

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr N Barber (Chairman)	Cllr M Richardson
Cllr D Savage (Vice Chairman)	Cllr S Harkin
Cllr D Aitchison	Cllr A Smith
Cllr M Morris	Cllr K Williams
Cllr G Newman	

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 28 September 2022** 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.

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.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi

Town Clerk

23 September 2022

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 6 July 2022 as a true record. **(Pages 4-7)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 21 September 2022 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Parks**
To note the transfer of Allenby Park and Gosford Way Park to the Town Council from East Suffolk Council, to consider gate locking arrangements at Allenby Park and a request to administer funding for the provision of benches in Walton. **(Pages 9-10)**
- 7. Fees and Charges 2023-24**
To review Fees and Charges for Council services to take effect from 1 April 2023. **(Pages 11-20)**
- 8. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Page 21)**
- 9. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 21)**
- 10. Walton Community Hall**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 22)**
- 11. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 23-24 & Appendix B)**

12. Allotments Update Report

To receive a report on allotments and consider any actions deemed necessary.

(Page 25)

13. Flood Memorial Report

To receive a report on the Flood Memorial and consider any actions deemed necessary.

(Pages 26-28)

14. Closure

To close proceedings and confirm the date of the next meeting scheduled for Wednesday 23 November 2022 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 6 July 2022** at **7.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Administration Assistant)

IN ATTENDANCE: 1 Member of the public

98. PUBLIC QUESTIONS

A resident of Ranelagh Road raised concerns over the increase in fees to use the car parks since moving over to payment by Ringo. It was stated that an annual season ticket had increased in recent years from £200 to £650. Members heard that this had resulted in a surplus of cars wishing to park in the residential roads leading to overcrowding and cars encroaching on pavements.

The resident was advised to raise the issue directly with East Suffolk Council's parking services team and encouraged to attend a full Council meeting.

99. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr M Richardson** and **Cllr K Williams**.

100. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Non-Pecuniary (as a Member of Suffolk County Council)
Cllr D Aitchison	107	Non-Pecuniary (as the Chairman of the Royal British Legion)

101. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 27 April 2022** be signed by the **Chairman** as a true record.

102. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 June 2022.

It was RESOLVED that the Budget Report to 30 June 2022 be received and noted, with no other action required at this time.

103. TOWN HALL UPDATE REPORT

Committee noted the report on the window refurbishment and an update from the Chairman following the review of tenders received.

Committee noted that only one complete tender had been received. Members were concerned that the glass quoted for, was not the Fineo glass that had been requested in the tender documents sent out. Thermal quality of the glass was the priority in refurbishing the windows so members requested that this be explored further. If the company is unable to provide Fineo or the same u-value of glass then preparation should be made to re-tender.

The cracked pane in the Council Chamber should be replaced in the interim.

Members noted the repair to the Registrar's Office windows.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. further enquiries be made to receive tenders using Fineo Glass or glass of a comparable thermal efficiency.**

104. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall.

Members noted the Finance & Governance Committee request which queried the cost of electricity versus income.

Considering that income was recovering since Covid and income was on track to return to pre-pandemic levels, Committee felt that Walton Community Hall should remain open as an important community facility.

Members discussed alternative heating options. It was noted that air-source heat pumps may not be suitable due to the level of insulation required. Committee suggested further investigation be made in to the provision of PV panels, improved insulation and upgraded heaters.

Members agreed to review fees and charges in September, with the Administration Assistant to investigate the cost of other local community halls and how energy prices have affected their fees.

The Deputy Town Clerk confirmed that brokers were unable to beat the current cost of energy with Bulb. Due to the forthcoming price rises expected, Members requested that a 3 year fixed rate on 100% renewable energy be investigated.

It was RESOLVED that:

- i. the Walton Community Hall update report be noted;**
- ii. PV panels, insulation and upgraded heaters be investigated; and,**
- iii. the Clerk and Deputy Clerk be delegated to enter the Council in to a competitive 3-year fixed contract with a 100% renewable energy supplier for all three buildings.**

105. CEMETERY UPDATE REPORT

The Deputy Town Clerk updated Committee on the completion of the office and workshop refurbishment, which had been delivered under the budget approved.

Members were disappointed to note the delayed delivery of the electric van and agreed that an alternative van of similar specification should be purchased, subject to availability and within the approved cost.

Committee approved expenditure for three additional batteries for the electric power tools; two 36v batteries at £247.50 each plus a backpack battery at £963.00; and the purchase of an edging trimmer at £185 + VAT.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and**
- ii. the purchase of three batteries and an edging trimmer at a total of £1,643+VAT to be funded from the Cemetery Earmarked Reserve be approved.**

106. ALLOTMENTS UPDATE REPORT

Committee noted the Allotments update report.

The Administration Assistant reported that the National Garden Scheme Open Day had helped raise the profile of the 'Alittlements' microplots site and, as a result, more had been let.

Members thanked the Administration Assistant for her attention in managing the Council's allotments to almost full occupancy across the 480 plots.

It was RESOLVED that the Allotment update report be noted.

107. FELIXSTOWE WAR MEMORIAL & FLOOD MEMORIAL

Committee received the updates on the Felixstowe War Memorial and the Flood Memorial.

