

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 22 April 2026 at 7.30pm

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman) Cllr M Sharman
Cllr B Price Cllr W Underwood

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

501. PUBLIC QUESTIONS

None

502. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison, Cllr N Barber,** and **Cllr S Harkin.**

503. DECLARATIONS OF INTEREST

None.

Members were reminded that if any matters directly related to their interests arose during the meeting, they should declare them at the appropriate time.

504. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 18 February 2026 be signed by the Chairman as a true record.

505. ASSETS & SERVICES BUDGET REPORT

The Committee reviewed income and expenditure against the budget as of 31 March 2026.

Committee welcomed the increase against budgeted income and recorded its thanks to the Council staff - in particular the Grounds Team - for their hard work in response to the increased level of burials at the cemetery over the year.

The overall underspend against expenditure was also welcomed, however it was noted that water consumption and, therefore, costs at the allotments in particular were significantly higher than in previous years. This would be considered at a future meeting.

It was RESOLVED that the Budget Report to 31 March 2026 be received and noted.

506. ASSET REGISTER 2026/27

Committee reviewed the Asset Register and noted the additions of assets that had been made during the year 2026/27.

Based on the Asset Register, the total of fixed assets for the Annual Governance and Accountability Return would be £354,407.87, which was a £13,978.44 net increase in fixed assets value between 31st March 2025 and 31st March 2026.

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

507. BUILDING VALUATIONS FOR INSURANCE PURPOSES

The Committee considered quotations for the revaluation of Council buildings for insurance purposes.

Members discussed the merits of appointing an alternative provider to obtain an independent perspective versus cost considerations, noting the significant difference between the quotations received. It was acknowledged that whilst varying providers can be beneficial for audit purposes, for this type of work adherence to professional standards was the key consideration.

Members agreed that, taking into account the standards applied to such valuations and the difference in cost, Company A be appointed.

It was RESOLVED that:

- i. the need to commission updated building valuations for insurance purposes be noted;**
- ii. Company A be chosen from the quotations received to carry out the work at £884 +VAT; and,**
- iii. the cost be apportioned equally across the four relevant building Earmarked Reserves.**

508. TOWN HALL ASSETS & MAINTENANCE

The Committee considered a report on maintenance requirements at the Town Hall, including damp ingress to the Council Chamber ceiling and proposals for remedial works.

Members discussed potential longer-term solutions, including silicone rendering, noting possible planning implications due to the building's status within a conservation area. It was agreed that initial remedial works should be undertaken before considering more significant alterations.

The requirement for additional tables to improve operational efficiency during meetings was also considered.

Members agreed to proceed with the contractor's recommended remedial works, with further investigation into longer-term solutions if required, and the purchase of additional tables.

It was RESOLVED that:

- i. that, the Town Hall update report be noted, and;**
- ii. the contractor's proposed remedial works be approved at an estimated cost of £200 + VAT, to be funded from the Town Hall Repairs & Maintenance budget, and;**
- iii. the purchase of two tilt-top tables at a cost of £690 + VAT be approved, to be funded from the Town Hall Earmarked Reserve, and;**
- iv. further investigation into longer-term solutions, including silicone rendering, be undertaken if required.**

509. WALTON COMMUNITY HALL UPDATE REPORT

The Committee considered proposals to replace chairs at Walton Community Hall.

Members discussed storage options, including wall-mounted brackets and trolley systems, noting practical considerations around usability and safety. It was also suggested that if existing chairs were in a reasonable condition, they should be offered to local organisations.

Members agreed to proceed with the purchase of replacement chairs, together with a suitable trolley for storage and ease of use.

It was RESOLVED that:

- i. that, the Walton community Hall update report be noted, and;**
- ii. the purchase of replacement chairs, together with a suitable storage trolley, at a cost of up to £1,600 + VAT, be approved, using any remaining grant funding if available at the end of the project, alternatively to be met from the Walton Community Hall Earmarked Reserve.**

510. ALLOTMENTS UPDATE REPORT

The Committee received an update on allotment matters, including bonfire activity and reports of fly tipping.

