



Saxmundham Town Council

Minutes of the Meeting of the Amenities & Services Committee 6.30 PM 10th August 2020 by Video Conference

Councillors: Cllr. T. Lock (Chair) Cllr. J. Macro Cllr. C. Hawkins Cllr. D. Eastman
Cllr. J. Sandbach

Also Present: K. Forster (Clerk)

12/20AS Apologies for absence

There were apologies from Cllr. Macro and Cllr. Hawkins

13/20AS Pecuniary/Non-Pecuniary Interests

There were no Declarations of Interests.

14/20AS Minutes of the Previous Meeting

The minutes of the meeting 15th June 2020 had previously been circulated. It was **unanimously RESOLVED** to approve the minutes and they will be signed by the Committee Chair at the earliest opportunity.

15/20AS Open Forum

No members of the public had joined the meeting

16/20AS Old Police Station Refurbishment

- a) The asbestos panels and toilet are scheduled to be removed starting 1st September 2020. Nobody will be allowed in the building until 14th September. The Clerk and Assistant Clerk will relocate.
- b) The replacement windows/doors/soffits etc., will be installed from 14th September by Waveney Windows. Cllr. Lock has spoken to Waveney Windows and asked to be kept informed of the schedule. The installation should take approximately 5 days however, the Clerk and Assistant Clerk can return to the offices during that time.
- c) There is a requirement to:
Prior the asbestos removal
 1. remove the kitchen sink
 2. sort out the electrical cables if necessary
 3. The radiators have been removed and blanked off.After asbestos removed/the windows have been installed
 1. Reinstall the kitchen sink
 2. Replace the ladies toilet
 3. Make good under the windows.
 4. Replace the radiators.Cllr. Lock to progress. **NOTED**
- d) It was agreed to order the new town council sign from Leiston Press for the front of the building and try to schedule for the 3rd week of September. **NOTED**
- e) A new notice board is required for outside the building. It was agreed that this should be considered along with the new town signage which is also planned for the carpark area. **NOTED**

Signed _____

Date _____

1/10/20