Members considered the request from the Royal British Legion on the possibility of putting a small noticeboard at the War Memorial to help raise the profile of

services and events taking place there. Committee felt that any such notice should be temporary and erected a few weeks prior to each event.

Committee discussed options for the renovation of the Flood Memorial. Members looked at Corten steel and like the idea of having 'Felixstowe Floods' and the date cut out of the wave shape to let people easily see what the memorial represented. It was anticipated that a costed plan could be brought to the next meeting in September.

It was RESOLVED that:

- i. the Felixstowe War Memorial and Flood Memorial Report be noted; and,**
- ii. a costed plan to refurbish the Flood Memorial for the 70th Anniversary in 2023 be brought to Committee as soon as practicably possible.**

108. CLOSURE

The meeting was closed at 8.58pm. The next meeting was noted as being scheduled for Wednesday 21 September 2022 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 21 September 2022 is provided below with a detailed report at **Appendix A**.

1 April - 21 September 2022 (2022 - 2023)

Felixstowe Town Council Summary of Receipts and Payments Summary - Civic & Community

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
201 Town Hall	22,740.00	17,077.18	-5,662.82	75.10%	78,997.00	19,986.00	59,011.00	25.30%
202 Walton	7,500.00	3600.41	-3,899.59	48.01%	10,567.00	6,137.00	4,430.00	58.08%
203 Broadway House	2,270.00	2,392.56	122.56	105.40%	8,869.00	3,897.84	4,971.16	43.95%
204 Cemetery	86,481.65	30,492.00	-55,989.65	35.26%	195,897.00	75,199.20	59,387.90	38.39%
205 Allotments	16,750.00	320.15	-16,429.85	1.91%	37,754.00	13,734.27	24,019.73	36.38%
206 Parks & Recreation			0.00		14780.00	61.92	14,718.08	0.42%
NET TOTAL	135,741.65	53,882.30	81,859.35	39.69%	346,864.00	119,016.23	227,847.77	34.31%

Created by  Scribe

Committee is requested to consider the budget report to 21 September 2022 and decide on any action it deems necessary.

AGENDA ITEM 6: PARKS

Committee is requested to note that the transfer of Allenby Park and the park at Gosford Way, including the car park at Old Felixstowe Community Centre, was completed on 11th July 2022.

Since this date, the Town Council has been responsible for the ongoing management of these lands. Initially, Norse has continued to carry out maintenance work in accordance with the schedule of works agreed with East Suffolk Council.

Norse carried out a final tree inspection survey post-transfer and tree works were carried out in September.

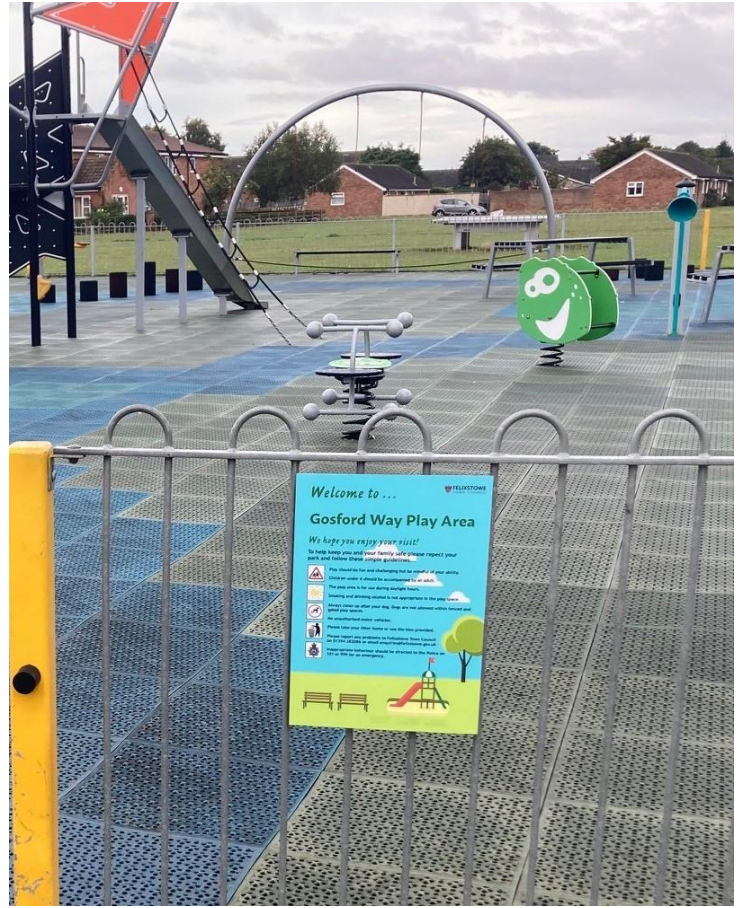
The Town Council's Grounds Maintenance team has been regularly attending both sites and carrying out additional maintenance. The aim is to bring as much of the maintenance work in-house as practicable. Following a meeting with the Norse Operations Manager and Assistant Grounds Manager, a schedule of works has been drawn up on the basis that some of the work – such as grass cutting at Gosford Way and waste collections – cannot be, or would be less efficient if, undertaken by Council staff. Costs have been sought and Members will be advised accordingly so that an appropriate budget for 2023-24 can be set.

