



9 am to 4 pm Mondays to Fridays

TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr N Barber (Chairman)	Cllr T Green
Cllr Jan Garfield (Vice Chairman)	Cllr G Newman
Cllr S Bird	Cllr A Smith
Cllr P Coleman	Cllr J Vartan
Cllr M Deacon	Cllr D Savage (Town Mayor, ex-officio)
Cllr Jon Garfield	

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 7 October 2015** at **7.30pm** for the transaction of 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 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 it becomes apparent that this may be required when a particular item or issue is considered.
- 3. 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.
- 4. Confirmation of Minutes**
To confirm the minutes of the Assets & Services Committee meeting held on 2 September 2015 as a true record. **(Pages 3-9)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 30 September 2015 and consider any actions deemed necessary. **(Page 10 & Appendix A)**
- 6. Estates Officer Report**
To receive the report of the Estates Officer. **(Pages 11-12)**

- 7. Broadway House External Signage**
To consider the provision of signage at Broadway House and make any recommendation to Council. **(Page 13)**
- 8. Walton Community Hall External Signage**
To consider the provision of signage at Walton Community Hall. **(Page 14)**
- 9. Allotments Update Report**
To receive a report on the Town Council's Allotments and consider any actions deemed necessary. **(Page 15)**
- 10. Draft Budget Considerations 2016-17**
To consider first draft recommendations for the Assets & Services element of Council's budget for 2016-17. **(Page 16 & Appendices B & C)**
- 11. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 2 December 2015 at 7.30pm.



Ash Tadjrishi
Town Clerk
30 September 2015

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

AGENDA ITEM 4: CONFIRMATION OF MINUTES

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

Member(s)	Minute No.	Nature of Interest
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 25m² 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:

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")	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
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non-Resident
Grave space	347	697
Urn space	205	410
Scattering of ashes	116	232
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non-Resident
Grave space	578	1156
Urn space	405	810
Scattering of ashes	147	294
2. EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS		
(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
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
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
4. MEMORIAL FEES		
(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
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	1444	1444
(b) Planting single grave with winter and summer plants and maintaining for one year	247	247
(c) Annual maintenance thereafter	142	142
6. MISCELLANEOUS		
(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 25m² ('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 ² or '5 Rods')	£32.50	£19.50
Double-size plot (approx. 250m ² or '10 Rods')	£65.00	£39.00

iii) Town Hall – General Hire

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

iv) Town Hall – Wedding/Special Event Hire

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	£320	£400	£320	N/A
Clerk's Office	£160	£200	£160	N/A
Courtroom Gallery	£160	£200	£160	£100
Other Rooms	£160	£200	£160	£100

v) **Walton Community Hall**

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
Private (Non-business) Hire	£12.00	£15.00	£40
Voluntary/Charity/Community	£9.00	£12.00	£30

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.

Date: _____

Chairman: _____

AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT

A summary of the position to 30 September 2015 is provided below with a detailed report at **Appendix A**.

Month No : 6

Assets & Services Committee

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
201 Town Hall	Expenditure	34,820	81,086	46,266		46,266	42.9 %
	Income	7,455	13,446	-5,991			55.4 %
202 Walton	Expenditure	2,554	11,023	8,469		8,469	23.2 %
	Income	3,347	7,500	-4,153			44.6 %
203 Broadway House	Expenditure	4,605	13,539	8,934		8,934	34.0 %
	Income	0	1,360	-1,360			0.0 %
204 Cemetery	Expenditure	57,243	128,126	70,883		70,883	44.7 %
	Income	33,452	73,565	-40,113			45.5 %
205 Allotments	Expenditure	10,308	27,214	16,906		16,906	37.9 %
	Income	2,008	13,500	-11,492			14.9 %
<u>INCOME - EXPENDITURE TOTALS</u>							
	Expenditure	109,530	260,988	151,458	0	151,458	42.0 %
	Income	46,262	109,371	-63,109			42.3 %
	Net Expenditure over Income	63,268	151,617	88,349			

Committee is requested to consider the budget report to 30 September 2015 and decide any action it deems necessary.

