



9 am to 4 pm Mondays to Fridays

## **TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE**

Cllr Jan Garfield (Chairman)  
Cllr T Green (Vice Chairman)  
Cllr N Barber  
Cllr S Bird  
Cllr P Coleman

Cllr M Deacon  
Cllr Jon Garfield  
Cllr G Newman  
Cllr D Savage  
Cllr A Smith

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 7 November 2018** at **7.30pm** for the transaction of the following business:

### **A G E N D A**

**1. Public Question Time**

Up to 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any relevant matters.

**2. Apologies**

To receive apologies for absence.

**3. Declarations of Interest**

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if such an Interest becomes apparent when a particular item or issue is considered.

**4. Requests for Dispensation**

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

**5. Confirmation of Minutes**

To confirm the Minutes of the Assets & Services Committee meeting held on 5 September 2018 as a true record. **(Pages 3-11)**

**6. Assets & Services Budget Report**

To receive the Assets & Services Budget report to 29 October 2018 and consider any actions deemed necessary. **(Pages 12-13 & Appendix A)**

**7. Town Hall Report**

To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 13-14 & Appendix B)**

- 8. Town Hall Maintenance Works**  
To receive a report on Town Hall maintenance works and consider any actions deemed necessary. **(Page 15 Appendices C & D)**
- 9. Community Public Access Defibrillators (CPADs)**  
To receive an update on CPADs and consider the purchase of an AED for the Town Hall. **(Page 15)**
- 10. Felixstowe War Memorial Update Report**  
To receive an update on the War Memorial Trust Grant application. **(Page 16 & Appendix E)**
- 11. Cemetery Update Report**  
To receive a report on the Cemetery and consider any actions deemed necessary. **(Page 16)**
- 12. Allotment Update Report**  
To receive a report on allotments and consider any actions deemed necessary. **(Page 17)**
- 13. Draft Budget Considerations 2019-20**  
To consider first draft recommendations for the Assets & Services element of Council's budget for 2019-20. **(Page 17 & Appendices F & G)**
- 14. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 6 February 2019 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**2 November 2018**

For information (via email): All Town Councillors  
Local Press

***Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.***



## 189. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 August 2018.

**RESOLVED** that the Budget Report to 30 August 2018 be received and noted as presented with no other action required at this time.

## 190. FEES AND CHARGES 2019-20

Committee considered the scale of Fees and Charges for Council services from 1 April 2019 as presented in the report.

**RESOLVED** that the Fees and Charges for Council services be adopted as below with effect from 1 April 2019:

### i) Town Hall – General Hire: No increase for 2018-19.

<b>FELIXSTOWE TOWN HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Full day</b> (Weekday, 9am-5pm)	<b>Half day</b> (weekdays 9-1pm, 1pm-5pm)	<b>Hourly rate</b> (weekday hours between 9am-5pm)	<b>Hourly rate</b> (all other times)
<b>Council Chamber</b>				
Commercial/Business Hire	£200	£100	£30	£45
Voluntary/Charity/Community	£100	£50	£15	£30
<b>Other Town Hall Rooms</b>				
Commercial/Business Hire	£150	£75	£20	£40
Voluntary/Charity/Community	£90	£45	£12	£25
Refreshments (to include tea, coffee, water and biscuits)			£2 per delegate	

### ii) Town Hall - Weddings and Special Events

<b>WEDDINGS AND SPECIAL EVENTS</b> FELIXSTOWE TOWN HALL	<b>Weekday</b> (1 <sup>st</sup> April- 30 <sup>th</sup> Sept)	<b>Weekend</b> (1 <sup>st</sup> April- 30 <sup>th</sup> Sept)	<b>Any Day</b> (1 <sup>st</sup> Oct- 31 <sup>st</sup> March)	<b>Post-Ceremony Drinks</b>
Council Chamber <small>(for ceremonies attended by a maximum 76)</small>	370	475	370	N/A
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	185	235	185	N/A
Courtroom Gallery <small>(for ceremonies attended by a maximum 60)</small>	185	235	185	105
Other Rooms	185	235	185	105

iii) **Walton Community Hall – General Hire: No increase for 2018-19**

<b>WALTON COMMUNITY HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Weekdays 9-5pm</b>	<b>Evenings and Weekends up to 10pm</b>	<b>Session Rate Mon-Sun 9am- 10pm (up to 4 hours)</b>
Commercial/Business Hire	<b>£15.00</b>	<b>£18.00</b>	<b>£50</b>
Voluntary/Charity/Community /Private Hire	<b>£9.00</b>	<b>£12.00</b>	<b>£30</b>

