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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr S Harkin (Chairman)
Cllr N Barber (Vice Chairman)
Cllr D Aitchison
Cllr M Morris
Cllr G Newman

Cllr M Richardson
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 22 September 2021** at **7.30pm**.

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:
<https://us02web.zoom.us/j/88182581915>

Alternatively, you may join via the meeting ID 881 8258 1915 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.

Ash Tadjrishi
Town Clerk
17 September 2021

For information (via email):

All Town Councillors
Local Press



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 three minutes 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 any 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 7 July 2021 as a true record. **(Pages 3-6)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 15 September 2021 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Fees and Charges 2022-23**
To review Fees and Charges for Council services to take effect from 1 April 2022. **(Pages 8 - 16)**
- 7. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 17)**
- 8. Walton Community Hall**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 18)**
- 9. Broadway House Update Report**
To receive a report on Broadway House 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 19-23 & Appendix B)**
- 11. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 24)**
- 12. War Memorial Report**
To receive a report on the War Memorial and consider any actions deemed necessary. **(Page 25)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 24 November 2021 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 7 July 2021** at **7.30pm**

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

OFFICERS: Mrs D Frost (Deputy Town Clerk)
 Mr S Congi (Finance Administration Assistant)

56. PUBLIC QUESTIONS

There were none.

57. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr K Williams and Cllr D Aitchison**

58. DECLARATIONS OF INTEREST

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

59. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 28 April 2021 be signed by the Chairman as a true record.

60. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 June 2021.

It was RESOLVED that the Budget Report to 30 June 2021 be received and noted, with no other action required at this time.

61. TOWN HALL UPDATE REPORT

Committee noted the Town Hall update report and were pleased to note that weddings were now taking place with Covid Secure steps to ensure safety of all guests. The Courtroom Gallery is once again being used for an hour after the ceremony and the outside space is being used more to allow social distancing.

The space outside the Courtroom Gallery is used as a fire exit but more hirers are using the area as a break out space for fresh air. Committee requested a report to make this area safer and more attractive, working with East Suffolk Council who own the land in the Town Hall gardens.

It had been noted at a recent wedding that the guests were drinking in front of the Town Hall and had not hired the Courtroom Gallery for this purpose. Part of this happening may have been due to Covid risks indoors compared to being outside, however, committee requested that this be monitored and the Terms and Conditions amended to reflect this if it happens again.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. A report be brought to committee on renovating the outside area outside the Courtroom Gallery including consideration to the tall trees in the vicinity of that area.**
- iii. Drinking outside the front of the Town Hall after weddings be monitored and Wedding Terms and Conditions amended if this happens again.**

62. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall.

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

63. BROADWAY HOUSE UPDATE

Committee received the update report on Broadway House, an update was received to confirm that if the Government restrictions are lifted on 19th July then it is planned that there will be a soft re-opening of Broadway House. FOPWA held two open days and have some new volunteers, but as always are on the look-out for new volunteers.

It was RESOLVED that the Broadway House update report be noted

64. CEMETERY UPDATE REPORT

The Deputy Town Clerk updated committee on the new members of staff, and the recent flooding that affected the Cemetery Office and workshop, also the state of the drains throughout the Cemetery.

Committee considered options for the kitchen and workshop refurbishment and requested that some quotes be obtained for new flooring, sink, hot tap and a new energy efficient UPVC front door to the office and be recommended to Council to be taken from the Cemetery Earmarked Reserve. Work to the kitchen should

also be carried out but to be taken from the Cemetery Repairs and Maintenance budget.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and**
- ii. Council be recommended to authorise expenditure of up to £3,000 for refurbishment of the Cemetery office and Workshop to be taken from the Cemetery Earmarked Reserve.**

65. ALLOTMENTS UPDATE REPORT

Committee noted the Allotments update report and gave thanks to the Felixstowe Allotment Association for their consultation with Generator over the Ferry Road fencing breach and work with Persimmons over the new access point to the north-east of the Cowpasture allotment site from the Candlet Road development.

It was RESOLVED that the Allotment update report be noted.

66. FELIXSTOWE WAR MEMORIAL & FLOOD MEMORIAL

Committee received the updates on the Felixstowe War Memorial and the Flood Memorial. It had been noted that the area around the War Memorial was currently looking unkept possibly waiting for the paving slabs to be put in place.

