



9 am to 4 pm Mondays to Fridays

9th September 2014

Dear Member

CEMETERY & ALLOTMENTS COMMITTEE

There will be a meeting of the **Cemetery & Allotments Committee** on **Monday 15th September 2014** at **10am** at **Felixstowe Town Hall** to consider the following business:

A G E N D A

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. To Consider and Dispensations for Councillors with a Pecuniary Interest

Any Councillor with a pecuniary interest on an item on this agenda who wishes to be granted a dispensation to remain, speak and/or vote at consideration of that item, should apply for a dispensation in writing to the proper officer of the Town Council as soon as possible before the meeting. Applications may also be considered at the meeting itself.

4. Minutes of the Previous Meeting

To confirm the minutes of the meeting held on 22nd July 2014 as a true record **(attached)**.

5. Update on the Allotments

Following a visit to Cowpasture Allotments, to receive an update on any matters relating to Council's Allotment sites.

6. Allotments Fees and Charges 2015/16

To consider Fees and Charges for Council's Allotments for the year 2015/16 **(attached)**.

7. Update on the Cemetery

To receive an update on any matters relating to Felixstowe Cemetery.

8. Cemetery Fees and Charges 2015/16

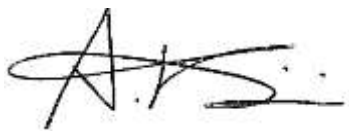
To consider Fees and Charges for Felixstowe Cemetery for the year 2015/16
(attached).

9. Closure

To close proceedings and confirm the date of the next meeting scheduled for
Tuesday 18th November at 10am.

**Following the meeting, Members are invited to visit Cowpasture Allotments for
a tour of the site.**

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Tadjirishi', with a stylized flourish at the end.

Ash Tadjirishi (Town Clerk)

To Members: Councillors C Webb (Chairman), M Walker (Vice Chairman), Jan
Garfield, M Morris, J Sennington, M Sharman and M Stokell.

For information (via email): All other Town Councillors.

MINUTES of the **CEMETERY & ALLOTMENTS COMMITTEE** meeting held at
Felixstowe Town Hall on **Tuesday 22nd July 2014 at 12pm**

PRESENT: Cllr C Webb (Chairman)
Cllr Jan Garfield
Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mr G Mussett (Interim Town Clerk)

Prior to the start of the meeting the Chairman welcomed the new Town Clerk, Mr Ash Tadjrishi.

164. APOLOGIES FOR ABSENCE

There were none.

165. DECLARATIONS OF COUNCILLORS' INTERESTS

Councillor M Sharman declared a Local Non-Pecuniary Interest as Treasurer of the 7th Felixstowe Scouts Group located on Council owned land adjoining the Cemetery.

166. REQUESTS FOR DISPENSATIONS

There were none.

167. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26th February 2014 were approved as a true record by those present and the Chairman was authorised to sign them.

168. TO INSPECT THE CEMETERY AND RECEIVE VERBAL UPDATES ON MATTERS PERTAINING TO THE CEMETERY

It was noted that Councillors C Webb and Jan Garfield had undertaken a tour of the Cemetery earlier in the day. The Interim Town Clerk had advised on matters pertaining to the Cemetery.

169. TO CONSIDER THE REMOVAL OF THE SPOIL HEAP FROM THE CEMETERY

It was resolved that the following recommendation be made to the next Finance & General Purposes Committee:

Finance & General Purposes Committee is requested to seek authorisation from Full Council for expenditure from the 'Recycling Credits' reserve fund for the removal of the spoil heap at the Cemetery, to a maximum of £1,200.

170. TO CONSIDER PUBLIC ACCESS TO THE CEMETERY AND LANGLEY AVENUE

Members debated the item as presented. It was resolved that the Clerk bring forward three options for Committee to consider based on the following:

- a) Extending the boundary of the Cemetery by removal of the existing railings and provision of new gates across Langley Avenue;
- b) Refurbishment of the existing railings and roadway at the Cemetery; and,
- c) Extending the boundary of the Cemetery through eventual recovery of land currently used by Allotment holders and 7th Felixstowe Scouts.

