



TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr Jan Garfield (Chairman)
Cllr T Green (Vice Chairman)
Cllr N Barber
Cllr S Bird
Cllr P Coleman

Cllr M Deacon
Cllr Jon Garfield
Cllr G Newman
Cllr D Savage
Cllr A Smith

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 5 September 2018** at **7.30pm** for the transaction of the following business:

A G E N D A

1. Public Question Time

Up to 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any relevant matters.

2. Apologies

To receive apologies for absence.

3. Declarations of Interest

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if such an Interest becomes apparent when a particular item or issue is considered.

4. Requests for Dispensation

Councillors with a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

5. Confirmation of Minutes

To confirm the Minutes of the Assets & Services Committee meeting held on 6 June 2018 as a true record. **(Pages 3-7)**

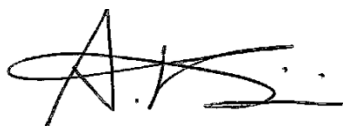
6. Assets & Services Budget Report

To receive the Assets & Services Budget report to 15 August 2018 and consider any actions deemed necessary. **(Page 8 & Appendix A)**

7. Fees and Charges 2019-20

To review Fees and Charges for Council services to take effect from financial year 1 April-31 March 2019. **(Pages 9-16)**

- 8. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 17-18)**
- 9. Community Public Access Defibrillators (CPADs)**
To consider the offer from Felixstowe Society for the Town Council to install, register, and thereafter maintain two CPADS. **(Page 18)**
- 10. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Pages 19-21)**
- 11. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 22-23)**
- 12. Allotment Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 24)**
- 13. Felixstowe War Memorial Condition Survey Update**
To note an update on a condition survey for the Felixstowe War Memorial. **(Page 25)**
- 14. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 7 November 2018 at 7.30pm.



Ash Tadjrishi
Town Clerk
30 August 2018

For information (via email): All Town Councillors
Local Press

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.

AGENDA ITEM 5: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 6 June 2018** at **7.30pm**

PRESENT: Cllr Jan Garfield (Chairman) Cllr Tracey Green
Cllr N Barber Cllr Jon Garfield
Cllr S Bird Cllr G Newman
Cllr P Coleman Cllr D Savage
Cllr M Deacon Cllr A Smith

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

52. PUBLIC QUESTIONS

There were none.

53. APOLOGIES FOR ABSENCE

There were none.

54. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman Cllr S Bird	All	Local Non-Pecuniary (as Members of Suffolk County Council)

55. REQUESTS FOR DISPENSATION

There were none.

56. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 4 April 2018 be signed by the Chairman as a true record.

57. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 29 May 2018.

RESOLVED that the Budget Report to 29 May 2018 be received and noted as presented with no other action required at this time.

58. TOWN HALL UPDATE REPORT

Committee received the update report on the Town Hall.

Committee considered repairs to and the current age of the boilers serving the Town Hall. It was agreed that the boilers should be replaced. Though it was understood that the two domestic-quality boilers appeared to be able to cope with demand when they were running well; Members asked that consideration be given toward a commercial installation. Environmental issues should also be considered and checks should be made to ensure that using domestic boilers does not mean that they are going to be running at maximum capacity. Committee discussed the possibility of an insurance/maintenance plan but it was considered that, as any new boilers would come with a lengthy guarantee, using the general repairs/maintenance budget should prove to be more economical.

RESOLVED that:

- i. the Town Hall Update report be noted; and,**
- ii. Council be recommended to authorise expenditure from the Town Hall Maintenance Earmarked Reserve (9065/900) to enable the replacement of the existing boilers, up to a limit of £8,000; and,**
- iii. It be recommended to Council that the Clerk and Chairman of the Assets & Services Committee be delegated the necessary authority to affect replacement of the boilers, subject to seeking appropriate advice and at least three quotes.**

59. BROADWAY HOUSE REPORT

Committee were pleased to note that the Council's Caretakers would be carrying out internal painting in preparation for the new carpet that was to be laid at Broadway House.