iv) **Cemetery:**

<b>1. INTERMENTS</b>		
<b>Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday</b>	<b>Felixstowe Resident</b>	<b>Non- Resident*</b>
(a) of the body of a still-born child, or a child whose age at the time of death did not exceed one month	No charge	No charge
(b) of the body of a child whose age at time of death exceeded one month, but did not exceed 18 years	No charge	No charge
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	573	1146
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	926	1852
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1083	2165
(f) of a urn of cremated remains	146	292
(g) scattering of ashes	64	64
<b>Additional charges applicable outside ordinary hours of burial Monday to Friday</b>	<b>Felixstowe Resident</b>	<b>Non- Resident</b>
Grave space	382	764
Urn space	226	452
Scattering of ashes	128	256
<b>Additional charges applicable on Weekends and Bank Holidays (subject to availability)</b>	<b>Felixstowe Resident</b>	<b>Non- Resident</b>
Grave space	637	1275
Urn space	446	893
Scattering of ashes	162	323

<b>2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS</b>		
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	1084	2040
(b) children's grave 4' by 3'	150	150
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	446	764
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	815	1502
<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>		
Renewal 50 years (adult) Grave 8' x 3'	956	1911
Renewal 50 years 4' x 3' (child)	100	100
Renewal 25 years (adult)	486	972
Renewal 25 years (child)	50	50
Renewal 50 years (urn plot – Garden of Remembrance)	318	636
Renewal 25 years (urn plot – Garden of Remembrance)	160	319
Renewal 50 years (urn plot – Lawn Garden)	686	1373
Renewal 25 years (urn plot – Lawn Garden)	352	670
<b>4. PERMISSION TO ERECT MEMORIALS</b>		
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	285	569
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	285	569
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	285	569
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	285	569
(e) vase with or without lettering	156	313
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	156	313
(g) additional inscription on any memorial after the first	98	195
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	255	510
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	255	510
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	255	510
<b>MEMORIAL GARDEN (subject to VAT)</b>		

Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	294	588
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	180	360
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	240	480
Renewal of lease for the above memorials for further 5 years	125	125
Memorial bench plaques with inscription for 10 years (prices from)	588	1176
<b>5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)</b>		
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1592	1592
(b) Planting single grave with winter and summer plants and maintaining for one year	272	272
(c) Annual maintenance thereafter	156	156
<b>6. MISCELLANEOUS</b>		
(a) Registering transfer of grant	41	41
(b) Exhumation (Burial)	1528	1528
(c) Exhumation (Ashes)	637	607
(d) Certificate of Burial (Register Extract)	23	23
(e) Preparation of Statutory Declaration	53	53

\*Non-Residents rates apply to persons whose normal place of residence at their time of death was not within the Town of Felixstowe within the last two years immediately before their death.

#### v) Allotments

For tenancies which will renew from October 2019, or for new tenancies commencing April 2019:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m <sup>2</sup> or '5 Rods')	<b>£36.25</b>	<b>£21.75</b>
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	<b>£71.25</b>	<b>£42.75</b>

The discounted rate above (40% off) is offered to tenants (or joint tenancies with one qualifying tenant) who are:

- **Senior Citizens** (on evidence of being in receipt of state pension)
- **Long-Term Unemployed** (on evidence of associated unemployment benefits)

## **191. TOWN HALL UPDATE REPORT**

Committee received the update report on the Town Hall.

Committee considered the options for purchasing either an evacuation chair or sledge/mat to enhance support in the unlikelyhood of an emergency situation which requires evacuation of people who need assistance to get down the stairs when the lift is not allowed to be used and the two emergency exits upstairs are not accessible due to the emergency. Members agreed that a sledge type mat would be more appropriate for the setting and use required at the Town Hall.

Members discussed the purchase of a new longer ramp for the two steps at the side entrance and agreed that this should be purchased as soon as possible. Both items will be paid from the Equipment Purchases Town Hall budget, which was noted may cause a small overspend (less than 10%) on the budget.

### **RESOLVED that:**

- i. the Town Hall Update report be noted; and,**
- ii. An evacuation sledge and new ramp be purchased from the Equipment Purchases Town Hall budget.**

## **192. COMMUNITY PUBLIC ACCES DEFIBRILLATORS (CPADS)**

Committee considered the report on CPADS and were pleased to note that The Felixstowe Society had purchased two Lifepak CR Plus 1 defibrillators and Ce-Tek Steel cabinets and wished to donate these to the town.

