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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 D Rowe (Chairman)  
Cllr M James (Vice Chairman)  
Cllr D Aitchison  
Cllr N Barber  
Cllr S Harkin

Cllr M Morris  
Cllr B Price  
Cllr M Sharman  
Cllr W Underwood

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 18 September 2024** 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](mailto: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**  
**13 September 2024**

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 10 July 2024 as a true record. **(Pages 3-7)**
- 5. Assets & Services Budget Report**  
To receive the Assets & Services Budget report to 11 September 2024 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Fees and Charges 2025-26**  
To review Fees and Charges for Council services to take effect from 1 April 2025. **(Pages 9-18)**
- 7. Cemetery Update Report**  
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Page 19)**
- 8. Allotments Update Report**  
To receive a report on allotments and consider any actions deemed necessary. **(Page 20 & Appendix B)**
- 9. Town Hall Conferencing Facilities**  
To consider enhancing Town Hall Conferencing Facilities. **(Page 21)**
- 10. Pathway at Gosford Way Park**  
To receive a report on the proposed pathway extension. **(Page 22)**
- 11. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 20 November 2024 at 7.30pm.

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 10 July 2024** at **7.30pm**

**PRESENT:** Cllr D Rowe (Chairman)  
Cllr M James (Vice Chairman) Cllr J Candy  
Cllr M Sharman Cllr S Harkin  
Cllr M Morris Cllr D Aitchison

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs J Smith (Assets & Services Officer)  
Mr T Minns (Grounds & Maintenance Manager)

**IN ATTENDANCE:** 3 Members of the public.

### **100. PUBLIC QUESTIONS**

Council heard from members of the public on the issue of long grass on Blocks A & B in the Cemetery. A family member of someone interred in Block A expressed dissatisfaction, noting that the long grass in this area made visits to loved ones unpleasant and challenging. They were also apprehensive that cutting the grass at the end of summer would only exacerbate the untidiness. Another member of the public echoed these concerns, also citing a recent incident where they tripped over a concealed tree branch, highlighting the long grass as a safety hazard.

### **101. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr D Aitchison, Cllr N Barber** and **Cllr S Harkin**.

Apologies for lateness were received from **Cllr B Price**.

### **102. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr J Candy	All	Other registerable interest (as Members of East Suffolk Council)
Cllr S Harkin	All	Other registerable interests (as an employee of East Suffolk Council)
Cllr D Rowe	#107	Other registerable interests (as Honorary President of FOPWA)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

### **103. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 24 April 2024 be signed by the Chairman as a true record. At the direction of the Chairman and with the assent of Members, the Cemetery Update Report was brought up the agenda to the next item.**

### **104. CEMETERY UPDATE REPORT**

The Grounds & Maintenance Manager presented the Cemetery Update Report, highlighting the current rewilding efforts in Blocks A & B at Felixstowe Cemetery during the summer months. Members discussed the impact of these efforts on both cemetery visitors and local wildlife. It was emphasised that the rewilding initiative aimed to preserve local ecology and manage resources efficiently.

The positive effects of rewilding on local wildlife was highlighted in discussion and it was proposed that the cutting schedule for the rewilded areas be aligned with other parts of the Cemetery, due to concerns about the negative impact on visitors.

The Committee also reviewed the renewal of the telecoms site agreement at Felixstowe Cemetery with Clarke Telecom. Concerns were expressed regarding the significantly reduced offer from Clarke Telecom, leading to a recommendation to reject the initial proposal. It was agreed that the free legal advice offered should be sought before proceeding with further negotiations.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted;**
- ii. the strimming schedule for Blocks A & B at Felixstowe Cemetery will return to a 4-week cycle; and**
- iii. the initial renewal offer for the telecom mast contract be rejected, with legal advice to be sought and negotiations to be initiated.**

### **105. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 28 June 2024.

**It was RESOLVED that the Budget Report to 28 June 2024 be received and noted.**

## **106. TOWN HALL UPDATE REPORT**

Committee received the update report on the Town Hall. The Deputy Town Clerk also presented members with a quote of £480 + VAT that had just been received, for re-decoration of the Clerk's Office to put in place foil backed plasterboard to help with the damp problem. The quote was from the same company who did the ceiling in the Chamber earlier in the year. Members discussed the value of engaging with a local company that has previously delivered satisfactory work for the council, rather than commissioning another survey.

