

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall,
Felixstowe on Wednesday 7 July 2021 at 7.30pm**

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

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Finance Administration Assistant)

56. PUBLIC QUESTIONS

There were none.

57. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr K Williams and Cllr D Aitchison**

58. DECLARATIONS OF INTEREST

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

59. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 28 April 2021 be signed by the Chairman as a true record.

60. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 June 2021.

It was RESOLVED that the Budget Report to 30 June 2021 be received and noted, with no other action required at this time.

61. TOWN HALL UPDATE REPORT

Committee noted the Town Hall update report and were pleased to note that weddings were now taking place with Covid Secure steps to ensure safety of all guests. The Courtroom Gallery is once again being used for an hour after the ceremony and the outside space is being used more to allow social distancing.

The space outside the Courtroom Gallery is used as a fire exit but more hirers are using the area as a break out space for fresh air. Committee requested a

report to make this area safer and more attractive, working with East Suffolk Council who own the land in the Town Hall gardens.

It had been noted at a recent wedding that the guests were drinking in front of the Town Hall and had not hired the Courtroom Gallery for this purpose. Part of this happening may have been due to Covid risks indoors compared to being outside, however, committee requested that this be monitored and the Terms and Conditions amended to reflect this if it happens again.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. A report be brought to committee on renovating the outside area outside the Courtroom Gallery including consideration to the tall trees in the vicinity of that area.**
- iii. Drinking outside the front of the Town Hall after weddings be monitored and Wedding Terms and Conditions amended if this happens again.**

62. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall.

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

63. BROADWAY HOUSE UPDATE

Committee received the update report on Broadway House, an update was received to confirm that if the Government restrictions are lifted on 19th July then it is planned that there will be a soft re-opening of Broadway House. FOPWA held two open days and have some new volunteers, but as always are on the look-out for new volunteers.

It was RESOLVED that the Broadway House update report be noted

64. CEMETERY UPDATE REPORT

The Deputy Town Clerk updated committee on the new members of staff, and the recent flooding that affected the Cemetery Office and workshop, also the state of the drains throughout the Cemetery.

Committee considered options for the kitchen and workshop refurbishment and requested that some quotes be obtained for new flooring, sink, hot tap and a new energy efficient UPVC front door to the office and be recommended to Council to be taken from the Cemetery Earmarked Reserve. Work to the kitchen should also be carried out but to be taken from the Cemetery Repairs and Maintenance budget.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and**
- ii. Council be recommended to authorise expenditure of up to £3,000 for refurbishment of the Cemetery office and Workshop to be taken from the Cemetery Earmarked Reserve.**

65. ALLOTMENTS UPDATE REPORT

Committee noted the Allotments update report and gave thanks to the Felixstowe Allotment Association for their consultation with Generator over the Ferry Road fencing breach and work with Persimmons over the new access point to the north-east of the Cowpasture allotment site from the Candlet Road development.

It was RESOLVED that the Allotment update report be noted.

66. FELIXSTOWE WAR MEMORIAL & FLOOD MEMORIAL

Committee received the updates on the Felixstowe War Memorial and the Flood Memorial. It had been noted that the area around the War Memorial was currently looking unkept possibly waiting for the paving slabs to be put in place.

It was RESOLVED that:

- i. The Felixstowe War Memorial and Flood Memorial Report be noted; and,**
- ii. Norse be contacted regarding re-planting the area around the War Memorial.**

67. LITTER AND DOG BINS

Committee considered the report on litter and dog waste bins and noted Norse's response that no additional bins or review was felt to be required. The only extra bins that could be considered were extra in Coronation Park as during the school holidays they can overflow. Committee agreed that as the parks are currently all owned by East Suffolk Council then they should be contacted to consider extra bins. Members asked also for the parks with new play equipment to also be considered.

It was RESOLVED that:

- i. The litter and dog bin update report be noted; and,**
- ii. The clerk contact East Suffolk Council to request them to consider extra bin provision in Coronation Park and other parks where new equipment has recently been installed.**

68. CLOSURE

The meeting was closed at 8.21 pm. The next meeting was noted as being scheduled for Wednesday 22 September 2021 at 7.30pm.

Date: _____

Chairman: _____