The Deputy Town Clerk updated the Committee on the two rear doors which had been fitted via Orwell Housing in the last few days. Members noted that, unfortunately, the new doors were still letting in water underneath. Orwell Housing had been contacted to resolve.

Committee discussed the issue of smoking on Council-owned land, particularly outside Broadway House. Members agreed that smoking should be banned within the curtilage of Broadway House.

It was RESOLVED that the Broadway House Report be noted, and that FOPWA are informed that Council are happy to ban smoking within the curtilage of Broadway House.

60. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report and three quotes for the purchase of a new tractor. It was agreed that the existing tractor and ancillary equipment should be part exchanged and a new tractor with cutting deck be purchased via company C, a local agricultural equipment firm.

The Deputy Town Clerk gave a verbal update on the memorial tree and the offer by the current supplier to replace the engraved leaves with new leaves with more coats of lacquer applied. Members discussed the merits of using stainless steel and also of using brass leaves without applying any lacquer, as in the case of a brass plaque on a bench it would age with time and may not corrode as the current leaves have done. It was agreed the purchasers of the leaves would need to be contacted if the leaves are to be changed and their preference be sought regarding replacement.

Data for the sale of leaves, rose bushes, plaques and benches were noted, and Members were pleased to see that at the current rate of sale, the cost of the Memorial Garden would be replenished in 6-10 years. Previously it had been considered that promotion via local funeral directors could include an incentive scheme to help to publicise the availability of the new Memorial Garden. Members agreed that it would be useful to invite local funeral directors to a meeting to discuss how this may work.

The Clearskies software package update was noted.

Members noted that the income budget for the year 2018/19 for the purchase of Cemetery grave plots had already been exceeded, and Members suggested that the Cemetery capacity is checked in order to estimate the length of time still available for the Cemetery allotment site.

It was RESOLVED that:

- i. the Cemetery update report be noted;**
- ii. Council be recommended to approve the purchase of a new Kubota B1181 Compact Tractor with 48-inch cutter deck; and,**
- iii. the funding for the above, quoted at a cost of £8,000 subject to part exchanging the existing Kubota B1611 tractor and attachments, to be authorised via the Asset Repairs & Replacement Earmarked Reserve (9025/900);**

61. ALLOTMENTS UPDATE REPORT

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

Members were pleased to note that the total number of vacant allotment plots had decreased from 55 to 36.

The Clerk updated Members following a meeting held the previous day with the Felixstowe Society of Allotment and Leisure Gardeners (FSALG) which had been held onsite at Cowpasture Allotments. The Clerk reported that FSALG had commented that the allotment sites appeared to as well cultivated as they had been for a number of years.

The Clerk advised that discussions had been held with FSALG as to how tenants could be supported with rotavating allotments. Over the years, the practice had been for Council staff to rotovate a plot prior to re-letting. However this often cost Council more than one year's annual allotment rent and impacted on staff capacity in other areas. It was understood that it was common around the country for new tenants to make plots ready themselves when taking them on. However, if a plot was particularly overgrown, this could deter prospective tenants. Members noted that FSALG were considering hiring a small rotavator on a regular basis which could allow them to assist any allotment holders who wished their plot to be rotavated, and that this could give an added value to the current FSALG membership offer.

Geotextile material was working well to suppress the growth of weeds on vacant plots and reducing the need to regularly tend to them until they could be let.

It was RESOLVED that the Allotments Update Report be noted.

62. CLOSURE

The meeting was closed at 8.23pm. The next meeting was noted as being scheduled for Wednesday 5 September 2018 at 7.30pm.

AGENDA ITEM 6: 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 30 August 2018 is provided below with a detailed report at **Appendix A**.

