



TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr N Barber (Chairman)

Cllr S Harkin (Vice Chairman)

Cllr D Aitchison

Cllr T Green

Cllr M Morris

Cllr G Newman

Cllr D Savage

Cllr A Smith

Cllr K Williams

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 25 September 2019** at **7.30pm** for the transaction of the following business:

A G E N D A

1. Public Question Time

Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.

2. Apologies for Absence

To receive any apologies for absence.

3. Declarations of Interest

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest.

4. Confirmation of Minutes

To confirm the Minutes of the Assets & Services Committee meeting held on 26 June 2019 as a true record. **(Pages 3-6)**

5. Assets & Services Budget Report

To receive the Assets & Services Budget report to 19 September 2019 and consider any actions deemed necessary. **(Page 7 & Appendix A)**

6. Fees and Charges 2020-21

To review Fees and Charges for Council services to take effect from 1 April 2020. **(Pages 8 - 16)**

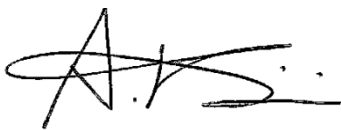
7. Town Hall Update Report

To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 16)**

8. Broadway House Update Report

To receive a report on Broadway House and consider any actions deemed necessary. **(Page 17)**

- 9. Walton Community Hall Update Report**
To receive a report Walton Community Hall and consider any actions deemed necessary. **(Page 18)**
- 10. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 19-20)**
- 11. Allotment Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 21-22)**
- 12. Beehives at Cowpasture Meadow**
To consider a request from Happy Globe CIC to use of part of the meadow beside Cowpasture Allotments for the keeping of bees and an orchard. **(Page 22 & Appendix B)**
- 13. Langley Avenue Playing Field Asset of Community Value Listing**
To note that the Council's application to list was approved by East Suffolk Council. **(Pages 22-23)**
- 14. Swift Boxes**
To consider installing swift boxes on Council-owned buildings. **(Pages 23-25)**
- 15. Business Plan 2020-2024**
To consider any key priorities for the Assets & Services Committee for consideration as part of the development of the Town Council's Business Plan 2020-2024. **(Pages 26-27)**
- 16. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 27 November 2019 at 7.30pm.



Ash Tadjrishi
Town Clerk
19 August 2019

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.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 26 June 2019** at **7.30pm**

PRESENT: Cllr S Harkin (Vice Chairman in the Chair)
Cllr D Aitchison
Cllr G Newman
Cllr M Morris
Cllr D Savage
Cllr A Smith
Cllr K Williams

OFFICER: Mr A Tadjrishi (Town Clerk)

In the absence of the Chairman, Vice-Chairman Cllr S Harkin was in the chair.

90. PUBLIC QUESTIONS

There were none.

91. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

92. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

93. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 3 April 2019 be signed by the Chairman as a true record.

94. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 19 June 2019.

The Clerk provided an explanation on a number of items on the budget and confirmed that, in his view, there were no matters requiring action.

RESOLVED that the Budget Report to 19 June 2019 be received and noted as presented with no other action required at this time.

95. TOWN HALL UPDATE REPORT

Committee noted the Town Hall Update Report. Members considered the recommendations from MPS Doors on the work for additional safety features to the automatic rear access door as set out in BSEN 16005 guidance. Members agreed that this work should be carried out and a recommendation for the cost to be met from the Town Hall Maintenance Earmarked Reserve should be made to Council.

Members were pleased to note that Norse's Insurers had agreed to pay for the shattered window in the Courtroom Gallery caused by debris from a strimmer.

Committee noted the recommendations for remedial work by Council's alarm contractor and requested that further quotations be sought for comparison purposes. It was agreed that this should not delay the work however and that approval for the full cost of the works should be sought from Council to be met from the Town Hall Maintenance Earmarked Reserve.

It was RESOLVED that:

- i. Council be recommended to approve the cost of £815 +VAT, for safety works to the Town Hall automatic rear entrance door, via the Town Hall Maintenance Earmarked Reserve 9065/900; and,**
- ii. Further quotes be obtained for the remedial work required for the emergency lighting and alarm system. Council be recommended to approve the work at a maximum cost of £2,400 +VAT, to be authorised via the Town Hall Maintenance Earmarked Reserve 9065/900.**

96. BROADWAY HOUSE UPDATE

Committee received the report on Broadway House. Members who had attended earlier in the day on a tour of Council's assets were pleased to note the high standard of the facility. However, it was requested that the weeds and doors at the front of the building should receive some attention. The Clerk confirmed that Orwell Housing would be contacted to see if they could carry out this work.

It was RESOLVED that the Broadway House update report be noted.

97. CEMETERY UPDATE REPORT

Committee considered three quotes for a new lawn mower, as the current one needed replacing. Members agreed to go with Company A at £515 + VAT, and for the item to be added to the Asset Register upon purchase.

Members discussed the leaves at the Memorial Tree and were concerned about the increasing demand on Council staff resources if weekly polishing were to be the norm. The environmental effect of using products such as Brasso was queried. The Clerk was requested to bring further options to the

next Assets & Services Committee, to include the cost of continuing regularly polish the leaves, and an appraisal of other materials that could be used for the leaves themselves.

Committee considered the three quotes to refurbish the toilets. The Clerk clarified that the third quote was both the cheapest and most comprehensive. Whilst it was not expected to include any electrical works beyond the installation work quoted, the Clerk advised that were this to be required it would be a separate job subject to further quotes.