Members agreed that it would be acceptable for the Town Council to take on the cost of installation and the future responsibility for maintenance costs once the CPADS have been fitted. This would mean that the Town Council were responsible for five CPADs around the town and that future requests would need to be carefully considered.

**RESOLVED that the ongoing responsibility for the two Lifepak CR Plus 1 defibrillators and Ce-Tek Steel cabinets is taken on by Council, including the costs for installation.**



### **193. BROADWAY HOUSE REPORT**

Committee were pleased to see the photographs of the completed redecoration of Broadway House, and noted the good comments received so far. Members thanked the caretakers for their hard work in painting the hall.

The Deputy Town Clerk gave an update on the rear exterior doors which had further seals fitted by Orwell Housing. It was expected that this would prevent any further rain from coming through the door.

The Clerk updated members on a self-seeded sycamore tree that had sprouted between Diamond Mills and Broadway House. Following a discussion on whether this could be cut down by Council's trained groundsmen, the Clerk advised that Diamond Mills had agreed to the work and that it could be carried out within a week.

**It was RESOLVED that the Broadway House Report be noted.**

### **194. CEMETERY UPDATE REPORT**

Committee received the update report on the Cemetery

Members agreed it would be sensible to purchase a lockable store for the new tractor, and the Clerk was asked to bring options to the next Assets & Services Committee meeting in November.

The Clerk reported receiving a suggestion to remove the word 'Block' from signs depicting the different areas of the Cemetery. It was agreed that it would be less stark to have the areas marked simply by their letter.

Committee discussed rubbish disposal and favoured the idea of introducing new segregated waste bins for 'paper & plastic' and 'flowers only'. Members agreed that the bins would offer a smart and practical way to encourage visitors to assist the Council in becoming more environmentally friendly. Members noted that the upfront cost to purchasing four dual bins was £499 +VAT each and two standard litter bins at £249 +VAT. It was understood that segregation of waste would allow savings on skip hire as green waste could be disposed via a 16yd skip for the same price as the current 8yd general waste skips.

Once the bins are in place, an evaluation of general waste could be made by Cemetery staff and consideration given to whether a regular fortnightly collection would be cost-effective.

**It was RESOLVED that:**

- i. the Cemetery update report be noted;**
- ii. Options for a lockable store for the new tractor be brought to next Assets and Services in November; and,**

- iii. **it be recommended to Council that four Broxap 'Derby Cemetery Recycling Bins' and two 'Derby Standard Litter Bins' be purchased with the total cost of £2,494+VAT to be authorised via the Cemetery Projects Earmarked Reserve (9040/900).**

## **195. ALLOTMENTS UPDATE REPORT**

Committee received the update report on the Town Council's Allotments and current vacancy information.

Members were pleased to note that the total number of vacant allotment plots had decreased from 36 to 31 since the last meeting.

The Clerk updated Members following a meeting held the previous day with the Felixstowe Society of Allotment and Leisure Gardeners (FSALG). Further to a visit to the allotment sites by Councillors, Committee were advised that the noticeboards were in need of replacement. New noticeboards would therefore be purchased via the Allotment Repairs & Maintenance budget. Plot markers were discussed at the meeting with FSALG and Committee agreed that the requirement for plot numbers to be visible should form part of the Allotment Holder's Tenancy Agreement. The method of doing so would be up to the allotment holder.

The potential advantage for plot holders to have appropriate Public Liability Insurance was discussed. It was agreed that the Council should advise all allotment holders about their responsibility towards public safety on their plots and to highlight that one of the many benefits of joining FSALG was the fact that PLI for all members was included within the annual subscription charge. Plot holders would also be advised that it may be possible to arrange similar cover through their home insurance, or a separate insurance provider.

The Clerk reported that there was currently an issue with rats, and training was currently being investigated for staff so that this could be tackled.

Committee were pleased to note that the broken rotavator had been sold for a price of £500 +VAT and agreed that the money received will be used to offset against the purchase of the tractor.