**It was RESOLVED that:**

- i. the Town Hall Update Report be noted; and**
- ii. the cost of £480 + VAT for damp proofing work in the Clerk's office to be funded from the Town Hall Earmarked Reserve.**

## **107. WALTON COMMUNITY HALL UPDATE**

Committee received the update report on Walton Community Hall. Members discussed the available grants and their potential uses. The Deputy Clerk informed Members that there was an additional community fund from Sizewell C that could be applied for. There was a question raised whether these funds would specifically cover heating improvements. The Deputy Town Clerk clarified that the grants are intended for a comprehensive approach for environmental projects at Walton Community Hall, with heating improvements being a key component.

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

## **108. BROADWAY HOUSE UPDATE REPORT**

Committee received the report from Broadway House. Members discussed the FOPWA lease renewal, the Town Council's current level of involvement, and the rental income from FOPWA. A suggestion was made to consider a rent increase for the renewal and it was proposed that the Town Clerk be delegated the authority to finalise the lease renewal, subsequent to consulting with the Chairman of FOPWA on the possibility of a small rent increase.

**It was RESOLVED that:**

- i. the Broadway House update report be noted; and,**
- ii. the Town Clerk be delegated the authority to finalise the lease renewal with FOPWA.**

## **109. ALLOTMENTS UPDATE REPORT**

The Assets & Services Officer presented the Allotments update report. Members also reviewed the report on the potential cost of installing a boundary fence at the Cowpasture allotments. Members unanimously agreed not to fund the fence installation.

**It was RESOLVED that:**

- i. the Allotment update report be noted; and,**
- ii. no further action be taken regarding the fence installation at Cowpasture.**

## **110. ALLENBY PARK AND GOSFORD WAY PARK**

Committee received the updates on Allenby Park and Gosford Way Park. Members discussed the benefits and costs of installing a water tap at Allenby Park and explored potential funding options. Although they agreed to accept the concept and ongoing maintenance of the water tap installation, they did not wish to fund it.

Additionally, Members considered options for renovating the gates at Allenby Park. It was decided to approach outside companies to obtain quotes for both restoring the existing gates and installing new ones. This to include a design plan for the new gates.

**It was RESOLVED that:**

- i. the Parks Update Report be noted; and,**
- ii. The Felixstowe Society be informed that the Council have decided not to fund the tap but will not object if the Society chooses to fully fund its installation; and,**
- iii. Investigations be made in the cost of either restoring the existing gates at Allenby Park or installing new ones, including a design plan for the new gates.**

## **111. LANGLEY AVENUE PLAYING FIELDS – ASSETS OF COMMUNITY VALUE LISTING**

**It was RESOLVED that the application for re-nomination of Langley Avenue Playing Fields as an Asset of Community Value be submitted to East Suffolk Council.**

## **112. CLOSURE**

The meeting was closed at 9.00pm. The next meeting was noted as being scheduled for Wednesday 18 September 2024 at 7.30pm.

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## 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 13 September 2024 is provided below with a detailed report at **Appendix A**.