Norse Security are currently contracted to unlock and lock the gates at Allenby Park. Security of the site is considered an important deterrent to anti-social behaviour which is known to take place at this location late at night if the park is left open. The gates are due to be opened early each morning and locked at dusk. However, actual timings are irregular and neighbours of the park often report that it does not appear to happen at all. Council's Grounds Team are willing to carry out this service which, as with the cemetery gate security arrangement, will be largely separate to their daily contracted role and paid 'per event'. It is anticipated that, as the unlocking can be carried out within contracted hours during the summer months, the overall cost to Council will be lower. Being 'in-house' and local, the efficiency of the service will be improved also. Norse Security require two-weeks' notice to end the provision.

New signage has been installed at each play area – see below – and, subject to Committee's approval of the security arrangements at Allenby Park, a new sign will be installed on the gates to reflect the new regime.

The Town Council has also been facilitating the return of Felixstowe & Walton Youth Football to Langley Avenue Sports Field. The field, which is leased to Felixstowe School from Suffolk County Council, had fallen in to a poor condition following a period of disuse during the pandemic. The Town Council and East Suffolk Council have been working with the School and Suffolk County Council to improve the facilities. With the support from a Town Council grant, new pitches and goals have been provided and new signage installed.

A request from East Suffolk Councillors for the Town Council to receive and administer funding to replace four benches on public land in Walton has been received. The Clerk will provide details of this at the meeting, however there is no ongoing commitment anticipated.



Committee is requested to note the transfer of Allenby Park and Gosford Way Park to the Town Council from East Suffolk Council, to consider gate locking arrangements at Allenby Park and the request from East Suffolk Councillors to administer funds for the replacement of four benches in Walton.

AGENDA ITEM 7: FEES AND CHARGES 2023-24

Committee is requested to review the fees and charges for services provided by the Town Council for the financial year 2023/24. Details of income for the same period in the previous two years are shown alongside the true position as of 21st September 2022 to aid the review, with comments relating to the impact of the pandemic where applicable and 2019/22 pre-Covid figures for comparison.

i. Town Hall – General Hire

There was no increase for Voluntary/Charity/Community fees; and a 2% increase for Commercial Business hire at the Town Hall for the period 2022-2023.

Current rates are shown below, with an indicative 5 & 10% increase shown in brackets for information (to the nearest £5 / £2.50 for smaller amounts). Members are to note that RPI over the past 12 months to August 2022 was 12.3% compared to the previous year which was 4.8%:

<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	£210 (222.50, 230)	£105 (110, 120)	£32.50 (32.50, 35)	£47.50 (50, 52.50)
Voluntary/Charity/Community	£103 (110, 112.50)	£52 (55, 57.50)	£16 (17.50, 20)	£31 (32.50, 35)
Other Town Hall Rooms				
Commercial/Business Hire	£157 (157.50,160)	£80 (80, 82.50)	£22.50 (22.50, 25)	£42.50 (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
2021/22	Income £1,463	initial budget £2,500

Income received so far for 2022/23 is £930 with £493 awaiting payment (57%). Almost 6 months into year we would normally expect to be almost 50% 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 2023:

Council Chamber £775 Saturdays
£700 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	Sunday 2 hours hire
Moot Hall (250 people)	£650	£850	£750
Council Chamber (70 people)	£650	£850	£750
Grand Jury Room/Council Chamber (85 people)	£650	£850	£750
The Castle	£750	£950	£800

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.

2021/22 Income £15,528 initial budget £10,000
26 weddings in Council Chamber, 10 after ceremony hire CG, 8 weddings in Clerk's office.

Weddings so far for 2022/23 are:

21 weddings in Council Chamber, 8 after ceremony hire CG, 14 weddings in Clerk's office.

The budget for this year is £12,000. £11,440.46 has been received for weddings this year so far. A total of 95% of the budget.

Weddings booked and still to happen this year are as follows:

6 weddings in Council Chamber, 4 after ceremony hire CG, 1 wedding in Clerk's office.

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. Last year fees increased by 4%. 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>	£395 (410 / 435)	£505 (530 / 555)	£395 (410 / 435)	N/A
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	£200 (205 / 220)	£250 (260 / 275)	£200 (205 / 220)	N/A
Courtroom Gallery	N/A	N/A	N/A	£108 (113 / 118)
Other Rooms	N/A	N/A	N/A	£108 (113 / 118)

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. On the rare occasion where tea and coffee is requested these are charged at the rate of £2 per person.

iii. Walton Community Hall

Charges for 2022/23 remained the same as the previous year for Voluntary/Charity/Community groups with a 2% increase for Commercial Business hire, 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	£16.00 (16.80/17.60)	£19.00 (19.90/20.90)	£52.00 (54.60/57.20)
Voluntary/Charity/Community /Private Hire	£9.00 (9.40/9.90)	£12.00 (12.60/13.20)	£30.00 (31.50/33)