Committee agreed that Company C should be commissioned to carry out the work and that it be recommended to Council that the cost of £5,710+VAT be approved from the Cemetery Projects Earmarked Reserve. Members suggested that a representative from the Suffolk Disability Forum be invited to consider the layout of the accessible toilet facilities.

It was RESOLVED that:

- i. The 2019 model Husqvarna LB553S Lawnmower be purchased at a cost of £515 +VAT and be added to Council's Asset Register; and,**
- ii. a report be brought to a future Assets & Services Committee regarding options for the memorial tree; and,**
- iii. Council be recommended to approve the renovation of the Cemetery Toilets at a cost of £5,710 +VAT, to be authorised via the Cemetery Projects Earmarked Reserve 9040/900**

98. ALLOTMENTS UPDATE REPORT

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

Members requested that further to the new addition of a second bollard on the entrance to Railway Hill Allotments, a notice regarding accessibility is put into the new noticeboard to inform allotment holders how they can get vehicular access if necessary.

Members discussed the large trees at Taunton Road Allotments, bordering Garrison Lane, a tree survey had been carried out in 2016 and the Town Clerk advised that he would provide clarification as to the trees in question were the responsibility of the Town Council and, if so, whether any work was recommended.

It was RESOLVED that:

- i. the Allotments Update Report be noted;**
- ii. A notice regarding accessibility is put into the new noticeboard at Railway Hill Allotments; and,**

- iii. **further investigation is made into the tall trees bordering Garrison Lane adjacent to the Taunton Road Allotments**

99. ASSET TOUR UPDATE

Members present who had attended the asset tour earlier in the day provided a verbal update to Committee.

It was noted that the tour had provided some much-appreciated context prior to the meeting and that Council's assets were being well-maintained.

RESOLVED that the Asset Tour Update be noted.

100. CLOSURE

The meeting was closed at 8.34pm. The next meeting was noted as being scheduled for Wednesday 25 September 2019 at 7.30pm.

AGENDA ITEM 5: 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 19 September 2019 is provided below with a detailed report at **Appendix A**.

19/09/2019		Felixstowe Town Council					Page 1	
10:28		Summary Income & Expenditure by Budget Heading 19/09/2019						
Month No: 6		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	20,538	19,627	19,730	103			99.5%
	Expenditure	82,600	21,663	83,514	61,851		61,851	25.9%
	Movement to/(from) Gen Reserve	<u>(62,063)</u>	<u>(2,036)</u>					
202	Walton							
	Income	8,738	5,104	7,000	1,896			72.9%
	Expenditure	7,505	3,607	8,423	4,816		4,816	42.8%
	Movement to/(from) Gen Reserve	<u>1,233</u>	<u>1,497</u>					
203	Broadway House							
	Income	2,067	2,130	2,130	(0)			100.0%
	Expenditure	6,279	2,445	6,826	4,381		4,381	35.8%
	Movement to/(from) Gen Reserve	<u>(4,212)</u>	<u>(315)</u>					
204	Cemetery							
	Income	88,575	29,968	73,775	43,807			40.6%
	Expenditure	131,574	57,784	144,297	86,513		86,513	40.0%
	Movement to/(from) Gen Reserve	<u>(42,999)</u>	<u>(27,816)</u>					
205	Allotments							
	Income	14,593	607	15,200	14,593			4.0%
	Expenditure	27,664	11,631	27,707	16,076		16,076	42.0%
	Movement to/(from) Gen Reserve	<u>(13,071)</u>	<u>(11,024)</u>					
Grand Totals:- Income		134,510	57,436	117,835	60,399			48.7%
Expenditure		255,623	97,129	270,767	173,638	0	173,638	35.9%
Net Income over Expenditure		<u>(121,113)</u>	<u>(39,693)</u>	<u>(152,932)</u>	<u>(113,239)</u>			
Movement to/(from) Gen Reserve		<u>(121,113)</u>	<u>(39,693)</u>					

Committee is requested to consider the budget report to 19 September 2019 and decide on any action it deems necessary.

AGENDA ITEM 6: FEES AND CHARGES 2019-20

Committee is requested to review the Fees and Charges for services provided by the Town Council for the financial year 2020/21. Details of income for the same period in the previous two years are shown alongside the true position as at 19th September 2019 to aid the review.

i. Town Hall – General Hire

Hire rates for the Town Hall for the period 2019-2020 remained the same as the previous year. Current rates are shown below, with a 5% increase shown in brackets for information. RPI over the past 12 months to August 2019 and the previous 12 months to August 2018 was 2.6% and 3.5% respectively:

<https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/czbh/mm23>

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Full day (Weekday, 9am-5pm)	Half day (weekdays 9-1pm, 1pm-5pm)	Hourly rate (weekday hours between 9am-5pm)	Hourly rate (all other times)
Council Chamber				
Commercial/Business Hire	£200 (210)	£100 (105)	£30 (32)	£45 (47)
Voluntary/Charity/Community	£100 (105)	£50 (53)	£15 (16)	£30 (32)
Other Town Hall Rooms				
Commercial/Business Hire	£150 (158)	£75 (79)	£20 (21)	£40 (42)
Voluntary/Charity/Community	£90 (95)	£45 (47)	£12 (13)	£25 (26)
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

Income for Town Hall hiring in previous years:

2017/18	Income £2,973	initial budget £2,000
2018/19	Income £2,557	initial budget £2,200

Income received so far for 2019/20 is £1,839, which is 109.5% of budget (5.5 months into year = 45.8% of budget). The budget this year was set at £1,680.