1 April - 13 September 2024 (2024 - 2025)

### **Felixstowe Town Council Summary of Receipts and Payments Summary - Assets & Services**

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
201 Town Hall	21,400.00	12,282.91	-9,117.09	57.40%	87,417.00	22,623.98	64,793.02	25.88%
202 Walton	8,000.00	6,146.29	-1,853.71	76.83%	14,007.00	6,467.25	7,539.75	46.17%
203 Broadway House	2,650.00	0.00	-2,650.00	0.00%	10,302.00	4,790.97	5,511.03	46.51%
204 Cemetery	76,565.00	25,777.63	-50,787.37	33.67%	177,917.00	71,307.88	59,387.90	40.08%
205 Allotments	17,850.00	350.86	-17,499.14	1.97%	39,775.00	14,004.79	25,770.21	35.21%
206 Parks & Recreation	0.00	4,755.00	4,755.00	N/A	4,007.00	13,979.00	26,096.00	34.88%
<b>NET TOTAL</b>	<b>126,465.00</b>	<b>49,312.69</b>	<b>77,152.31</b>	<b>38.99%</b>	<b>369,493.00</b>	<b>133,173.87</b>	<b>236,319.13</b>	<b>36.04%</b>

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**Committee is requested to consider the budget report to 13 September 2024 and decide on any action it deems necessary.**

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## AGENDA ITEM 6: FEES AND CHARGES 2025-26

Committee is requested to review the fees and charges for services provided by the Town Council for the financial year 2025/26. Details of income for the same period in the previous two years are shown alongside the true position as of 13<sup>th</sup> September 2024 to aid the review.

### **i. Town Hall – General Hire**

There was 5% increase for Voluntary/Charity/Community fees and Commercial Business hire at the Town Hall for the period 2024-2025.

Current rates are shown below, with an indicative 5 & 10% increase shown in brackets for information (to the nearest whole number). Members are to note that the RPI over the past 12 months to July 2024 was 3.6% compared to the previous year which was 9%:

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

<b>FELIXSTOWE TOWN HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Full day (Weekday, 9am-5pm)</b>	<b>Half day (weekdays 9-1pm, 1pm-5pm)</b>	<b>Hourly rate (weekday hours between 9am-5pm)</b>	<b>Hourly rate (all other times)</b>
<b>Council Chamber</b>				
Commercial/Business Hire	£231 (243/254 )	£116 (122/128)	£36 (38/40)	£53 (56/58)
Voluntary/Charity/Community	£113 (119/124)	£58 (61/64)	£18 (19/20)	£34 (36/37)
<b>Other Town Hall Rooms</b>				
Commercial/Business Hire	£173 (182/190)	£88 (92/97)	£25 (26/28)	£47 (49/52)
Voluntary/Charity/Community	£102 (107/112)	£50 (53/55)	£13 (14/15)	£28 (29/31)
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

### **Income for Town Hall hiring in previous years:**

2023/24	Income £2,342	initial budget £2,000
2022/23	Income £2,628	initial budget £2,500

Income received so far for 2024/25 is £2,980.22 with £647.83 invoiced awaiting payment (181.4%). Just over 5 months into year we would normally expect to be almost 41.66% of budget. The budget this year was set at £2,000.

## 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 2025:

Council Chamber £775 Saturdays  
£700 Monday – Friday

It has been confirmed that the wedding prices at Woodbridge Shire Hall won't increase from what is currently shown. They offer a 25% discount for Woodbridge Residents on booking a wedding.

### Colchester Borough Council:

Room hire fees for ceremony only for 2025

Room Name	Monday to Thursday 2 hours hire	Friday to Saturday 2 hours hire	Sunday 2 hours hire
Colchester Town Hall	£850	£1050	£950
Old Library	£950	£1200	£1000
The Castle	£950	£1250	£1050

### **Previous income / number of weddings**

2023/24      Income £10,523.28    initial budget £12,500  
18 weddings in Council Chamber, 6 after ceremony hire CG, 18 weddings in Clerk's office.

2022/23      Income £14,330.69    initial budget £10,000  
25 weddings in Council Chamber, 8 after ceremony hire CG, 12 weddings in Clerk's office.

Weddings so far for 2024/25 are:  
9 weddings in Council Chamber, 1 after ceremony hire CG, 15 weddings in Clerk's office.

