



TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr N Barber (Chairman)

Cllr S Harkin (Vice Chairman)

Cllr D Aitchison

Cllr T Green

Cllr M Morris

Cllr G Newman

Cllr D Savage

Cllr A Smith

Cllr K Williams

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 26 June 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 is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.

2. Apologies for Absence

To receive any apologies for absence.

3. Declarations of Interest

To receive any declarations of interest and to consider requests for dispensations from Members on any matters in which they have a disclosable pecuniary interest.

4. Confirmation of Minutes

To confirm the Minutes of the Assets & Services Committee meeting held on 3 April 2019 as a true record. **(Pages 3-6)**

5. Assets & Services Budget Report

To receive the Assets & Services Budget report to 19 June 2019 and consider any actions deemed necessary. **(Page 7 & Appendix A)**

6. Town Hall Update Report

To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 8 & Appendix B)**

7. Broadway House Update Report

To receive a report on Broadway House and consider any actions deemed necessary. **(Page 9)**

8. Cemetery Update Report

To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 9-11)**

9. Allotments Update Report

To receive a report on allotments and consider any actions deemed necessary.

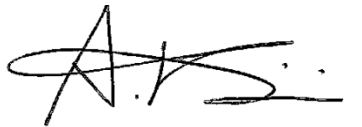
(Page 12-13)

10. Asset Tour Update

To receive a verbal update and feedback on the Asset Tour, Councillors attended earlier that morning.

11. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 25 September 2019 at 7.30pm.

A handwritten signature in black ink, appearing to read 'A. Tadjrishi', is written over a horizontal yellow line.

**Ash Tadjrishi
Town Clerk
20 June 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.

569. TOWN HALL REPORT

Committee received a report on the Town Hall with updates regarding the plasterwork required in two of the first floor offices and the monitoring of gas usage.

It was RESOLVED that the Town Hall Update Report be noted.

570. FELIXSTOWE WAR MEMORIAL CONDITION SURVEY UPDATE

The Deputy Town Clerk updated members on the grants process from the War Memorial Trust, where there is currently a long waiting time. This will be monitored and committee will be updated.

It was RESOLVED that the Felixstowe War Memorial Condition Survey Update Report be noted.

571. CEMETERY UPDATE REPORT

Committee received photographs of the replacement store beside the Cemetery office, and some members had already visited the cemetery and seen this new addition. Members were pleased with the extra space that it provided, and how the shelter tidied up the area beside the office.

Committee viewed brass leaves from a new supplier for the Memorial tree, a new method of not lacquering and applying 'Brasso' regularly would be trialled to see if the brass weathered better than the existing leaves had done. Members enquired as to why the price of the leaves were so high and would like to see this and also administration charges for items such as memorials and additional inscriptions reduced. Prices are reviewed by this committee in September and normally increased across the range of Cemetery services and compared with prices charged by other local cemeteries.

Committee viewed photographs of the existing toilet facilities at the Cemetery, and agreed that they were in need of renovation. Members discussed having a unisex toilet which also catered for the disabled. It was requested that quotes be sought to replace the electric heaters, provide soap dispensers, paint the interior and exterior, fix the window and put in vents to the doors to aid circulation, also for a new floor and sanitary ware. Some of this work may be able to be done in-house. Quotes and a report will be brought to committee in June. Once renovated, members requested that a cleaning and inspection system be put into place.

The Deputy Town Clerk gave a verbal update on the new BACAS system.

It was RESOLVED that:

- i. the Cemetery report be noted;**

- ii. **a report including quotes be brought to Committee with options to refurbish the toilet facilities at the Cemetery.**

572. 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 noted that weekly readings of the water meters on all allotment sites were being taken to see if weather was a major factor in the high bills.

Committee were pleased to note the removal of the mound at the Railway Hill Allotments was progressing well, and the cost was not as high as initially expected.

A member notified the Deputy Town Clerk that a fence was missing a wire between the concrete posts along the border with the bungalows on Taunton Road. This will be investigated.