Income was particularly high in 2017/18 due to a commercial company hiring the Town Hall for regular training sessions, this is no longer happening. Although a commercial company is continuing to hire the Town Hall for a one off event annually, this was not allowed for when budgeting as it brings in £500 approximately a quarter of the whole budget for Town Hall hiring income.

ii. Town Hall - Weddings

The Town Hall continues to be a popular venue for weddings. Costs for comparison with other local wedding venues are provided as follows:

Woodbridge Town Council:

Council Chamber £516 Saturdays
£456 Monday – Friday

Woodbridge Town Council is not planning to increase its fees for 2020.

Colchester Borough Council:

Room hire fees for ceremonies

Room Name	Monday to Thursday 2 hours Hire	Friday to Saturday 2 Hours Hire
Moot Hall (250 people)	£550	£650
Council Chamber (70 people)	£458.33	£541.66
Grand Jury Room/Council Chamber (85 people)	£458.33	£541.66
Registrars Room (45 people)	£198	£271
The Castle	£650	£625

Colchester Borough Council have this year decreased their prices but have removed the off-peak reduced rates. They now offer Colchester Castle for a Wedding Ceremonies.

Previous income / number of weddings

2017/18 Income £11,833 initial budget £7,500
33 weddings in Council Chamber, 13 after ceremony hire CG, 7 weddings in Clerk's office.

2018/19 Income £9,995.83 initial budget £10,000
25 weddings in Council Chamber, 8 after ceremony hire CG, 8 weddings in Clerk's office.

Weddings booked so far for 2019/20:

Income received £10,8450 initial budget £10,000
(£1,475 invoiced awaiting payment)

28 weddings in Council Chamber, 11 after ceremony hire CG, 8 weddings in Clerk's office. Wedding bookings are still ongoing for 2019 /20.

In 2018/19 Council's wedding fees were increased by 5% and again in 2019/20. The comparisons show that our charges remain very competitive with other similar venues.

Wedding fees and charges (5%/10%increase):

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1st April- 30th Sept)	Weekend (1st April- 30th Sept)	Any Day (1st Oct- 31st March)	Post- Ceremony Drinks
Council Chamber <small>(for ceremonies attended by a maximum 76)</small>	£370 (389/407)	£475 (499/523)	£370 (389/407)	N/A
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	£185 (194/204)	£235 (247/259)	£185 (194/204)	N/A
Courtroom Gallery <small>(for ceremonies attended by a maximum 60)</small>	£185 (194/204)	£235 (247/259)	£185 (194/204)	£105 (110/116)
Other Rooms	£185 (194/204)	£225 (236/248)	£185 (194/204)	£105 (110/116)

Wedding bookings are confirmed on receipt of a non-refundable deposit of 25% of the booking fee. The remaining balance is payable two months prior to the date of the wedding.

The provision for post-ceremony drinks is charged on the use of the room only on a self-catering basis.

iii. Walton Community Hall

Charges for 2019/20 remain the same as the previous year as approved by Council, and are as follows with 5% and 10% increases shown for consideration:

WALTON COMMUNITY HALL <small>Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.</small>	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am-10pm (up to 4 hours)
Commercial/Business Hire	£15.00 (15.75/16.50)	£18.00 (18.90/19.80)	£50 (52.50/55.00)
Voluntary/Charity/Community /Private Hire	£9.00 (9.45/9.90)	£12.00 (12.60/13.20)	£30 (31.50/33.00)

The cost of hiring some other local halls is shown below for comparison:

Hall	Hire charge
Old Felixstowe Community Association	£9 per hour – for each room £28 per 4 hours
St Marys Church, Walton	£11 per hour regular bookings £12 per hour £15 per hour for whole complex £6.50 Synod Room
Seaton Methodist Church	£10 per hour

Conservative Club	£110 Function Room for evening £50 for small room per evening
Trimley St Martin Hall	£30 4 hour daytime £50 4 hour evening £8 per hour - classes
Trimley Social Club	£15 per hour weekday £30 per hour weekend Hall for £150 extra for Bar

Previous income for Walton Community Hall hiring:

2017/18	Income £8,890	initial budget £7,500
2018/19	Income £8,737	initial budget £7,500

Income received so far 2019/20 - £5,104, which is 72.9% of budget set at £7,000 (5.5 months into year). Last year 2018/19 we lost 3 regular hirers but this year we have managed to gain 4, one of which has 3 x 1 hour sessions. There is also £491.25 invoiced awaiting payment.

All new hirers now pay one month in advance, but the some of the hirers who have hired for many years still pay one month in arrears.

Cemetery

The following table shows existing charges with the impact of an indicative 5% and 10% increase alongside charges made by Suffolk Coastal District Council and Ipswich Borough Council.