The budget for this year is £13,000, £6,594.35 has been received for weddings this year so far, with £0.00 awaiting payment. A total of 50.8% of the budget.

Weddings booked and still to happen this year are as follows:  
1 weddings in Council Chamber, 0 after ceremony hire CG, 2 wedding in Clerk's office.

In 2024/25 wedding fees increased by 10% with a new non-resident rate for weddings introduced. The comparisons show that our charges remain very competitive with other similar venues.

**Wedding fees and charges (5% / 10% increase – Resident discount reflected at fixed rate of £100):**

<b>WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL</b>	<b>Weekday (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Weekend (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Any Day (1<sup>st</sup> Oct- 31<sup>st</sup> March)</b>	<b>Post- Ceremony Drinks</b>
<b>Council Chamber</b> <small>(for ceremonies attended by a maximum 76)</small>	£578 (607/636)	£710 (746/781)	£578 (607/636)	N/A
<b>Felixstowe Resident Rate</b>	£478 (507/536)	£610 (646/681)	£478 (507/536)	
<b>Clerk's Office</b> <small>(for ceremonies attended by a maximum 15)</small>	£342 (359/376)	£402 (422/442)	£342 (359/376)	N/A
<b>Felixstowe Resident Rate</b>	£242 (259/276)	£302 (322/342)	£242 (259/276)	
<b>Courtroom Gallery</b>	N/A	N/A	N/A	£130 (137 / 143)
<b>Other Rooms</b>	N/A	N/A	N/A	£130 (137/ 143)

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**

There was 5% increase for Voluntary/Charity/Community fees and Commercial Business hire at the Walton Community Hall for the period 2024-2025

The following are shown with 5% and 10% increases for consideration:

<b>WALTON COMMUNITY HALL</b> <small>Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.</small>	<b>Weekdays 9-5pm</b>	<b>Evenings and Weekends up to 10pm</b>	<b>Session Rate Mon-Sun 9am-10pm (up to 4 hours)</b>
<b>Commercial/Business Hire</b>	£18 (19/20)	£21.50 (22/23.50)	£57 (60/62.50)
<b>Voluntary/Charity/Community /Private Hire</b>	£9.50 (10/10.50)	£12.50 (13/14)	£31.50 (33/34.50)

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

OFCA No Change	£10 per hour for all rooms Special rates still for members £50 deposit
St Marys Church, Walton No Change	£18 per hour regular bookings £25 per hour min. 3 hrs for parties £8 Synod Room
Conservative Club Increase in charges	£150 Function Room + Lounge & Bar for day or evening for 3 hours £50 for small room per hours – closed while revamping room
Trimley St Martin Hall No change	£30 4 hour daytime £50 4 hour children's parties £8 per hour – classes £110 all day
Trimley Social Club Increase in charges	£45 per hour weekday plus vat £65 per hour weekend plus vat Hall for £275 7-12pm for members extra charges for non-members

### **Previous income for Walton Community Hall hiring:**

2023/24	Income £10,933	initial budget £8,000
2022/23	Income £11,129	initial budget £7,500

Income received so far 2024/25 £6,146.29 with £941.67 invoiced (many hirers pay one month in arrears). This represents 84.8% of the budget, which was set for £8,000 again this year. We are only just over 5 months into the year so would expect 41.67% of budget so far.

### **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.

There was a 5% increase in Cemetery fees for 2024-25. A couple of the memorial fees were looked at on an individual basis to make them more equitable and appropriate.