It was RESOLVED that:

- i. The Felixstowe War Memorial and Flood Memorial Report be noted; and,**
- ii. Norse be contacted regarding re-planting the area around the War Memorial.**

67. LITTER AND DOG BINS

Committee considered the report on litter and dog waste bins and noted Norse's response that no additional bins or review was felt to be required. The only extra bins that could be considered were extra in Coronation Park as during the school holidays they can overflow. Committee agreed that as the parks are currently all owned by East Suffolk Council then they should be contacted to consider extra bins. Members asked also for the parks with new play equipment to also be considered.

It was RESOLVED that:

- i. The litter and dog bin update report be noted; and,**

- ii. **The clerk contact East Suffolk Council to request them to consider extra bin provision in Coronation Park and other parks where new equipment has recently been installed.**

68. CLOSURE

The meeting was closed at 8.21 pm. The next meeting was noted as being scheduled for Wednesday 22 September 2021 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 15 September 2021 is provided below with a detailed report at **Appendix A**.

1 April - 30 August 2021 (2021 - 2022)

Felixstowe Town Council Summary of Receipts and Payments Summary - Assets and Services

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
201 Town Hall	22,710.00	16,723.34	-5,987	73.64%	86,455.00	20,183.51	66,271	23.35%
202 Walton	7500.00	991.66	-6508	13.22%	9,021.00	3,836.74	5,184	42.53%
203 Broadway House	2,194.00	0.00	-2194	0.00%	7,354.00	3,232.13	4,122	43.95%
204 Cemetery	74,613.00	43,804.15	-30,809	58.71%	164,226.00	71,365.46	92,861	43.46%
205 Allotments	15965.00	234.87	-15730.00	1.47%	33,424.00	12,037.06	21,387	36.01%
NET TOTAL	122,982.00	61,754.02	-61,228	50.21%	300,480.00	110,654.90	189,825.00	36.83%

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Committee is requested to consider the budget report to 15 September 2021 and decide on any action it deems necessary.

AGENDA ITEM 6: FEES AND CHARGES 2022-23

Committee is requested to review the Fees and Charges for services provided by the Town Council for the financial year 2022/23. Details of income for the same period in the previous two years are shown alongside the true position as of 15th September 2021 to aid the review, with comments relating to the effect of the Coronavirus where applicable with the previous year for comparison.

i. Town Hall – General Hire

There was no increase in general hire rates at the Town Hall for the period 2021-2022. Current rates are shown below, with an indicative 2 and 4% increase shown in brackets for information (to the nearest £5 / £2.50 for smaller amounts). Members are to note that just over RPI over the past 12 months to August 2021 was 3.8% compared to the previous year which was 1.6%:

<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	£205 (210, 215)	£103 (105, 110)	£31 (32.50, 35)	£46 (47.50, 50)
Voluntary/Charity/Community	£103 (105, 110)	£52 (52.50, 55)	£16 (17.50, 20)	£31 (32.50, 35)
Other Town Hall Rooms				
Commercial/Business Hire	£154 (157.50, 160)	£77 (80, 82.50)	£21 (22.50, 25)	£41 (42.50, 45)
Voluntary/Charity/Community	£92 (95, 97.50)	£46 (47.50, 50)	£12 (12.50, 15)	£26 (27.50, 30)
Refreshments (to include tea, coffee, water and biscuits)			£2 per delegate	

Income for Town Hall hiring in previous years:

2019/20	Income £4,425	initial budget £1,680
2020/21	Income £420	initial budget £2,500

Income received so far for 2021/22 is £88.33 with £120 awaiting payment, lower as expected due to the closure of the Town Hall in the first few months on the financial year. 5.5 months into year we would normally expect to be at least 45.8% of budget. The budget this year was set at £2,500.

ii. Town Hall - Weddings

The Town Hall continues to receive many weddings enquiries. Costs for comparison with other local wedding venues are provided as follows:

Woodbridge Town Council:

For 2022:

Council Chamber £725 Saturdays
£650 Monday – Friday

Colchester Borough Council:

Room hire fees for ceremony only

Room Name	Monday to Thursday 2 hours Hire	Friday to Saturday 2 Hours Hire
Moot Hall (250 people)	£600	£750
Council Chamber (70 people)	£600.	£750
Grand Jury Room/Council Chamber (85 people)	£600	£750
The Castle	£600	£750

Previous income / number of weddings

2019/20 Income £11,927.49 initial budget £10,000
27 weddings in Council Chamber, 10 after ceremony hire CG, 12 weddings in Clerk's office.