1. INTERMENTS	EXISTING CHARGES 2018-2019 (5% / 10%)		SCDC	IPSWICH BOROUGH COUNCIL
	Felixstowe Resident	Non- Resident*		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday				
(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	88	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	176	No charge
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	573 (602 / 630)	1146 (1203 / 1261)	755	982
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	926 (972 / 1019)	1852 (1945 / 2037)	890	1190
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1083 (1137 / 1191)	2165 (2273 / 2382)	1025	1398

(f) of a urn of cremated remains	146 (153 / 161)	292 (307 / 321)	220	214
(g) scattering of ashes	64 (67 / 70)	64 (67 / 70)	85	55
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non-resident		
Grave space	382 (401 / 420)	764 (802 / 840)		
Urn space	226 (237 / 249)	452 (475 / 497)		
Scattering of ashes	128 (134 / 141)	256 (269 / 282)		
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non-resident		
Grave space	637 (669 / 701)	1275 (1339 / 1403)		
Urn space	446 (468 / 491)	893 (938 / 982)		
Scattering of ashes	162 (170 / 178)	323 (339 / 355)		
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS				
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	1084 (1138 / 1192)	2040 (2142 / 2244)	1483	1406
(b) children's grave 4' by 3'	150 (158 / 165)	150 (158 / 165)	430	173
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	446 (468 / 491)	764 (802 / 840)	1379	
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	815 (856 / 897)	1502 (1577 / 1652)		
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL				
Renewal 50 years (adult) Grave 8' x 3'	956 (1004 / 1052)	1911 (2007 / 2102)	1050	952
Renewal 50 years 4' x 3' (child)	100 (105 / 110)	100 (105 / 110)		108
Renewal 25 years (adult)	486 (510 / 535)	972 (1021 / 1069)	525	746
Renewal 25 years (child)	50 (53 / 55)	50 (53 / 55)		82
Renewal 50 years (urn plot – Garden of Remembrance)	318 (334 / 350)	636 (668 / 700)	700	
Renewal 25 years (urn plot – Garden of Remembrance)	160 (168 / 176)	319 (335 / 351)	350	649
Renewal 50 years (urn plot – Lawn Garden)	686 (720 / 755)	1373 (1442 / 1510)		
Renewal 25 years (urn plot – Lawn Garden)	352 (370 / 387)	670 (704 / 737)		

4. PERMISSION TO ERECT MEMORIALS				
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	285 (299 / 314)	569 (597 / 626)	180	
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	285 (299 / 314)	569 (597 / 626)		
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	285 (299 / 314)	569 (597 / 626)		
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	285 (299 / 314)	569 (597 / 626)		
(e) vase with or without lettering	156 (164 / 172)	313 (329 / 344)	85	
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	156 (164 / 172)	313 (329 / 344)		
(g) additional inscription on any memorial after the first	98 (103 / 108)	195 (205 / 215)	45	
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	255 (268 / 281)	510 (536 / 561)	180	
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	255 (268 / 281)	510 (536 / 561)	105	
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	255 (268 / 281)	510 (536 / 561)	105	
MEMORIAL GARDEN (subject to VAT)				
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	294 (309 / 323)	588 (617 / 647)		
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	180 (189 / 198)	360 (378 / 396)		
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	240 (252 / 264)	480 (504 / 528)		
Renewal of lease for the above memorials for further 5 years	125 (131 / 138)	125 (131 / 138)		
Memorial bench plaques with inscription for 10 years (prices from)	588 (617 / 647)	1176 (1235 / 1294)		
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)				
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1592 (1672 / 1751)	1592 (1672 / 1751)		
(b) Planting single grave with winter and summer plants and maintaining for one year	272 (286 / 299)	272 (286 / 299)		
(c) Annual maintenance thereafter	156 (164 / 172)	156 (164 / 172)		

6. MISCELLANEOUS				
(a) Registering transfer of grant	41 (43 / 45)	41 (43 / 45)	60	65
(b) Exhumation (Burial)	1528 (1604 / 1681)	1528 (1604 / 1681)	1075	
(c) Exhumation (Ashes)	637 (669 / 701)	637 (669 / 701)	435	
(d) Certificate of Burial (Register Extract)	23 (24 / 25)	23 (24 / 25)	25	
(e) Preparation of Statutory Declaration	53 (56 / 58)	53 (56 / 58)	105	

Previous income for Cemetery:

Interments

2017/18 Income £57,259 initial budget £40,000
 2018/19 Income £47,896 initial budget £40,000
 Income received so far for 2019/20 - £ 11,120 plus £6,573 invoiced awaiting payment, which is 44.2% of budget (5.5 months into year = 45.83% of budget).

Purchase of Graves

2017/18 Income £19,049 initial budget £ 8,000
 2018/19 Income £22,152 initial budget £10,000
 Income received so far for 2019/20 - £8,576, which is 85.76% of budget (5.5 months into year = 45.83% of budget).

Memorials

2017/18 Income £19,358 initial budget £10,000
 2018/19 Income £11,700 initial budget £12,000
 Income received so far for 2019/20 - £9,209 plus £2,243 invoiced awaiting payment, which is 95.4% of budget (5.5 months into year = 45.83% of budget).

Upkeep of grave space

2017/18 Income £621 initial budget £800
 2018/19 Income £615 initial budget £800
 Income received so far for 2019/20 - £520 plus £260 invoiced awaiting payment, which is 102.6% of budget – Invoices sent out annually.

Admin – Transfer of Deed/Statutory Declaration

2017/18 Income £937 initial budget £700
 2018/19 Income £896 initial budget £700
 Income received so far for 2019/20 - £543 plus £174 invoiced awaiting payment, which is 102.4% of budget

iv. Allotments

One year's notice is required to increase allotment rents for existing tenants, and it is therefore necessary to review rents for tenancies which will renew from October 2020, or for new tenancies commencing April 2020.

Plots are let on a metric basis with a 'single plot' being 125m² (roughly equivalent to 5 'Rods') and 'double plot' being 250 m² (10 rods). One 'rod' being roughly equivalent to 25m².

