

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 23 September 2020 at 7.30pm**

**PRESENT:** Cllr S Harkin (Chairman) Cllr G Newman  
Cllr N Barber (Vice Chairman) Cllr M Richardson  
Cllr D Aitchison Cllr D Savage  
Cllr M Morris Cllr A Smith

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs S Faversham (Business Services Officer)  
Mrs S Morrison (Planning Assistant)

**241. PUBLIC QUESTIONS**

There were none.

**242. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr K Williams**.

**243. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

**244. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 24 June 2020 be signed by the Chairman as a true record.**

**245. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 15 September 2020.

The Deputy Town Clerk explained the effect that the Coronavirus was having both on income and expenditure budgets particularly in the hiring of the Town Hall and Walton Community Hall. The Town Clerk advised that there was likely to be a greater impact on the Council's finances in the following finance year, as it is uncertain how the effect of COVID—19 would affect the tax base.

**It was RESOLVED that :**

- i. the Budget Report to 15 September 2020 be received and noted; and,**

- ii. that the financial impact of the coronavirus on the Asset & Services budgets be noted, with no other action required at this time.

## 246. FEES AND CHARGES 2021-2022

Committee considered the scale of Fees and Charges for Council services from 1 April 2021 as presented in the report. Committee agreed most fees should be kept frozen as a gesture of community support at this time of pandemic.

However, it was agreed that allotment rents should be increased by 25p per 25m<sup>2</sup>, to offset some of the cost to maintain them and increases in water charges.

**It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2021:**

- i) **Town Hall – General Hire:**  
No increase for 2021-22.

<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	£205	£103	£31	£46
Voluntary/Charity/Community	£103	£52	£16	£31
<b>Other Town Hall Rooms</b>				
Commercial/Business Hire	£154	£77	£21	£41
Voluntary/Charity/Community	£92	£46	£12	£26
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

- ii) **Town Hall - Weddings and Special Events:**  
No increase for 2021-22.

<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 (for ceremonies attended by a maximum 76)	380	487	380	N/A
Clerk's Office (for ceremonies attended by a maximum 15)	190	241	190	N/A
Courtroom Gallery (for ceremonies attended by a maximum 60)	190	241	190	108
Other Rooms	190	241	190	108

**iii) Walton Community Hall – General Hire:**  
No increase for 2021-22.

<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:**  
No increase for 2021-22.

<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")	588	1176
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	950	1900
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1110	2220
(f) of a urn of cremated remains	150	300
(g) scattering of ashes	66	66
<b>Additional charges applicable outside ordinary hours of burial Monday to Friday</b>	<b>Felixstowe Resident</b>	<b>Non- Resident</b>
Grave space	392	784
Urn space	232	464
Scattering of ashes	131	262
<b>Additional charges applicable on Weekends and Bank Holidays (subject to availability)</b>	<b>Felixstowe Resident</b>	<b>Non- Resident</b>
Grave space	653	1306
Urn space	457	914
Scattering of ashes	166	332

<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'	1111	2222
(b) children's grave 4' by 3'	154	154
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	457	914
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	835	1670
<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>		
Renewal 50 years (adult) Grave 8' x 3'	980	1960
Renewal 50 years 4' x 3' (child)	103	103
Renewal 25 years (adult)	498	996
Renewal 25 years (child)	52	52
Renewal 50 years (urn plot – Garden of Remembrance)	326	652
Renewal 25 years (urn plot – Garden of Remembrance)	164	328
Renewal 50 years (urn plot – Lawn Garden)	703	1406
Renewal 25 years (urn plot – Lawn Garden)	360	720
<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)	292	584
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	292	584
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	292	584
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	292	584
(e) vase with or without lettering	160	320
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	160	320
(g) additional inscription on any memorial after the first	100	200
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	262	524
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	262	524
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	262	524

<b>MEMORIAL GARDEN (subject to VAT)</b>		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	301	602
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	185	370
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	246	492
Renewal of lease for the above memorials for further 5 years	128	128
Memorial bench plaques with inscription for 10 years (prices from)	603	1206
<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	1632	1632
(b) Planting single grave with winter and summer plants and maintaining for one year	279	279
(c) Annual maintenance thereafter	160	160
<b>6. MISCELLANEOUS</b>		
(a) Registering transfer of grant	42	42
(b) Exhumation (Burial)	1566	1566
(c) Exhumation (Ashes)	653	653
(d) Certificate of Burial (Register Extract)	24	24
(e) Preparation of Statutory Declaration	54	54

\*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.

