



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 D Savage
Cllr P Coleman	Cllr A Smith
Cllr M Deacon	Cllr J Vartan

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 7 September 2016** at **7.30pm** for the transaction of the following business preceded by:

- i. **Public Question Time.** A maximum of 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any Assets & Services matters.

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 1 June 2016 as a true record. **(Pages 3-5)**

5. Assets & Services Budget Report

To receive the Assets & Services Budget report to 31 August 2016 and consider any actions deemed necessary.

(Page 6)

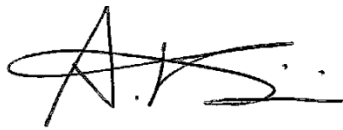
6. **Estates Officer's Report**
To receive the report of the Estates Officer.

(Page 7-9)
7. **Town Hall Works**
To receive a report on the Town Hall and consider any actions deemed necessary.

(Pages 10-11)
8. **Allotments Update Report**
To receive a report on the Town Council's Allotments and consider any actions deemed necessary.

(Page 12)
9. **Memorial Garden Project**
To consider an update report on the Memorial Garden project. **(Pages 13-15)**
10. **Fees and Charges 2017-18**
To review Fees and Charges for Council services to take effect from 1 April 2017.

(Pages 16-22)
11. **Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 2 November 2016 at 7.30pm.



Ash Tadjrishi
Town Clerk
1 September 2016

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 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 1 June 2016 at 7.30pm**

PRESENT: Cllr N Barber (Chairman) Cllr G Newman
 Cllr Jan Garfield (Vice-Chairman) Cllr D Savage
 Cllr S Bird Cllr A Smith
 Cllr P Coleman

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs R Jones (Estates Officer)

47. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Deacon, Cllr T Green** and **Cllr J Vartan**.

48. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman 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)

49. REQUESTS FOR DISPENSATION

There were none.

50. CONFIRMATION OF MINUTES

It was RESOLVED that:

The Minutes of the Assets & Services Committee Meeting held on 6 April 2016 be signed by the Chairman as a true record.

51. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 26 May 2016.

RESOLVED that the Budget Report to 26 May 2016 be received and noted as presented with no other action required at this time.

52. ESTATES OFFICER REPORT

Committee considered the report of the Estates Officer.

Members remarked on the positive result of the recent repainting to the ground floor public areas of the Town Hall.

Referring to the occupational licence with SCDC for an office at the Town Hall for resort staff, Members were pleased to note that SCDC's Beach Hut Coordinator would be retained and remain based in Felixstowe.

A brochure for Felixstowe Cemetery which had recently been printed was circulated alongside photos of the new signage which had been commissioned for Broadway House, Walton Community Hall and Felixstowe Cemetery.

Members considered the management arrangements for Broadway House and agreed that discussions should be had with FOPWA to establish whether an improved arrangement for both parties could be explored. It was agreed that the Mayor, as the Council's representative to FOPWA, the Clerk and the Estates Officer should meet with FOPWA to discuss further and report back to Committee.

RESOLVED that the Estates Officer's report be noted.

53. TOWN HALL WORKS

In addition to the report on the Town Hall in the agenda, Committee received a tabled report from Stroud Associates, Consulting Civil and Structural Engineers.

The Estates Officer updated Members with estimated costs for revised internal strengthening works. Clarification was sought as to how the 'helibar' solution would look and the Estates Officer confirmed that this approach was recommended by the engineer and construction team as it could provide an improved aesthetic on completion, being internally constructed rather than external meshing, and potentially last longer.

The Clerk confirmed that the cost of the proposed works in this phase were within the budget envelope approved by Council at its meeting of 20 April 2016 (*Minute #570 of 2015/16 refers*). Referring to the urgency and bespoke nature of the works, the Clerk advised that Council could consider waiving Financial Regulations where it was specified that three quotations should be obtained for contracts of this scale.

Members commented that the outcome for the Town Hall from this revised approach would potentially be much better than as previously considered.

It was RESOLVED that, given the urgency and unique nature of the work required, D C Construction be appointed to undertake the works associated with strengthening the Town Hall wall as quoted; and, Council be requested to waive Financial Regulations 11.1(h).

54. ALLOTMENTS UPDATE REPORT

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

Members noted that, despite continued efforts to promote the availability of Council's allotments through the newsletter, FSALG Open Days and online, there remained a high vacancy rate at the Railway Hill and Taunton Road sites.

It was RESOLVED that the Allotments Update Report be noted and the Clerk be instructed to report back to Committee in due course with regard to the need, viability and popularity of Council's existing allotment sites.

55. HERITAGE OPEN DAYS

Committee considered opening the Town Hall as part of the 2016 Heritage Open Days weekend on 10th and 11th September.

Members expressed an interest in participating in the event and it was agreed that the Town Hall should be opened on one of the days during the event.

The Clerk agreed to contact the organisers and extend an invitation to all Members to be involved.

Members discussed the request from the Felixstowe Society for the potential use of Walton Community Hall as a base during the event weekend.

It was RESOLVED that the Town Hall be opened to the public on one of the days during the Heritage Open Days weekend; and, Walton Community Hall be made available to the Felixstowe Society if so required during that weekend.

56. CLOSURE

The meeting was closed at 8.49pm. The next meeting was noted as being scheduled for Wednesday 1 June 2016 at 7.30pm.

AGENDA ITEM 5: 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 31 August 2016 is provided below with a detailed report at **Appendix A**.