Discounts

A discount of 40% is offered off the cost of renting an allotment plot to qualifying tenants or joint tenancies with one qualifying tenant, are given as follows:

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

Other local council's allotment charges are below for comparison:

Ipswich Borough Council

Allotments rents from 1st April 2019 – 31st March 2020

- Full price: £44.20
- Concessions: £40.20 includes water

Prices are based on a full size plot which is roughly 250m² Smaller plots are available and the rent is reduced accordingly.

Woodbridge Town Council

Allotment rent per Quarter plot £12.50 single size plot £25.00, double size 50.00. Water is not included. The water bill is split between the 18 tenants.

Previous income for Allotments:

2017/18 Income £14,728 initial budget £14,400
2018/19 Income £14,592 initial budget £14,900

Income received so far for 2019/20 - £607 for new tenants, annual invoices are sent out in September.

In 2018/19 Council approved the following fees which take effect from October 2019 (April 2019 for new allotment holders):

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

The allotments are provided for, with an overall subsidy by the Council of £13,071 2017/18 (£9,067 2017/18).

Given the subsidy, Committee may consider that a 25p pence increase per 25m² (in line with previous years) is not unreasonable. The effect of which on the Allotments Fees and Charges for 2020/21, inclusive of water charges are proposed as follows:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£37.50	£22.50
Double-size plot (approx. 250m ² or '10 Rods')	£73.75	£44.25

Committee is requested to consider and decide on the Fees and Charges for 2019/20.

AGENDA ITEM 7: TOWN HALL UPDATE REPORT

Items for auction

From the items which were auctioned from an overhaul of the Council's files and store on 31 October 2018, notification has been received that the final items that were agreed to auction (*Min #605 of 2017/18 refers*), four commemorative brass ashtrays were put to auction on 31st July 2019.

The four ashtrays sold at a total price of £15.00 minus charges, a total of £8.12 is due and has been paid into the Town Hall Earmarked Reserve as per *Min #344 of 2018/19*.

Courtroom Gallery Emergency Exit

After a minor accident of a member of the public cutting their finger using the Courtroom Gallery door to the Town Hall Gardens, a new emergency exit push bar was purchased and fitted by the Caretakers.

Rear Disabled Entrance

Work has been completed to fit additional safety features to the automatic rear access door. This work included fitting safety sensors and a finger guard (*Min #95 2019/20 refers*).

Emergency lighting and alarm system

Several quotes were obtained for the remedial work required for the emergency lighting and alarm system (*Min #95 2019/20 refers*). However, Council's current contractor was the best value for money at a cost of £2,400 + VAT and work is currently in the process of being carried out.

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

AGENDA ITEM 8: BROADWAY HOUSE UPDATE REPORT

Automatic Front Doors

In July the external automatic doors to the front entrance of Broadway House malfunctioned, requiring a new operator system. Due to the urgent nature of the repair, and the likelihood of an overspend on the Broadway House Repairs & Maintenance budget that this would cause, officers brought this to the attention of Council's Finance & Governance Committee on 17 July.

The Finance & Governance Committee considered quotes which had been obtained from several suppliers for both a new system and, as an alternative option, a retrofit kit to repair the doors. Committee agreed that the installation of a new operator system should be taken from the Broadway House Earmarked Reserve 9050/900 (which, at that time, stood at £61,606) at a cost of £2,999 + VAT, with formal approval to be sought from Council (*Minute #147 of 2019/20 refers*). Whilst the Broadway House Earmarked Reserve is held specifically for contingencies such as this, usual practice would be for the Assets & Services Committee to seek approval from Council for any expenditure from its Reserves.

In consideration of this matter, Finance & Governance Committee also considered the environmental impact of using electrically operated automatic doors. However, as this facility is used by many elderly people, some of whom rely on the use of wheelchairs, the aid of an automatic door was considered essential in this instance and an automatically closing door would help to contain heat within the building. Since the meeting in July, Orwell Housing have agreed to contribute 50% towards the cost of the doors. Therefore, the total amount required from the Broadway House Earmarked Reserve is now £1,499.50. Council approved the expenditure of £1,499.50 for the repair to be taken from the Broadway House Earmarked Reserve on 11 September (*min #195 2019/20 refers*).

Broken Fence

Orwell Housing have been asked to repair a broken fence on the boundary with the adjacent Diamond Mills site. A rotting tree on the Diamond Mills side is causing the fence to lean and tree-rot poison has been put on. The majority of the fence has now been repaired with one remaining support sticking out because of this tree stub. Orwell Housing have been made aware of this which may prove a health and safety hazard for their tenants when using this side passage to their dustbins. The path down this side is rarely used by visitors using Broadway House. Orwell Housing are currently in further discussion with Diamond Mills to see if the root can be dug out, and the fence can then be permanently fixed.

Committee is requested to consider the Broadway House update report and note the actions of the Finance & Governance Committee and Council who approved the expenditure of £1,499.50 for the emergency repair to the automatic door, from the Broadway House Earmarked Reserve 9050/900.

AGENDA ITEM 9: WALTON HALL UPDATE REPORT

Following acknowledgement by F& G committee that energy consumption continues to be high, further investigations were made into possible causes. Although it is noted that Electricity is the only source of energy and there is no mains gas.

As requested by F&G, Cllr M Richardson visited Walton Community Hall with the caretaker, discussed the issues and looked into the set up there and at previous problems. The conclusion was drawn that the current wall heaters are inefficient and have a very large space with the tall ceiling to heat. One option may be to reduce the ceiling height. The air conditioning unit is also currently used highly at the Hall. Although gas is not currently supplied to the hall, it is available from Falcon Street. However, the Government has declared that natural gas as a fuel source is to be phased out in the coming years.

