

Assets and Services Committee

Wednesday 9th November 10.00am
Day Centre, London Rd, Halesworth

Minutes

Present: Councillors;

Peter Dutton, Keith Greenberg (Chair), Keith Forster, Anne Fleming, Dave Wollweber

In Attendance: Nick Rees (Town Clerk)

1. **Apologies:** Cllrs; Rosemary Lewis, Joyce Moseley
2. **Declarations of interest:** None
3. **Minutes:** The minutes of the Assets and Services Committee held on the 12th October, 2022 was accepted as a true record with the amendment that Cllr J Moseley gave apologies.
4. **Matters arising from the minutes:** None
5. **London Rd Building:** To consider options for the building after the transfer. This item was discussed under item 8.
6. **Public Toilets:** Awaiting specification from Southwold TC. Research needed for a suitable replacement for the timber disabled toilet, the Clerk would start looking at some options.
7. **Other assets:** Cllr Moseley and Cllr Greenberg would meet to discuss how to divide up some of the other assets for the L&E and A&S committees.
8. **Community Hub Working Group and item 5:** To receive a report and any recommendations of the meeting held on the 8th November and the recent visit to the Suffolk New College on the Coast (Skills Centre). The Chair explained the process and timescales involved with securing a consultant to undertake the Community Hub consultation. **London Rd Building;** It was **RESOLVED** that Cllr Forster could start discussions with Alan Stannard to amend his original drawings to a revised scheme in order to utilise some of the building space downstairs to create more space for the clerk's office (s) and to provide kitchen and toilet facilities. The revised scheme had been roughly drawn out by Cllr Forster and it was intended that this would then be detailed after consultation with the Clerks.

Cllr Forster suggested changing the Working Group to a sub-committee as he believed this would allow it to incur expenditure without having to get approval from the Committee. He understood that Working Groups were not able to do this. The Clerk advised that if a sub-committee or Working Group did not meet

in public, which was the intention, they were essentially the same thing, i.e. neither could spend public money. However, the Committee could allocate a small amount from its own Council approved budget to a Working group for a specific purpose.

Cllr Forster had a prior engagement and had to leave the meeting early.

It was then **RESOLVED** that the Committee initially agreed to allocate £500 from the professional fees budget (£2,000) for the purpose of amending the London Rd Building plans and also to set aside £500 for the Community Hub WG for the purpose of printing and advertising and other related costs.

It was noted that a condition survey had been undertaken in 2021 by Morton Partnership. This highlighted some areas requiring repair and maintenance. The survey was sent to ESC but no action had been taken. The Clerk would make the new officer dealing with the transfer aware of the report and need for repairs before the handover.

9. **CCTV:** To review Cllr Forster's report on extending the CCTV coverage and his recommendations. It was noted the bollards had been repaired at the entrance to the Park. After some debate it was **RESOLVED** to explore options to install a single camera to cover the Park entrance, the Clerk would request a quotation based on one camera but the equipment should be suitable for an expansion of the system at a later date. It was noted the decision not to go ahead with the original quotation could only be reversed after a 6 month period, i.e. in December 2022.

10. **Communications/News:** None

11. **Next meeting.** It was agreed that the Committee would meet at 2pm on the second Wednesday of every month so the next meeting would be on Wednesday 14th December at 2pm.