1. INTERMENTS	EXISTING CHARGES 2023-2024 (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 £353)
Child up to 18 Years	No charge	No charge	No Charge	No Charge
Adult Grave - Single Depth 4'6"	1323 (1389/1455)	662 (695/728)	844.60	1572
Double Depth 6'4"	2139 (2246/2353)	1069 (1122/1176)	996	1887
Triple Depth 7'6"	2497 (2622/2747)	1245 (1307/1369)	1153.60	2202
Urn of cremated remains	336 (353/370)	171 (180/188)	261.60	250 (additional charges)
Scattering of ashes	75 (79/83)	75 (79/83)	115	105
Additional charges applicable outside ordinary hours of burial Monday to Friday	Standard Fee	Felixstowe Resident fee	(Service not offered)	(Service offered, but circumstances dictate fee)
Grave space	882 (926/970)	441 (463/485)		
Urn space	524 (550/576)	259 (272/285)		
Scattering of ashes	297 (312/327)	146 (153/161)		
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Standard Fee	Felixstowe Resident fee	(Service not offered)	(Service offered, but circumstances dictate fee)
Grave space	1466 (1539/1613)	733 (770/806)		
Urn space	1025 (1076/1128)	513 (539/564)		
Scattering of ashes	375 (394/413)	187 (196/206)		
*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'	2497 (2622/2747)	1251 (1314/1376)	1659.40 (25 years)	2251 2701(non-res)

Children's grave 4' by 3'	No Charge	No Charge	No Charge	No Charge 282 (non-res)
Urn plot in GARDEN OF REMEMBRANCE	1025 (1076/1128)	513 (539/564)		
Urn plot in LAWN GARDEN	1880 (1974/2068)	937 (984/1031)	1542.50 (25 years)	2251
<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>				
	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>		
Renewal 50 years: Adult Grave	2205 (2315/2426)	1103 (1158/1213)		
Child Grave	No Charge	No Charge		
Urn plot (Garden of Remembrance)	733 (770/806)	364 (382/400)		
Urn plot (Lawn Garden)	1583 (1662/141)	789 (828/868)		
Renewal 25 years: Adult Grave	1119 (1175/1231)	562 (590/618)	249.80 (10 years)	
Child Grave	No Charge	No Charge		
Urn plot (Garden of Remembrance)	369 (388/406)	185 (194/204)		
Urn plot (Lawn Garden)	811 (852/892)	408 (428/449)	166.90 (10 years)	
<b>4. PERMISSION TO ERECT MEMORIALS</b>				
	<b>Standard Fee</b>			
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	315 (331/347)		284.30	kerb & memorial fee
Memorial not exceeding 3' 6" height by 3' width	315 (331/347)		256.50	233
Kerb stone/border stone/edging AND Memorial (Blocks A – F only)	525 (551/578)		540	503
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	173 (182/190)		145.50	147
Vase with or without lettering	173 (182/190)		114.30	
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	173 (182/190)		150	
Additional inscription on any memorial after the first	108 (113/119)		64.65	92
<b>Garden of Remembrance – Ground level Plaque</b>				
Plaque for urn plot 6" by 4"	173 (182/190)		150	
Plaque for urn plot 8" by 6"	173 (182/190)		150	

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	661 (694/727)	331 (348/364)	155	
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	407 (427/448)	204 (214/225)		
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	540 (567/594)	270 (284/297)		
Renewal of lease for the above memorials for further 5 years	141 (148/155)	141 (148/155)		
Memorial bench plaques with inscription for 10 years (prices from)	1355 (1423/1491)	678 (712/746)		
<b>5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)</b>				
Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1804 (1894/1984)	1804 (1894/1984)		
Planting single grave with winter and summer plants and maintaining for one year	314 (330/345)	314 (330/345)		
Annual maintenance thereafter	180 (189/198)	180 (189/198)		
<b>6. MISCELLANEOUS</b>				
Registering transfer of grant	47 (49/52)	47 (49/52)	72.10	
Exhumation (Burial)	1764 (1852/1940)	1764 (1852/1940)	2340	
Exhumation (Ashes)	733 (770/806)	733 (770/806)	501.60	
Register Search	27 (28/30)	27 (28/30)	54.10	
Preparation of Statutory Declaration	61 (64/67)	61 (64/67)	125	

## Previous income for Cemetery:

### Interments

2023/24	Income £28,650	initial budget £25,000
2022/23	Income £23,306	initial budget £30,000

Income received so far for 2024/25 is £6,221.80 plus £6,609.00 invoiced awaiting payment, which is 53.4% of budget set at £24,000 (just over 5 months into year = 41.67% of budget).