**It was RESOLVED that**

- i. the Allotments Update Report be noted;**
- ii. the Allotment Tenancy Agreement be amended to include as a condition that the allotment holder should ensure their plot number is visible at all times;**
- iii. all allotment holders be advised of their responsibility towards public safety on their plots and potential providers of suitable Public Liability Insurance;**

**iv. Pest control training be investigated for Cemetery staff in order to tackle problems with rats on the allotments; and,**

**v. the disposal of the BCS 738 rotavator be approved and the receipt of £500 be used to offset against the purchase of the tractor.**

**196. FELIXSTOWE WAR MEMORIAL CONDITION SURVEY UPDATE**

Committee were pleased to note that the survey has been booked in to take place next week.

The Deputy Clerk advised that a report on the findings of the survey, alongside any recommendations, would be brought to Committee in November.

**It was RESOLVED that the Felixstowe War Memorial Condition Survey Update Report be noted.**

**197. CLOSURE**

The meeting was closed at 9.12pm. The next meeting was noted as being scheduled for Wednesday 7 November 2018 at 7.30pm.

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## AGENDA ITEM 6: ASSETS & SERVICES BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Assets & Services part of Council's budget. A summary of the position to 31 October 2018 is provided below with a detailed report at **Appendix A**.

01/11/2018		Felixstowe Town Council					Page 1	
09:58		Summary Income & Expenditure by Budget Heading 01/11/2018						
Month No: 7		Cost Centre Report						
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
201 Town Hall	Income	22,628	17,576	19,967	2,391			88.0%
	Expenditure	82,443	45,769	81,630	35,861		35,861	56.1%
	Movement to/(from) Gen Reserve	<u>(59,816)</u>	<u>(28,193)</u>					
202 Walton	Income	8,890	4,283	7,500	3,217			57.1%
	Expenditure	7,133	3,338	8,716	5,378		5,378	38.3%
	Movement to/(from) Gen Reserve	<u>1,758</u>	<u>945</u>					
203 Broadway House	Income	2,000	2,067	2,040	(27)			101.3%
	Expenditure	6,363	3,225	6,451	3,226		3,226	50.0%
	Movement to/(from) Gen Reserve	<u>(4,363)</u>	<u>(1,158)</u>					
204 Cemetery	Income	102,540	49,090	68,815	19,725			71.3%
	Expenditure	127,105	66,422	138,862	72,440		72,440	47.8%
	Movement to/(from) Gen Reserve	<u>(24,565)</u>	<u>(17,332)</u>					
205 Allotments	Income	14,728	8,353	14,900	6,547			56.1%
	Expenditure	23,796	10,781	27,407	16,626		16,626	39.3%
	Movement to/(from) Gen Reserve	<u>(9,067)</u>	<u>(2,428)</u>					
Grand Totals:- Income		<b>150,786</b>	<b>81,369</b>	<b>113,222</b>	<b>31,853</b>			<b>71.9%</b>
Expenditure		<b>246,839</b>	<b>129,535</b>	<b>263,066</b>	<b>133,531</b>	<b>0</b>	<b>133,531</b>	<b>49.2%</b>
Net Income over Expenditure		<u>(96,053)</u>	<u>(48,166)</u>	<u>(149,844)</u>	<u>(101,678)</u>			
Movement to/(from) Gen Reserve		<u>(96,053)</u>	<u>(48,166)</u>					

Members are to note that an overspend is being projected in the Town Hall Repairs & Maintenance budget. This is due in part to call out charges to repair the stair-risers (approx. £400) and number of fire extinguishers due a replacement this year (approx. £500).

Note: UK fire extinguisher regulations recommend that extinguishers should be replaced every 5 years, apart from CO2 extinguishers which should be replaced every 10 years. Exceptions to the rule: if an extinguisher is damaged, discharged or otherwise unable to be used safely, then it should be replaced immediately. Additionally, if Council's Caretakers are to carry out some painting and decorating repairs at the Town Hall, further expenditure may be incurred from this budget code.

However, the net projected expenditure across the total Repairs & Maintenance budget for Assets & Services is estimated to be £14,334 from £15,000 available.

**Committee is requested to consider the budget report to 31 October 2018 and approve the projected overspend in the Town Hall Repairs and Maintenance budget, subject to not exceeding the total overall Repairs and Maintenance budget.**

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## **AGENDA ITEM 7: TOWN HALL UPDATE REPORT**

### Items for auction

The items which were agreed to be auctioned from a recent overhaul of the Council's files and store (*Min #605 of 2017/18 refers*) were auctioned on 31 October 2018, and resulted in the following sales:

George VI Silver Salver	£220
George V Silver Trophy (Drama)	£80
George V Silver Trophy (Allotments)	£75
Silver Cigarette Box	£50
4 Brass ashtrays	No Sale
Printing blocks	£50
“ “	£40
Total	£515 minus charges

Charges: Depending on the value and quantity of items being sold, charges for selling are based on 10% - 15% of the hammer price + VAT. Additionally each lot incurs a lot fee of £2 plus 1.5% insurance.