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

OFCA Hoping to make the Hall a Community drop-in location for teas/coffees during energy crisis	£10 per hour for all rooms (OFCA were offering 4 hrs for £28 – this is no longer on offer) Special rates still for members
St Marys Church, Walton	£18 per hour regular bookings £25 per hour min. 3 hrs for parties £8 Synod Room
Conservative Club	£100 Function Room for evening extra for Bar £35 for small room per hour (increase of £10)
Trimley St Martin Hall No change this year so far but will be discussing charges soon	£30 4 hour daytime £50 4 hour evening £8 per hour – classes
Trimley Social Club	£30 per hour weekday plus vat £65 per hour weekend plus vat Hall for £250 extra for Bar 7-12pm

Previous income for Walton Community Hall hiring:

2019/20	Income £12,377	initial budget £7,000
2020/21	Income £402	initial budget £7,500
2021/22	Income £6,366	initial budget £7,500

Income received so far 2022/23 £3,600.41 with £755.84 invoiced (many hirers pay one month in arrears). The budget was set for £7,500.

During the pandemic, half an hour either side of the booking was given free of charge to enable extra cleaning to be carried out by hirers. It is envisaged that notice will be given to hirers that from 1st of April 2023 bookings will be charged to include the time for setting up, packing away and cleaning to the state that the hall was found in, unless the COVID situation changes.

Cemetery

The following table shows existing charges with the impact of an indicative 5% and 10% 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).

Usually the increase is the same for all Cemetery fees however, it has been noted that our memorial permit fees are no longer in line with neighbouring councils. Allowing for the fact this is mostly an administrative fee and not as affected so much by inflation, committee may wish to consider a different change to the memorial fees.

Time has been spent this year looking at the way the fees are presented due to some confusion regarding the status of the non-resident and resident fees. We have changed the way the fees are laid out with the hope of making this a little clearer. Previously ESC has had separate rates for their Cemeteries in different parts of the region, they have changed the way this is done which has resulted in some of their fees in the Southern part of East Suffolk not increasing for 2022-23.

1. INTERMENTS	EXISTING CHARGES 2022-2023 (5% / 10%)		ESC	IPSWICH BOROUGH COUNCIL
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*		
Still Born – 1 Month	No charge	No charge	No charge	No Charge (NVF £250)
Child up to 18 Years	No charge	No charge	No Charge	No Charge
Adult Grave - Single Depth 4'6"	1200 (1260/1320)	600 (630/660)	781	1224
Double Depth 6'4"	1940 (2037/2134)	970 (1018/1067)	921	1469
Triple Depth 7'6"	2265 (2378/2491)	1130 (1186/1243)	1066	1714
Urn of cremated remains	305 (320/335.50)	155 (163/170.50)	241.54	251
Scattering of ashes	67.50 (71/78)	67.50 (71/78)	106.09	82
Additional charges applicable outside ordinary hours of burial Monday to Friday	Standard Fee	Felixstowe Resident fee	<i>(Service not offered)</i>	<i>(Service offered, but circumstances dictate fee)</i>
Grave space	800 (840/880)	400 (420/440)		
Urn space	475 (499/522)	235 (247/258)		
Scattering of ashes	270 (283/297)	132.50 (139/146)		
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Standard Fee	Felixstowe Resident fee	<i>(Service not offered)</i>	<i>(Service offered, but circumstances dictate fee)</i>
Grave space	1330 (1396/1463)	665 (698/731)		
Urn space	930 (976/1023)	465 (488/511)		
Scattering of ashes	340 (357/374)	170 (178.5/187)		
*Residents fee applies to persons whose normal place of residence at their time of death was within the Town of Felixstowe within the last two years immediately before their death.				

2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS	EXISTING CHARGES 2022-2023 (5% / 10%)		ESC	IPSWICH BOROUGH COUNCIL
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Standard Fee	Felixstowe Resident fee*		
Adult Grave 8' by 3'	2265 (2378/2491)	1135 (1192/1248)	1534 (25 years)	1753
Children's grave 4' by 3'	157.50 (165/173)	157.50 (165/173)	471.74 (25 years)	No Charge
Urn plot in GARDEN OF REMEMBRANCE	930 (976/1023)	465 (488/511)		
Urn plot in LAWN GARDEN	1705 (1790/1875)	850 (892/935)	1426 (25 years)	1593
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL				
	Standard Fee	Felixstowe Resident fee*		
Renewal 50 years: Adult Grave	2000 (2100/2200)	1000 (1050/1100)		
Child Grave	105 (110/115)	105 (110/115)		
Urn plot (Garden of Remembrance)	665 (698/731)	330 (346.50/363)		
Urn plot (Lawn Garden)	1435 (1507/1578)	715 (751/786)		
Renewal 25 years: Adult Grave	1015 (1066/1116)	510 (535.5/561)	230.72	
Child Grave	52.50 (55/58)	52.50 (55/58)		
Urn plot (Garden of Remembrance)	335 (352/368)	167.50 (176/184)		
Urn plot (Lawn Garden)	735 (772/808)	370 (388.5/407)	153.99	
4. PERMISSION TO ERECT MEMORIALS				
Residential status applies to current owner of Exclusive Right of Burial or previous owner if application is made within two years of their interment				
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	595 (625/654)	300 (315/330)	262.65	392.00 (kerb & headstone)
Memorial not exceeding 3' 6" height by 3' width	595 (625/654)	300 (315/330)	236.90	182.00
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	595 (625/654)	300 (315/330)	134.42	114.00
Vase with or without lettering	325 (341/357)	165 (173/181.5)	105.58	
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	325 (341/357)	165 (173/181.5)		
Additional inscription on any memorial after the first	205 (210/225.50)	102.50 (108/113)	59.74	72.00