RESOLVED that

- i. **the Allotments Update Report be noted; and,**
- ii. **The missing fence at Taunton Road Allotments be investigated.**

573. PEEWIT HILL UPDATE REPORT

Committee received a report on Peewit Hill and found the action plan to treat Japanese Knotweed very informative.

The Deputy Town Clerk will provide an update at the end of the spraying/injecting season which runs from the end of March until the end of October.

It was RESOLVED that the update report on Peewit Hill be noted

574. ASSET REGISTER REVIEW

Committee reviewed the Asset Register and noted the additions and deletions of assets had been made during the year 2018/19.

The total of fixed assets for the annual return on 31st March 2019 was noted as £56,516.97, resulting in a £5,728 net increase in fixed assets value between 31st March 2018 and 31st March 2019.

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

575. NOMINATED ASSET OF COMMUNITY VALUE – LANGLEY AVENUE PLAYING FIELD

Committee considered re-nominating Langley Avenue Playing Fields, the land adjacent to Felixstowe Cemetery, as an Asset of Community Value and agreed that the Clerk should submit a full new application to nominate it as an Asset of Community Value for a further five years.

It was RESOLVED that a new application to nominate Langley Avenue Playing Field as an Asset of Community Value for a further five years is made to East Suffolk Council.

576. CLOSURE

The meeting was closed at 8.11pm. The next meeting was noted as being scheduled for Wednesday 26 June 2019 at 7.30pm.

AGENDA ITEM 5: 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 19 June 2019 is provided below with a detailed report at **Appendix A**.

19/06/2019		Felixstowe Town Council					Page 1		
13:51		Summary Income & Expenditure by Budget Heading 19/06/2019							
Month No: 3		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	20,538	12,331	19,730	7,399			62.5%	
	Expenditure	82,600	8,952	83,514	74,562		74,562	10.7%	
	Movement to/(from) Gen Reserve	<u>(62,063)</u>	<u>3,379</u>						
202	Walton								
	Income	8,738	2,042	7,000	4,958			29.2%	
	Expenditure	7,505	1,508	8,423	6,915		6,915	17.9%	
	Movement to/(from) Gen Reserve	<u>1,233</u>	<u>533</u>						
203	Broadway House								
	Income	2,067	0	2,130	2,130			0.0%	
	Expenditure	6,279	1,031	6,826	5,795		5,795	15.1%	
	Movement to/(from) Gen Reserve	<u>(4,212)</u>	<u>(1,031)</u>						
204	Cemetery								
	Income	88,575	9,620	73,775	64,155			13.0%	
	Expenditure	131,574	22,833	144,297	121,464		121,464	15.8%	
	Movement to/(from) Gen Reserve	<u>(42,999)</u>	<u>(13,213)</u>						
205	Allotments								
	Income	14,593	512	15,200	14,688			3.4%	
	Expenditure	27,664	4,161	27,707	23,546		23,546	15.0%	
	Movement to/(from) Gen Reserve	<u>(13,071)</u>	<u>(3,649)</u>						
Grand Totals:- Income		134,510	24,505	117,835	93,330			20.8%	
Expenditure		255,623	38,485	270,767	232,282	0	232,282	14.2%	
Net Income over Expenditure		<u>(121,113)</u>	<u>(13,980)</u>	<u>(152,932)</u>	<u>(138,952)</u>				
Movement to/(from) Gen Reserve		<u>(121,113)</u>	<u>(13,980)</u>						

Committee is requested to consider the budget report to 19 June 2019 and decide on any action it deems necessary.

AGENDA ITEM 6: TOWN HALL UPDATE REPORT

Rear Disabled Entrance door

Due to a closing fault for which a small repair was made, MPS doors recommend additional safety as set in BSEN16005 regulations.

As children and disabled people could be using this door they strongly recommend that the following should be fitted:

1. Finger guards as the hinge could trap children fingers.
2. Safety sensors to stop door closing or opening on someone. Even with doors set on low energy they could knock someone off their feet if they are disabled or elderly.