2020/21 Income £5,976.00 initial budget £12,000
16 weddings in Council Chamber, 0 after ceremony hire CG due to Covid, 2 weddings were due to take place in the Clerk's office (with under 15 attendees) but were upgraded free of charge due to social distancing restrictions.

Weddings booked so far for 2021/22 are:

25 weddings in Council Chamber, 9 after ceremony hire CG, 5 weddings in Clerk's office.

The budget for this year is £12,000. £9,957.63 has been moved to the Wedding income budget for weddings up to 30 September with £1,425.01 expected to be received from 5 weddings in the remainder of the year booked so far. A total of 95.8% of the budget.

In 2018/19 & 2019/20 Council's wedding fees were increased by 5% pa. For the year 2020/21 wedding fees were increased by 2.5% in line with 2.6% RPI and for 2021/22 the fees received no increase at all. The comparisons show that our charges remain very competitive with other similar venues.

Wedding fees and charges (2% / 4% 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 (for ceremonies attended by a maximum 76)	£380 (390 / 395)	£487 (500 / 505)	£380 (390 / 395)	N/A
Clerk's Office (for ceremonies attended by a maximum 15)	£190 (195 / 200)	£241 (245 / 250)	£190 (195 / 200)	N/A
Courtroom Gallery (for ceremonies attended by a maximum 60)	£190 (195 / 200)	£241 (245 / 250)	£190 (195 / 200)	£108 (110 / 115)
Other Rooms	£190 (195 / 200)	£241 (245 / 250)	£190 (195 / 200)	£108 (110 / 115)

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 2020/21 remained the same as the previous year as approved by Council, and are as follows with 2% and 4% increases shown for consideration:

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	£15.00 (15.30/15.60)	£18.00 (18.40/18.70)	£50 (51/52)
Voluntary/Charity/Community /Private Hire	£9.00 (9.20/9.40)	£12.00 (12.20/12.50)	£30 (30.60/31.20)

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 £50 deposit
No increase in fees this year	

St Marys Church, Walton	£11 per hour regular bookings £12 per hour £15 per hour for whole complex £6.50 Synod Room
No increase in fees this year	
Conservative Club	£100 Function Room for evening £25 for small room per hour
Trimley St Martin Hall	£30 4 hour daytime £50 4 hour evening £8 per hour – classes
No increase in fees this year	
Trimley Social Club	£15 per hour weekday £30 per hour weekend Hall for £150 extra for Bar
No increase in fees this year	

Previous income for Walton Community Hall hiring:

2019/20	Income £12,377	initial budget £7,000
2020/21	Income £402	initial budget £7,500

Income received so far 2021/22 £776.66 this is as expected lower than usual due to the hall not used at the beginning of the year due to lockdown. The budget was set for £7,500.

Cemetery

The following table shows existing charges with the impact of an indicative 2% and 4% increase (with some rounding to simplify) alongside charges made by East Suffolk Council and Ipswich Borough Council (Some items have been left blank, this is due to the other councils having non-comparable services). Some time has been spent this year looking at the way the fees are presented, comparing the fees document to other burial authorities' documents. The document's descriptions have been simplified to make them easier to understand for Funeral Directors, Stonemasons and members of the public.