### Purchase of Graves

2023/24	Income £31,516	initial budget £35,000
2022/23	Income £32,886	initial budget £35,000

Income received so far for 2024/25 is £15,469, plus £8,345.00 invoiced awaiting payment, which is 79.3% of budget (just over 5 months into year = 41.67% of budget).

### Memorials

2023/24	Income £17,334	initial budget £16,000
2022/23	Income £13,100	initial budget £15,000

Income received so far for 2024/25 is £3,066.83 plus £2,052 invoiced awaiting payment, which is 32.0% of budget set at £16,000 (just over 5 months into year = 41.67% of budget).

### Upkeep of grave space

2023/24	Income £712	initial budget £677
2022/23	Income £677	initial budget £667

The invoices are sent out annually in July, budget for 2024/25 was set at £500, income received so far is £450 net with £300 invoiced awaiting payment, which is 150.0% of the budget.

### Admin – Transfer of Deed/Statutory Declaration

2023/24	Income £1,290	initial budget £800
2022/23	Income £1,302	initial budget £500

Income received so far for 2024/25 is £570 plus £108 invoiced awaiting payment, which is 90.4% of budget. Budget was set to £750 this year.

#### 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 2025, or for new tenancies commencing April 2025.

Plots are let on a metric basis with a 'single plot' being 125m<sup>2</sup> (roughly equivalent to 5 'Rods') and 'double plot' being 250 m<sup>2</sup> (10 rods). One 'rod' being roughly equivalent to 25m<sup>2</sup>.



## Discounts

We are transitioning from a percentage-based concessionary discount to a fixed-rate reduction. The current concessionary discount of 40% equates to a £17 reduction per single plot allotment fee of £42.50. Moving forward, it is proposed that we maintain this concessionary discount at the current fixed rate, simplifying the fee structure and providing a clear and consistent reduction for eligible tenants. Eligible tenants or joint tenancies with one eligible 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 councils' allotment charges are below for comparison:

### Ipswich Borough Council

Allotments rents from 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025

- Full price: £54.50
- Concessions: £50.50

Prices are based on a 'full size' plot which is roughly 250m<sup>2</sup>, equal to a double size plot here in Felixstowe. Smaller plots are available and the rent is reduced accordingly. Water is included. This is an increase of 2.60p for both full price and concessions, on the previous years' fees

### Woodbridge Town Council

Allotment rent for 2023-24 per quarter plot is £15 single size plot £30, double size £60. There has been no increase this year for the second year in a row. Water is not included. The water bill is split between the 18 tenants.

#### **Previous income for Allotments:**

2023/24      Income £17,388      initial budget £17,000  
2022/23      Income £17,062      initial budget £16,750

Income received so far for 2024/25 is £350.86 for new tenants, annual invoices are sent out at the end of September.

In 2023/24 Council approved the following fees which take effect from October 2024 (April 2024 for new allotment holders):

<b>Plot Size</b>	<b>Standard Rent (inc. Water)</b>	<b>Discount Rent (inc. Water)</b>
Single-size plot (approx. 125m <sup>2</sup> or '5 Rods')	<b>£42.50</b>	<b>£25.50</b>
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	<b>£85</b>	<b>£51</b>

The allotments are provided for, with an overall subsidy by the Council of £19,543 2023/24 (£23,978 in 2022/23).

In addition to reviewing the tenancy fees for 2025-26, the Committee is asked to consider introducing a higher 'first-year' tenancy fee for new tenants. This measure is aimed at mitigating the initial setup costs and encouraging the active use of plots.