Please see attached quote at **Appendix B**. All parts come with MPS Doors 12 month warranty and fitted in accordance with BSEN16005.

If Members agree that this work should be carried out, funding could come via the Town Hall Earmarked Reserve, which would require authorisation at full Council in July.

Courtroom Gallery window

On Tuesday 18 June, the caretakers noticed a shattered window in the Courtroom Gallery, it is believed to have been caused whilst Norse were strimming the gardens.

A replacement has been ordered to the cost of £115 + VAT for replacing the glass in the window and should be fitted on Tuesday 17 June.

Norse have been informed and will refer this to their insurers.

Redecoration of offices

Plasterwork between the windows in the Registrar's and Felixstowe Forward's office has been repaired in-house by inserting foil backed plasterboard in the worse areas between the windows where the plaster was bubbling. Repair work will also be carried out to the small area in the windows in the Council Chamber and the Clerk's Office. The success of this work will be reviewed periodically.

The exterior side of the Front door has also been repainted in preparation for Suffolk Day and the interior side of the Front door will also be repainted shortly.

Fire alarm and Emergency Lighting

Further to a recent visit by Council's alarm contractor, some recommendations for remedial work have been made for consideration. A quotation will be brought to the meeting for members to consider.

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

AGENDA ITEM 7: BROADWAY HOUSE UPDATE REPORT

Broken Fence

Orwell Housing have been asked to repair a broken fence on the boundary with the adjacent Diamond Mills site. A rotting tree on the Diamond Mills side is causing the fence to lean and, as such, Orwell Housing are in discussion with the site owners prior to works being carried out.

Lease with FOPWA

The lease for Broadway House was recently renewed to Felixstowe Old People's Welfare Association who will continue to use the facility as a drop-in centre. In 2018 the carpets were replaced and the centre was repainted. A report will be brought to Committee in due course with proposals for a cyclical repairs and maintenance schedule.

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

AGENDA ITEM 8: CEMETERY UPDATE REPORT

Lawn Mower

Council's lawn mower requires replacing. The lawn mower is mainly used to cut the large burial areas in the Cemetery and occasionally the main paths at the allotments.

The following quotes have been received for a 2019 model Husqvarna LB553S Lawnmower .:

Company A £515 + VAT
Company B £540 + VAT
Company C £549 + VAT

The cost of the mower can be met from the Cemetery Equipment Purchases budget but as the cost is over £500 it will go onto the Asset Register and requires Committee approval.

Memorial Tree

A new supplier of the leaves was sourced for the most recent purchase of a leaf, and it looks a lot better. Cemetery staff are using Brasso on it on a weekly basis. The look of the leaves will be monitored over the next few months. The leaves are now engraved locally in the town.

Cemetery Toilets

At a previous meeting it was commented that the toilets at the Cemetery needed renovation (*Min # 463 (iii) 2018/19 refers*). Photos showing their current condition will be circulated at the meeting for Members of the Committee. At the previous meeting Members' discussed having a unisex toilet which also catered for the disabled. Feedback was sought from the Cemetery staff who confirmed that the toilets are mostly used by staff, except for when funerals take place and several toilets are often required.

At the April meeting it was requested that quotes be sought to replace the electric heaters, provide soap dispensers, paint the interior and exterior, fix the window, put in vents to the doors to aid circulation and provision of new flooring and sanitary ware (*Minute # 571 (ii) 2018/19 refers*). Some of this work may be able to be done in-house, however the painting to a professional standard would require a contractor to be brought in.

The staff have given two of the toilet floors a thorough pressure wash clean and this has improved them to the extent that only the gent's toilet floor may need replacing.

