

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 2 September 2015** at **7.30pm**

**PRESENT:** Cllr N Barber (Chairman) Cllr Jon Garfield  
Cllr Jan Garfield (Vice-Chairman) Cllr G Newman  
Cllr S Bird Cllr D Savage  
Cllr P Coleman Cllr A Smith  
Cllr M Deacon Cllr J Vartan

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs R Jones (Estates Officer)  
Mrs S Faversham (Cemetery & Allotments Officer)

**161. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr T Green**.

**162. DECLARATIONS OF INTEREST**

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

**163. REQUESTS FOR DISPENSATION**

There were none.

**164. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 3 June 2015 be signed by the Chairman as a true record.**

**165. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 25 August 2015.

It was noted that income from room hire at both the Town Hall and Walton Community Hall was lower than expected. However wedding income at the Town Hall had exceeded budget expectation by a similar sum. Members discussed the possibility of providing a sessional hire rate at both Walton Hall and the Town Hall to encourage regular or longer bookings.

The Clerk advised that the apparent shortfall in Allotment rents would be addressed in October when all rents would be due.

**RESOLVED that the Budget Report to 25 August 2015 be received and noted as presented with no other action required at this time.**

#### **166. TOWN HALL BUILDING WORKS**

Committee considered the report on the Town Hall building following a recent building survey carried out on 20 August 2015.

The Estates Officer advised that more detail was required from the structural engineer before a full appraisal of the options could be reported to Council.

The Clerk outlined that, should extensive reconstruction works to the external walls be required, Council would need to consider the full operational cost of the work. Such an undertaking could likely involve full closure of the building necessitating relocation of Council staff, Town Hall tenants and loss of revenues from weddings and room hires. It was noted that a project of this scale would need careful scheduling to ensure that any weddings already booked for 2016 could take place and to avoid the seasonal bad weather.

Members requested that a further update be provided to Committee once the structural engineer's report had been assessed and a full range of options could be explored.

**RESOLVED that the report be noted with a further update to be provided to Committee once a full appraisal of options had been undertaken.**

#### **167. ALLOTMENTS UPDATE REPORT**

Committee received a report on the Town Council's Allotments and an update following a recent meeting held between Council officers and the Felixstowe Society of Allotment Leisure Gardeners (FSALG). Members commented on the positive partnership between Council and FSALG which had resulted in considerable improvements to the roadways at Cowpasture and Ferry Road and a successful open day on 15 August.

The Clerk reported that, in addition to the projects outlined in the report, work would be undertaken by a local builder to replace a section of fence at the Council owned boundary between the Cemetery Allotment site and a neighbouring property. The cost of the work, which had been quoted at £1,180+VAT, would be met from the current year budget provision for repairs and maintenance.

Members noted that a letter would be sent to all plot holders giving an update on allotment matters and 12 months' notice of fee changes when the invoices for this year's rents were sent out later in the month.

**It was RESOLVED that the allotments update report be noted.**

## **168. CEMETERY PROJECT PLANNING**

Members considered the comprehensive report on Cemetery project planning. It was noted that, according to an evaluation by the Clerk and Estates Officer, the report indicated that – barring a dramatic increase to local mortality rates - there was expected to be at least seven years capacity remaining for grave burials from the existing provision and at least 10 years for urns burials.

Given that this timescale was longer than had previously been thought, Members questioned whether other elements of the project, such as roadways and gate/railing repairs, would need to be completed earlier. It was agreed that, unless it was determined that urgent action was required, significant improvements to the Cemetery would be considered within the scope of any project to extend the site as this would maximise opportunities for economies of scale.

The Clerk advised that any opportunities for improvements to the Cemetery will still be brought to Committee for consideration as they may be identified.

**It was RESOLVED that the planning phase of the Cemetery Project be developed over the next couple of years with a view to potentially commence works around 2020.**

## **169. MEMORIAL GARDEN PROJECT**

Committee considered a report on the project to create a new memorial garden at the Cemetery.

The Estates Officer provided Members with design concepts and a range of options were discussed.

It was agreed that the project should be progressed to the agreed final design at a total cost of between £7,000 - £10,000.

**RESOLVED that, subject to a finalised design and cost for the project being presented, it be recommended to Council that a new Memorial Garden be installed at the Cemetery; the total cost of the project expected as being between £7,000-£10,000 to be funded from Council's 'Cemetery Projects' Earmarked Reserve.**

## **170. FEES & CHARGES**

Committee considered the scale of Fees and Charges for Council services from 1 April 2016 as presented in the report.

The principle of making a separate charge for water usage to allotment holders was discussed and it was decided that, to make things simpler, from April 2016 there would be a simple rental fee of £6.50 per 25m<sup>2</sup> which would include use of water. It was also agreed that pensioners and the long-term unemployed would be offered a discount of 40% off their annual allotment rent.

**RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2016:**

**i) Cemetery:**

<b>1. INTERMENTS</b>		
<b>Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday</b>	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")	520	1040
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	840	1680
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	982	1964
(f) of a urn of cremated remains	132	264
(g) scattering of ashes	58	58
<b>Additional charges applicable outside ordinary hours of burial Monday to Friday</b>	Felixstowe Resident	Non-Resident
Grave space	347	697
Urn space	205	410
Scattering of ashes	116	232
<b>Additional charges applicable on Weekends and Bank Holidays (subject to availability)</b>	Felixstowe Resident	Non-Resident
Grave space	578	1156
Urn space	405	810
Scattering of ashes	147	294
<b>2. EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS</b>		
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	867	1734
(b) children's grave 4' by 3'	289	289
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	289	578
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	636	1272
<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>		
Renewal 50 years (adult grave 8'x3')	867	1734
Renewal 50 years (child grave 4'x3')	289	289
Renewal 25 years (adult grave 8'x3')	441	882
Renewal 25 years (child grave 4'x3')	147	147
Renewal 50 years (urn plot GARDEN OF REMEMBRANCE)	289	578
Renewal 25 years (urn plot GARDEN OF REMEMBRANCE)	145	236

Renewal 50 years (urn plot LAWN GARDEN)	636	1272
Renewal 25 years (urn plot LAWN GARDEN)	319	638
<b>4. MEMORIAL FEES</b>		
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	258	516
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	258	516
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	258	516
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	258	516
(e) vase with or without lettering	142	284
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	142	284
(g) additional inscription on a memorial after the first (no charge for child)	89	178
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	231	462
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	231	462
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	231	462
<b>5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)</b>		
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1444	1444
(b) Planting single grave with winter and summer plants and maintaining for one year	247	247
(c) Annual maintenance thereafter	142	142
<b>6. MISCELLANEOUS</b>		
(a) Deed of Grant of Exclusive Right of Burial	116	116
(b) Registering transfer of grant	37	37
(c) Exhumation (Burial)	1386	1386
(d) Exhumation (Urn)	578	578
(e) Certificate of Burial (Register Extract)	21	21

## ii) Allotments

The annual rent for an allotment to be set at £6.50 per 25m<sup>2</sup> ('rod') with no separate charge for the use of water. Senior citizens or long-term unemployed (on production of the necessary evidence) to be offered a 40% discount on allotment rents whether the allotment be let as a single or joint tenancy, provided that at least one tenant qualifies.

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m <sup>2</sup> or '5 Rods')	£32.50	£19.50
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	£65.00	£39.00

iii) Town Hall – General Hire

<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	<b>£200</b>	<b>£100</b>	<b>£30</b>	<b>£45</b>
Voluntary/Charity/Community	<b>£100</b>	<b>£50</b>	<b>£15</b>	<b>£30</b>
<b>Other Town Hall Rooms</b>				
Commercial/Business Hire	<b>£150</b>	<b>£75</b>	<b>£20</b>	<b>£40</b>
Voluntary/Charity/Community	<b>£90</b>	<b>£45</b>	<b>£12</b>	<b>£25</b>
<b>Refreshments (to include tea, coffee, water and biscuits)</b>		<b>£2 per delegate</b>		

iv) Town Hall – Wedding/Special Event Hire

<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>
Council Chamber	<b>£320</b>	<b>£400</b>	<b>£320</b>	<b>N/A</b>
Clerk's Office	<b>£160</b>	<b>£200</b>	<b>£160</b>	<b>N/A</b>
Courtroom Gallery	<b>£160</b>	<b>£200</b>	<b>£160</b>	<b>£100</b>
Other Rooms	<b>£160</b>	<b>£200</b>	<b>£160</b>	<b>£100</b>

v) Walton Community Hall

<b>WALTON COMMUNITY HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<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>
Commercial/Business Hire	<b>£15.00</b>	<b>£18.00</b>	<b>£50</b>
Private (Non-business) Hire	<b>£12.00</b>	<b>£15.00</b>	<b>£40</b>
Voluntary/Charity/Community	<b>£9.00</b>	<b>£12.00</b>	<b>£30</b>

**171. NEIGHBOURHOOD WATCH SIGNS AT PEEWIT HILL**

Committee considered a request from Peewit Hill Neighbourhood Watch Group (NWG) to allow a litter bin and two neighbourhood watch signs to be installed on the Council's land at Peewit Hill.

It was understood that NWG proposed to fund the purchase and ongoing maintenance of the items.

**RESOLVED that the Peewit Hill Neighbourhood Watch Group be permitted to install a bin and two neighbourhood watch signs at Peewit Hill as outlined in the agenda report.**

**172. CLOSURE**

The meeting was closed at 9.55pm. The next meeting was noted as being scheduled for Wednesday 7 October 2015 at 7.30pm.

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Date: \_\_\_\_\_

Chairman: \_\_\_\_\_