Administrative costs for new tenancies are inevitably higher than those for ongoing tenancies, and further expenses may be incurred by the Council if plots are not properly established within the first year. It has been observed that new tenants are more likely to lose interest after a short period, or in some cases, fail to engage with their plot at all. This is potentially due to the low initial cost of the plot, which may lead tenants to view the commitment as low-risk.

Subject to the Committee's approval, the proposed updated fee schedule, which includes a £45 charge per single plot, aligns with operational needs and supports the ongoing maintenance of the allotments. These changes aim to promote responsible plot management while maintaining a fair and sustainable fee structure.

The effect of which on the Allotments Fees and Charges for 2025/26, inclusive of water charges are proposed as follows:

<b>Plot Size</b>	<b>Standard Rent (inc. Water)</b>	<b>Discount Rent (inc. Water)</b>
Single-size plot <b>New tenant</b> (approx. 125m <sup>2</sup> or '5 Rods')	<b>£75.00</b>	Discount will be applied to first full year
Single-size plot (approx. 125m <sup>2</sup> or '5 Rods')	<b>£45.00</b>	<b>£28.00</b>
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	<b>£90.00</b>	<b>£56.00</b>
'Allitlement' (Miniplot)	<b>£28.50</b>	<b>N/A</b>

**Committee is requested to consider and decide on the Fees and Charges for 2025/26.**

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## **AGENDA ITEM 7: CEMETERY UPDATE REPORT**

### Tools

The Grounds Team requires an additional brushcutter, to effectively maintain the Town Council's sites. Additionally, a defective hedge trimmer needs to be replaced.

### **Quote 1**

Husqvarna BLi950X backpack battery  
Husqvarna 967 85 06-07 535iRXT Brushcutter  
Husqvarna 520iHE3 Cordless Pole Hedge Trimmer

£1,790.00 +VAT

### **Quote 2**

Husqvarna BLi950X backpack battery  
Husqvarna 967 85 06-07 535iRXT Brushcutter  
Husqvarna 520iHE3 Cordless Pole Hedge Trimmer

£1,836.32 +VAT

It's requested that these items be purchased using the Asset Repairs and Replacement Earmarked Reserve.

### Shoring equipment for graves.

The shoring equipment originally purchased in 2014 is no longer adequate for current needs. It does not open wide enough to safely accommodate the larger graves that have become more common, primarily due to the increased preference for larger coffins. As a result, the equipment is largely unusable. Therefore, the Grounds Team requires the replacement of the old hydraulic rams with a model that offers a wider opening, which will be fitted to the existing panels.

There is only one company from which we can purchase the shoring equipment, and the cost details are provided below.

Hydraulic cylinder Type "F" 27.5" – 46"  
complete with pins and "R" clips @ £267.50 each

£1,605.00

Carriage

£45.00

**Total: £1,650.00 + VAT**

It's requested that these items be purchased using the Asset Repairs and Replacement Earmarked Reserve.

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

## **AGENDA ITEM 8: ALLOTMENTS UPDATE REPORT**

As of 13<sup>th</sup> September 2024, allotment vacancies were as follows:

<b>SITE</b>	<b>Total plots</b>	<b>Occupied (grassed over)</b>	<b>Vacant</b>	<b>Waiting List (Specific plot)</b>	<b>Cultivation Orders (Notice given)</b>
COWPASTURE	308	304	4	32 (2)	3(2)
ALITTLEMENTS (within Cowpasture)	22	21	1	2	2
FERRY ROAD	98	96	2	13	2
RAILWAY HILL	44	42	2	3	4
CEMETERY	3	3	-	-	0
TAUNTON ROAD	17	17	0	0	1
<b>TOTAL</b>	<b>492</b>	<b>483</b>	<b>9</b>	<b>50 (2)</b>	<b>12</b>

In response to an increase in public complaints about bonfires at our Cowpasture allotment site, it has become necessary to reassess our current Allotment Bonfire Guidance (**Appendix B**). We believe the rise in concerns may be attributed to the proximity of new housing developments around Cowpasture, bringing residents closer to the site and making them more sensitive to bonfires. While the bulk of recent issues have occurred at Cowpasture, we are aware that similar concerns occasionally arise at other allotment sites as well.

