

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 24 April 2024** at **7.30pm**

**PRESENT:** Cllr D Rowe (Chairman)  
Cllr M James (Vice Chairman) Cllr S Harkin  
Cllr D Aitchison Cllr B Price  
Cllr N Barber Cllr M Morris  
Cllr J Candy Cllr M Sharman

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs J Smith (Assets & Services Officer)  
Mr T Minns (Grounds & Maintenance Manager)

**IN ATTENDANCE:** None

**524. PUBLIC QUESTIONS**

None.

**525. APOLOGIES FOR ABSENCE**

None.

**526. DECLARATIONS OF INTEREST**

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr J Candy	All	Other registerable interest (as a Member of East Suffolk Council)
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**527. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 21 February 2024** be signed by the **Chairman** as a **true record**.

**528. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2024.

In response to a question on the proportioning of staff salaries, the Deputy Town Clerk confirmed that caretaking costs were split between Walton Community Hall, the Town Hall and Broadway House. Additionally, it was noted that the salaries of the Cemetery staff currently derive from the Cemetery and Allotment budgets. However, in the upcoming year's budget, a portion of grounds team salaries will be recharged to the Parks and Recreation budget.

**RESOLVED that the Budget Report to 14 February 2024 be received and noted.**

**529. ASSETS REGISTER 2023/24**

Committee reviewed the Asset Register and noted the additions of assets that had been made during the year 2023/24.

Based on the Asset Register, the total of fixed assets for the Annual Governance and Accountability Return would be £330,339.10, which was a £6,270.16 net increase in fixed assets value between 31<sup>st</sup> March 2023 and 31<sup>st</sup> March 2024.

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

**530. COUNCILLOR'S USE OF COUNCIL FACILITIES**

The Town Clerk presented the report on the Councillor's use of Council Facilities.

Members discussed the circumstances under which councillors could utilise these facilities without charge.

In response to a question on the Felixstowe Relief Charity's current use of a meeting room at the Town Hall during regular opening hours, the Town Clerk clarified that a longstanding agreement for free room usage had been established due to the Town Council's previous significant involvement with the charity. Although the connection between the Felixstowe Relief Charity and the Council had since ceased, it was agreed that the arrangement should remain in effect for the time being, with the possibility of review in the future.

It was noted that there were two other cases whereby an otherwise available meeting space at the Town Hall during office hours was provided without charge. Felixstowe Society regularly uses a room at the Town Hall to inspect planning applications, prior to submitting its comments to the planning authority. Felixstowe BID board meetings were also held at the Town Hall. It was agreed

that these arrangements be permitted to continue and the Committee would review in due course.

The Town Clerk emphasised that free usage of the facilities was available to Town Councillors on official Council duties, such as meetings with constituents or meetings/events initiated by Council or its Committees. It was agreed that, should Councillors wish to meet with constituents on Town Council business at the Town Hall, these should be arranged during the Town Hall's regular hours of operation when staff are available.

**It was RESOLVED that the Councillor's use of Council Facilities report be noted and that Town Councillors be permitted to use the Town Hall without charge for official Council duties, such as meetings with constituents or meetings/events initiated by Council or its Committees, subject to such meeting taking place during office hours.**

### **531. TOWN HALL UPDATE REPORT**

The Deputy Town Clerk presented the Town Hall update on the damp in the loft. During the discussion, a member sought clarification on the term 'Meaningful water ingress' mentioned in the report. The Deputy Town Clerk explained that it indicates the roof tiles have sufficient coverage, reducing the likelihood of water leakage.

Additionally, the Deputy Town Clerk highlighted instances of dampness in the front section of the building, particularly affecting the walls of the Town Clerk's Office and the offices used by East Suffolk Council. However, it was noted that this dampness is likely to be unrelated to the issue in the loft.

Members discussed the implications of the report and agreed no immediate action was necessary. It was decided to closely monitor the situation going forward.

The Assets & Services Officer provided an update on the planned work for the disabled access area. It was agreed that the finish used for the ramp should be non-slip in nature to also accommodate those walking up it.

**It was RESOLVED that:**

- i. the Town Hall Update Report be noted; and,**
- ii. the damp situation in the loft be monitored.**

### **532. 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.**

### **533. BROADWAY HOUSE UPDATE**

Committee received the update report on Broadway House. During the discussion, Members addressed the proposal to install signage at the property. One member cited the signage outside Felixstowe Cemetery as an example, suggesting similar signage for all Council assets. Concerns were raised about potential confusion if the signage implied the Town Council was located within the building. Additionally, questions arose regarding the responsibility for tenants if the signage stated "owned by Felixstowe Town Council." Members stressed the importance of clearly identifying Council-owned assets. Following a vote, it was agreed to install a sign on the interior of Broadway house indicating its connection to Felixstowe Town Council.

**It was RESOLVED that:**

- i. the Broadway House update report be noted; and,**
- ii. a sign within the entrance of Broadway House be installed to provide information about Broadway House's history and affiliation with Felixstowe Town Council, with a similar sign installed at Walton Community Hall.**

### **534. CEMETERY UPDATE REPORT**

The Grounds & Maintenance Manager presented the Cemetery Update Report. During the discussion, Members addressed the quotes for the doors. On an enquiry about the accessibility of the toilets in case of an emergency, the Grounds & Maintenance Manager clarified that access could be facilitated with a key. To a question on the locality of the companies quoting, the Grounds & Maintenance Manager explained that all the quoted companies were from the Ipswich area, as there were no suitable contractors in Felixstowe for this particular work. After considering the available quotes, members reached a consensus to proceed with company A.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted; and,**
- ii. Company A be instructed to install the toilet doors at the Cemetery at the cost of £3,089.17 + VAT to be funded from the Cemetery Earmarked Reserve.**

### **535. ALLOTMENTS UPDATE REPORT**

The Assets & Services Officer presented the Allotments update report.

**It was RESOLVED that the Allotment update report be noted.**

**536. PARKS UPDATE REPORT**

The Town Clerk presented the Parks update report. Members discussed OFCA's decision not to pursue the pathway extension and explored the funding options that would be available to them. There was consensus among Members that implementing some form of resolution to improve access from Gosford Way park to the Old Felixstowe Community Association centre would be highly beneficial to the community.

Following a discussion, it was decided that the Chairman and Councillor Morris, representing the Disability Forum, would contact OFCA to arrange a meeting. This meeting would focus on discussing the potential works and available options for enhancing accessibility.

**It was RESOLVED that:**

- i. The Parks update report be noted; and,**
- ii. The Chairman, Cllr D Rowe, and Cllr Morris, representing the Disability Forum, arrange a meeting with OFCA to discuss the pathway.**

**537. CLOSURE**

The meeting was closed at 8.28pm. The next meeting was noted as being scheduled for Wednesday 10 July 2024 at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_