1. INTERMENTS	EXISTING CHARGES 2021-2022 (2% / 4%)		ESC	IPSWICH BOROUGH COUNCIL
	Felixstowe Resident	Non- Resident*		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday				
Still Born – 1 Month	No charge	No charge	No charge	250
Child up to 18 Years	No charge	No charge	No Charge	No Charge
Adult Grave - Single Depth 4'6"	588 (600 / 610)	1176 (1200 / 1225)	781	Included in EROB fee
Double Depth 6'4"	950 (970 / 990)	1900 (1940 / 1975)	921	
Triple Depth 7'6"	1110 (1130 / 1155)	2220 (2265 / 2310)	1066	

Urn of cremated remains	150 (155 / 157.50)	300 (305 / 312.50)	234.50	228
Scattering of ashes	66 (67.50 / 70)	66 (67.50 / 70)	100	75
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non-resident	<i>(Service not offered)</i>	<i>(Service offered, but circumstances dictate fee)</i>
Grave space	392 (400 / 410)	784 (800 / 815)		
Urn space	232 (235 / 240)	464 (475 / 480)		
Scattering of ashes	131 (132.50 / 135)	262 (270 / 275)		
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non-resident	<i>(Service not offered)</i>	<i>(Service offered, but circumstances dictate fee)</i>
Grave space	653 (665 / 680)	1306 (1330 / 1370)		
Urn space	457 (465 / 475)	914 (930 / 950)		
Scattering of ashes	166 (170 / 172.50)	332 (340 / 345)		
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS				
Adult Grave 8' by 3'	1111 (1135 / 1155)	2222 (2265 / 2310)	825/1534 (25 years)	1593
Children's grave 4' by 3'	154 (157.50 / 160)	154 (157.50 / 160)	425/458 (25 years)	No Charge
Urn plot in GARDEN OF REMEMBRANCE	457 (465 / 475)	914 (930 / 950)		
Urn plot in LAWN GARDEN	835 (850 / 870)	1670 (1705 / 1735)	550/1426 (25 years)	1593
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL				
Renewal 50 years: Adult Grave	980 (1000 / 1020)	1960 (2000 / 2040)		
Child Grave	103 (105 / 107.50)	103 (105 / 107.50)		
Urn plot (Garden of Remembrance)	326 (330 / 340)	652 (665 / 680)		
Urn plot (Lawn Garden)	703 (715 / 730)	1406 (1435 / 1460)		
Renewal 25 years: Adult Grave	498 (510 / 520)	996 (1015 / 1035)		
Child Grave	52 (52.50 / 55)	52 (52.50 / 55)	No Charge	

Urn plot (Garden of Remembrance)	164 (167.50 / 170)	328 (335 / 340)		
Urn plot (Lawn Garden)	360 (370 / 375)	720 (735 / 750)	234.50	

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)	292 (300 / 305)	584 (595 / 605)	255	
Memorial not exceeding 3' 6" height by 3' width	292 (300 / 305)	584 (595 / 605)	230	
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	292 (300 / 305)	584 (595 / 605)	134.50	
Vase with or without lettering	160 (165 / 170)	320 (325 / 330)	102.50	
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	160 (165 / 170)	320 (325 / 330)		
Additional inscription on any memorial after the first	100 (102.50 / 105)	200 (205 / 210)	58	
Space for single plaque on Wall of Remembrance 8" by 6"	262 (270 / 275)	524 (535 / 550)	230	
Garden of Remembrance – Ground level Plaque				
Plaque for urn plot 6" by 4"	262 (270 / 275)	524 (535 / 550)	134.50	
Plaque for urn plot 8" by 6"	262 (270 / 275)	524 (535 / 550)	230	
MEMORIAL GARDEN (subject to VAT)				
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	294 (300 / 305)	588 (600 / 610)		
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	180 (185 / 190)	360 (370 / 380)		
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	240 (245 / 250)	480 (490 / 500)		
Renewal of lease for the above memorials for further 5 years	125 (127.50 / 130)	125 (127.50 / 130)		
Memorial bench plaques with inscription for 10 years (prices from)	603 (615 / 630)	1206 (1230 / 1255)		

5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)				
Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1632 (1665 / 1700)	1632 (1665 / 1700)		
Planting single grave with winter and summer plants and maintaining for one year	279 (285 / 290)	279 (285 / 290)		
Annual maintenance thereafter	160 (162.50 / 165)	160 (162.50 / 165)		
6. MISCELLANEOUS				
Registering transfer of grant	42 (42.50 / 45)	42 (42.50 / 45)	64.50	
Exhumation (Burial)	1566 (1600 / 1630)	1566 (1600 / 1630)	1112	
Exhumation (Ashes)	653 (665 / 680)	653 (665 / 680)	450	
Register Search	24 (25 / 25)	24 (25 / 25)	26.50	
Preparation of Statutory Declaration	54 (55 / 57.50)	54 (55 / 57.50)	112.50	

Previous income for Cemetery:

Note that due to the new Cemetery software, from 2019/20 the recording of Interments where a purchase of grave has taken place, started to be separated hence 2019/20 the income for Interments was below budget but the Purchase of Graves was above budget. Overall for the year 2019/20 the total Interments plus Purchase of Graves was £65,193 from a total budget of £55,000.

