

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall,
Felixstowe on Wednesday 6 July 2022 at 7.30pm**

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

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

IN ATTENDANCE: 1 Member of the public

98. PUBLIC QUESTIONS

A resident of Ranelagh Road raised concerns over of the increase in fees to use the car parks since moving over to payment by Ringo. It was stated that an annual season ticket had increased in recent years from £200 to £650. Members heard that this had resulted in a surplus of cars wishing to park in the residential roads leading to overcrowding and cars encroaching on pavements.

The resident was advised to raise the issue directly with East Suffolk Council's parking services team and encouraged to attend a full Council meeting.

99. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr M Richardson** and **Cllr K Williams**.

100. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Non-Pecuniary (as a Member of Suffolk County Council)
Cllr D Aitchison	107	Non-Pecuniary (as the Chairman of the Royal British Legion)

101. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 27 April 2022 be signed by the Chairman as a true record.

102. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 June 2022.

It was RESOLVED that the Budget Report to 30 June 2022 be received and noted, with no other action required at this time.

103. TOWN HALL UPDATE REPORT

Committee noted the report on the window refurbishment and an update from the Chairman following the review of tenders received.

Committee noted that only one complete tender had been received. Members were concerned that the glass quoted for, was not the Fineo glass that had been requested in the tender documents sent out. Thermal quality of the glass was the priority in refurbishing the windows so members requested that this be explored further. If the company is unable to provide Fineo or the same u-value of glass then preparation should be made to re-tender.

The cracked pane in the Council Chamber should be replaced in the interim.

Members noted the repair to the Registrar's Office windows.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. further enquiries be made to receive tenders using Fineo Glass or glass of a comparable thermal efficiency.**

104. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall.

Members noted the Finance & Governance Committee request which queried the cost of electricity versus income.

Considering that income was recovering since Covid and income was on track to return to pre-pandemic levels, Committee felt that Walton Community Hall should remain open as an important community facility.

Members discussed alternative heating options. It was noted that air-source heat pumps may not be suitable due to the level of insulation required. Committee suggested further investigation be made in to the provision of PV panels, improved insulation and upgraded heaters.

Members agreed to review fees and charges in September, with the Administration Assistant to investigate the cost of other local community halls and how energy prices have affected their fees.

The Deputy Town Clerk confirmed that brokers were unable to beat the current cost of energy with Bulb. Due to the forthcoming price rises expected, Members requested that a 3 year fixed rate on 100% renewable energy be investigated.

It was RESOLVED that:

- i. the Walton Community Hall update report be noted;**
- ii. PV panels, insulation and upgraded heaters be investigated; and,**
- iii. the Clerk and Deputy Clerk be delegated to enter the Council in to a competitive 3-year fixed contract with a 100% renewable energy supplier for all three buildings.**

105. CEMETERY UPDATE REPORT

The Deputy Town Clerk updated Committee on the completion of the office and workshop refurbishment, which had been delivered under the budget approved.

Members were disappointed to note the delayed delivery of the electric van and agreed that an alternative van of similar specification should be purchased, subject to availability and within the approved cost.

Committee approved expenditure for three additional batteries for the electric power tools; two 36v batteries at £247.50 each plus a backpack battery at £963.00; and the purchase of an edging trimmer at £185 + VAT.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and**
- ii. the purchase of three batteries and an edging trimmer at a total of £1,643+VAT to be funded from the Cemetery Earmarked Reserve be approved.**

106. ALLOTMENTS UPDATE REPORT

Committee noted the Allotments update report.

The Administration Assistant reported that the National Garden Scheme Open Day had helped raise the profile of the 'Allotments' microplots site and, as a result, more had been let.

Members thanked the Administration Assistant for her attention in managing the Council's allotments to almost full occupancy across the 480 plots.

It was RESOLVED that the Allotment update report be noted.

107. FELIXSTOWE WAR MEMORIAL & FLOOD MEMORIAL

Committee received the updates on the Felixstowe War Memorial and the Flood Memorial.

Members considered the request from the Royal British Legion on the possibility of putting a small noticeboard at the War Memorial to help raise the profile of services and events taking place there. Committee felt that any such notice should be temporary and erected a few weeks prior to each event.

Committee discussed options for the renovation of the Flood Memorial. Members looked at Corten steel and like the idea of having 'Felixstowe Floods' and the date cut out of the wave shape to let people easily see what the memorial represented. It was anticipated that a costed plan could be brought to the next meeting in September.

It was RESOLVED that:

- i. the Felixstowe War Memorial and Flood Memorial Report be noted; and,**
- ii. a costed plan to refurbish the Flood Memorial for the 70th Anniversary in 2023 be brought to Committee as soon as practicably possible.**

108. CLOSURE

The meeting was closed at 8.58pm. The next meeting was noted as being scheduled for Wednesday 21 September 2022 at 7.30pm.

Date: _____

Chairman: _____