Shortly after this visit, the Climate Emergency Working Group (CEWG) met and are currently drafting an Action Plan which is going to also consider the energy efficiency of not just Walton Hall but all Town Council Buildings. As part of the discussion at the CEWG, Council may be asked to consider an Energy Proficiency Certificate (EPC) to provide a benchmark of the energy efficiency of our buildings now so it can be compared in later years to any improvements made.

Improvements to Walton Hall and other Town Council buildings, could include upgrading insulation, more efficient heaters, solar panels, more energy efficient windows and LED lighting (although lightbulbs and fittings are currently being replaced when failing in all buildings).

Committee is requested to consider the report on Walton Community Hall and decide on any actions it deems necessary.

AGENDA ITEM 10: CEMETERY UPDATE REPORT

Toilet renovations

The renovations to the Cemetery toilets are now complete. The Suffolk Coastal Disability Forum were asked for advice regarding the disabled bathroom which had all the correct handrails fitted, a lowered mirror and has been painted a pale blue to give a contrast for those with sight difficulties. Soap dispensers have now been installed which are refillable.

The initial quote included paint work to the door & door frames, however it soon became obvious that the doors were rotten, and if just repainted would not last very long. A quote was obtained for the replacement of all 3 doors including new door furniture and this has been taken from the Cemetery Repairs and Maintenance budget at a cost of £750 + VAT.

Truck RTC

Council's truck was recently involved in a road traffic collision along Sea Road while watering. The truck was stationary with the beacon light flashing. The third party hit the wing mirror of the truck and admitted liability. The mirror has been fixed and payment has been received from the third party for a new wing mirror.

Potholes

Suffolk County Council received a complaint about the potholes on the Junction of Langley Avenue and Mill Lane. Photographs will be circulated at meeting. This part of Langley Avenue is owned by Felixstowe Town Council and Cemetery staff have previously carried out repairs to this road. Cemetery staff have now filled the potholes by cleaning out the holes using an Ultracrete SCJ bitumen cold sealer, filling with cold tarmac and using a manual tamper and a whacker plate. This was a sufficient temporary solution, but the condition of the road is not of a good standard, and it could benefit from the whole road being resurfaced.

Members may wish to consider whether a request could be made to Suffolk County Council Highways to see if the road up until the gate could be adopted.

Internal cemetery road sinking

Over the past few months it has been noticed that the road through the cemetery between Block M and Block L is cracking and sinking down one side. This is likely to be due to recent triple burials in 3 plots which are situated closer to the edge of road than normal. Cemetery staff will monitor the situation. On the opposite side on Block L there are two graves that have been sold which also are very close to the same road, the situation will be monitored, and owners may be offered an alternative grave when the time comes to interment.

Memorial Tree

JD Engineering have confirmed that they are no longer in business. Although currently Cemetery staff are using Brasso on the leaves on a regular basis, they are also experimenting with lacquering one leaf to see how that ages.

Another cemetery which has a memorial tree from JD Engineering are no longer selling leaves on their tree. Initially they made some leaves themselves (for ones that were on order) but that was too time consuming, so they stopped making them. They have 36 leaves on their tree and when each leaf owner's lease run out, the cemetery will be offering the Book of remembrance to their customers instead. Further investigations are being made into other leaf options, and it is hoped to have some samples to show at the meeting.

Cemetery Allotments

A request has been received from a member of the public who lives on Mill Lane, to keep ducks on part of the Cemetery allotments behind his property. The proposal is to clear a small part of land, put some ducks on it and keep it all clean and trimmed back. They would be fenced in. Whilst this land is not currently in use, it forms part of the former cemetery allotment site which will become part of the future cemetery extension.

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

AGENDA ITEM 11: ALLOTMENT UPDATE REPORT

As of 19 September 2019, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	309	289	20	(4)	19 (1)
FERRY ROAD	94	90	4	(0)	1 (0)
RAILWAY HILL	40	38(4)	2	(0)	2 (1)
CEMETERY	10	10	-	0	1 (0)
TAUNTON ROAD	19	8	11	(0)	0
TOTAL	472	435	37	(4)	14(1)

There are presently 37 vacant plots for immediate occupation and 4 prospective tenants to sign allotment agreements, 2 for Ferry Road and 2 for Cowpasture. There has been a significant improvement on the uptake of allotments. We have increased the number of plots on Cowpasture by 9 from this time last year, by splitting the double sized plots.

Mare's tail

The plots have now been treated but with only minimal improvement, and on Ferry Road Mare's tail has managed to creep under the access roadway. Treatment will continue but a new product is also being investigated by FSALG.

Camping on the flower meadow

There has been an issue with 2 tents on the meadow, and the PCSO and Anglia Care Trust (homeless outreach) have been involved. The tents are no longer on the site.

Ferry Road Development

At present the developers do not intend to put in a close boarded fence on the northern boundary of the allotments, and if they did so, then the majority of the existing hedge would have to be destroyed. The Planning requirement for the fencing has not been removed from the plan as a 'non material element'. There is currently a good relationship with the developers and it is probably preferable not to insist that the fence be erected so that the hedge could remain as a wildlife boundary, rather than be very substantially cut back. The Town Clerk will keep a watchful eye on this matter and has been assured that the developers will reinstate the footpath crossing the site to adoptable highway standards.

Generator are applying to temporarily close the footpath which provides access to the northern entrance whilst the necessary services are laid. When this happens access to the allotment will only be possible via the Elmcroft Lane entrance. The contractors, EJ Taylor who will be carrying out the temporary footpath closure will

also be installing fence and have been asked to instate a proper gate to coincide with the footpath reopening as the original gate was in a state of disrepair.

