

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 25 September 2019 at 7.30pm**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs D Frost (Deputy Town Clerk)

224. PUBLIC QUESTIONS

There were none.

225. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Harkin, Cllr T Green, and Cllr K Williams.**

226. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

227. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 26 June 2019 be signed by the Chairman as a true record.

228. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 19 September 2019.

RESOLVED that the Budget Report to 19 September 2019 be received and noted as presented with no other action required at this time.

229. FEES AND CHARGES 2019-20

Committee considered the scale of Fees and Charges for Council services from 1 April 2020 as presented in the report.

RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2020:

i) Town Hall – General Hire:

2.5% in line with 2.6% RPI for the period of 12 months to August 2019.

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

ii) Town Hall - Weddings and Special Events:

2.5% in line with 2.6% RPI for the period of 12 months to August 2019.

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1 st April- 30 th Sept)	Weekend (1 st April- 30 th Sept)	Any Day (1 st Oct- 31 st March)	Post-Ceremony Drinks
Council Chamber (for ceremonies attended by a maximum 76)	380	487	380	N/A
Clerk's Office (for ceremonies attended by a maximum 15)	190	241	190	N/A
Courtroom Gallery (for ceremonies attended by a maximum 60)	190	241	190	108
Other Rooms	190	241	190	108

iii) Walton Community Hall – General Hire: No increase for 2020-21

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	£18.00	£50
Voluntary/Charity/Community /Private Hire	£9.00	£12.00	£30

- iv) **Cemetery:**
2.5% in line with 2.6% RPI for the period of 12 months to August 2019.

1. INTERMENTS		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Felixstowe Resident	Non- Resident*
(a) of the body of a still-born child, or a child whose age at the time of death did not exceed one month	No charge	No charge
(b) of the body of a child whose age at time of death exceeded one month, but did not exceed 18 years	No charge	No charge
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	588	1176
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	950	1900
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1110	2220
(f) of a urn of cremated remains	150	300
(g) scattering of ashes	66	66
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non- Resident
Grave space	392	784
Urn space	232	464
Scattering of ashes	131	262
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non- Resident
Grave space	653	1306
Urn space	457	914
Scattering of ashes	166	332
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS		
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	1111	2222
(b) children's grave 4' by 3'	154	154
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	457	914
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	835	1670

3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
Renewal 50 years (adult) Grave 8' x 3'	980	1960
Renewal 50 years 4' x 3' (child)	103	103
Renewal 25 years (adult)	498	996
Renewal 25 years (child)	52	52
Renewal 50 years (urn plot – Garden of Remembrance)	326	652
Renewal 25 years (urn plot – Garden of Remembrance)	164	328
Renewal 50 years (urn plot – Lawn Garden)	703	1406
Renewal 25 years (urn plot – Lawn Garden)	360	720
4. PERMISSION TO ERECT MEMORIALS		
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	292	584
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	292	584
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	292	584
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	292	584
(e) vase with or without lettering	160	320
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	160	320
(g) additional inscription on any memorial after the first	100	200
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	262	524
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	262	524
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	262	524
MEMORIAL GARDEN (subject to VAT)		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	301	602
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	185	370
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	246	492
Renewal of lease for the above memorials for further 5 years	128	128

Memorial bench plaques with inscription for 10 years (prices from)	603	1206
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)		
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1632	1632
(b) Planting single grave with winter and summer plants and maintaining for one year	279	279
(c) Annual maintenance thereafter	160	160
6. MISCELLANEOUS		
(a) Registering transfer of grant	42	42
(b) Exhumation (Burial)	1566	1566
(c) Exhumation (Ashes)	653	653
(d) Certificate of Burial (Register Extract)	24	24
(e) Preparation of Statutory Declaration	54	54

*Non-Residents rates apply to persons whose normal place of residence at their time of death was not within the Town of Felixstowe within the last two years immediately before their death.

v) Allotments

For tenancies which will renew from October 2020, or for new tenancies commencing April 2020 an increase of 25p per 25m² or 'rod':

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£37.50	£22.50
Double-size plot (approx. 250m ² or '10 Rods')	£75.00	£45.00

The discounted rate above (40% off) is offered to tenants (or joint tenancies with one qualifying tenant) who are:

- **Senior Citizens** (on evidence of being in receipt of state pension)
- **Long-Term Unemployed** (on evidence of associated unemployment benefits)

230. TOWN HALL UPDATE REPORT

Committee received the Town Hall Update Report.

It was RESOLVED that the Town Hall update report be noted.

231. BROADWAY HOUSE UPDATE REPORT

Committee received the report on Broadway House.

It was RESOLVED that the Broadway House update report be noted.

232. WALTON HALL UPDATE REPORT

Committee noted the actions of the Finance & Governance Committee and recent visit by Cllr M Richardson to Walton Community Hall to evaluate the electricity usage. Members agreed that it would be useful for both the Climate Emergency Working Group and the Business Plan Steering Group to consider the energy efficiency of Walton Community Hall along with all Council's buildings as part of the actions for Climate Emergency and the next four-year business plan. Aspirations for all buildings could be considered as part of a wider project. Reducing the height of the ceiling was discussed but Members felt that this would compromise the use of the hall for some hirers.

