADWAY HOUSE UPDATE

Committee received the report on Broadway House. Members who had attended earlier in the day on a tour of Council's assets were pleased to note the high standard of the facility. However, it was requested that the weeds and doors at the front of the building should receive some attention. The Clerk confirmed that Orwell Housing would be contacted to see if they could carry out this work.

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

97. CEMETERY UPDATE REPORT

Committee considered three quotes for a new lawn mower, as the current one needed replacing. Members agreed to go with Company A at £515 + VAT, and for the item to be added to the Asset Register upon purchase.

Members discussed the leaves at the Memorial Tree and were concerned about the increasing demand on Council staff resources if weekly polishing were to be the norm. The environmental effect of using products such as Brasso was queried. The Clerk was requested to bring further options to the next Assets &

Services Committee, to include the cost of continuing regularly polish the leaves, and an appraisal of other materials that could be used for the leaves themselves.

Committee considered the three quotes to refurbish the toilets. The Clerk clarified that the third quote was both the cheapest and most comprehensive. Whilst it was not expected to include any electrical works beyond the installation work quoted, the Clerk advised that were this to be required it would be a separate job subject to further quotes.

Committee agreed that Company C should be commissioned to carry out the work and that it be recommended to Council that the cost of £5,710+VAT be approved from the Cemetery Projects Earmarked Reserve. Members suggested that a representative from the Suffolk Disability Forum be invited to consider the layout of the accessible toilet facilities.

It was RESOLVED that:

- i. The 2019 model Husqvarna LB553S Lawnmower be purchased at a cost of £515 +VAT and be added to Council's Asset Register; and,**
- ii. a report be brought to next Assets & Services Committee regarding options for the memorial tree; and,**
- iii. Council be recommended to approve the renovation of the Cemetery Toilets at a cost of £5,710 +VAT, to be authorised via the Cemetery Projects Earmarked Reserve 9040/900**

98. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information.

Members requested that further to the new addition of a second bollard on the entrance to Railway Hill Allotments, a notice regarding accessibility is put into the new noticeboard to inform allotment holders how they can get vehicular access if necessary.

Members discussed the large trees at Taunton Road Allotments, bordering Garrison Lane, a tree survey had been carried out in 2016 and the Town Clerk advised that he would provide clarification as to the trees in question were the responsibility of the Town Council and, if so, whether any work was recommended.

It was RESOLVED that:

- i. the Allotments Update Report be noted;**
- ii. A notice regarding accessibility is put into the new noticeboard at Railway Hill Allotments; and,**

- iii. **further investigation is made into the tall trees bordering Garrison Lane adjacent to the Taunton Road Allotments**

99. ASSET TOUR UPDATE

Members present who had attended the asset tour earlier in the day provided a verbal update to Committee.

It was noted that the tour had provided some much-appreciated context prior to the meeting and that Council's assets were being well-maintained.

RESOLVED that the Asset Tour Update be noted.

100. CLOSURE

The meeting was closed at 8.34pm. The next meeting was noted as being scheduled for Wednesday 25 September 2019 at 7.30pm.

Date: _____

Chairman: _____