171. TO NOTE THE SITUATION REGARDING COMPUTERISATION OF CEMETERY RECORDS

It was resolved that:

- a) All existing burial records be scanned;
- b) Scanned records be stored on a cloud-based server;
- c) Original burial records be given to the Suffolk Record Office for safekeeping;
- d) A computer software package be acquired to record future burials;
- e) All future burials, deeds transfers, grants etc. be recorded on the software package once installed and ready to use;
- f) Approval to fund the project be recommended to Finance & General Purposes Committee with expenditure to be made available from the 'IT Computer Replacement Fund'; and,
- g) An allowance for ongoing software licence costs to be considered for inclusion when drafting proposals for the budget 2015-16.

172. CLOSURE

The meeting closed at 13.25pm

Date: _____

Chairman: _____

Cemetery & Allotments Committee 15 September 2014: Agenda Reports

Agenda Item 6

Allotments Fees and Charges 2015/2016

The annual review of allotment rents is now due. A period of one year's notice is required to increase allotment rents, and it is therefore necessary to review rents for tenancies renewing from October 2015.

It was agreed at the Cemetery & Allotments Sub-Committee on 26 November 2013 that, due to metrication, plots would be let based on a single plot size of 125m² (ex 5 rods) or double plot size of 250 m² (ex 10 rods). On the basis that a rod equates to approximately 25m², historical fees and charges are set out as follows:

Allotment rents applicable from October 2009	=	£3.50 per 25m ²
Water charge applicable from October 2009	=	£3.00 per plot
Allotment rents applicable from October 2010	=	£3.75 per 25m ²
Water charge applicable from October 2010	=	£3.25 per plot
Allotment rents applicable from October 2011	=	£4.00 per 25m ²
Water charge applicable from October 2011	=	£3.50 per plot
Allotment rents applicable from October 2012	=	£4.25 per 25m ²
Water charge applicable from October 2012	=	£5.00 per plot
Allotment rents applicable from October 2013	=	£4.50 per 25m ²
Water charge applicable from October 2013	=	£5.00 per plot
Allotment rents applicable from October 2014	=	£4.75 per 25m ²
Water charge applicable from October 2014	=	£5.50 per plot

Discounts

50% off allotment rent to qualifying tenants, or joint tenancies with one qualifying tenant, as follows:

- **Senior Citizens** (on evidence of being in receipt of state pension)
- **Long-Term Unemployed** (on evidence of associated unemployment benefits)
- **New Tenancies** (for genuine new tenants for the first year of the tenancy only)

There are no discounts given for water charges which are levied in full per single plot.

It is proposed that there be no increase over and above the usual 25 pence per 25m² and 25 pence for water charges per single plot. Therefore, if approved by this Committee, the Allotments Fees and Charges for 2015/16 would be recommended as follows:

Allotment rents applicable from October 2014 = £5.00 per 25m²
Water charge applicable from October 2014 = £5.75 single plot

Single-size plot (approx. 125m²) would therefore attract an annual charge of **£30.75**, including water charges.

Discounted single-size plot would therefore attract an annual charge of **£18.25**, including water charges.

Double-size plot (approx. 250m²) would therefore attract an annual charge of **£61.50**, including water charges.

A discounted double-size plot would therefore attract an annual charge of **£36.50**, including water charges.

Water charges are presently levied at the single rate for some double plots and it is proposed that this arrangement remain in place until such a time as the tenancy is relinquished or otherwise reviewed. All new plots to be let on the basis that a single charge for water is levied for plot sizes up to 200m², with plot sizes above 200m² being charged double.

Committee is requested to consider the information provided, decide the scale of Fees and Charges for the Allotments for 2015/16 and make any necessary recommendations to Council's Finance & General Purposes Committee.

Agenda Item 8

Felixstowe Cemetery Fees and Charges 2015/2016

Members are requested to consider the fees and charges for Felixstowe Cemetery as attached, comparable fees are shown for Suffolk Coastal and Ipswich Cemeteries

Exclusive right of burial, interment and memorial fees are doubled for all non-residents of Felixstowe or Trimley St. Martin. A resident is defined by the deceased's permanent residence at time of death. If a resident has been required to move out of the area for medical care or to a nursing home within the last 2 years due to ill-health, a single fee would apply. Proof of previous residency and date of move would be requested. Memorial fees are doubled when the person interred in the grave is a non-resident of Felixstowe or Trimley St Martin. Part 4, 5 and 6 fees are not doubled in any case.

Committee is requested to consider the information provided, decide the scale of Fees and Charges for Felixstowe Cemetery for 2015/16 and make any necessary recommendations to Council's Finance & General Purposes Committee.