Space for single plaque on Wall of Remembrance 8" by 6"	535 (562/588)	270 (283/297)		
Garden of Remembrance – Ground level Plaque				
Plaque for urn plot 6" by 4"	535 (562/588)	270 (283/297)		
Plaque for urn plot 8" by 6"	535 (562/588)	270 (283/297)	236.90	
MEMORIAL GARDEN (subject to VAT)	EXISTING CHARGES 2022-2023 (5% / 10%)		ESC	IPSWICH BOROUGH COUNCIL
	Standard Fee	Felixstowe Resident fee*		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	600 (630/660)	300 (315/330)		
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	370 (388/407)	185 (194/203.5)		
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	490 (514/539)	245 (257/269.5)		
Renewal of lease for the above memorials for further 5 years	127.50 (134/140)	127.50 (134/140)		
Memorial bench plaques with inscription for 10 years (prices from)	1230 (1291/1353)	615 (646/676)		
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	1665 (1748/1831)	1665 (1748/1831)		
Planting single grave with winter and summer plants and maintaining for one year	285 (299/313.50)	285 (299/313.50)		
Annual maintenance thereafter	162.50 (171/179)	162.50 (171/179)		
6. MISCELLANEOUS				
Registering transfer of grant	42.50 (45/47)	42.50 (45/47)	66.40	
Exhumation (Burial)	1600 (1680/1760)	1600 (1680/1760)	1145.36	
Exhumation (Ashes)	665 (698/731)	665 (698/731)	463.50	
Register Search	25 (26/27.5)	25 (26/27.5)	49.96	
Preparation of Statutory Declaration	55 (58/60.5)	55 (58/60.5)	115.88	

Previous income for Cemetery:

Interments

2019/20	Income £29,588	initial budget £40,000
2020/21	Income £40,837	initial budget £40,000
2021/22	Income £21,768	initial budget £30,000

Income received so far for 2022/23 is £11,270 plus £1,129.50 invoiced awaiting payment, which is 41.3% of budget (almost 6 months into year = 50% of budget).

Purchase of Graves

2019/20	Income £35,605	initial budget £15,000
2020/21	Income £33,159	initial budget £17,500
2021/22	Income £40,817	initial budget £25,000

Income received so far for 2022/23 is £15,381, plus £3,145 invoiced awaiting payment, which is 74.1% of budget (almost 6 months into year = 50% of budget).

Memorials

2019/20	Income £22,677	initial budget £12,000
2020/21	Income £15,608	initial budget £13,000
2021/22	Income £21,753	initial budget £13,000

Income received so far for 2022/23 is £3,361.50 plus £4,758.50 invoiced awaiting payment, which is 62.4% of budget (almost 6 months into year = 50% of budget).

Upkeep of grave space

2019/20	Income £650	initial budget £760
2020/21	Income £537	initial budget £780
2021/22	Income £666	initial budget £798

The invoices are sent out annually, and have just now been sent out totalling £677.10 net.

Admin – Transfer of Deed/Statutory Declaration

2019/20	Income £1,245	initial budget £700
2020/21	Income £491	initial budget £1,000
2021/22	Income £1,378	initial budget £500

Income received so far for 2022/23 is £479.50 plus £254 invoiced awaiting payment, which is 146.7% 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 2023, or for new tenancies commencing April 2023.

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 2022 – 31st March 2023

- Full price: £46.90
- Concessions: £42.90 includes water

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

This is an increase of 40p for full price and £1.40 for concessions, on the previous years' fees

Woodbridge Town Council

Allotment rent for 2022-23 per quarter plot is £15 single size plot £30, double size £60. This is a 20% (approximately £1 per 25sqm) increase on the previous year. Water is not included. The water bill is split between the 18 tenants.

Previous income for Allotments:

2019/20	Income £15,528	initial budget £15,200
2020/21	Income £16,724	initial budget £15,500
2021/22	Income £16,790	initial budget £15,965

Income received so far for 2022/23 is £286.92 for new tenants, annual invoices are sent out at the end of September.

In 2021/22 Council approved the following fees which take effect from October 2022 (April 2022 for new allotment holders):

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 allotments are provided for, with an overall subsidy by the Council of £18,017 2021/22 (£12,386 in 2020/21).

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 2023/24, 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')	£41.25	£24.75
Double-size plot (approx. 250m ² or '10 Rods')	£82.50	£49.50

Committee is requested to consider and decide on the Fees and Charges for 2023/24.

AGENDA ITEM 8: TOWN HALL UPDATE REPORT

Energy contract

As agreed at the last meeting (*minute #104iii 2022/3 refers*), a three-year contract was taken with a 100% renewable energy provider at the standard rate of 40.56 pence per kWh with a standing charge of 37 pence per day for electricity at council's three properties. With Walton Community Hall being on economy 7, at a standard daily rate of 43.14 pence per kWh, night rate of 30.16 pence per kWh and standing charge of 40 pence per day. Gas at the Town Hall will be charged at the unit rate of 12.9 pence per kWh with a standing charge of 40 pence per day.