Members discussed the implications of the bonfire policy and the potential for cumulative impact. It was noted that the situation would continue to be monitored, with a formal review to take place 12 months after the policy's implementation at the Assets & Services Committee meeting on 18 November 2026.

It was RESOLVED that:

- i. the Allotments Update report be noted, and;**
- ii. the current bonfire policy be monitored, with a review to take place at the Assets & Services Committee meeting on 18 November 2026.**

511. PARKS UPDATE REPORT

The Committee considered a report on tree management at Gosford Way and progress with the Allenby Park gates.

Members discussed the condition of the trees at Gosford Way and whether the proposed works were necessary. It was agreed that, as the trees are currently healthy, removal was not justified at this stage and that ongoing monitoring and maintenance should continue.

With regard to Allenby Park, Members considered the revised arrangements with the new contractor for completion of the gates, alongside the associated cost implications and recovery of funds from the previous contractor.

Members agreed to proceed with the revised works to complete the gates and to pursue recovery of costs incurred.

It was RESOLVED that:

- i. the Parks Update report be noted, and;**
- ii. the Gosford Way trees be retained, with ongoing monitoring and maintenance, and;**
- iii. the revised contractor arrangements for completion of the Allenby Park gates be approved at a cost of £3,620, and;**
- iv. the Town Clerk be authorised to pursue cost recovery of from the previous contractor.**

512. CEMETERY UPDATE REPORT

The Committee received a report on cemetery matters, including progress with the relocation and installation of the Cemetery gates and the telecommunications mast rent review.

Members were advised that the proposed gate design had been received for consideration and noted the ongoing pre-application planning discussions with the local planning authority.

Members expressed their support for proceeding with the upgrade of the gates, subject to the outcome of pre-planning advice, to ensure compliance with any planning requirements prior to installation.

Members were also updated on the ongoing negotiations in relation to the telecommunications mast agreement, including discussions regarding renewal terms, valuation methodology, and the recovery of backdated rental income, with negotiations still in progress.

Members also noted the significant operational demand within the Cemetery service, and expressed their appreciation of the Cemetery team in handling this additional workload.

It was RESOLVED that:

- i. the Cemetery Update report be noted, and;**
- ii. approval be given to proceed with the Cemetery gate relocation and installation, subject to satisfactory pre-planning advice, and;**
- iii. the ongoing negotiations regarding the telecommunications mast rent review be noted.**

513. CEMETERY EXTENSION PROJECT

The Committee considered a report on the Cemetery Extension Project, including proposals for a phased appointment of project consultants to support delivery of the scheme.

Members were advised that a multi-disciplinary team had been identified, with Phase 1 comprising of time-critical ecological, geotechnical and landscape survey work required to meet seasonal survey windows and inform Biodiversity Net Gain requirements. It was noted that early progression of these works was necessary to avoid delays to the overall programme.

Members also noted that the inclusion of landscape design within Phase 1 was required in order to support Biodiversity Net Gain assessments, and that the maintenance building element had been deferred to streamline the planning application process.

Members were advised that the proposed approach represented a cost-effective option in comparison with alternative specialist providers.

Members agreed to progress Phase 1 in order to maintain programme momentum, and to consider full funding options for the wider project through the CIL Working Group.

It was RESOLVED that:

- i. the report be noted, and;**
- ii. the instruction of Phase 1 works (ecology, geotechnical and initial landscape design) at a cost of £18,715 + VAT be approved, to be funded from the Cemetery Projects Earmarked Reserve, and;**
- iii. the CIL Working Group be requested to make recommendations to Full Council regarding potential funding of the wider project, and;**
- iv. Phase 2 of the project be referred to Full Council for consideration**

514. CLOSURE

The meeting was closed at 8.13pm. The next meeting was noted as being scheduled for Wednesday 8 July 2026 at 7.30pm.

Date: _____

Chairman: _____