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

AGENDA ITEM 12: BEEHIVES AT COWPASTURE MEADOW

Happy Globe are a Felixstowe-based CIC that seeks to support the conservation, preservation and restoration of communal and natural areas, as well as the promotion and execution of ethical waste removal.

Happy Globe contacted the Town Hall to enquire about the possibility of using some land for the keeping of bees and the promotion of wildflowers, other pollinators and wildlife.

Following a discussion between the Clerk, Happy Globe and a representative from the Friends of Abbey Grove, the possibility of using the land known as Cowpasture Meadow was raised.

Happy Globe has submitted a proposal for Committee to consider which is attached at **Appendix B**.

If Members are in favour of the project in principle, further work will be required to establish a formal agreement with Happy Globe CIC for the use of the land.

Committee is requested to consider the request from Happy Globe CIC to use of part of the meadow beside Cowpasture Allotments for the keeping of bees and an orchard.

AGENDA ITEM 13: LANGLEY AVENUE PLAYING FIELD ASSET OF COMMUNITY VALUE LISTING

Further to the Council's Nomination to list Langley Avenue Playing Field as an Asset of Community Value under the Localism Act 2011 (Right to Bid), East Suffolk Council advised that it completed its consultation and has made the decision that the asset meets the definition of an Asset of Community Value. It has therefore been added to the list of Assets of Community Value, available on the East Suffolk Council website at:

<http://www.eastsuffolk.gov.uk/community/community-rights/community-right-to-bid/how-the-right-to-bid-works/>

In the event that the owner of the property wishes to dispose of it at some point in the future (other than as a gift, inheritance, mortgage default, insolvency, death, court order or business transfer), they will inform the Council, which will trigger a moratorium period. East Suffolk Council will write to inform the Town Council that this is the case, and what the process is for submitting an intention to bid.

The owner's intention to dispose of the property will also be recorded on the list of Assets of Community Value, on the East Suffolk Council website.

Committee is requested to note that the Council's application to list Langley Avenue Playing Field as an Asset of Community Value was approved by East Suffolk Council.

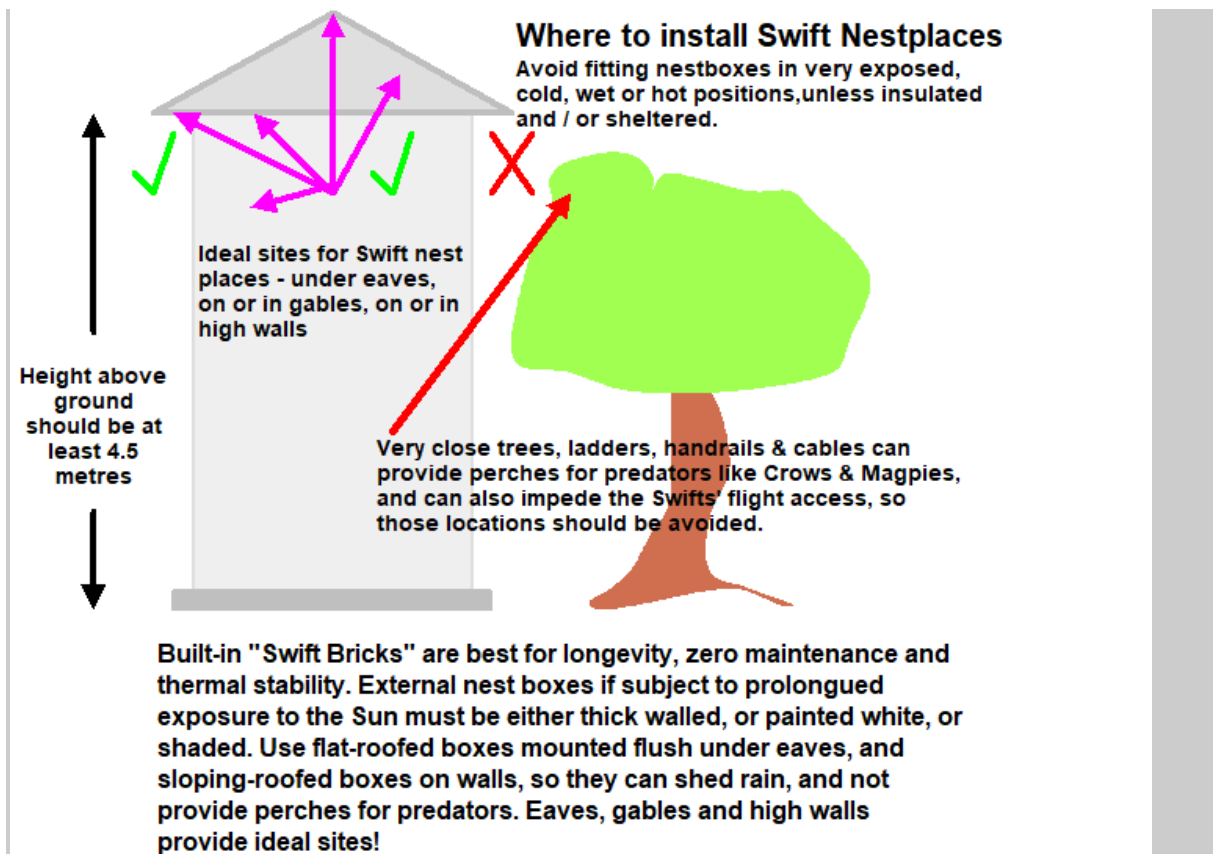
AGENDA ITEM 14: SWIFT BOXES

Following contact by a local resident concerned by the decline in the number of swifts in the Felixstowe area, Committee is requested to consider installing swift boxes on any/all of Council's buildings (the Town Hall, Walton Community Hall, Broadway House, Cemetery office).

