

Assets and Services Committee

Wednesday 18th January, 2023 at 2.30pm
Day Centre, London Rd, Halesworth

Minutes

Present: Councillors;

Peter Dutton, Keith Greenberg (Chair), Anne Fleming, Joyce Moseley, Rosemary Lewis, M Took.

In Attendance: Nick Rees (Town Clerk), 0 members of public

1. **Apologies:** None
2. **Declarations of interest:** None
3. **Minutes:** The Minutes of the Assets and Services Committee minutes held on the 14th December, 2022 was accepted as a true record.
4. **Matters arising from the minutes:** None
5. **Work plan 2023:** Amendments noted to add a column showing whose action it was, to amend London Rd costings and amend the wording of the Memorial Garden to note the structures/buildings/paving rather than landscaping and planting which was currently undertaken by HIB.
6. **Community Hub:** The Chair gave an update on the presentation dates and times. Currently awaiting confirmation from one of the tenderers that they can attend at the allocated day and time. It was noted that any discussion on commercial contracts would need to be held in camera.
7. **London Rd Building:**
 - a) Proposal to create a new working group: It was agreed after some discussion that a Working Group may not be necessary if a suitably worded proposal could be presented to the Council – see (b)
 - b) Review the Clerk's proposals and consider seeking quotations for the work: It was **RESOLVED** that the Committee agreed with the proposals and recommended to Council that the available funds in Reserves under 'Divestment of ESC Services and Property (62,072) and the balance from this year's budget line 'Transfer of Assets' (20,000) should be used as the maximum budget for these alterations. The improvements were necessary as a duty of care for the new and existing staff and to facilitate accessible meeting rooms for smaller Council meetings and to provide a future income from room hire. It may also be possible to offer one of these rooms to the Citizens Advice Bureau to encourage them back to providing services for Halesworth residents, unless they already had some other agreement in place. The Clerk would provide a written summary of the proposed work,

provide as many of the items costed as possible and explain the purpose and aims of these improvements for the Council meeting in February. It was further proposed that the Council considers allowing the Assets & Services Committee devolved powers to utilise this budget for the work directly but in accordance with the Council's Standing Orders on Public Works Contracts and it's Financial Regulations. The Council would still reserve the powers to approve any significant deviation from the proposed plans or any increase in the budget. Regular reports to the Council would be provided during the planning and implementation of the works.

- c) Consider additional options for the buildings: This would be considered at a later date or as changes happen.
- d) Long term considerations for the site: Not discussed.

8. **Public Toilets:** There had been no further updates.

9. **CCTV:** The Clerk reported that the recorder and most of the equipment had been installed and now all that remained was the mounting pole and camera to be positioned and updates to the office software.

10. **VAS:** The Clerk requested that he reverts to an alternative supplier, which had the advantage of being the most cost effective but had been ruled out initially due to the style of the sign. However the Clerk had seen an example of one operating locally and it had the advantage of being highly visible, furthermore he had found it difficult to obtain the necessary information from the preferred supplier. The Committee agreed that the Clerk could obtain the alternative VAS machines.

11. **Communications/News:** None

12. **Next meeting.** As scheduled on the third Wednesday of the Month at 2.30pm

The meeting was closed at 4.05pm