AGENDA ITEM 6: ESTATES OFFICER REPORT

Felixstowe Town Hall – Building Works

Since the previous meeting of the Committee on 2nd September, we have been working to assemble sufficient information in order to report to the meeting with a recommended course of action to address any further repairs and strengthening of the front and side walls of the Town Hall.

There have been some delays in collating the required information and a further meeting of the professional advisors on 5th October is planned. Any further advice emanating from this at the meeting will be reported to Committee.

Cemetery Memorial Garden

Progress is being made to develop the ideas for the new Memorial Garden that were discussed at the last meeting and more research is being done to secure appropriate and affordable components.

Suggestions for the centrepiece Memorial Tree are being followed up and the local fabricator of the metal tree seen in the brochure presented at the last meeting has been contacted to see if he can make something of a larger and more prominent scale for the centre of the new garden.

New Urn Spaces

Work continues at the cemetery to construct the new urn spaces in Block M. It is anticipated that these will be ready prior to Christmas although new enquirers will be encouraged to buy urn spaces in the remaining space in Block O first if possible.

Broadway House

Both the external signage and the external air conditioning condenser tray at Broadway House need replacing. This matter is brought to Committee for consideration under agenda item 7.

Both the signs and the drip-trays are the responsibility of the Town Council and not covered by the external repairing obligations with Orwell Housing Association or the internal repairing obligations with FOPWA, the tenant charity of the Day Centre.

There is currently no in-year budget provision for repairs to Broadway House due to the nature of others' obligations but Members are asked to consider a recommendation to Council to approve the use of Earmarked Reserves to meet these costs.

Walton Community Hall

Energy Consumption is still of concern given the high electricity bills which are being received for the premises. The electric heating has been switched off over the last weeks and this has resulted in the night-time readings being reduced by about half although the daytime readings have remained more or less constant.

The Estates Officer visited the building with the electrician who completed the Fixed Wiring Test there and he has used a clamp meter to test the load on the circuits. Taking into account all the equipment using electricity, this did not account for the

high meter readings experienced. He has suggested that we install some Mains Monitoring Equipment which will give us more information about when there are specific peaks in consumption. Once we have this information, we will be better placed to approach the utility company and ask for further investigations and interrogation of the meter if necessary.

There is also a new scheme instigated by Groundwork Suffolk and Community Action Suffolk to help with analysing running costs in Community buildings which is being investigated. The representative for this project has been contacted to see if Walton Community Hall may be a suitable building to be included in the project. A description of the remit of the project will be available at the meeting.

Peewit Hill Neighbourhood Watch Signs and Bins

The Peewit Hill Neighbourhood Watch co-ordinator was formally notified of the Committee's approval of the request to install the signs and bin on Town Council land at Peewit Hill. The Suffolk Coastal Norse team which will be responsible for emptying the bins has also been formally notified of the Town Council's approval.

Committee is requested to consider the report of the Estates Officer.

AGENDA ITEM 7: BROADWAY HOUSE EXTERNAL SIGNAGE

In recent weeks, Orwell Housing Association has been carrying out planned cyclical re-painting of the external elements of Broadway House.

Whilst the building is scaffolded, the decorators have been asked to remove the original building name plate at first floor level on the east wall facing Howard House Surgery. This sign has weathered over the years to such an extent that is no longer legible. It is hoped to either re-furbish or replace both this sign and the one on the front of the building with signs which are more durable in the windy and salty coastal atmosphere.

Members are asked to consider whether they would prefer replacement traditional style signs in etched brass on a wooden background or a more contemporary product such as a 'Dibond Aluminium' laminated sign which is affordable and is available in any colour. Names of buildings can also be made up from individual letters in the 'Dibond' system which can look stylish and effective.