Currently, tenants are permitted to have bonfires as long as they adhere to the existing guidelines. However, many of the complaints come during the summer months when residents are more likely to be in their gardens or have windows open. To address this, we propose introducing a seasonal ban on bonfires between 30<sup>th</sup> June and 1<sup>st</sup> September each year. This measure is aimed at reducing the impact on neighbouring residents during this period when outdoor activity and ventilation in homes are more frequent.

We also recognise that tenants may still accumulate waste that is more suitable for burning than composting, particularly during the warmer months. As a result, we are actively discussing with the Felixstowe Allotment Association the possibility of organising occasional 'controlled bonfires' during this period. These controlled burns would be managed to ensure minimal disruption to the local community while allowing tenants a responsible way to dispose of waste that cannot be composted.

We welcome feedback from tenants and the Allotment Association on this proposal, and further discussions will be held to finalise any changes to the current guidelines.

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

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## **AGENDA ITEM 9: TOWN HALL CONFERENCING FACILITIES**

As part of our ongoing efforts to improve the service we provide to room hirers at the Town Hall, we are reviewing our current refreshment offering, which is currently charged at £2 per delegate. Recent feedback has suggested that enhancing this service could improve customer satisfaction and provide a more appealing experience for our hirers.

One proposed improvement is the introduction of a bean-to-cup coffee machine. Unlike pod-based machines, which generate significant plastic and aluminium waste, a bean-to-cup machine offers a more environmentally friendly option. The use of whole coffee beans not only reduces waste, but the used grounds can be composted, aligning with our sustainability goals.

Additionally, sourcing coffee beans from local suppliers would further enhance our eco-friendly approach, supporting local businesses and reducing the environmental impact associated with long-distance transport.

While the initial investment in a bean-to-cup machine is higher, it offers a lower ongoing cost per cup, which could lead to long-term savings. Moreover, by offering a higher quality coffee service, we could increase the appeal of our room hire packages and potentially boost overall revenue. The cost of a machine varies tremendously, there are also leasing options.

Funding for the machine could be met by the Town Hall Earmarked Reserve, or the Asset Repair and Replacement Earmarked Reserve.

**Committee is requested to consider the benefits of enhancing the Town Hall's conferencing offer.**

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## **AGENDA ITEM 10: PATHWAY AT GOSFORD PARK**

Committee's aspiration to improve access from Gosford Way park to the Old Felixstowe Community Association (OFCA) via an extension of the pathway from the play area to the front of the community centre has progressed since the previous meeting.

The initial scope of the works approved by Committee (*Minute #433 of 2023/24 refers*) included:

- Removal of 1 metal fence panel
- Excavation of grass and soil
- Installation of 9m of 150mm x 50mm pre-cast concrete kerbs
- Re-setting of 2 existing HB1 kerbs
- Supply, lay, and compact 100mm thickness of MOT type 1 granular sub-base
- Application of 50mm thickness of AC6 Dense Surface

This work was quoted at £3,325+VAT.

An updated quote was sought to include the installation of a new post and repositioning of the fence panel for added protection from the adjacent car park. The additional work raised the total cost by £275 + VAT, bringing the new quote to £3,600 + VAT.

The proposed pathway will be approximately 1.8m wide and aligned with both the building and the existing path.

As the new footway would be installed on land belonging to OFCA, following further discussions (*Minute #536ii 2023/24 refers*), and subsequent to the OFCA committee meeting of 5<sup>th</sup> September, permission has been given for the project to move forward. Additionally, OFCA has agreed to contribute £1,500+VAT towards the overall project cost.

Subject to Committee's approval, the remainder of the cost of this provision - £2,100 +VAT, could to be funded via Council's Public Spaces Earmarked Reserve.

**Committee is requested to consider approving the updated quote and proceeding with the works.**

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