#### iv) Allotments

For tenancies renewing in October 2021, or for new tenancies commencing from April 2021, an increase of 25p per 25m<sup>2</sup> or 'rod':

<b>Plot Size</b>	<b>Standard Rent (inc. Water)</b>	<b>Discount Rent (inc. Water)</b>
Single-size plot (approx. 125m <sup>2</sup> or '5 Rods')	<b>£38.75</b>	<b>£23.25</b>
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	<b>£76.25</b>	<b>£45.75</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)

#### **247. TOWN HALL UPDATE REPORT**

The Town Clerk updated Committee on how the Town Hall was being used during the pandemic and in light of the guidance just announced asked Members to consider whether employees should be told to work from home or continue with the reduced capacity of one employee working one per office with the Town Hall continuing to be closed to the public except by appointment only when essential, and employees continuing to work 2/3 days per week at home. Committee was aware that the situation was likely to change at short notice and were happy for staff to continue as they were ensuring social distancing and face masks were worn when necessary while Suffolk stayed a low risk area. The Town Clerk would continue to monitor the situation in accordance with Government guidelines.

Members noted photographs showing of the current condition of the Town Hall windows and suggested that advice be taken from the East Suffolk Conservation Officer prior to suitable quotes for future repair or replacement. In the meantime, Council's caretakers would carry out the necessary minor repairs to the windows.

The Town Clerk reported that Suffolk County Council had requested to install a new fibre circuit into the Town Hall to provide upgraded internet connectivity for the County Council and East Suffolk staff who work there and had provided a Wayleave agreement for this purpose. It was noted that the Town Council could make use of the circuit at an estimated cost of £40 per month which would give access to the shared 100mb. The circuit could be upscaled to provide a 1 gigabit connection if the need arose.

**It was RESOLVED that:**

- i. the Town Hall update report be noted; and,**
- ii. Conservation Officers be contacted regarding the Town Hall windows refurbishment, and quotes to be obtained and brought to committee; and**
- iii. the Clerk be authorise to sign the Wayleave agreement to allow the installation of a new internet connection to the Town Hall.**

#### **248. WALTON COMMUNITY HALL UPDATE**

Committee received the report on Walton Community Hall and noted the effect that the Coronavirus was having financially with no hirings for 6 months. Some hirers were beginning to return to the hall after carrying out and submitting their

organisation's risk assessment, provided that they were also able to comply with the Council's own Risk Assessment, Special Conditions of Hire and the Coronavirus Guidance for Walton Community Hall.

Members were pleased to note that loft insulation was to be installed, to improve efficiency in heating the hall and help reduce large heating bills, and this cost was being met by the Walton Community Hall Repairs and Maintenance budget.

**It was RESOLVED that the Walton Community Hall update report be noted.**

#### **249. BROADWAY HOUSE UPDATE**

Committee received the Broadway House update report. Following Council approval to use the Broadway House Earmarked Reserve for the cost of refurbishment work at Broadway House, Committee reviewed three separate quotes for the refurbishment of Broadway House kitchen. Company C was considered best value in terms of price and third-party recommendations and selected for the work.

Committee agreed that the work should be carried out while the property was closed and set a maximum budget of £10k to cover the cost of the refurbishment (£8k for work within the kitchen area and a further £2k towards work in the bathrooms if required).

**It was RESOLVED that:**

- i. the Broadway House update report be noted; and,**
- ii. Company C be instructed to carry out the refurbishment with the cost of the work, up to £10,000, to be authorised from the Broadway House Earmarked Reserve.**

#### **250. CEMETERY UPDATE REPORT**

Committee considered the Cemetery update report. Three quotes were considered for insulating the office and workshop. Company A was chosen as the preferred contractor due to the cost and quality of materials specified. The cost of £962+VAT will come from the Cemetery Repairs and Maintenance budget.

Three quotes were also considered for the work to repair the leak in the flat roof between the Cemetery buildings. Company A was the preferred quote as it carried a 15-year guarantee. Members considered the cost being met from the Cemetery Repairs and Maintenance budget but agreed that the Cemetery Earmarked Reserve would be a more appropriate funding stream for this type of work and recommended approval from Council for a cost of £590+VAT.

