



Saxmundham Town Council

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20/06/18.

**TO ALL COUNCILLORS ON THE SERVICES AND AMENITIES COMMITTEE,
YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE SERVICES AND AMENITIES COMMITTEE TO
TAKE PLACE IN THE MARKET HALL 25TH JUNE 2018 AT 7PM.**

SIGNED

Assistant Town Clerk

AGENDA

1. TO RECEIVE DECLARATIONS OF INTEREST:

- To receive amendments to the register-
- To receive declarations of pecuniary interest in respect of items on the agenda –
- To receive declarations of non-pecuniary interest in respect of items on the agenda -
- To consider full/partial dispensations for pecuniary interests declared -

2. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE.

3. UNDERSTANDING OF TERMS OF REFERENCE. Briefly ensure all committee members have a broad understanding of the Terms of Reference (previously circulated):

4. NEW COUNCIL BUILDING (old Police Station site).

4.1. Discuss replacement boiler for the old Police Station site (H&S issue. Need to seek estimates, indicated as approx. £3000.00. (Confirm whether within maintenance budget or H & S).

Action by committee:

4.2. Discuss remedial work to perimeter wall, seek estimates for referral or action. *Action by committee:*

5. MEMORIAL FIELD WAR MEMORIAL. Discuss type, situation, costs, and any likely unveiling ceremony and dates.
Action by committee.

6. CHRISTMAS LIGHTS CONTRACT RENEWAL AND SWITCH ON. Discuss current Christmas lights contract (renewal or re tender). Discuss any partnership with the Saxmundham Traders re switch on, costs etc.
Action by committee for referral to Resources and STC as likely to exceed approved committee expenditure.

7. RENEWAL OF YOUNG PEOPLE'S SERVICE LEVEL AGREEMENT. Terms, any revision, length of contract. Tender or extension of existing. How much per annum, monitoring arrangements etc.
Action by committee for referral to Resources and STC as will exceed approved committee expenditure.

8. SAXMUNDHAM IN BLOOM. Discuss tender arrangement, length of contract, amount available, and scope (number) of baskets, H&S procedure for this. Contributions to the Saxmundham in Bloom fund from traders and private residents.
Action by committee.

- 9. DISCUSS PREPARATION OF A PLANNED MAINTENANCE SCHEDULE.** Prepare a 5 year plan for council assets, with priorities within budgetary restraints. Seriously consider implementing a schedule of essential maintenance via the engagement by tender of a list of preferred contractors, particularly emergency work; inclusive of trees, hedges, ditches, grass cutting and street furniture.
Action by committee for referral to resources and STC as likely to exceed approved committee expenditure.
- 10. DISCUSS OUR OBLIGATIONS VIA H & S AND OTHER STATUTORY REQUIREMENTS.** Decide whether our requirements for playground inspections to electrical and gas testing compliance is inclusive of planned preventative maintenance or a separate financial sub-head that requires further thought by this committee. This requirement will substantially reduce any maintenance subhead unless treated as a separate essential “stand alone” essential expenditure as it is undoubtedly our priority (although neglected previously). To be tested with our recent historical evidence available to fix an annual budget for referral to the Resources Committee.
Action by committee to evidence and refer to resources should this item exceed our expenditure.
- 11. DISCUSS THE REVIEW OF RISK ASSESSMENTS, H&S POLICY, COSHH, TREE SURVEYS, FIRE RISK ASSESSMENT FOR THE POLICE STATION AND THE H&S CONSULTANCY QUOTE FOR SAXMUNDHAM TOWN COUNCIL.**
Action by committee.
- 12. DISCUSS ANY PROPOSED COMMUNICATION STRATEGY.** Paying particular attention to public engagement via all avenues available including social media, press, council website or any other means.
Action by committee.
- 13. DISCUSS THE INVOLVEMENT OF THIS COMMITTEE WITH THE NEIGHBOURHOOD PLAN.** Mainly giving advice to the Neighbourhood Plan Steering Group on items that have been brought to our attention by residents i.e. parking, housing or recurring items that are of significant concern to residents to affect any future referendum
Action by committee.
- 14. DISCUSS THE POTENTIAL REMOVAL/CUTTING BACK OF A LEYLANDII TREE PRESENT IN CHANTRY ROAD PLAY AREA OVERHANGING A RESIDENT’S GARDEN IN NEW CUT, SAXMUNDHAM.**
Action by committee.
- 15. DATE AND TIME OF NEXT MEETING:**