Quotes have been sourced from three building contractors to refurbish the toilets and are broken down as follows:

	Company A	Company B	Company C
Men's WC			
External Door	£380	£600)
Toilet	£290))
Soap Dispenser	£110))
Electric Heater	£310) £ 1,435) £1660
Flooring	£560))
Decoration	£320	£285)
Fix Window/new window	£80/£390)
Washbasin including tiling splashback)
Ladies WC			
Electric Heater	£310))
Soap Dispenser	£110) £605)
Deep clean the floor))
Decoration	£320	£285) £1,240
External Door	£380	£600)
Toilet)
Washbasin including tiling splashback)
Disabled WC			
External Door	£380	£615)
Electric Heater	£310))
Soap Dispenser	£110))
New grab rails	£230) £1,375) £1,830
Deep clean the floor))

Decoration	£320	£295)
Toilet)
Washbasin including tiling splashback)
Fit emergency call button)
External Works			
Painting , including facia and soffits	£1230	£835	£980
TOTAL	£5,750	£6930	£ 5,710
Staff Cupboard Entrance door (part of toilet block)		£600	

Company B

- No allowance has been made for any works in connection with asbestos, or the testing for the same within the above figures.
- No professional fees have been included.
- We have assumed the existing electrical installation complies with current regulations, and no allowance has been made for any upgrading that may be necessary.
- We have assumed the free use of onsite facilities and services.

Although a breakdown was requested of each item which required refurbishment, only one contractor has supplied this. Company C is the only company that has quoted for new toilet and wash hand basin in all three toilets (the gent's is the worst one, the disabled and ladies' toilet are currently acceptable but not perfect).

Company C provided the cheapest quote and have been used earlier this year to build the Tractor shelter. Whilst there was initial problems with the roof leaking when it rained they came straight out to fix this.

Members may wish to consider carrying out a complete refurbishment or just certain parts of the work. Committee should be mindful of the wider project to expand and improve cemetery facilities is likely to commence within the council term.

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

AGENDA ITEM 9: ALLOTMENT UPDATE REPORT

As of 31st May 2019, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	306	294	12	(6)	23 (0)
FERRY ROAD	94	88	6	(0)	0 (0)
RAILWAY HILL	38	37(6)	1	(0)	1 (0)
CEMETERY	12	12	-	0	1 (0)
TAUNTON ROAD	19	8	11	(0)	0
TOTAL	469	439	30	(6)	25(0)

There are presently 30 vacant plots over all the sites. 12 plots on Cowpasture. 6 which are currently land locked 3 prospective tenants to sign agreements for Cowpasture and 1 for Railway Hill. 1 plot vacant to offer at Ferry Rd the remaining 5 have mares tail work ongoing.

Cowpasture

Vermin control has been put in place to deal with a rodent problem which is affecting some areas on the Cowpasture site.

Ferry Road

A product has been purchased to tackle the issue of Maretail at Ferry Road Allotments. Maretail unfortunately is not a weed that can be killed in an application or indeed a season. It requires numerous applications of the correct chemical as directed by the label. It will target woody weeds including Maretail.

Railway Hill mound

The mound of rubbish on Railway hill allotments has now been cleared.

Noticeboards

Noticeboards have arrived and should be in place by the time of the meeting. They will be put up at Ferry Road, Cowpasture Allotments and Railway Hill. There will be space one side for Town Council business and one side for the Allotment Association FSALG to use. It is hoped that posters detailing the benefits of joining FSALG and bonfire guidelines etc will be on the boards.

FSALG Meeting

At a recent meeting with the Felixstowe Society of Allotment and Leisure Gardeners, following the illegal traveller encampment on the meadow adjacent to Cowpasture, the following actions are recommended:

- That the Allotment Tenancy agreement be amended to highlight the need to keep gates shut at all times on entering and exiting the site.
- That a shallow ditch and small bank alongside the path from the gate of the meadow to the main area of Abbey Grove woodland be created to prevent unauthorised encampments. This to be complemented with an orchard being planted.

To reduce the risk of fly-tipping at Railway Hill a post is to be fitted to prevent vehicle access – however, any tenants that are registered as disabled will be offered the opportunity of to retain a key on provision of a deposit.

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