The total amount of charges is shown on the invoice at **Appendix B** at £148.83 giving a return of £361.12.

### Furniture

Since the introduction of GDPR and a review of documents being retained in line with Council's Retention Policy, three filing cabinets have been freed up and have been moved into the safe for storage. Some older office furniture is now surplus to requirements and a number of other items are mismatched. Staff are looking in to replacement furniture to provide a modern, matching desk for the Customer Services Apprentice alongside some desk-height drawers and a cupboard for the rear office to hold ring-binders and folders. Quotes are being sought and estimates will be brought to the meeting if available. Expenditure for new furniture via the Town Hall Earmarked Reserve would need approval from Council.

### Evacuation Sledge and Ramp

The new ramp has been installed, and advice will be sought from the Disability Forum as to whether it would now be possible to remove the stair-riser from the rear entrance, as the new ramp provides easy access for wheelchairs and pushchairs up those two steps. Servicing costs for the lift and stair-risers costs Council between £2,300-2,800 per year and the annual cost to service this particular stair-riser was £555.

The evacuation sledge has been purchased and is on the wall to the left of the lift on the first floor. Council's Caretaker is trained to use the sledge and will be training staff over the next few weeks.

### Meeting room request for the Landguard Governance Review

A request has been made from Paul Grant, Landguard Partnership to enquire whether Council could provide meeting room facilities to assist with the Landguard Governance Review. The Review focuses on the three volunteer groups at Landguard and SCDC and English Heritage. There will also be involvement from the other four Landguard partnership members including the Town Council during the review.

It is estimated that the period will be between 1st April 2019 – 1st October 2020. The request is for two meetings per month with up to 12 persons attending. If the rooms can be provided free of charge (when the rooms are not otherwise booked) Landguard can then use that as in kind match funding which would assist them in submitting an application to the Heritage Lottery Fund Resilient Heritage Grant Scheme that will be successful.

**Committee is requested to note the report on the Town Hall update; and, consider the provision of office furniture, providing a room for the Landguard Governance Review free-of-charge as match-funding towards the Heritage Lottery Fund Resilient Heritage Grant Scheme, and any other actions it deems necessary.**

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## **AGENDA ITEM 8: TOWN HALL MAINTENANCE WORKS**

The work to the attic space of the Town Hall is now complete taking a total of 6 weeks. Work was carried out to fit in with existing bookings and avoided the two days each week that the Registrar attends. A report from Stroud Associates Ltd the Consulting Civil and Structural Engineers can be found at **Appendix C**.

Committee is to note that D C Construction devised an easier way of doing the works around the brick arch and the making good under the plate and, as a result of this were able to give Council a discount of £3,000 off the quoted price - see attached letter at **Appendix D**. The final cost of the works was therefore £21,240+VAT, plus £350+VAT for two site visits from Stroud Associates.

While the work was being carried out the caretakers noticed some broken tiles on the roof, on the rear elevation. DC Construction inspected the tiles, and the felting and reported that as there is a modern roofing felt in very good condition this should prevent any ingress of water. They recommended that at this stage no action be taken to replace the four tiles and one hip bonnet, as the costs of scaffolding etc. would be disproportionate to the risk of leaving them. Regular monitoring of the roof will be carried out by caretaking staff and any further reports will be investigated accordingly.

**Committee is requested to note the Town Hall update, and decide on any action it deems necessary.**

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## **AGENDA ITEM 9: COMMUNITY PUBLIC ACCESS DEFIBRILLATORS (CPADS)**

The position of the two CPADS donated by the Felixstowe Society has now been decided and will be positioned to the right of the front door to Broadway House, and to the left of the main doors to the Co-op Supermarket on Hamilton Road. We are awaiting a contract being drawn up by the Co-op and we can then instruct an electrician to install.

Members have also requested that an Automatic Emergency Defibrillator (AED) be provided for use at the Town Hall. It is proposed that this would be kept inside the Town Hall in an accessible area which would not require the purchase of a secure cabinet.

The cost, estimated to be £825 + VAT, could be met from the Town Hall Earmarked Reserve, subject to Council approval.

