

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	£210	£105	£32.50	£47.50
Voluntary/Charity/Community	£103	£52	£16	£31
Other Town Hall Rooms				
Commercial/Business Hire	£157	£80	£22.50	£42.50
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:
4% increase for 2022-23.

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1 st April- 30 th Sept)	Weekend (1 st April- 30 th Sept)	Any Day (1 st Oct- 31 st March)	Post-Ceremony Drinks
Council Chamber <small>(for ceremonies attended by a maximum 76)</small>	395	505	395	N/A
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	200	250	200	N/A
Courtroom Gallery <small>(for ceremonies attended by a maximum 60)</small>	200	250	200	115
Other Rooms	200	250	200	115

iii) Walton Community Hall – General Hire:
No increase for Voluntary/Charity/Community fees
2% increase for Commercial Business hire for 2022-23.

WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am-10pm (up to 4 hours)
Commercial/Business Hire	£16.00	£19.00	£52
Voluntary/Charity/Community /Private Hire	£9.00	£12.00	£30

iv) **Cemetery:**
2% increase for 2022-23.

1. INTERMENTS		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Felixstowe Resident	Non- Resident*
Still Born – 1 Month	No charge	No charge
Child up to 18 Years	No charge	No charge
Adult Grave - Single Depth 4'6"	600	1200
Double Depth 6'4"	970	1940
Triple Depth 7'6"	1130	2265
Urn of cremated remains	155	305
Scattering of ashes	67.50	67.50
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non- Resident
Grave space	400	800
Urn space	235	475
Scattering of ashes	132.50	270
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non- Resident
Grave space	665	1330
Urn space	465	930
Scattering of ashes	170	340
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS		
Adult Grave 8' by 3'	1135	2265
Children's grave 4' by 3'	157.50	157.50
Urn plot in GARDEN OF REMEMBRANCE	465	930
Urn plot in LAWN GARDEN	850	1705
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
Renewal 50 years: Adult Grave	1000	2000

Child Grave	105	105
Urn plot (Garden of Remembrance)	330	665
Urn plot (Lawn Garden)	715	1435
Renewal 25 years: Adult Grave	510	1015
Child Grave	52.50	52.50
Urn plot (Garden of Remembrance)	167.50	335
Urn plot (Lawn Garden)	370	735
4. PERMISSION TO ERECT MEMORIALS		
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	300	595
Memorial not exceeding 3' 6" height by 3' width	300	595
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	300	595
Vase with or without lettering	165	325
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	165	205
Additional inscription on any memorial after the first	102.50	320
Space for single plaque on Wall of Remembrance 8" by 6"	270	535
Garden of Remembrance – Ground level Plaque		
Plaque for urn plot 6" by 4"	270	535
Plaque for urn plot 8" by 6"	270	535
MEMORIAL GARDEN (subject to VAT)		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	300	600
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	245	490
Renewal of lease for the above memorials for further 5 years	127.50	127.50
Memorial bench plaques with inscription for 10 years (prices from)	615	1230
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	1665	1665

(b) Planting single grave with winter and summer plants and maintaining for one year	285	285
(c) Annual maintenance thereafter	162.50	162.50
6. MISCELLANEOUS		
(a) Registering transfer of grant	42.50	42.50
(b) Exhumation (Burial)	1600	1600
(c) Exhumation (Ashes)	665	665
(d) Certificate of Burial (Register Extract)	25	25
(e) Preparation of Statutory Declaration	55	55

*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 renewing in October 2022, or for new tenancies commencing from April 2022, an increase of 25p per 25m² or 'rod':

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£40.00	£24.50
Double-size plot (approx. 250m ² or '10 Rods')	£80.00	£49.00

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)

160. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated Committee on how the Town Hall was returning to normality after the Covid 19 lockdowns, the situation will continue to be monitored in accordance with Government guidelines.

Members had received by email 3 quotes for replacement wooden windows. The Deputy Town Clerk reported that a meeting had been arranged with a Heritage specialist the following week to discuss a quote for producing a Heritage Statement for East Suffolk Council to gain planning permission.

Committee discussed the quotes and agreed that specialist advice was the best way forward so that the different options could be understood and a decision be

made as to what option for replacement or refurbishment of windows would be best for the building.