Interments

2019/20	Income £29,588	initial budget £40,000
2020/21	Income £40,837	initial budget £40,000

Income received so far for 2021/22 - £ 12,536 plus £3,902 invoiced awaiting payment, which is 54.8% of budget (5.5 months into year = 45.83% of budget).

Purchase of Graves

2019/20	Income £35,605	initial budget £15,000
2020/21	Income £33,159	initial budget £17,500

Income received so far for 2021/22 - £20,283, plus £4,444 invoiced awaiting payment, which is 98.9% of budget (5.5 months into year = 45.83% of budget).

Memorials

2019/20	Income £22,677	initial budget £12,000
2020/10	Income £15,608	initial budget £13,000

Income received so far for 2021/22 - £5,352.40 plus £3,176 invoiced awaiting payment, which is 65.6% of budget (5.5 months into year = 45.83% of budget).

Upkeep of grave space

2019/20 Income £650 initial budget £760
2020/21 Income £537 initial budget £780

The invoices are sent out annually, and have just now been sent out £666.65 net.

Admin – Transfer of Deed/Statutory Declaration

2019/20 Income £1,245 initial budget £700
2020/21 Income £491 initial budget £1,000

Income received so far for 2021/22 - £318 with no invoices awaiting payment, which is 63.6% 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 2022, or for new tenancies commencing April 2022.

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 2021 – 31st March 2022

- Full price: £46.50
- Concessions: £41.50 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. Again have kept the same charges for 2020-21

Previous income for Allotments:

2019/20	Income £15,528	initial budget £15,200
2020/21	Income £16,724	initial budget £15,500

Income received so far for 2021/22 - £234.87 for new tenants, annual invoices are sent out at the end of September.

In 2020/21 Council approved the following fees which take effect from October 2021 (April 2021 for new allotment holders):

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

The allotments are provided for, with an overall subsidy by the Council of £12,386 2020/21 (£11,357 2019/20).

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 2022/23, 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')	£40.00	£24.50
Double-size plot (approx. 250m ² or '10 Rods')	£78.75	£48.25

Committee is requested to consider and decide on the Fees and Charges for 2022/23.

AGENDA ITEM 7: TOWN HALL UPDATE REPORT

Coronavirus update

Following the lifting of restrictions on 19th July the Town Hall reopened to the public. Staff are mostly working from the Town Hall, with working from home on occasion, and this is under constant review.

There are now no limitations on numbers for weddings and the Courtroom Gallery can once again be hired for after ceremony drinks.

There have been 30 weddings so far this year, and the income of £9,957.63 has been moved to the wedding budget code. All future wedding deposit and payments are currently being held in the 'Receipts in advance' budget code and moved to the Wedding income budget once they have taken place.

The QR code is still in place and details are taken for all visitors to the Town Hall to help with Track and Trace if required. Bookings are beginning to return at the Town Hall and the Town Council's Risk Assessment has been updated accordingly. Although wearing a face mask is no longer mandatory, signs are still in place to ask people not to enter if they are showing any Covid symptoms, to request hand washing or the use of hand sanitiser and to consider social distancing.

Windows

Council considered the pre-planning advice from East Suffolk Council regarding the replacement of the Town Hall windows (*Minute #125 2021/22 refers*). Two further quotes are being sought for Wooden replacement windows and professional advice from an Architect is being sought to aid completion of the Heritage Statement as required for planning permission. Further updates will be brought to the meeting.

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

AGENDA ITEM 8: WALTON COMMUNITY HALL UPDATE

Since Government restrictions were lifted on 19th July, more hirers have returned to use Walton Community Hall. As some of our groups involve older and/or more at-risk people some have delayed a return until September. We are also allowing extra time for the groups for cleaning before and after their session.

