

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 24 June 2020 at 7.30pm**

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

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs S Faversham (Business Services Officer)  
Mrs S Morrison (Planning Assistant)

**91. PUBLIC QUESTIONS**

There were none.

**92. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr A Smith** and **Cllr K Williams**.

**93. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

**94. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 26 February 2020 be signed by the Chairman as a true record.**

**95. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 18 June 2020.

The Deputy Town Clerk explained the effect that the Coronavirus was having both on income and expenditure budgets and that the impact would continue to be monitored as the year progresses and more information is known.

**It was RESOLVED that :**

- i. **the Budget Report to 18 June 2020 be received and noted; and,**
- ii. **that the financial impact of the coronavirus on the Asset & Services budgets be noted, with no other action required at this time.**

## **96. TOWN HALL UPDATE REPORT**

Committee noted the Town Hall update report detailing how the Town Hall was operating during the Coronavirus and the plans that were being made to return to normality. Members thanked all staff for their hard work in helping Council to continue operating during this difficult period.

The Deputy Town Clerk gave a verbal update on the return of Weddings which was likely to be the first events that would require the Town Hall to be reopened. Risk Assessments were currently being updated for weddings, events and all visitors to the Town Hall in light of Coronavirus. Confirmation on the date of return from the Suffolk Registration Service was awaited and the Registrars would provide their own Risk Assessment for their staff and the ceremonies.

Members were pleased to note that electricity was now being supplied by Bulb Energy from 100% renewable sources and the gas supply was now 100% carbon neutral gas.

**It was RESOLVED that the Town Hall update report be noted.**

## **97. WALTON COMMUNITY HALL UPDATE**

Committee noted the Walton Community Hall update report. The Deputy Town Clerk updated Committee on the responses from hirers regarding their return. It was noted that the Deputy Clerk would be attending an online workshop on community halls reopening by Community Action Suffolk and further information will be gathered on this. A Risk Assessment was being updated and the requirements needed for the hall to be reopened were being considered. The Government date for re-opening was 6 July but it was unlikely that any of the groups would be able to return immediately as the nature of the activities tended towards older people or exercise classes, which were higher risk.

It was agreed that cleaning should be increased, however, as the Council would not be able to guarantee sterilisation of the hall, anti-bacterial wipes and hand gel should be provided and each hirer asked to arrive half an hour before their class in order to wipe down the surfaces, handles etc. that their group would be likely to come in contact with. All hirers would be provided with advice.

It was agreed that the insulation works should be installed before Winter.

**It was RESOLVED that the Walton Community Hall update report be noted.**

## **98. BROADWAY HOUSE UPDATE**

Committee received the report on Broadway House. As the Fire Alarm Panel was an unexpected cost and therefore not within the annual budget, Members agreed that this should be taken from the Broadway House Earmarked Reserve and would pass this recommendation to Council.

**It was RESOLVED that the Broadway House update report be noted; and it be recommended to Council to approve the new Fire Alarm Panel at a cost of £387.33 +VAT, to be authorised via the Broadway House Maintenance Earmarked Reserve.**

## **99. CEMETERY UPDATE REPORT**

Committee received the Cemetery update report. It was agreed that the insulation be carried out before Winter if possible, but that professional advice should be sought due to the shape of the roof/ceilings.

Members welcomed the potential addition of baby changing facilities to the Cemetery toilets, subject to ensuring that access could still be maintained for wheelchair users. Members noted that three quotes had been received and approved the purchase of an aluminium checker plate to be added to the floor of the trailer to enable a longer life.

Committee considered the report on the centre piece of the Memorial Garden. Members agreed that the tree was not an issue, but asked that further investigation be made in to a more durable memorial leaf.

**It was RESOLVED that:**

- i. The Cemetery update report be noted; and,**
- ii. a report be brought to Assets & Services Committee in due course regarding any options that can be found to replace the leaves on the memorial tree; and,**
- iii. Professional advice be sought regarding insulating the Cemetery buildings.**

## **100. ALLOTMENTS UPDATE REPORT**

Committee received the update report on the Town Council's Allotments and current vacancy information. It was noted that during the pandemic Council had received more enquiries and there was now a small waiting list. As lockdown eases more attention would be paid again to inspections to ascertain overgrown plots.

Members noted that the subject of reducing bonfires and finding ways of supporting tenants on alternative ways of disposing of their green waste had been raised with the Allotment Association. The Clerk was asked to consult with FSALG and their members on a possible introduction of a ban on bonfires soon

and whether alternative green waste solutions, such as a large communal compost area would be welcomed.

The Town Clerk confirmed that a draft agreement had now been sent to Happy Globe CIC for the use of Cowpasture Meadow.

A request by FSALG for permission to allow a qualified gamekeeper to attend Cowpasture at night to control vermin was considered. The Clerk confirmed that he had seen the gamekeeper's accreditations and received positive references from other organisations. It was noted that there would be no charge to the Council for this work.

With the dry season, large water bills were to be expected and no sprinklers were being allowed on the allotment sites.

**It was RESOLVED that the Allotments Update Report be noted; and the accredited gamekeeper be given permission to carry out vermin control overnight at Cowpasture allotments.**

#### **101. ALLENBY PARK AND GOSFORD WAY PARK**

The Town Clerk gave a verbal update following a meeting with an ESC Surveyor on the proposed transfer of Allenby and Gosford Way parks. Members agreed that it was important to gain a full understanding of any ongoing or imminent liabilities for the sites was agreed. Annual grounds maintenance costs were known but it was important to ensure any easements, rights of way and trees surveys be undertaken.

The Town Clerk advised that he would provide further information to Committee once known. It was agreed that Members would be invited to a site meeting at the parks to consider any other issues which were relevant to Council

**RESOLVED that the Allenby Park and Gosford Way Park update be noted.**

#### **102. CLOSURE**

The meeting was closed at 8.55pm. The next meeting was noted as being scheduled for Wednesday 23 September 2020 at 7.30pm.

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

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