

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at
FELIXSTOWE TOWN HALL on Wednesday 23 February 2022 at 7.30pm**

PRESENT: Cllr S Harkin (Chairman) Cllr M Richardson
Cllr D Aitchison Cllr D Savage
Cllr M Morris

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Administration Assistant)

IN ATTENDANCE: Cllr A Smith (*Zoom*)
Mr N Farthing, Felixstowe Allotment Association. Chairman
(*Zoom*)

357. PUBLIC QUESTIONS

There were none.

It was noted that Mr Farthing was in attendance on behalf of the Felixstowe Allotment Association and the Chairman moved the Allotment item from item 11 to item 5 on the agenda.

379. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr G Newman, Cllr A Smith and Cllr K Williams.**

380. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Richardson	All	Local Non-Pecuniary (as a Member of East Suffolk Council)

381. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 24 November 2021 be signed by the Chairman as a true record.

382. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments from the Administration Assistant. It was noted that progress was being made on the 20+ smaller microplots on Cowpasture. Members were pleased to note that following negotiations between the Felixstowe Allotment Association (FAA) and the contractors working on the Candlet Road development, improvements had been made to the Cowpasture access road by the Contractors.

Members considered a request from the FAA for funding towards the servicing of 2 Portalooos (one for Cowpasture and one for Ferry Road allotment sites) at around £600 +VAT per annum. Mr Farthing, Chairman of the FAA was enabled as a participant on Zoom to update members on the request.

A surcharge on allotment rent would be difficult to administer as some allotment holders have more than one allotment and two of the sites will not have this facility. Although there is a Repairs and Maintenance budget, this figure is calculated on previous year's spend and the budget for 2022/23 has not allowed for a cost of £600 to be spent on servicing portalooos.

The FAA AGM takes place on 24 March, and members requested that Mr Farthing ask FAA members if they would consider an increase to their subscription fees to cover the servicing of the portalooos. Mr Farthing will report back to the Town Clerk with feedback from this meeting in time for the next Assets and Services committee meeting.

Members thanked both the Administration Assistant for her report and Mr Farthing for the work that the FAA carry out at the allotments.

It was RESOLVED that:

- i. the Allotments update be noted; and,**
- ii. a report from the Felixstowe Allotment Association's AGM regarding covering the servicing costs of 2 portalooos be reported to the next meeting.**

383. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 17 February 2022.

Members noted the overspend on Cemetery staff training and also Equipment to cover PPE including boots and protective wear for the two new employees. Members also noted the Skips/Digger budget for both Cemetery and Allotment was likely to overspend due to extra work being carried out at the Cemetery.

RESOLVED that the Budget Report to 17 February 2022 be received and noted.

384. BUILDING VALUATIONS FOR INSURANCE PURPOSES

Committee considered three quotes for a Reinstatement Cost Assessment on all Council buildings (the Town Hall, Walton Community Hall, Broadway House, Felixstowe Cemetery), the Flood Memorial and War Memorial.

It was RESOLVED that:

- i. Company A be instructed to carry out the building valuations for insurance purposes; and,**
- ii. The cost of £895 +VAT be taken from Earmarked Reserves, being split equally against each building's earmarked reserve i.e. £223.75 each from Town Hall, Broadway House, Walton Community Hall and Cemetery Earmarked Reserves.**

385. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated Committee on a conversation with the Heritage Specialist further to receiving the preliminary report for the Town Hall windows. Members considered the preliminary report and advice that had been received regarding obtaining a Schedule of Works. The Schedule of works can be submitted to East Suffolk Council (attached to the Heritage Statement) as part of a planning application, and as a schedule it can be issued to building contractors specialising in joinery repairs; to enable their estimates to be priced on a like-for-like basis. It will also ensure that all Health and Safety including scaffolding and redecoration to original standards are covered.

Members agreed that the Architects who had carried out the preliminary report had provided a very comprehensive report and had obviously carried out a lot of background work already. Committee requested that a Schedule of Works be obtained from this architect as per the quote received of £1,500 +VAT to be funded from the Town Hall Earmarked Reserves.

It was RESOLVED that:

- i. the Town Hall update report be noted; and,**
- ii. a schedule of works be obtained from Plaice Architects at the cost of £1,500 to be taken from the Town Hall Earmarked Reserve; and**
- iii. the schedule of works details that the Town Hall must remain open to the public and members of staff throughout the proposed work and to carry out the work around wedding dates in the diary.**

386. WALTON COMMUNITY HALL UPDATE

Members considered the update on Walton Community Hall and noted that the new cooker had been purchased at £249.16 +VAT funded from the Walton Community Hall Earmarked Reserve as previously agreed to a maximum £300 (*Minute #261 ii 2021/22 refers*).