30/08/2018
15:52

Felixstowe Town Council

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Summary Income & Expenditure by Budget Heading 30/08/2018

Month No: 5

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Assets & Services</u>								
Town Hall	Income	22,628	15,624	19,967	4,343			78.3%
	Expenditure	82,443	19,620	81,630	62,010		62,010	24.0%
	Movement to/(from) Gen Reserve	<u>(59,816)</u>	<u>(3,996)</u>					
Walton	Income	8,890	2,626	7,500	4,874			35.0%
	Expenditure	7,133	1,812	8,716	6,904		6,904	20.8%
	Movement to/(from) Gen Reserve	<u>1,758</u>	<u>814</u>					
Broadway House	Income	2,000	2,067	2,040	(27)			101.3%
	Expenditure	6,363	2,006	6,451	4,445		4,445	31.1%
	Movement to/(from) Gen Reserve	<u>(4,363)</u>	<u>61</u>					
Cemetery	Income	102,540	30,494	68,815	38,321			44.3%
	Expenditure	127,105	43,916	138,862	94,946		94,946	31.6%
	Movement to/(from) Gen Reserve	<u>(24,565)</u>	<u>(13,422)</u>					
Allotments	Income	14,728	424	14,900	14,476			2.8%
	Expenditure	23,796	7,225	27,407	20,182		20,182	26.4%
	Movement to/(from) Gen Reserve	<u>(9,067)</u>	<u>(6,801)</u>					
	Assets & Services Income	150,786	51,235	113,222	61,987			45.3%
	Expenditure	246,839	74,580	263,066	188,486	0	188,486	28.4%
	Movement to/(from) Gen Reserve	<u>(96,053)</u>	<u>(23,345)</u>					
<hr/>								
	Grand Totals:- Income	150,786	51,235	113,222	61,987			45.3%
	Expenditure	246,839	74,580	263,066	188,486	0	188,486	28.4%
	Net Income over Expenditure	<u>(96,053)</u>	<u>(23,345)</u>	<u>(149,844)</u>	<u>(126,499)</u>			
	Movement to/(from) Gen Reserve	<u>(96,053)</u>	<u>(23,345)</u>					

Committee is requested to consider the budget report to 30 August 2018 and decide on any action it deems necessary.

AGENDA ITEM 7: FEES AND CHARGES 2019-20

Committee is requested to review the Fees and Charges for services provided by the Town Council for the financial year 2019/20. Details of income for the same period in the previous two years are shown alongside the true position as at 1 August 2018 to aid the review.

i. Town Hall – General Hire

Hire rates for the Town Hall for the period 2017-2018 remained the same as the previous year. Current rates are shown below, with a 5% increase shown brackets for information. RPI over the past 12 months to July 2018 and the previous 12 months to July 2017 was 3.4% and 3.6% respectively:

<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	£200 (210)	£100 (105)	£30 (32)	£45 (47)
Voluntary/Charity/Community	£100 (105)	£50 (53)	£15 (16)	£30 (32)
Other Town Hall Rooms				
Commercial/Business Hire	£150 (158)	£75 (79)	£20 (21)	£40 (42)
Voluntary/Charity/Community	£90 (95)	£45 (47)	£12 (13)	£25 (26)
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

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

Hall	Hire charge
Old Felixstowe Community Association	£9 per hour – for each room £28 per 4 hours
St Marys Church, Walton	£11 per hour regular bookings £12 per hour £15 per hour for whole complex £6.50 Synod Room
Seaton Methodist Church	£10 per hour
Conservative Club	£100 Function Room for evening £40 for small room per evening

Trimley St Martin Hall	£30 4 hour daytime £50 4 hour evening £8 per hour - classes
Trimley Social Club	£15 per hour weekday £30 per hour weekend Hall for £150 extra for Bar

Income for Town Hall hiring in previous years:

2016/17	Income £4,079	initial budget £1,200
2017/18	Income £2,973	initial budget £2,000

Income received so far for 2018/19 - £851, which is 38.7% of budget (4 months into year = 33.33% of budget).

Income was particularly high in 2016/17 due to two commercial companies hiring the Town Hall for a special event and regular training sessions. One event was continued into 2017/18 and again has already been paid for 2018/19, however the regular training sessions have not continued from the other commercial company. The one event brings in £500 (22.7% of annual budgeted income).

ii. Town Hall - Weddings

The Town Hall continues to be a popular venue for weddings. Costs for comparison with other local wedding venues are provided as follows:

Woodbridge Town Council:

Council Chamber £516 Saturdays
£456 Monday – Friday

Woodbridge Town Council is not planning to increase its fees.