Quotes were also considered to repair the sinking internal road near block L and M. Committee requested clarification on whether the quote from Company A included compacting of tarmac, and requested a second quote from Company B

to match the depth of surface as quoted by Company A. The Deputy Town Clerk confirmed that because of the proximity to graves the road could be prone to sinking again in the future. Members agreed that approval from Council should be obtained to enable this to be funded via the Cemetery Earmarked Reserve.

Members considered a request from a member of the public regarding rewilding the verges alongside Langley Avenue. Members supported this idea to improve biodiversity and were keen to trial this. Members agreed that this would require proper planning and preparation and should have similar signs to East Suffolk's "Pardon the weeds, we are feeding the bees" to ensure that members of the public were aware that this was why the grass verges were not being cut. Not wanting the verges to detract from the good work that is carried out by Cemetery Staff in keeping the grounds neat and tidy, it was suggested that 5 metres either side of the gates are continued to be mown to ensure that the Cemetery entrance remains neat and tidy.

Members were pleased to note that a trial day for trying out new energy efficient battery operated power tools was being arranged. It was noted that, were Council to switch over and invest in electric kit, there would be environmental benefits as well as reduced maintenance demands and fuel storage risks. Before committing to new tools, Council's maintenance staff would test their durability, battery-life, power and effectiveness. Future-proof and life expectancy would also be considered as well as battery compatibility between different kit. It was also hoped that there would be benefits in terms of weight, noise, and vibration.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted;**
- ii. Company A be employed to insulate the Cemetery buildings with a suspended ceiling using moisture resistant Rockwool based ceiling tiles. The cost of £962 +VAT will come from the Cemetery Repairs and Maintenance budget;**
- iii. Council be recommended to authorise expenditure of £590+VAT from the Cemetery Earmarked Reserve for repairs to the flat roof between the Cemetery buildings as per the quote provide by Company A;**
- iv. the cost of repairs to the sinking road between block L and M be brought to Council and it be recommended to approve expenditure for the work via the Cemetery Earmarked Reserve;**
- v. a trial of 're-wilding' the grass verges along Langley Avenue be carried out in consultation with East Suffolk Norse; and,**
- vi. a report to be brought to Assets & Services Committee after the trial of electric battery operated power tools.**



## **251. ALLOTMENTS UPDATE REPORT**

Committee received a report on the allotments and noted that there was now a waiting list for Cowpasture and Ferry Road sites, and plot inspections had been resumed since being suspended during the coronavirus lockdown. Annual rent invoices would be sent out next week. It was agreed that a second small parking area could be created on Ferry Road site plots 55/56 close to the northern boundary to relieve potential parking congestion on Ferry Road and that a community orchard could be planted on unviable plots.

**It was RESOLVED that:**

- i. the Allotments update be noted; and,**
- ii. a second small parking area could be created on Ferry Road site plots 55/56 close to the northern boundary to relieve potential parking congestion on Ferry Road and that a community orchard could be planted on unviable plots.**

## **252. ALLENBY PARK AND GOSFORD WAY PARK REPORT**

The Town Clerk advised that, following discussions with East Suffolk Council's Surveyor on the legal transfer of Allenby Park and Gosford Way Park to the Town Council, Birkett's had been instructed to act on behalf of the Town Council. Any issues arising during the conveyancing process would be brought back to Committee in due course for consideration prior to any recommendation to Council over the formal transfer.

Committee also acknowledged Ms Joan Rich's recent accomplishment of completing 102 laps of Allenby Park by her 102<sup>nd</sup> birthday and raising over £20,000 for the NHS in the process. It was suggested that the planting of a tree in Allenby Park would be an appropriate way to commemorate Ms Rich's efforts. Members asked that the Town Clerk to consult with East Suffolk Norse on the possibility of planting a reasonably mature (3-4m) cherry tree or similar and refer this to the Civic & Community Committee to review and approve.

**It was RESOLVED that:**

- i. the Allenby Park and Gosford Way Park report be noted; and,**
- ii. the Town Clerk investigate and bring a report to the Civic & Community Committee on the potential ceremonial planting of a cherry tree or similar at Allenby Park to acknowledge the accomplishments of Joan Rich.**

## **253. CLOSURE**

The meeting was closed at 9.09pm. The next meeting was noted as being scheduled for Wednesday 25 November 2020 at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_