Windows

Since Council's agreement to increase the amount allocated from the Town Hall Earmarked Reserve for the refurbishment of the windows to £57,357 plus VAT if necessary, confirmation has now been received from Suffolk County Council regarding the decline of a grant from the Suffolk Climate Action Community Match Fund. The winning tenderer Charles Clark has been contacted to initiate a meeting, where a start date and working terms can be confirmed. A contract will be signed by both parties confirming the information given on the form of tender.

With an expected supply time of 12 weeks, the Town Hall diary is currently clear of Weddings from Christmas to the end of March, any enquiries during this period are being advised about the work and possibility of scaffolding.

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

AGENDA ITEM 9: BROADWAY HOUSE UPDATE REPORT

Broadway House has been running well. However, so far this year the automatic front doors have failed twice and an engineer has had to be called out. Each time, a minor adjustment or internal dusting has had to be carried out to get them working again. Each call out unfortunately holds a minimum call out charge of £140 +VAT. The situation will be monitored.

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

AGENDA ITEM 10: WALTON COMMUNITY HALL UPDATE

Further to discussions at the last meeting (*Minute #104iii 2022/23 refers*), some initial community energy advice has been sourced from Groundwork East.

The Community and Business Energy Advisor (Suffolk and Norfolk) has done some very rough calculations and it's estimated that adding secondary glazing to the windows at Walton Hall would save approximately £230-£330 per year and 0.6-0.8 tonnes of carbon. Secondary glazing provides savings very similar to double glazing but is significantly cheaper. Secondary glazing is a fully independent window system installed to the room side of existing windows. The original windows remain in position in their original unaltered form. Secondary glazing is available as openable, removable or fixed units. Historic England have produced the following guide with further information <https://historicengland.org.uk/images-books/publications/eehb-secondary-glazing-windows/heag085-secondary-glazing/> . Planning permission is not required for secondary glazing. Quotes could be obtained and brought back to committee in due course.

With regards to heating, installing a suspended ceiling in the hall has been suggested as this will stop heat being lost upwards, particularly if it's insulated. This may detract from the spaciousness that the high ceiling gives the hall. Alternatively, fans could be installed on the ceiling to force the warm air back down but these will make a little bit of noise when operating, there would be a cost to the electricity and planning permission/consent would need to be investigated.

From an environmental perspective, electric heating systems are much better than gas, particularly as Council is on a green tariff so the majority of emissions are offset. Even the efficiency of electric heaters is better as they convert 100% of that electricity into heat. With gas boilers, even the most modern ones are about 95% efficient. As discussed previously an air to air heat pump which is the most efficient electric heating could be an option. The advisor has given some very rough calculations and estimate that £1,270 per year could be saved and 3.1 tonnes of carbon. They do work best when there is minimal heat loss though so it is recommended the windows be upgraded first. It could cost approximately £20,000-£30,000.

Otherwise, the advisor suggests that the next best option would probably to replace the panel heaters with more modern versions which have enhanced controls like timers. This has been investigated previously.

Looking at the orientation of Walton Hall, it should be suitable for solar panels. Planning permissions would be required but there's lots of examples of listed buildings with solar panels. Historic England have also put a guide together which can be found at <https://historicengland.org.uk/images-books/publications/eehb-solar-electric/heag173-eehb-solar-electric-photovoltaics/>

Suffolk Solar Together is a group buying scheme to get solar panels supported by Suffolk County Council <https://www.suffolk.gov.uk/planning-waste-and-environment/initiatives/solar-together-suffolk/> and investigations could be made via this scheme or other investigations made.

Committee is requested to consider options to reduce the carbon footprint of Walton Community Hall and decide on any action it deems necessary.

AGENDA ITEM 11: CEMETERY UPDATE REPORT

Electric Van

The Electric Van was collected from the garage on 18th August, and it is proving a useful addition for the grounds team. Vinyl transfers were added to the vehicle with the Felixstowe Town Council crest and graphics showing the vehicle is 100% electric with zero emissions. It also shows our Facebook and new Instagram accounts. Please see layouts below:



A Company Vehicle Policy has been created for approval and is shown at **Appendix B**. This policy lays out details of electric charging but also advises the Grounds Team to use this vehicle as a first resort vehicle, i.e. if there is the choice of this vehicle versus the diesel truck then, unless towing capacity is required, the electric van should be used.

Bats

A member of the public has been in contact to let us know that they had observed a bat flying around the trees along the boundary of the cemetery with Langley Avenue, presumably feeding. It could be that the bats are benefiting from the availability of insect prey that the Town Council have been encouraging through the reduced mowing of the verges in that region.

The member of public has asked whether the Town Council would consider putting bat roost shelters on any of the trees around the cemetery. Although there are several large trees that could be suitable, the tree survey will be considered to ensure that the trees they are erected on are unlikely to require tree surgery in the near future.