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

AGENDA ITEM 9: BROADWAY HOUSE UPDATE REPORT

Coronavirus update Lease with FOPWA

Felixstowe Old People's Welfare Association re-opened on 19th July.

Further to Council's agreement the 2020/21 Felixstowe Old People's Welfare Association licence fee for Broadway House was discounted to reflect any period of enforced closure on a pro rata basis (*Minute #561iii of 2019/20 refers*), FOPWA were informed and it was agreed that the licence fee would be calculated when Government guidance allows for the re-opening. Now that this has taken place an invoice has been sent out calculated as pro-rata for the remainder of this year.

Although visitors have been slow to return to Broadway House, it is reported that numbers are increasing each week. Two volunteer days were held in July to recruit some new volunteers and FOPWA are always on the look out for new volunteers.

Bathroom repairs

Two repairs one for a leaking washbasin and one for a leaking cistern have occurred since the return to the building both repairs have been covered by the normal Repairs and Maintenance budget for Broadway House.

Issues from upstairs flats

Since the leak in April this year from an upstairs flat, which was repaired efficiently by Orwell Housing. There has now been two further leaks at different ends of the building. Orwell are arranging to replace the ceiling tiles, and the caretaker will repaint the office as one of leaks appears to have been from a fish tank which has made the room smell of damp. It has been confirmed that both the leaks have been sorted and the repairs will be monitored.

There is still continued problems with rubbish not being put into the dustbins provided by Orwell Housing. When this occurs photographs are sent to Orwell to help track the tenant responsible and arrange for the disposal.

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

AGENDA ITEM 10: CEMETERY UPDATE REPORT

Flooding in the Cemetery Office and workshop

The drains have been cleared out to the first junction and silicon has been inserted under the door steps to help waterproof. When it rains, however, water comes into the shoring room which isn't too much of an issue. This water then comes into the carpet in the office, so it is worth considering whether to have the door from there into the office bricked up. This door does open but has no handle so is not used at all. Having the door there makes the office draughty so some quotes will be obtained to brick this up, the worktop that is required for the kitchen refurbishment (see below) would also be in front of this old door. This work will need to be considered before new flooring is laid in the Cemetery Office/kitchen area due to the flooding issue..

Kitchen and Workshop refurbishment

Prices for refurbishment materials are still being obtained. At the last Assets and Services Committee meeting it was agreed that Council be recommended to authorise expenditure of up to £3,000 for refurbishment of the Cemetery office and Workshop to be taken from the Cemetery Earmarked Reserve. Under the current Terms of Reference, Assets and Service are able to approve this expenditure.

Three quotes have been obtained for installation of a new door with 2 side lights into the office:

Company A	£ 1,289.17 +VAT FENSA registration and a 10-year guarantee (Company & Insurance Backed)
Company B	£ 916.66 +VAT includes a 10 year insurance backed guarantee.
Company C	£ 1,333.33 + VAT GGF i insurance backed guarantee scheme

When the companies came out to quote, the cemetery staff were most impressed with Company A and C.

A new worktop to match the existing beech will cost £110 plus leg and wooden battens.

Quotes for bricking up the door from the office to the shoring room as above are currently being obtained.

New flooring quotes will be obtained once the flooding risk has been resolved.

There is now a cleaning routine in place both in the kitchen and workshop. The sink in the workshop that was thought to need replacing may be able to be saved, however a new tap is required for this sink and due to the age of the existing sink it may be that this will need to be replaced at the same time. A new hot water heater for the workshop sink is also required. Quotes are currently being obtained.

New water heaters

Two water heaters have failed beyond repair this year in the Cemetery, one in the kitchen and one in the toilets. These have both been replaced under the Repairs and Maintenance budget for the Cemetery.

Weedkiller alternatives

The team have been looking at other alternatives to using pesticides. Pesticides haven't been used at the Cemetery for some time now and weeds have been successfully kept on top of using a hoe, scraper and strimmer.

Other Councils have been contacted to see what is used elsewhere. Options such as a foam or hot water technique have been investigated but come out very expensive. A full report will be taken to the Climate Emergency Working Group but it is likely that the team will continue to kill weeds by hand which is more labour intensive but cheaper in the long run. The Grounds team are also looking at professional weed burners and horticultural vinegar.