**Committee is requested to consider a recommendation to Council for the purchase of an AED for the Town Hall via the Town Hall Earmarked Reserve.**

## **AGENDA ITEM 10: FELIXSTOWE WAR MEMORIAL CONDITION SURVEY UPDATE**

On 10<sup>th</sup> September a Condition Survey was carried out on Felixstowe War Memorial. The report shown at **Appendix E**, has now been sent to the War Memorial Trust with the invoices and Completion Report, and it is hoped that the grant will be received in due course.

Updates have now been submitted on the War Memorial website, which is a requirement of the Grant submission.

<https://www.warmemorialsonline.org.uk/memorial/161409> details information about the War Memorial and the recent condition survey that has taken place.

There was no work requiring immediate action, but the survey detailed work which could be carried out within the next 12 months. These works are marked as B in pages 4 to 6 of the survey report and, assuming high level access by tubular scaffolding might cost approximately £12,000. Work suggested include removing black soot deposits from the capital, repointing, repair of hole on column shaft, clean out and point up joints on column base, repairs to the plinth, stepped base, and change of fixings on the WWI Memorial tablets.

Advice has been sought from the War Memorial Trust as to whether there are further grants available for this work.

The flutes in the column shaft are likely to become indistinct in 50 to 100 years' time and it may be best to assume that the stone will be renewed at this time.

**Committee is requested to note the War Memorial Condition Survey Update.**

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## **AGENDA ITEM 11: CEMETERY UPDATE REPORT**

### Tractor Shelter

Quotes are in the process of being obtained to provide a lockable shelter beside the office at the Cemetery which will enable the new tractor and other equipment to be housed securely. These will be brought to Committee for consideration and onward referral to Council.

### Memorial Tree

Engraved leaves have been refurbished and replaced on the tree. The other blank leaves will be taken off and replaced in batches.

**Committee is requested to consider the Cemetery update report decide on any recommendation to Council it deems necessary for the installation of a lockable shelter for the tractor/cemetery equipment.**

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## **AGENDA ITEM 12: ALLOTMENT UPDATE REPORT**

As of 31 October 2018, allotment vacancies were as follows:

<b>SITE</b>	<b>Total plots</b>	<b>Occupied (grassed over)</b>	<b>Vacant</b>	<b>Waiting List (Specific plot)</b>	<b>Cultivation Orders (Notice given)</b>	<b>Paid Invoices</b>	<b>Unpaid Invoices</b>
COWPASTURE	302	282	20	(4)	4 (0)	211	67
FERRY ROAD	94	86	8	(0)	0 (0)	76	10
RAILWAY HILL	38	35(6)	5	(0)	0 (0)	22	11
CEMETERY	15	15	-	0	1 (1)	6	7
TAUNTON ROAD	19	9	10	(0)	0	5	4
<b>TOTAL</b>	<b>468</b>	<b>427</b>	<b>43</b>	<b>(4)</b>	<b>5(1)</b>	<b>320</b>	<b>99</b>

There are presently 43 vacant plots for immediate occupation and 4 prospective tenants to sign allotment agreements. There has been a significant improvement on the uptake of allotments over the past year. The total number of relinquished plots on the Cemetery field to date is 29.

It was recently discovered that the water bills at Cowpasture allotments have been based on estimated readings for some time. In 2016/17 the water bills working from actual readings for Cowpasture allotments totalled £1128.93. However, in 2017/18 the bills were estimated and only £239.17 was paid. This resulted in being under budget last year by £670. A meter reading has now been taken which is likely to result in a quarterly bill of approximately £2,367. The possibility of a leak is being investigated but it is most likely that bill is a result of previous bills being underestimated, compounded by an exceptionally hot and dry summer this year. The budget for 2019/20 has been considered in light of this.

A member of the Cemetery team has been booked on a Level 2 Award in the Safe Use of Rodenticides course in February which will help to tackle any issues with rodents on the allotment sites.

**Committee is requested to consider the Allotment update report and decide on any action it deems necessary.**

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## **AGENDA ITEM 13: DRAFT BUDGET 2019-20**

Committee is requested to consider its draft budget estimates for the Financial Year 2019-20 and to make any recommendations to Finance & General Purposes Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current-year expenditure and a comparison against the previous year at **Appendix F**. Notes to the budget estimates accompany this at **Appendix G**.

**Committee is requested to consider first draft recommendations for the Assets & Services element of Council's budget for 2019-20.**