

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 26 April 2023 at 7.30pm

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D L Frost (Deputy Town Clerk)
Mrs J Smith (Administration Assistant)
Mr T Minns (Grounds Maintenance Supervisor)

517. PUBLIC QUESTIONS

None.

518. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr S Harkin**.

519. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Richardson	All	Other registerable interest (as Member of East Suffolk Council)

520. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 22 February 2023 be signed by the Chairman as a true record.

521. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2023. Members were reminded that this was not the confirmed year end position and subject to final adjustments, such as accruals, which were yet to be made.

The Town Clerk introduced Mr Tom Minns, currently the Council's Grounds Maintenance Supervisor, who would be attending future Committee meetings. It was noted that the current Cemetery Supervisor was retiring next week. Committee gave a vote of thanks to Mrs Elaine Wiggins for her long service to the Council.

It was RESOLVED that the Budget Report to 31 March 2023 be received and noted, with no other action required at this time.

522. ASSET REGISTER REVIEW

Committee reviewed the Asset Register and noted the additions and deletions of assets that had been made during the year 2022/23.

The total of fixed assets for the annual return on 31st March 2023 was noted as £324,068.94, resulting in a £247,068.94 net increase in fixed assets value between 31st March 2022 and 31st March 2023. The Deputy Town Clerk confirmed that the increase in asset value was due to the Council's recent acquisitions of play equipment since taking over the two parks.

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

523. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated Committee on the completed refurbishment to the Town Hall windows. Committee noted the extra £480 +VAT cost for the hoarding licences for the scaffolding and agreed that this should be taken from the Town Hall Earmarked Reserve.

Members noted that an article on the project had been published in the Spring 2023 edition of the Town Council magazine, a news post had been uploaded the Town Council's website and shared across the Town Council's social media channels.

Members suggested that the East Suffolk Council Conservation Officer be updated on the completion of the project.

It was RESOLVED that:

- i. the Town Hall update report be noted;**
- ii. £480+VAT be authorised from the Town Hall Earmarked Reserve for the cost of the hoarding licence; and,**
- iii. the East Suffolk Council Conservation Officer be provided with a report on the windows.**

524. WALTON COMMUNITY HALL

Members considered a report on Walton Community Hall. It was noted that the dishwasher appeared to be faulty and, as a result had been out of use to hirers. The Deputy Town Clerk confirmed that all regular hirers had been consulted and the use of a dishwasher was not deemed necessary. It was suggested that, as the cost to investigate the fault was likely to be higher than the value of the dishwasher, it should be removed.

It was RESOLVED that:

- i. the Walton Community Hall update be noted; and,
- ii. the faulty dishwasher be removed.

525. CEMETERY UPDATE REPORT

Committee received the Cemetery Update Report. The Grounds Maintenance Supervisor explained the issues with rainwater entering the cesspit and the requirement for downpipes from buildings to be diverted to a soakaway.

It was RESOLVED that:

- i. the Cemetery update report be noted;
- ii. the two-day percolation test be undertaken;
- iii. subject to the results of the percolation test and the possibility of two further quotes being received - although it was understood that this was specialist urgent work - the crate soak system be installed; and,
- iv. the total cost of the works above, up to £3,500+VAT, to be authorised from the Cemetery Earmarked Reserves.

526. ALLOTMENTS UPDATE REPORT

Committee received the Allotment Update Report. It was noted that occupancy levels were high, resulting in a waiting list for allotment tenancies.

The Administration Assistant presented a proposed addendum to the Allotment Tenancy Agreement, which would provide a more comprehensive outline of the terms and conditions of renting an allotment from the Town Council.

It was noted that the one-way system, which was being trialled at Cowpasture Allotments, had been well-tested, since the improved weather had seen more tenants tending to their allotment recently. Members agreed that, subject to the Felixstowe Allotment Association confirming that the one-way system was effective, this should be permanently implemented.

RESOLVED that the Allotment update report be noted; the addendum to the Allotment Tenancy Agreement be approved; and, subject to feedback from the Felixstowe Allotment Association, the one-way system at Cowpasture Allotments be made permanent.

527. PARKS UPDATE REPORT

Committee considered the report on Allenby Park and Gosford Way Park. Members were pleased to report having received a number of positive comments on the improved upkeep of Allenby Park since the Town Council had taken on the responsibility for its management.

Committee was pleased to note from the Grounds Maintenance Supervisor that a small section of the play area surfacing would be repaired by the supplier at no cost, and that a demonstration on how to replace the 'Matta' tiles in-house had been provided to the Grounds Team.

RESOLVED that the parks update report be noted.

528. CLOSURE

The meeting was closed at 8.34pm. The next meeting was noted as being scheduled for Wednesday 5 July 2023 at 7.30pm.

Date: _____

Chairman: _____