Colchester Borough Council:

Room hire fees for ceremonies

Room Name	Monday to Thursday 2 hours Hire	Friday to Sunday 2 Hours Hire
Moot Hall (250 people)	£610	£660
Council Chamber (70 people)	£500	£530
Grand Jury Room/Council Chamber (85 people)	£525	£550
Registrars Room (45 people)	£187	284

Colchester Borough Council has kept their fees the same.

Previous income / number of weddings

2016/17 Income £5,054 initial budget £6,600
22 weddings in Council Chamber, 8 after ceremony hire CG, 15 weddings in Clerk's office.

2017/18 Income £11,833 initial budget £7,500
33 weddings in Council Chamber, 13 after ceremony hire CG, 7 weddings in Clerk's office.

Weddings booked so far for 2018/19:

Income received £7,830 initial budget £10,000
(£1,362.50 invoiced awaiting payment)

21 weddings in Council Chamber, 7 after ceremony hire CG, 9 weddings in Clerk's office. Wedding bookings are still ongoing for 2018 /19.

In 2017/18 Council's wedding fees were increased by 5% and again in 2018/19. 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>	350 (368/385)	450 (473/495)	350 (368/385)	N/A
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	175 (184/193)	225 (236/248)	175 (184/193)	N/A
Courtroom Gallery <small>(for ceremonies attended by a maximum 60)</small>	175 (184/193)	225 (236/248)	175 (184/193)	100 (105/110)
Other Rooms	175 (184/193)	225 (236/248)	175 (184/193)	100 (105/110)

Wedding bookings are confirmed on receipt of a non-refundable deposit of 25% of the booking fee. The remaining balance is payable two months prior to the date of the wedding.

The provision for post-ceremony drinks is charged on the use of the room only on a self-catering basis.

iii. Walton Community Hall

Charges for 2018/19 remain the same since 2017/18, as approved by Council, and re as follows with 5% and 10% increases shown for consideration:

WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am-10pm (up to 4 hours)
Commercial/Business Hire	£15.00 (15.75/16.50)	£18.00 (18.90/19.80)	£50 (52.5/55.00)
Voluntary/Charity/Community /Private Hire	£9.00 (9.45/9.90)	£12.00 (12.60/13.20)	£30 (31.50/33.00)

Please see above costs of hiring other local halls, for comparison.

Previous income for Walton Community Hall hiring:

2016/17	Income £9,653	initial budget £7,500
2017/18	Income £8,890	initial budget £7,500

Income (adjusted to account for debt recovery received) 2018/19 - £2,109 plus £442 invoiced awaiting payment, which is 34.01% of budget (4 months into year = 33.33% of budget).

The above previous income has been adjusted to actual year for late payments received at a later date.

All new hirers now pay one month in advance, but the majority of hirers who have hired for many years still pay one month in arrears.

Cemetery

The following table shows existing charges with the proposed increase shown at both 5% and 10% alongside charges made by Suffolk Coastal District Council and Ipswich Borough Council.

The Deed of Grant of Exclusive Right of Burial 6(a) has previously been charged separately, but as this is a part of the Purchase of Exclusive Right of Burial it is unnecessarily complicated and can be confusing for Funeral Directors and members of the public when considering the Cemetery. Hence, the cost for this has now been included as part of that charge.