Electric vehicle

With extra members of staff and the one diesel pick up truck, it is becoming apparent that work could be carried out more efficiently with the use of two vehicles.

With the Climate Emergency being a strong force in Council's decision making, the Cemetery staff have been looking at what would be involved in investing in an Electric van to run alongside the truck. An electric van would offer more flexibility and an increased capacity to allow the workforce to do multiple jobs at multiple sites at once.

The current diesel truck was purchased 9 years ago and has been a very reliable vehicle for the grounds team. It is particularly useful for tasks that an electric vehicle would not be able to cope with such as towing the water bowser for Felixstowe in Flower and picking up the mini digger for digging graves.

Below is a chart demonstrating what jobs require the truck and those that could be done with an Electric van:

Journeys requiring the truck	Journeys that can use Electric van
Digger pick up	Defibrillator checks
Watering with Bowser	Maintenance of Flag pole area and Flood Memorial
Allotment clearance requiring trailer	Litter picking other sites
Picking up heavy materials.	Dead heading baskets and tubs
Putting up and collecting Baskets	Putting up sponsorship plaques
	Meeting Allotment tenants & allotment checks

	Delivering paperwork to Town hall
	Shop runs – eg from Underwoods or Travis
	Meter readings on allotment sites.
	Light Horticultural work on sites.
	Picking up small rubbish from allotments.
	Planting Tubs

The Cemetery team has been looking at one of the market leaders for electric vans, the [Kangoo ZE](#) from Renault which is a well-reviewed vehicle. A brochure will be circulated electronically. There is also a dealer nearby, who has been out to demonstrate the van to the team. A week trial has been arranged to ensure that such a vehicle would meet the needs of the Grounds team. Range should not be an issue as most journeys are carried out in Felixstowe so the range of the vehicle should last at least a week.

The van will charge on a 3 pin socket (albeit at a slower rate) and the charge for this would be approximately £500.

There are two options for purchase based on a new factory build Renault Kangoo MWB ML20 I ZE 33 Business trim with factory and dealer fitted options (Same spec as used by Ipswich Borough Council).

Outright Purchase £23,427.52

or

Contract Hire Initial payment of £3,616.92 followed by 35 consecutive monthly payments starting in month 2 of £301.41. Contract mileage is 6,000 per annum, which is considered more than enough any excess mileage would be charged at 8p per mile. These payments include servicing, maintenance and tyres. As it is a hire agreement, the Council will not own the vehicle which would be owned at all times by RCI Financial Services Ltd.

Both quotes have the government EV Grant included in them.

The funding for the purchase of the vehicle would require authority from Council to use Asset Repair & Replacement Earmarked Reserves, if an outright purchase is required. The current balance of the Asset Repair & Replacement Earmarked Reserves is £21,032, so it would be suggested to Council to top up that Earmarked Reserve from General Reserves to enable this purchase to happen.

Tree Surveys

In October 2016, Council had a Risk Management Tree Survey carried out by Suffolk Treescape. 286 trees were surveyed (any tree under 5 meters high or with a stem diameter below 150mm were not surveyed) and 54 trees or groups of trees were

recommended for attention and work was then carried out across Council's Cemetery, allotment sites and Peewit Hill.

Ongoing assessment has been made by staff, however, guidance recommends that a thorough condition assessment of trees should be undertaken by a qualified arboriculturist every 3 years.

The company (A) that did the Survey in 2016 has quoted £3,500 +VAT to carry out this work. Two other quotes have been obtained from professionals for :

Company B £3,000 +VAT
Company C £2,800 + VAT

The cost for the survey would need to be funded by the Cemetery Earmarked Reserve. Further to the survey, work required will need to be quoted for. Some of these quotes for work can be compared to training costs for cemetery staff to carry out some of the work required.

Open grave protection

In August the two new employees completed a City & Guilds certificate in Health & Safety & the Burial process. One of the discussions on the course was about grave protection for the period after the grave has been dug and before the interment takes place and the grave filled in.