It was RESOLVED that:

- i. the Town Hall update report be noted; and,**
- ii. Specialist advice be obtained regarding the Town Hall windows, and support with any necessary planning permission, be sought and reported to Committee in due course.**

161. WALTON COMMUNITY HALL UPDATE

The Deputy Town Clerk reported that hirers were returning to the hall (7 regular hires have currently returned compared to 11 – this time 2 years ago). One off hires for children's parties are also very popular currently as Covid 19 government restrictions are now lifted.

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

162. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report. Committee approved the replacement of the service valves on all 4 toilets at a cost of £640 +VAT to be taken from the Broadway House Earmarked Reserve.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. the service valves be replaced on all 4 toilets at Broadway House with the funds to be taken from the Broadway House Earmarked Reserve.**

163. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report and quotes obtained for the refurbishment of the Cemetery Office and Workshop. One quote so far had been received for bricking up the doorway from the shoring storeroom to the office of £520, two further quotes will be obtained. Three quotes were also considered to replace the front door of the office with a UPVc door with 2 side panels, the quote for Company A was agreed at the cost of £1,289.17 +VAT which provided a Company and Insurance backed 10 year guarantee with FENSA registration.

A new worktop for the kitchen at the cost of £110 plus cost of leg and wooden battens, a new water heater and taps for the Workshop were also agreed.

Committee agreed expenditure of up to £3,000 from the Cemetery Earmarked Reserve for this work to be carried out. Once the flooding issues for the kitchen

have been sorted quotes for flooring will be brought to Committee if the cost exceeds this amount.

Members considered the information on the electric van and the differences between purchasing and leasing the vehicle on contract hire. With the technology of electric vehicles ever changing, Members felt that contract hire would provide some certainty against possible depreciation and future options. To contract the vehicle the cost would be a deposit of £3,616.92+VAT to be taken from the Asset Repair and Replacement Earmarked Reserve followed by 35 monthly payments of £301.41+VAT which can be built into future budgets.

Three quotations for Tree Surveys were also considered by Committee. It was agreed that a local professional, Company C, be contracted for this work. Further quotes will be brought to Committee once the survey has taken place for work required.

Three options were considered to protect open graves between the time they have been dug and before the interment takes place and the grave filled in. This work will be carried out in house to include ground anchors, a length of metal and padlocks to act as a deterrent.

It was RESOLVED that:

- i. the Cemetery Update Report be noted;**
- ii. Company A be contracted to replace the front door of the Office at a cost of £1,289.17 +VAT, this expense plus other expenses for the Office and Workshop refurbishment to include bricking up the doorway to the shoring room, new water heater, new taps and sink to come from the Cemetery Earmarked Reserve to a maximum of £3,000 expenditure;**
- iii. it be recommended to Council that it enters in to a contract hire agreement for a Renault Kangoo electric van, with expenditure for the deposit of £3,616.92 for the electric van plus the cost of the electric charge cable, maximum £500 to be taken from the Asset Repair and Replacement Earmarked Reserve, with the monthly payment to incorporated in to future annual budgets;**
- iv. the cost of a tree survey at £2,800 +VAT be paid for Company C to carry out the survey, via the Cemetery Earmarked Reserve; and,**
- v. Open grave protection is created in house to protect against unwanted trespassers accessing the burial hole between digging and interment, costs to be taken from the Cemetery Repairs and Maintenance budget.**

164. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments and considered the Felixstowe Allotment Association's request to define in their constitution that Felixstowe Town Council would receive their assets in the event of FAA being wound up for use by the allotments.

It was RESOLVED that:

- i. the Allotments update be noted; and,**
- ii. it be confirmed to the FAA that Felixstowe Town Council would be willing to receive their assets in the event of the FAA being wound up and this be written into their constitution.**

165. WAR MEMORIAL REPORT

Committee received a report on the renovation of the area surrounding the Felixstowe War Memorial. A quote has been received for £3,089.99 +VAT to clear out and dispose 3 tonnes of soil, import 3 tones base (MOT type 1) and lay approximately 40 new slabs. Norse will try and improve the appearance of the concrete retaining wall, once they have dug out the top soil they will be able to establish whether an additional quote for this repair will be required. Due to the works being required to be completed before Remembrance services in November, it was agreed that this quote should be accepted and the work requested to commence as soon as possible.

It was RESOLVED that:

- i. The war memorial report be noted; and,**
- ii. £3,089.99 be authorised from the Cemetery Earmarked Reserve to pay for this refurbishment work to the War Memorial.**

166. CLOSURE

The meeting was closed at 9.05 pm. The next meeting was noted as being scheduled for Wednesday 24 November 2021 at 7.30pm.

Date: _____

Chairman: _____