1. INTERMENTS	EXISTING CHARGES 2018-2019 (5% / 10%)		SCDC	IPSWICH BOROUGH COUNCIL
	Felixstowe Resident	Non- Resident*		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday				
(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	88.00	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	176.00	No charge
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	546 (573 / 635)	1092 (1147/1201)	755.00	935.00
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	882 (926/970)	1764 (1852/1940)	890.00	1331.00
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1031 (1083/1183)	2062 (2165/2268)	1030.00	1529.00
(f) of a urn of cremated remains	139 (146/153)	278 (292/306)	220.00	246.00
(g) scattering of ashes	61 (64/70)	61 (64/70)	85.00	52.00 + 42.00 attended by staff
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non- Resident		
Grave space	364 (382/400)	728 (764/801)		
Urn space	215 (226/236)	430 (452/473)		
Scattering of ashes	122 (128/134)	244 (256/268)		
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non- Resident		
Grave space	607 (637/667)	1214 (1275/1335)		
Urn space	425 (446/467)	850 (893/935)		
Scattering of ashes	154 (162/169)	308 (323/339)		

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'	1032 (1084/1035)	1943 (2040/2137)	25 yrs 1483.00	1339.00
(b) children's grave 4' by 3'	425 (446/348)	425 (446/348)	176.00	165.00
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	425 (446/348)	728 (764/801)	1379.00	
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	776 (815/854)	1430 (1502/1573)		1339.00
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL				
Renewal 50 years (adult) Grave 8' x 3'	910 (956/1001)	1820 (1911/2002)	10 yrs 210.00	907.00
Renewal 50 years 4' x 3' (child)	303 (318/348)	303 (318/348)		103.00
Renewal 25 years (adult)	463 (486/534)	926 (970/1019)	10 yrs 210.00	711.00
Renewal 25 years (child)	154 (162/169)	154 (162/169)		78.00
Renewal 50 years (urn plot – Garden of Remembrance)	303 (318/348)	606 (636/666)		
Renewal 25 years (urn plot – Garden of Remembrance)	152 (160/175)	304 (319/334.)	10 years 140.00	
Renewal 50 years (urn plot – Lawn Garden)	654 (672/719)	1308 (1373/1438)		917.00
Renewal 25 years (urn plot – Lawn Garden)	335 (351/369)	638 (670/702)		670.00
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)	271 (285/298)	542 (568/596)	239.00	356.00/ Child 151.00
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	271 (285/298)	542 (568/596)		593.00 / Child 314.00
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	271 (285/298)	542 (568/596)	126.00	
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	271 (285/298)	542 (568/596)	216.00	
(e) vase with or without lettering	142 (149/156)	298 (312/328)	96.00	77.83 vase 464.00 Vase 10years
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	149 (156/164)	298 (312/328)		
(g) additional inscription on any memorial after the first	93+VAT (98/108)	186 (195/205)	54.00	66.00 / Child 33.00

(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	243 (255/267)	486 (510/535)	9" X 6" 216.00	266.00
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	243 (255/267)	486 (510/535)		
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	243 (255/267)	486 (510/535)		
MEMORIAL GARDEN (subject to VAT)				
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	294 (309/323)	588		
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	180 (189/198)	360 (378/396)		
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	240 (252/264)	480 (504/528)		
Renewal of lease for the above memorials for further 5 years	125 (131/138)	125 (131/138)		
Memorial bench plaques with inscription for 10 years (prices from)	588 (617/647)	1176 (1235/1294)		
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	1516 (1592/1668)	1516 (1592/1668)	N/A	N/A
(b) Planting single grave with winter and summer plants and maintaining for one year	259 (272/285)	259 (272/285)	N/A	N/A
(c) Annual maintenance thereafter	149 (156/164)	149 (156/164)	N/A	N/A
6. MISCELLANEOUS				
(a) Registering transfer of grant	39 (41/43)	39 (41/43)	60.00	31.00
(b) Exhumation (Burial)	1455 (1525/1600)	1455 (1525/1600)	1075.00	
(c) Exhumation (Ashes)	607 (636/668)	578 (607/636)	418.00	
(d) Certificate of Burial (Register Extract)	22 (23/24)	21 (22/23)	22.00	
(e) Preparation of Statutory Declaration	50 (53/55)	50 (53/55)	101.00	60.00

Previous income for Cemetery:

Interments

2016/17 Income £53,475 initial budget £40,000

2017/18 Income £57,259 initial budget £40,000

Income received so far for 2018/19 - £ 6,629 plus £6,307 invoiced awaiting payment, which is 32.34% of budget (4 months into year = 33.33% of budget).

