

**MINUTES of the CEMETERY & ALLOTMENTS COMMITTEE meeting held at
Felixstowe Town Hall on Monday 15th September 2014 at 10am**

PRESENT: Cllr C Webb (Chairman) Cllr M Sharman
 Cllr Jan Garfield Cllr J Sennington
 Cllr M Morris Cllr M Walker

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs S Faversham (Cemeteries & Allotments Officer)

245. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr M Stokell.

246. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Member	Minute No.	Nature of Interest
Cllr M Sharman	239	Local Non-Pecuniary (Treasurer of 7 th Felixstowe Scouts Group, located on land adjacent to Cemetery)

247. REQUESTS FOR DISPENSATIONS

There were none.

248. MINUTES OF THE PREVIOUS MEETING

It was RESOLVED that:

The Minutes of the Cemetery & Allotments Committee Meeting held on 22 July 2014 be signed by the Chairman as a true record.

249. UPDATE ON THE ALLOTMENTS

The Town Clerk and Cemeteries & Allotments Officer provided an update on Council's allotments.

In response to a query on the lack of staffing provision in the Allotments budget, the Clerk confirmed that this would be reviewed as part of the 2015/16 budget process in order that a fairer reflection of the cost for this service be presented. Staffing resources were currently being provided from the Cemetery budget as the Council's grounds team were based at the Cemetery and the majority of their work was undertaken at that site.

The Council's Cemeteries & Allotments Officer provided an update on the number of available plots and corresponding waiting lists at the allotments:

SITE	WAITING	VACANCIES
COWPASTURE	7	12
RAILWAY HILL	3	4
FERRY ROAD	3	4
CEMETERY	4	1
TAUNTON ROAD	0	6

Committee noted that most of those on the waiting list were waiting for specific plots to become available. Cultivation notice letters were being issued more regularly which had allowed for the waiting list to be cut considerably since the previous year and new tenants able to take on an allotment. Members considered the possibility of re-letting plots at the Taunton Road site and whether to halt any new tenancies at the Cemetery allotments site. It was agreed that the Cemetery site would operate as usual at this time but to advise new tenants that should the land be required for Cemetery provision, notice may be given within the next two years.

It was RESOLVED that the update on the allotments be noted and that any vacant plots at Taunton Road allotments be made available to let.

250. ALLOTMENTS FEES AND CHARGES 2015/16

Members considered the scale of Fees & Charges for Allotments as presented.

It was RESOLVED that:

- i. The annual rent for an allotment be set at £5.25 per 25m² ('rod')**
- ii. Senior citizens (on evidence of being in receipt of state pension) or Long-Term Unemployed (on evidence of associated unemployment benefits) be offered a 50% discount on allotment rents whether the allotment be let as a single or joint tenancy, provided that at least one tenant qualifies;**
- iii. The annual charge for water be set at £5.75 per single plot, with no discount applicable excepting for those tenants who are presently charged on a whole-plot basis;**
- iv. The scale of Fees and Charges for 2015/16 as set out above take effect from 1 April 2015 for all new tenancies and those renewing in October 2015; and,**
- v. Twelve months' notification of the above be included within the annual rental invoice sent in October 2014.**

251. UPDATE ON THE CEMETERY

The Town Clerk and Cemeteries & Allotments Officer provided an update on the Cemetery.

It was noted that of those benches which had been removed due to severe deterioration only two had name plaques. Though every attempt had been made to advise that the benches would be taken away, these two would be kept in storage for as long as practicality allowed.

The matter of digitising Burial Records was due to be brought to the next Council meeting for approval.

The Town Council's Technical Advisor had met with a local forge to find out the likely cost of restoring the Cemetery Railings.

It was RESOLVED that the update on the Cemetery be noted.

252. CEMETERY FEES AND CHARGES 2015/16

Members considered the draft scale of Fees & Charges for the Cemetery as presented.

It was RESOLVED that:

- i. Fees and Charges for the Cemetery be increased by 10%, to the nearest £5 as per the agenda report;**
- ii. The withdrawal of the arrangement for Trimley St. Martin residents to be buried in the cemetery without the charging of double fees, in return for an annual contribution by Trimley St Martin Parish Council be noted; and,**
- iii. That these arrangements to take effect from 1 April 2015.**

253. CLOSURE

The meeting closed at 11.57am. The date and time of the next meeting was confirmed as being 9.15am on Tuesday 18th November 2014 at the Town Hall.

Date: _____

Chairman: _____