

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held ONLINE on
Wednesday 24 February 2021 at 7.30pm**

PRESENT: Cllr S Harkin (Chairman)
Cllr N Barber (Vice Chairman) Cllr M Richardson
Cllr D Aitchison Cllr D Savage
Cllr M Morris Cllr A Smith
Cllr G Newman Cllr K Williams

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

482. PUBLIC QUESTIONS

There were none.

483. APOLOGIES FOR ABSENCE

There were none.

484. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

485. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 25 November 2020 be signed by the Chairman as a true record.

486. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 17 February 2021.

It was RESOLVED that the Budget Report to 17 February 2021 be received and noted, with no other action required at this time.

487. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated committee on the impact of the Coronavirus on bookings including weddings, with an expected overall loss of Town Hall income to be approximately £13,000 for the year 2020/21.

Committee was pleased to note that the wedding licence renewal had been submitted to Suffolk County Council Registration Service and if successful the licence would be renewed for 4 years for the price of 3.

Members considered the installation cost of installing a new Dual Com LAN/GPRS alarm system at a cost of £215, this would save £155 each year in monitoring costs. It was agreed that this new technology should be purchased and the existing dedicated telephone line consequently cancelled.

The Deputy Town Clerk updated Committee with a quote that had just been received to refurbish the windows and replace the single glazing with slimline double glazed units, using the existing refurbished window frames. Members had been pleased to hear that the existing windows were in good condition, however, agreed that windows that provided better insulation would help lower the carbon footprint of the Town Hall and were keen to investigate further. Further detailed quotes and samples will be sought and brought to the next meeting.

The Deputy Town Clerk reported that it had been difficult to obtain 3 quotes for to replace the missing tiles on the rear of the Town Hall roof. One local company was now relocating to Wales and the other one was still awaited. Members agreed that Company A, who had previously carried out roof repairs for the Council before to a high standard should be employed to do this work at a cost of £577 +VAT to be taken from the Town Hall Repairs and Maintenance budget.

It was RESOLVED that:

- i. the Town Hall update report be noted;**
- ii. further quotes for the windows be brought to Assets & Services committee in April; and,**
- iii. Company A be employed to carry out roof repairs to the Town Hall at the cost of £577 +VAT.**

488. WALTON COMMUNITY HALL UPDATE

Committee received the report on Walton Community Hall and noted the impact of the Coronavirus on hall hire would be £7,000.

Members were pleased to note that the minor leak had been repaired by the company who would be tackling the Town Hall roof.

Committee considered the fibre grid solution that had been found to cover the wide gully, and requested that Orwell Housing be contacted to see if they would be willing to take on half of the cost of this as well as the motion/darkness sensor electric light, for which the quote was still awaited.

It was RESOLVED that:

- i. the Walton Community Hall update report be noted; and,**
- ii. Orwell Housing be contacted with the suggested solutions for the badly lit passageway from the rear emergency exit and cover for the gully, to enquire about a 50% contribution to the work.**

489. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report and noted the financial loss to the Council was likely to be the full annual licence amount of £2,173.

Members were pleased to note that the final figure for work to refit the kitchen and refurbish the bathrooms was £6,310.16 taken from the Broadway House Earmarked Reserve as agreed by Council (*minute #211 ii 20120/21 refers*).

Members requested that the issues with both furniture being deposited at the rear of Broadway House and the cigarette ends being dropped onto the windows be monitored, with Orwell Housing to be contacted regarding any issues in the future.

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

490. CEMETERY UPDATE REPORT

Committee noted the Cemetery update report. Cemetery work is continuing as normal, with one member of staff shielding due to Government COVID-19 guidance. Members gave thanks to the Cemetery staff for keeping the Cemetery looking so tidy.

Members considered the Memorial Headstone Testing Procedure and were pleased with the sensitivity it showed. This will be uploaded onto the Town Council website and be available upon request. More in depth training for staff will be investigated with NAMM, the National Association of Memorial Masons.

Committee noted that the truck had been involved in a minor accident on site with no other party involved, where a claim had been made on Council's insurance. Members also noted that Public Liability could not be claimed on for the recent memorial damage as the member of staff was not negligent, had been trained and the correct risk assessments were in place.

Committee considered the option to replace the brass leaves on the memorial tree with marine grade stainless steel leaves. Once the 6 members of the public who had purchased the brass leaves had been contacted and offered a replacement free of charge or a 10% discount towards an alternative memorial option, then a sheet and first batch of 15 leaves could be cut.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and**
- ii. investigations be made for further memorial assessment training for staff; and**
- iii. The 6 purchasers of the existing brass leaves on the New Memorial Garden tree be contacted to inform of the change from brass leaves to marine grade stainless steel leaves, and the purchase of the first sheet and 15 leaves cut be made.**

491. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments noting work to improve the paths and roadways on the Ferry Road site. The Town Clerk updated Committee on a recent meeting regarding the northern boundary of the Ferry Road allotment site with the Laureate Fields development, where a fence will be installed to give security to the allotment site.

It was RESOLVED that the Allotments update be noted.

492. ENERGY PERFORMANCE CERTIFICATES

Committee considered the report on the Energy Performance Certificates and Display Energy Certificates that were completed last year, and noted Council's Climate Emergency Working Group's recommendation to review these certificates again once further environmental improvements had been made to Council's buildings.

It was RESOLVED that the Energy Performance Certificates update be noted.

493. COMMUNITY PUBLIC ACCESS DEFIBRILLATORS

Committee were disappointed to hear that the Sea Road Defibrillator Cabinet had once again been vandalised. The erection of a sign on all Defibrillators was considered, however, the cabinets themselves do state that they are a life saving device. Members requested that a better option would be to have a motion sensor light that comes on after dark be fitted. The Deputy Town Clerk will arrange for a quote, and the work to be carried out, which can come from the Street Furniture budget.

It was RESOLVED that investigations are made into installing a motion sensor light above the Sea Road Defibrillator cabinet, the cost to come from the Street Furniture budget.

494. FELIXSTOWE WAR MEMORIAL

Committee received a report on a proposal from the Chairman of the Royal British Legion to enlarge the area of grass surrounding the War Memorial to make

the area safer for wreath layers. Advice had been sought from the War Memorial Trust, Historic England and the Conservation Officer at East Suffolk Council. Artificial grass and paving were considered, however, Members agreed that real grass should be retained. Members agreed that the grass area could be widened, keeping a proportion of the flower beds in place, with a 'non-slip' surface laid on top to provide a temporary safety surface and to enable easier access around the War Memorial during Remembrance activities.

It was agreed to discuss this with East Suffolk Norse to progress this further.

It was RESOLVED that the War Memorial grass area should be widened, retaining narrower flower beds, with a 'non-slip' surface laid on top to provide a temporary safety surface and to enable easier access around the War Memorial during Remembrance activities.

495. CLOSURE

The meeting was closed at 8.55pm. The next meeting was noted as being scheduled for Wednesday 28 April 2021 at 7.30pm.

Date: _____

Chairman: _____