Currently boards are put across the grave and digger track boards on top which are quite heavy and therefore would be difficult to move if the wrong people gained access to the cemetery after working hours. Some graves are dug to 7'6 so it would be quite a fall. There are two products on the market currently which would protect the graves and two of these would be required as a minimum, as it is not unusual for two graves to be dug at the same time.

Both quotes are for lockdown covers for hydraulic shoring including locks and chains:

Quote 1 £950 +VAT and carriage

Quote 2 £2,092.92 +VAT including £195 transport delivery charge.

Another option would be to create something with a lock over the wooden boards that we currently use with a length of metal locked to 2 ground anchors. The fact of having a padlock is more likely to act as a deterrent and this option would cost less than £100.

Power Tools and E10 fuel

The demonstration of electric power tools has been delayed because of Covid and the initial supplier is still unable to provide this. A new supplier has been contacted who will be able to demonstrate two different makes of equipment Stihl and Husqvana for comparison and it is hoped that a demonstration day can happen soon, members of the Climate Emergency Working group will be invited, and members should let the clerk know if they also have a wish to attend.

With the introduction of E10 fuel becoming the standard grade at petrol forecourts across the country, it has just been discovered that this fuel may not be good for the current gardening tools and could in fact damage them quite severely.

E10 fuel a biofuel made up of 90% regular unleaded and 10% ethanol – hence the E10 name. Standard unleaded fuel contains up to 5% ethanol. Unfortunately this has only just been discovered and E10 fuel has been used in some of the tools for a few weeks, which made the tools smell bad when running. Currently we can still purchase E5 locally so this will be purchased for tools while they are being powered by petrol.

Committee is requested to consider the Cemetery update report, the purchase or lease of an electric van, consideration of an updated tree survey, purchase of grave protection equipment and decide on any action it deems necessary.

AGENDA ITEM 11: ALLOTMENTS UPDATE REPORT

As of 14th September 2021, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	308	302	6	16(1)	17 (1)
FERRY ROAD	95	95	0	17(0)	8 (0)
RAILWAY HILL	44	42	2	(0)	6(0)
CEMETERY	8	8	-	0	(0)
TAUNTON ROAD	17	16	1	1(0)	0(0)
TOTAL	472	463	9	34(1)	31(1)

There are presently 9 vacant plots, 6 vacant plots at Cowpasture (4 previous vacant plots now being used as an apple orchard by the FAA) which need to be cleared with a digger. The 2 vacant plots at Railway Hill also required the digger to clear the mound then enabling us to offer to new tenants on our waiting list.

The Mayor attended the official opening of the community apple orchard at the Cowpasture site with the Deputy Mayor on Saturday 28th August 2021.

We now have an increasing waiting list and regular plot inspections are taking place with support from the FAA. Cultivation letters and Notices to Quit have been sent and we may see more plots being relinquished following the annual rent invoice and letter being sent at the end of September.

Following the disassociation with the National Society of Allotment and Leisure Gardeners, the FAA are currently in the process of updating their constitution. As part of this, the constitution must define what would happen in the event of the FAA being wound up. The FAA would like the Assets & Services Committee to consider whether Felixstowe Town Council would be willing to receive FAA assets in the event of the FAA being wound up.

Committee is requested to consider the Allotment update report, consider the agreement to holding assets of FAA in the event of the association being wound up and decide on any action it deems necessary.

AGENDA ITEM 12: FELIXSTOWE WAR MEMORIAL

Further to Committee's request that East Suffolk Norse consider widening the grass area around the War Memorial (*Minute #494 2020/21 refers*), earlier in the Summer the Town Clerk met with East Suffolk Norse on site. It was agreed that stone paving to complement the War Memorial would be used to provide a practical surface for wreath layers to walk on, as recommended by the ESC Conservation Officer.

Norse has had difficulties obtaining the preferred stone paving and this had caused delays to the work being started. The Clerk and Deputy Town Clerk have chased this work regularly and assurance had been given that this work will be done and planting carried out to ensure that it is established and looking its best for the Remembrance commemorations.

Members of the public have commented on the sparse looking area around the War Memorial so a sign has been erected explaining that the area is due some maintenance work and that this will be completed and flowers planted in time for Remembrance.

A verbal update will be given at the meeting.

Committee is requested to consider the Felixstowe War Memorial report and decide on any action it deems necessary.