Cesspit / rainwater

Earlier in the year, damp was investigated in the main office and the drains were cleared as a blockage had been found. Now that the blockage has been cleared it appears that all the rainwater coming in the down pipes is now running into the cesspit as they don't go to soak aways. This appears to be how it was created when the building was constructed. This has now meant that the cesspit is filling up quicker and has needed to be emptied more often.

A solution to this would be to have the water butts on every down pipe as this would avoid the need for costly groundworks. Three slim water butts and one large one which would total approximately £130 would prevent probably 500 litres going into the cesspit every time they fill.

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

AGENDA ITEM 11: ALLOTMENTS UPDATE REPORT

As of 20th September 2022, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	307	302	5	27(9)	3 (1)
ALITTLEMENTS (within Cowpasture)	20	10	10	5	1
FERRY ROAD	97	97	0	14(2)	0
RAILWAY HILL	44	42	2	4	2
CEMETERY	4	4	-	0	0
TAUNTON ROAD	20	17	3	1	0
TOTAL	492	472	20	51(11)	6(1)

Regarding the Alittlements, due to the hot summer creating a very hard ground difficult to cultivate, the system for which the Allotment team had been preparing plots for potential tenants had been put on hold. Hence the number of people on the waiting list for Alittlements.

The Felixstowe Allotment Association put a request to council, at the 27th April 2022 Assets and Services meeting, for financial support from Felixstowe Town Council for the two toilets they have installed at Cowpasture and Ferry Road. It was resolved that this would be considered during the budget setting meeting (*Minute #497ii 2021/2022 refers*) The FAA currently pays £60 a month for the servicing of both toilets.

During a recent FAA/FTC liaison meeting it was discussed that some aspects of the current Tenancy agreement need updating, it was suggested that a revised Tenancy agreement be presented to Assets & Services Committee for approval when drafted, and a schedule of additional terms be appended to the tenancy agreement and made available on Felixstowe Town Councils website for any future amendments.

We have recently invested in a software package to assist with Allotment inspections. The software will work on the tablet the Cemetery team currently have. It is hoped this will considerably reduce time spent on inspections and subsequent admin. The Cemetery team will also be able to make good use of it. The software costs £60.30 per annum +VAT

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

AGENDA ITEM 12: FELIXSTOWE FLOOD MEMORIAL

Work will shortly be carried out on the renovation of the flood memorial, in time to be completed by the end of the year, ready for the 70th Anniversary of the Floods.

As agreed previously, most of this work will be carried out in house at relatively small maintenance costs and will be charged to the Remembrance budget, and Parks and Recreation Repairs and Maintenance:

- Change brass plaque to stainless steel with names laser engraved on 316 Brushed Stainless Steel 2mm thick. Cost Plate 1: £34.00 and Plate 2: £61.00
- Clean the wall
- Clean block paving stones - A pressure washer may be hired or purchased to do the above two tasks. This can be done in-house.
- Patch in and clean up mosaics
- Paint timber
- Get extra shingle to top up levels
- Touch up fence with phosphate paint
- Clean obelisk

The following two items would require funding from the Cemetery Earmarked Reserve:

Bench

This could be a bench made in-house from sleepers, something similar to:



The cost would be under £100.

Alternatively one of the following two options could be purchased:



The blue 3 seater bench is made from weatherproof recycled plastic at a cost of £238 +VAT.

The wave bench is also available in black and grey similar to the following bench (which unfortunately is no longer available) at a cost of £503.02 +VAT.



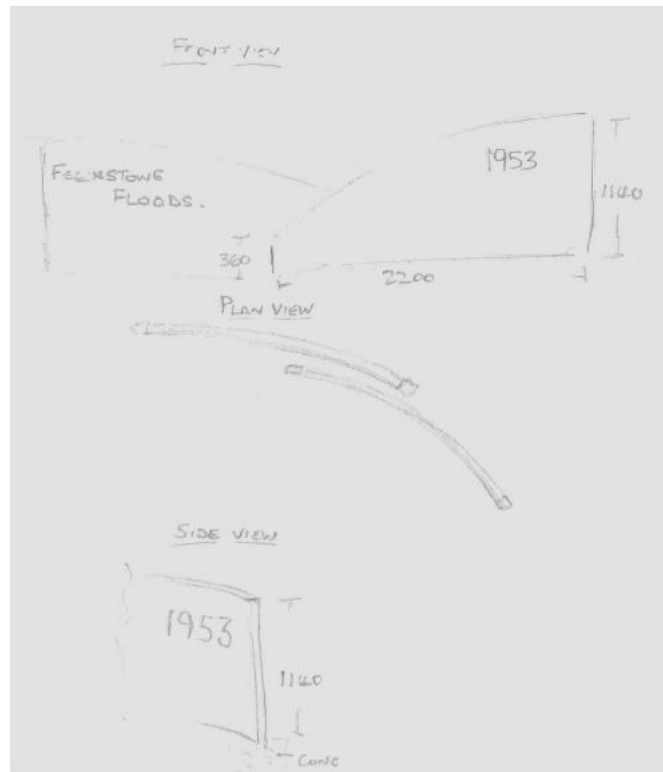
Two quotes have been obtained for steel, unfortunately costs have sky rocketed,

The first quote from Company A is valid until 1st October (after that date an increase is expected of +20%) and is £6,335.68 for Stainless Steel 316 or £6,129.32 for Corten Steel.