Purchase of Graves

2016/17 Income £11,577 initial budget £ 8,500

2017/18 Income £19,049 initial budget £ 8,000

Income received so far for 2018/19 - £11,644, which is already 116.4% of budget (4 months into year = 33.33% of budget).

Memorials

2016/17 Income £11,076 initial budget £ 9,200

2017/18 Income £19,358 initial budget £10,000

Income received so far for 2018/19 - £3,707 plus £1,092 invoiced awaiting payment, which is 39.99% of budget (4 months into year = 33.33% of budget).

Upkeep of grave space

2016/17 Income £2,705 initial budget £800

2017/18 Income £ 621 initial budget £800

Income received so far for 2018/19 - £447 plus £298 invoiced awaiting payment, which is 93.13% of budget – Invoices sent out annually.

Admin – Transfer of Deed/Statutory Declaration

2016/17 Income £1,014 initial budget £700

2017/18 Income £ 937 initial budget £700

Income received so far for 2018/19 - £406 plus £50 invoiced awaiting payment, which is 65.14% of budget (4 months into year = 33.33% 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 2019, or for new tenancies commencing April 2019.

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 – 31st March 2019

- Full price: £42.90
- Concessions: £38.90 includes water

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

Woodbridge Town Council

Allotment rent per single size plot £25.00, double size 50.00. Water is not included. The water bill is split between the 18 tenants.

Previous income for Allotments:

2016/17 Income £14,406 initial budget £14,000

2017/18 Income £14,728 initial budget £14,400

Income received so far for 2018/19 - £413 for new tenants, annual invoices are sent out in September.

In 2017/18 Council approved the following fees which take effect from October 2018 (April 2018 for new allotment holders):

Plot Size	Standard Rent	Discount Rent
Single-size plot (approx. 125m ² or '5 Rods')	£35.00	£21.00
Double-size plot (approx. 250m ² or '10 Rods')	£70.00	£42.00

The allotments are provided for, with an overall subsidy by the Council of £9,067 2017/18 (£11,756 2016/17).

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 2019/20, 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')	£36.25	£21.75
Double-size plot (approx. 250m ² or '10 Rods')	£71.25	£42.75

Committee is requested to consider and decide on the Fees and Charges for 2019/20.

AGENDA ITEM 8: TOWN HALL UPDATE REPORT

Boilers

Five quotes were obtained, one for a commercial boiler and the other four for 2 domestic boilers. The contract has been awarded to Plumb-rite. The total cost to install 2 Baxi Megaflow 28kw domestic system boilers and associated works is £3,647.88 + VAT.

The advantage of having two boilers is that there is no single point failure, however, subject to reliability, the cost of maintaining two boilers may be higher. Given that the Baxi boilers come with a 7 year parts and labour warranty and the quote for a commercial boiler was £9,987 + VAT, it was felt that this was a better value option.

It is planned that the new boilers will be installed during September.

Items for auction

The items which were agreed to be auctioned from a recent overhaul of the Council's files and store (*Min #605 of 2017/18 refers*) are set to be auctioned on 26 September 2018.

Evac Chair & Ramp

There are two fire escapes on the first floor. However, in the event of a fire, our passenger and stair lifts are not supposed to be used and there could be difficulty in evacuating a wheelchair user. To mitigate this risk, Council could consider purchasing either an evacuation chair or sledge/mat for use in an emergency. The cost of an chair is between £298 (weight limit: 160kg/25 stone) - £792 (180kg/28 stone) whereas a sleeping-bag style sledge would be around £80 (153kg/24 stone). A sledge can be purchased within budget but an evacuation chair would be need Council approval for funding via the Town Hall Maintenance earmarked Reserve (9065/900) or as an approved overspend.