Indicative costs for a similar replacement brass on wood sign are around £400-£600 each, a simple plain Dibond sign could be assembled for around £70, or the name of the premises picked out in individual letters could cost up to £500.

Examples of images for these types of products will be shown at the meeting.

As reported by the Estates Officer, it has also become necessary to replace the drip-tray underneath the air conditioning unit condenser on the west facing wall of Broadway House which has corroded badly. This is likely to cost approximately £85 plus vat and fitting.

Funding for the purchase and installation of such items could be sourced via Council's 'Broadway House' Earmarked Reserve which currently stands at £57,500 and is held as a contingency for repairs and maintenance.

Committee is requested to consider the provision of signage at Broadway House and make any recommendation to Council.

AGENDA ITEM 8: WALTON COMMUNITY HALL EXTERNAL SIGNAGE

Should Committee approve upgraded signage at Broadway House, Members may wish to consider a similar opportunity to erect better building signage at Walton Community Hall.

When the original refurbishment was undertaken in 2007, internal name plate lettering was fixed to the transom glazing above the re-located front doors facing Falcon Street. As the main thoroughfare for pedestrians and vehicular traffic is along Walton High Street, this lettering is not readily visible. It is proposed to erect some signage to the front elevation of the building indicating the location of the entrance. This needs to be appropriate in respect of the age of the building and the residential occupancy of the Orwell Housing Association tenants.

At the same time, we propose to erect some building information and contact details with emergency numbers near the front doors for the users of the building or those wishing to hire the premises.

Members are asked to consider the same ranges and styles of signage as being proposed for Broadway House at agenda item 7, i.e. either traditional etched brass on wood, stand-off individual cut letters or a Dibond laminated product.

The cost of new signage at Walton Community Hall can be met from the allocated Repairs and Maintenance budget for those premises and depending on the final product selected, it is estimated that this can be achieved within an approximate allocation of £500.

Examples of images for these types of products will be shown at the meeting.

Committee is requested consider the provision of signage at Walton Community Hall.

AGENDA ITEM 9: ALLOTMENTS UPDATE REPORT

Allotment Rents 2016

On the recommendation of Committee, the Clerk consulted FSALG on the principle of incorporating the separate charge for water within the overall allotment rental rate.

Following a response from FSALG in favour of the proposals, all tenants were advised of the fees for 2016 by letter alongside further information on the allotments and the invoices for the current year. Rent payments will be received over the next few weeks in line with budget estimates. It is expected that a number of vacancies will naturally occur around this time as plot-holders consider their personal circumstances. Council staff will then review the situation before offering vacant plots to new tenants.

Fence at Cemetery Allotments

As reported to the previous meeting, a fence adjoining the allotment site at the Cemetery and a neighbouring property needed to be replaced. This work was carried out and completed on 19 September.

Committee is requested to consider the update report on the Allotments and consider any actions deemed necessary.

AGENDA ITEM 10: DRAFT BUDGET 2016-17

Committee is to consider draft budget estimates for the Financial Year 2016-17 and to make any recommendations to Finance & General Purposes Committee for onward referral to Council.

To assist Members with this process an initial draft is presented alongside current-year expenditure and projected outturn for the full year to 31 March 2016 and a comparison against the previous year. **Appendix B.** Notes to the budget estimates are provided at **Appendix C.**

Based on projected outturn for the current year, we expect to achieve a small saving against net budgeted expenditure within Assets & Services. With some costs expected to see a small increase for next year it is proposed that the budget be set accordingly. Members should note that staff costs are considered by Council's Personnel Committee and the figures shown at this stage are based on the current year budget. These will be updated prior to Finance & General Purposes Committee meeting of 28 October 2015 who will consider the whole budget provision for Council.

Committee is requested to consider first draft recommendations for the Assets & Services element of Council's budget for 2016-17.