Swifts are almost entirely dependent on buildings for their nesting sites, squeezing into small nooks and crannies generally under the roof tiles or soffits. When older buildings are refurbished these openings are often inadvertently sealed up and the nest sites are lost. Many new buildings have no spaces available for birds to nest and it is believed that the loss of nest sites is at least partly responsible for the declining numbers.

Where to fit Swift Boxes (from swiftconservation.org):

- optimum places are under deep eaves, on gables and on high walls in some shade
- not subject to disturbance from window cleaning or maintenance visits
- safe from potential attack by Squirrels, Crows and Magpies i.e. no adjacent perches or creepers
- at least 4.5 metres above ground level
- with uncluttered adjacent airspace for easy flight access



As their name suggests, swifts do not hang around. They arrive in the UK from their wintering grounds in Africa in early May and, having nested, leave again in early August. Swifts are creatures of the air, they roost on the wing, and are not thought to land between leaving the UK and returning the following year.

The cost to purchase a swift box ranges between £20-50. However, they are not complex items and DIY plans are available (*see example below*).

The Leuven Pattern DIY Swift nest box made by the Municipality of Leuven, Belgium

Weather & Predator Resistant - for deep eaves - proven to be highly successful

Courtesy of Louis-Philippe Arnhem, Leuven Swift Co-ordinator



Boxes in situ – fit as many as you can

Make it yourself!

Material: 12.5 mm Exterior or Marine Plywood

The outward sloping façade of this nest box sheds rain and prevents predators' easy access to the nest hole

The box must be mounted flush under overhanging eaves otherwise any vacant space left above the nest box may be used by competitor species (e.g. pigeons)

All measurements in millimetres (mm)

Front: 400 x 220 (entrance* = 30 x 60)

Sides: 2 pieces each 195 (front) x 179 (top) x 176 (back) x 97 (base)

Top: 400 x 180 Base: 400 x 95

Back: (also fixes box to wall) 600 x 200

After marking up check all pieces for correct fit before cutting and adjust as need be!

Cut plywood to size and glue and pin pieces together

Treat exterior with a long-lasting weather proof varnish or paint to match décor of the building

*Entrance hole should be precisely 30 x 60 but may be reduced to 28 x 60 where Starlings are a competitor



View of the box from front right



Front of the box front showing entrance



Views of the box from below & in situ



Should Committee wish to install swift boxes, they could be built in-house or a community organisation such as the Men's Shed could be invited to build them.

The cost, therefore limited to materials and installation only, would be anticipated to be less than £100 for around 6 boxes and could be met by the relevant repairs and maintenance budgets.

Committee is requested to consider the installation of swift boxes on Council-owned buildings.

AGENDA ITEM 15: BUSINESS PLAN 2020-2024

The Council's Business Plan will be a concise document encompassing the Council's aspirations, across following potential headings:

- Climate Change/ Planning & Environment
- Civic & Community
- Assets & Services
- Finance & Governance

During its development, the Business Plan will be formally reviewed by Council over the following meetings:

11 December 2019 F&G reviews first draft
22 January 2020 F&G reviews final draft for recommendation to Council
11 March 2020 Business Plan approved by Council

Community engagement is critical to the development of the Plan and a public consultation is underway to encourage the widest possible input into the process. A survey is running which asks for feedback to four questions, alongside other positive ideas from the community until of 31 October 2019.

In keeping with the Council's recent Climate Emergency declaration and the themes of 'Community', 'Open Spaces' and 'The Town Centre' explored at the Felixstowe Horizons event at the Orwell Hotel on 18 June 2019, the questions are as follows:

- The Town Council seeks to become carbon-neutral by 2030 – what practical steps could we be taking in the next 4 years and what can we do to support others in Felixstowe to reduce their environmental impact?
- The Town Council provides financial support to dozens of local organisations each year through our occasional and annual grants scheme. What do you believe are the priorities for the community over the next 4+ years and in what ways do you expect your Town Council to identify and address these needs?
- How can community facilities and open spaces such as the seafront, prom and gardens, our town centre, woodland, parks and play areas be better used to promote Felixstowe and improve wellbeing? Should the Town Council consider opportunities for asset transfers from East Suffolk / Suffolk County councils to preserve community facilities even if this increases our costs? If so, which in particular?
- Though we receive no income from business rates we recognise the importance of a vibrant town centre. Town Council initiatives such as Felixstowe in Flower, the Christmas Ice Rink and our funding of the Christmas Lights help bring life and colour and we also support the concept of local businesses formalising their own priorities for the town. What is your vision for a thriving Felixstowe town centre and what role should the Town Council play?

Workshops are being planned to take place in November for Members and staff to review priorities for the Business Plan.

In advance of these workshops, and to inform the business planning process, each of Council's main committees is also being asked to consider what they believe will be their key priorities over the next 4+ years, outside of any usual or recurring business.

Members are therefore asked to consider priorities for the Council's Assets & Services Committee and any matters within the Committee's scope relevant to the survey questions above.

Committee is requested to consider any key priorities for the Assets & Services Committee for consideration as part of the development of the Town Council's Business Plan 2020-2024.