RESOLVED that the Walton Community Hall update report be noted.

387. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report. Members noted the cost of the boiler repair that had been previously agreed to be taken out of the Broadway House Earmarked Reserve was repaired at a cost of £318.02 +VAT (*Min #262 ii 2021/22 refers*).

Members considered the request from FOPWA to erect an A-Board in front of Broadway House and to incorporate that into a flower planter. Members agreed that this would be beneficial to visitors but suggested confirmation of planning permission rules be sought with regards to an A-Board. Members also wanted confirmation that the sign would not block the way for disabled wheelchairs and scooters.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. FOPWA be sent planning permission guidance and Committee's approval subject to not blocking the facility for disabled access via wheelchairs and scooters.**

388. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report. Members were pleased to note that a lot of the urgent tree work from the tree survey recently carried out had been actioned in house. Members considered the 6 trees that required work from a professional and also the recent tree that had blown down at Taunton Road. Members agreed for the cost of this work, a total of £1,790 to be taken from the Cemetery Earmarked Reserve.

Members were also pleased with the erection of the bike shelter and thanked staff for their work and the donation of trellis by a member of staff.

Committee considered the report on the electric van cancellation of order due to that model no longer being manufactured. Members considered both the outright purchase of a demonstrator model of the same that was ordered and also some new models from alternative manufacturers on the same 3 year lease than had been agreed for the Renault Kangoo Etech.

Members requested that investigation be made into installing a 7kw charger as the new electric van will have a larger battery. Members agreed it was important to consider solar panels and battery storage in the future, however, this may be more appropriate once plans are drawn up for the Cemetery extension.

Members considered the report on power tools and the recommendation from Council's Climate Emergency Working Group. Committee welcomed the benefits both to the environment and also the health of the staff operating the equipment. The power tools will be securely locked away once purchased.

Members agreed that Husqvarna battery operated tools, although slightly more expensive were more heavy duty and had a simpler battery system. Members requested that 3 quotes be obtained for the Husqvarna power tools and that the cost be funded from the Cemetery Earmarked Reserve, which will require approval from Council.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and,**
- ii. the urgent tree work from the Tree Survey be carried out, the cost of £1,790 to be taken from the Cemetery Earmarked Reserve; and,**
- iii. staff consider other options to lease an electric van, via test drives and to obtain quotes from local garages. If a 3 year lease can be obtained for less than the already agreed amounts (*Minute #238i 2021/22 refers*) then the order should go ahead; and**
- iv. options for charging the van are investigated including using a 3 pin charger as well as costs for installing a 7kw mains charger; and,**
- v. three quotes be obtained for replacing all garden tools with Husqvarna, with a recommendation to Council to be taken from the Cemetery Earmarked Reserve.**

389. FELIXSTOWE FLOOD MEMORIAL

Committee considered details of options to refurbish the Flood Memorial during 2022 in time for the 70th Anniversary of the Floods in January 2023. A member suggested contacting Coastal Partnership East for some reclaimed timber that could be used. Two members of the Felixstowe Society have asked to be involved, and the original artists may be able to provide input also.

It was RESOLVED that:

- i. The Felixstowe Flood Memorial report be noted; and,**
- ii. Further investigations be made into reclaimed timber from the Coastal Partnership East; and,**
- iii. Consultation be made with the Felixstowe Society and the original artists.**

390. ALLENBY PARK/GOSFORD WAY PARK TRANSFERS

Committee considered the update report on the transfers of Allenby and Gosford Way Parks. A Member enquired about the section of land within the Gosford Way park which was not included in the title plan, confirmation will be obtained from the Town Clerk but it is believed that this has never been included in the title plan, however, ownership has been passed down for this strip from when

FUDC owned it. Members were pleased that the car park outside Old Felixstowe Community Association, was to be included in the transfer. Members requested that once in ownership of the Town Council, that an electric car charger be considered, this may have to be in partnership with OFCA who may be able to obtain a grant towards it.

A Member also enquired as to whether the Allenby Park locking and unlocking was going to be continued. The Deputy Town Clerk confirmed that it was included in the budget for the forthcoming year and may be carried out in house in the future.

RESOLVED that it be recommended to Council that the transfer of ownership of Allenby Park and Gosford Way park from East Suffolk Council to Felixstowe Town Council be formally authorised, subject to any recommendations from a final tree survey being carried out by East Suffolk Council.

391. CLOSURE

The meeting was closed at 9.06 pm. The next meeting was noted as being scheduled for Wednesday 27 April 2022 at 7.30pm.

Date: _____

Chairman: _____