It was RESOLVED that:

- i. the Walton Hall Update report be noted;**
- ii. Committee would support the work of the Climate Emergency Working Group to improve the energy efficiency of all Council buildings; and,**
- iii. options for Walton Community Hall should be considered as part of the Business Plan 2020-24**

233. CEMETERY UPDATE REPORT

Committee were pleased to note the completion of the cemetery toilets refurbishment and gave thanks to Cllr M Morris for her help with obtaining advice from the Suffolk Coastal Disability Forum for the disabled toilet provision. A visit had been made to the toilets and the contrast in colours to the disabled toilet alongside a lowered mirror provided additional benefits.

Members viewed photographs of the recent potholes on the junction of Langley Avenue and Mill Lane. The Clerk reported that this road was not adopted by Suffolk County Council Highways. The stretch of Langley Avenue from Grange Road to the boundary of the Cemetery was, however, maintained by Suffolk County Council. Members agreed that it would be useful to make enquiries with Suffolk County Council Highways with regard to the road from Mill Lane up to the gate to see if it would be possible for this small stretch to be adopted.

Members noted the condition of the internal road between Block M and Block L and that this would be monitored.

Members discussed the leaves on the Memorial Tree, and saw samples of the original purchased leaves which had weathered badly, a leaf that had been polished with Brasso, and some leaves from new suppliers. A further report would be brought to Committee on other options and costs. The memorial tree would be promoted as part of the Memorial Garden in Council's magazine and it was hoped this may improve uptake of memorials.

Members discussed at length the request by a member of the public to keep ducks on part of the Cemetery allotments behind his property on Mill Lane, keeping part of the land trimmed back and clear. Committee agreed that if this was allowed it would set a precedent for other residents to also request the same. New allotments were no longer available on the Cemetery site and Members agreed that the land be kept under Council maintenance in preparation for the Cemetery extension as required.

It was RESOLVED that:

- i. the cemetery update report be noted;**
- ii. the Clerk to make enquiries with Suffolk County Council Highways regarding the adoption of the Mill Lane side of Langley Avenue up to the Cemetery Gate;**
- iii. the Memorial Garden should be advertised in Council's Winter Magazine; and,**
- iv. the member of public be advised regarding Committee's decision to not to permit the use of land on the old Cemetery Allotment site for the keeping of ducks.**

234. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information.

The Clerk reported that he, together with Cllrs G Newman and S Wiles, had met the developers at Ferry Road regarding their plans for the footpath leading to the allotment access way. It was noted that the developer was seeking to close the footpath temporarily in order to lay services underground, which would limit access to the allotments from this end of the site. Members felt that the main access to Ferry Road Allotments on Elmcroft Road would mean that the changes to the northern entrance would not impact greatly on allotment holders during these works.

It was RESOLVED that the Allotments Update Report be noted.

235. BEEHIVES AT COWPASTURE MEADOW

Members considered the proposal from Happy Globe, a Felixstowe-based CIC that seeks to support the conservation, preservation and restoration of communal

and natural areas as well as the promotion and execution of ethical waste removal. The Clerk reported that he had discussed the proposal with Mr Boyle and representatives from the Woodland Trust, who had no objections to the scheme.

Given that the proposal was in keeping with the Council's Climate Emergency declaration and environment aspirations, Members were in favour of the proposal but agreed that it would be imperative to have a formal agreement in place.

It was RESOLVED that Happy Globe CIC be permitted to use Cowpasture Meadow as proposed, subject to a formal agreement being established; and the Clerk was delegated the authority to progress this matter on Council's behalf.

236. LANGLEY AVENUE PLAYING FIELD ASSET OF COMMUNITY LISTING

It was RESOLVED that the approval by East Suffolk Council of Council's application to list Langley Avenue Playing Field as an Asset of Community Value be noted.

237. SWIFT BOXES

Committee read with interest the report on swift boxes. It was suggested that a community organisation such as the Felixstowe Men's Shed could be approached to build the boxes. Members expressed concern that the installation of swift boxes on some of the higher buildings may require the use of a cherry picker.

It was RESOLVED that:

- i. Felixstowe Men's Shed be invited to build swift boxes, with any cost being supported from the appropriate cost centre's Repairs and Maintenance budget; and**
- ii. the cost to erect the boxes on Council's buildings be approved, subject to this not leading to an overspend on the relevant Repairs and Maintenance budget.**

238. BUSINESS PLAN 2020-2024

Members were asked to consider aspirations for Council for the four-year span 2020-2024 within the scope of the Assets and Services Committee. The Clerk reminded members that two workshops had been arranged in November to discuss the four questions that formed the public consultation that was currently running, with a closing date of 31 October.

Members considered Council's assets, vehicles and tools from an environmental aspect. The ideas will form part of the workshops and with results from the public consultation, Schools, and Youth Forum will be assessed and help form the

business plan in readiness for a first draft to go to the Finance and Governance Committee in December.

It was RESOLVED that in these aspirations be considered in the scope of the Assets & Services Committee for the Business Plan 2020-24.

239. CLOSURE

The meeting was closed at 9.18pm. The next meeting was noted as being scheduled for Wednesday 27 November 2019 at 7.30pm.

Date: _____

Chairman: _____