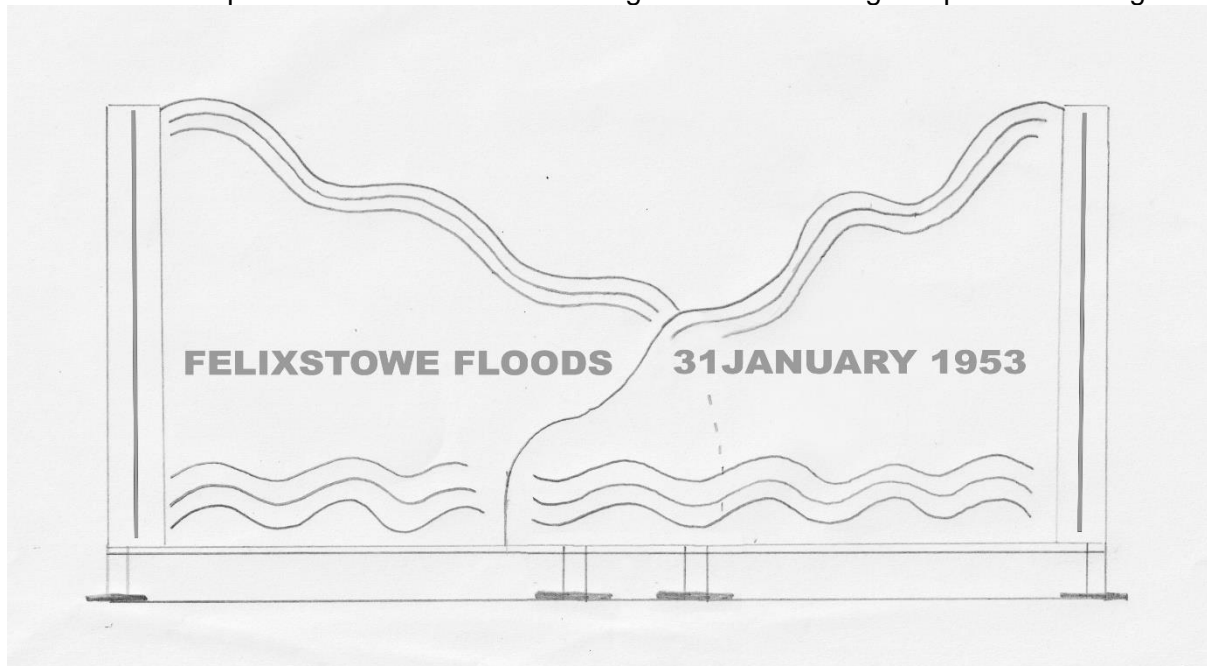
The sheets will both be curved like the wooden set up currently at the Flood memorial. The heights will be 1140mm and 360mm at the other end span of 2200mm long. Box section legs to the back of the sheets to concrete in and a 40mm flat bar on top to protect the sheet edge and anybody cutting themselves.

Felixstowe Flood on one sheet and 1953 on the other – each letter size 100mm x 100mm.

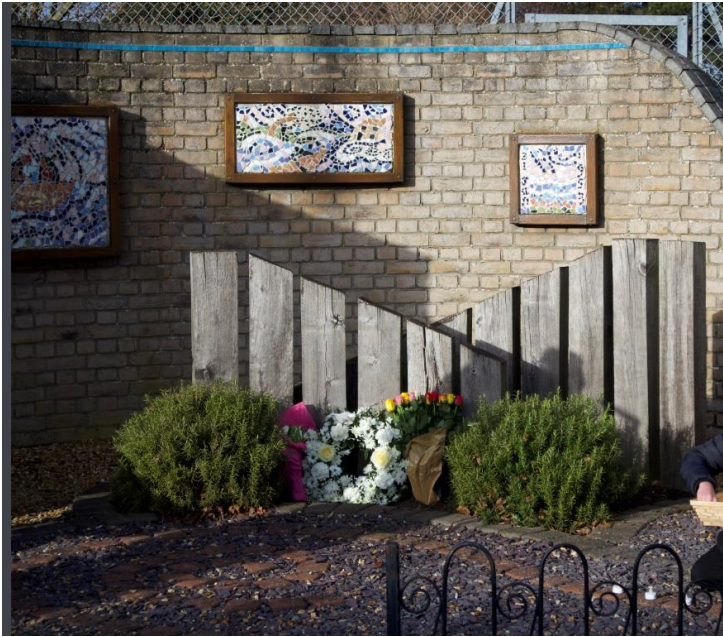
To fit the above £400.



The second Company B is still awaiting costs from suppliers, and this cost should be brought to the meeting. This quote is for it to be made from corten steel and the words and wave patterns will be cut out of the sheets. The pieces would be bolted to the existing concrete block if possible and raised above the ground on small legs as per the drawing.



A cheaper alternative would be to replace the rotten wooden sleepers with new ones, the total cost to do this in-house would be £500-600.



Committee is requested to consider the Felixstowe Flood Memorial report, options for the benches and replacement of the wooden timbers and decide on any action it deems necessary.