Unlike evacuation chairs, evacuation mats and sledges don't have any built-in speed controls and are used from ground level. Depending on the nature of the mobility issues for the evacuee, this can present additional challenges for them and for operators when entering and exiting the mat/sledge, and can slow-down exit from the building as the evacuee must first get off of the mat/sledge before making their way to safety. However, mats and sledges are cheaper and versatile, taking up a smaller space in the building. Either option would provide the Council with enhanced support in an emergency situation but the choice is usually dependent on the nature of the organisation, building and the people who are likely to need assistance.

Representatives from the Disability Forum have also mentioned that the ramp at the rear side entrance to the Town Hall is not the most suitable. Although it is safe to use, the short length can present an unnecessarily challenging gradient. A new ramp can be purchased from within the Equipment Purchases/ Town Hall budget.

Town Hall Maintenance Works

Following Council approval of an updated quote from DC Construction for maintenance works to the Town Hall, the Clerk has met with the construction manager and engineering consultant to consider dates for the works to take place. A programme is being scheduled and it is anticipated that the work will be completed over a couple of weeks in the autumn.

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

AGENDA ITEM 9: COMMUNITY PUBLIC ACCESS DEFIBRILLATORS (CPADS)

The Felixstowe Society has purchased two Lifepak CR Plus 1 defibrillators and Cr-Tek steel cabinets and would like to donate these to the town. The Society has invited the Town Council to add these further two to the other three owned and maintained by the Council at the library, sea road and leisure centre. They are the same model defibrillators and the cabinets use the same access code.

The Felixstowe Society has agreed with FOPWA that one could go on the wall outside Broadway House, pending our approval, and the East of England Coop has agreed to host one on the external wall of the supermarket, subject to someone else taking on the service and maintenance.

Installation costs are not known at this stage but as a guide the library installation cost £130+VAT in 2016.

If accepted, the ongoing responsibility would be with the Town Council for regular checks on the battery condition and ongoing maintenance – as a minimum this would involve replacement every 2.5 years of the battery and pads (est. £90+VAT per unit).

Committee is requested to consider the offer from Felixstowe Society for the Town Council to install, register, and thereafter maintain two CPADS.

AGENDA ITEM 10: BROADWAY HOUSE UPDATE REPORT

Carpet & Decoration

The redecoration took place during week commencing 20 August and painting was carried out in-house by Council's caretakers. The carpet is also booked to be laid on Thursday 23 August. FOPWA are planning a re-launch once the work is completed.
Before:



After:



Doors

Orwell Housing have now fitted two new rear exterior doors and fitted a seal to the bottom as water was coming through the gap when it rained. There continues to be an issue with one of these rear doors which has been referred back to Orwell Housing and is hoped to be resolved shortly.



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

AGENDA ITEM 11: CEMETERY UPDATE REPORT

Tractor & Shelter

The new Kubota tractor has arrived and is already saving staff time when cutting the grass around the allotments and at the Cemetery. The vehicle has the advantage of being able to be driven on the road which is also proving useful.

To protect this new asset, it would be worth consideration of a shelter to securely store it away from the elements with winter approaching.

Memorial Tree

Some investigations have been made with the supplier as to how the condition of the existing leaves on the memorial tree can be improved. The company have offered to remove all the leaves on the tree, once permission has been gained from the owners of the leaves already purchased, and to take off the lacquer coating and double powder-coat which should prove to give a much better finish.

Approximate statistics for number of remaining graves/years for the existing cemetery

Some calculations have been made to calculate an approximate minimum capacity of the existing Cemetery blocks. The average taken from the last 5 years for full burials and 3 years for urn burials is 38 of each.

There are 401 empty grave plots (of which 34 are pre-purchased) in Block L & M and 656 urn plots, of which 30 are pre-purchased. Subject to demand for plots being at a similar rate as the past 5 years, it is likely that we have enough full grave plots for the next 10 years and urn plots for the next 15 years. The figures exclude second burials in existing family plots which could in effect extend the amount of years to 30-50% more.

Rubbish disposal

Due to the closure of Claydon Skip Hire who were the biggest local skip service and supplier to the Cemetery, investigations have been made into alternative skip providers/rubbish disposal companies.

