



Saxmundham Town Council

Minutes of the Meeting of the Amenities & Services Committee 6.30 PM 15th June 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)

The Chair opened the meeting by welcoming all and reminding the members that the new committee was not responsible for the Market Hall amenity but could be asked in the future to advise or assist with items in the Market Hall.

01/20AS Apologies for absence

There were apologies from Cllr. Sandbach.

02/20AS Pecuniary/Non-Pecuniary Interests

There were no Declarations of Interests.

03/20AS Minutes of the Previous Meeting

This is the first meeting of the Amenities & Services Committee.

04/20AS Open Forum

No members of the public had joined the meeting

05/20AS Old Police Station Refurbishment

- a) The Clerk gave an update of the work completed during the recent lock down weeks.
- Toilet and sink removed from the Cell
 - All offices, reception and hallway patched and redecorated in the same colours
 - Kitchen deep cleaned, patched and redecorated
 - Clear out of cupboards and archive area.
 - Windows in meeting room covered up to provide a wall to be used for a projector
 - Meeting room refurbished.
- b) A new toilet is required in the Ladies in the OPS building as the old one has asbestos and is leaking. **It was unanimously RESOLVED to approve expenditure of £100 + services of a plumber.** This will be done once the asbestos (see below) has been removed.
- c) The 3 quotations for the window/door replacement was discussed. **It was unanimously RESOLVED to recommend acceptance of one of them to the Resources Committee with a budget of £12k to allow for overspends.**
The removal of the asbestos was discussed. This will be a bigger piece of work than originally planned. The panels need a sample testing survey during which time the clerks would not be able to be in their offices. The asbestos will be removed prior to fitting of windows/door. **It was unanimously RESOLVED to delegate to the Chair that he obtains the quotations for the asbestos survey and removal and passes to the Resources committee for approval. A suggested budget of £4000 was recommended.**
- d) The following items are planned and would be within the OPS maintenance budget.
- Replacement internal locks
 - New noticeboard for outside.

It was unanimously RESOLVED to approve those items.

It was also agreed to review the wording on the sign outside. Suggestions included a town map. It was agreed that Cllr. Lock would discuss with Cllr. Findlay who had been looking at town signage.

Signed _____

Date _____

1/10/20.