As Claydon Skip Hire were the main site for other skip providers to dispose of skip type waste, this has in turn put pressure on the limited capacity of any remaining disposal sites and prompted a price increase across Mid/East Suffolk.

An alternative skip hire company has been found but the cost of an 8 yard skip has now increased by £15 per skip. Suffolk Coastal Norse has also been consulted for advice on the most economical and environmentally friendly way of disposing of our waste.

To ensure the best price/lowest disposal cost the Cemetery would be required to segregate the waste into green waste and general waste (to include plastic and wood).

1 x 16yd skip which is twice the size/height as a standard 8yd skip but the same footprint, can be obtained for green waste only emptied at £185.00p +VAT which is the same price as skips were previously hired. The added environmental benefit of using this bigger skip for green waste is that it reduces the environmental impact of transporting the waste, due to the reduced frequency of collection.

General waste could then be collected by an additional 8yd skip or 1100lt wheeled bin (if access/agreed location is suitable for collection by RCV) emptied fortnightly (x 26 collections per year) @ £533.51 +VAT pa – dependent on whether the wheeled bin would be sufficient for the rubbish that needs to be disposed.

Currently there are 9 very old metal dustbins which could be replaced with twin bins to segregate the green waste from the general and recycling waste, which will then be emptied into the skips which will be stored in the older part of the cemetery out of the way.

As an example, Committee could consider replacing these with 4 strategically placed Broxap 'Derby Cemetery Recycling Bins' @ £499+VAT each and 2 'Derby Standard Litter Bins' @£249+VAT as shown below:



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

AGENDA ITEM 12: ALLOTMENT UPDATE REPORT

As of 28 August 2018, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	300	288	12	(4)	10 (0)
FERRY ROAD	94	87	7	(0)	1 (0)
RAILWAY HILL	38	36(6)	2	(0)	2 (1)
CEMETERY	15	15	-	0	1 (0)
TAUNTON ROAD	19	9	10	(0)	0
TOTAL	466	435	31	(4)	14(1)

There are presently 31 vacant plots for immediate occupation and 1 prospective tenant to sign allotment agreements. There has been a significant improvement on the uptake of allotments. The total number of relinquished plots on the Cemetery field to date is 28.

Rotavator

Council purchased a BCS 738 rotavator second hand in 2015/16 which has not been working for some time. Thurlow Nunn have confirmed that the transmission was the problem with the machine and it would be a very expensive repair. Following discussions with a trader, a price of £500.00 plus VAT was offered to collect and purchase the equipment from the Council. Subject to Committee approval, the money received will be used to offset against the purchase of the tractor.

Notice boards, Signs and Plot markers

On a recent Councillors' tour of Council assets it was commented that the notice boards and signs were in a state of disrepair and also that the majority of allotment sites were not numbered. Photographs will be circulated at the meeting.

The next regular meeting with the Felixstowe Society of Allotment and Leisure Gardeners (FSALG) is scheduled for 4th September and this will be on the agenda for discussion. Any feedback or proposed actions from this meeting will be brought to Committee for consideration. In advance of the meeting, FSALG has commented that the take up on allotments appears to be the best it has ever been.

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

AGENDA ITEM 13: FELIXSTOWE WAR MEMORIAL CONDITION SURVEY UPDATE

The War Memorial Trust completed their assessment of the Town Council's application for a War Memorial Condition survey grant, making a grant offer of up to £590 (75%) towards the costs quoted by Whitworth Chartered Architects and Building Surveyors. The assessment includes the hire of a cherry picker to survey the Memorial and is booked to take place on 11 September 2018.

The balance of the cost of the survey, expected to be under £200, will be met by the Cemetery Repairs and Maintenance budget.

This condition survey will detail the current state of Felixstowe War Memorial, to enable Council to identify if any essential work is required to ensure that the War Memorial stays in good repair for the future.

A further update will be brought to Committee in November.

Committee is requested to note the War Memorial Condition Survey Update.