Month No : 5

Assets & Services Committee

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
201 Town Hall	Expenditure	73,350	15,052	74,479	59,427		59,427	20.2 %
	Income	19,808	13,269	13,263	6			100.0 %
202 Walton	Expenditure	7,447	2,740	10,380	7,640		7,640	26.4 %
	Income	10,028	2,034	7,500	-5,466			27.1 %
203 Broadway House	Expenditure	9,684	4,371	11,734	7,363		7,363	37.3 %
	Income	1,375	0	1,360	-1,360			0.0 %
204 Cemetery	Expenditure	119,082	49,246	135,692	86,446		86,446	36.3 %
	Income	83,022	36,580	64,515	-27,935			56.7 %
205 Allotments	Expenditure	25,526	8,728	28,167	19,439		19,439	31.0 %
	Income	13,649	902	14,000	-13,098			6.4 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	235,089	80,137	260,452	180,315	0	180,315	30.8 %
	Income	127,881	52,784	100,638	-47,854			52.4 %
	Net Expenditure over Income	107,208	27,353	159,814	132,461			

Committee is requested to consider the budget report to 31 August 2016 and decide any action it deems necessary.

AGENDA ITEM 6: ESTATES OFFICER'S REPORT

Felixstowe Town Hall

Since the previous meeting of the Assets and Services Committee on 1st June 2016, the urgent repair works to the front façade of the Town Hall as recommended by Stroud Associates have been undertaken. This will be further reported at Agenda item number 7.

The first floor replacement rear fire exit door has now been finished by SCN and their invoice paid.

The portable Disabled Ramp used at the rear disabled access at the Town Hall was damaged during the Queen's 90th birthday celebrations held at the Town Hall. This has now been replaced with a similar product supplied by 'The Ramp People' and is labelled with a weight limit of 300kg (47 stone).

The Town Hall continues to be a popular venue for weddings and there has been a particularly busy period recently with 25 booked to take place between June and September. The refurbished Town Hall Gardens and new shelter adjacent are also proving to be a very popular venue for wedding photographs and impromptu champagne toasts.

Trees in the Town Hall Gardens

Members will be aware that there are some significant trees immediately adjacent to the Town Hall growing in the banked area behind the public toilets.

In the initial stages of the Heritage Lottery Fund involvement with the Gardens' refurbishment, it had been hoped to fell or significantly prune these trees. Although one which was growing near the Courtroom Gallery was successfully felled as a result, further works had been resisted. The remaining trees are growing vigorously and currently the branches of the nearest tree have reached the guttering of the town Hall. As this could potentially damage the Town Hall in adverse weather conditions, an initial enquiry has been made with SCDC to see if something can be done to reduce this risk.

Friends of the Seafront Gardens have recently tidied up in this garden area outside the Courtroom Gallery. Town Council staff have also attended to undertake some clearance of weeds and rubbish behind the Town Hall.

Occupational Licence by SCDC Resort Staff

The legal document for the Licence which expires on 31st March 2017 has now been received from SCDC's solicitor.

Works at 91-95 Undercliff Road West

Invasive works to refurbish and extend these premises continue with regular monitoring and contact by the Estates Officer. There have been some instances of flouting the 'non-percussive instruments' agreement and the parking and deliveries

arrangements. The dialogue between the parties is maintained recognising the need for the contractors to progress.

Flagpole

Members will be aware of a previous resolution of the Committee to purchase and install a suitable flagpole plus flags subject to a limit of £2,000 from the Council's Enhancement and Promotional Earmarked Reserve.

The flagpole was installed recently in the Town Hall Gardens as close as possible to the Town Hall itself, recognising the location of inspection covers in that space, at a cost of £700 net. Officers were very pleased with the way the installation had gone ahead and thanked the contractor accordingly. A photograph of Councillors next to the flagpole was taken to commemorate the occasion and as conditions were very still on the day, the Town Council flag was lowered and held unfurled in order to display the motif.

Members should be aware that detailed controls over flag flying are set out in amended regulations which are administered by local planning authorities.

Council approved a policy for the flying of the Union Flag on recognised civic occasions as laid out by the Department of Culture, Media and Sport each year. This is published on the noticeboard outside the Town Hall along with a calendar of dates.

Broadway House

FOPWA had requested permission to amend the kitchen slightly at Broadway House. The Charity has now relocated the 'Lincat' hot water boiler and the dishwasher further away from the serving hatch and at the time of writing, is having the kitchen floor replaced as this had warped where there had been previous leaks from the above appliances.

The external areas of Broadway House are maintained by Orwell Housing Association and upon last inspection, there was an abundance of weeds growing around the periphery of the building. OHA has promised to address this.

The Centre Manager has now reported a recurrence of the maggot infestation around the back of the Centre particularly near the external doors, kitchen and rear lobby. This was investigated extensively last year and led to the drains being inspected and some paving being lifted to try and find a source. This had been inconclusive. Officers and Trustees have visited the premises after the bank Holiday weekend which had been particularly warm, to witness the problem and officers organised a local Pest Control specialist to visit to try and offer advice and immediate treatment pending trying to find the source. Maggots have been found in the commercial wheelie bins recently and on the morning of the visit, the bin was heavily infested. OHA had been asked to address this and sterilise the bins. The problem persists in hot weather and is being actively pursued with OHA.

Since the previous meeting of the Committee, Town Council officers had been due to meet with FOPWA representatives to discuss the terms and conditions of the

Licence and Management Agreement between the parties. This meeting had to be postponed and is now re-scheduled for September.

Tree Survey

Quotes to undertake a full stock and condition survey of all the Town Council's trees have been received and a final comparative quote is being sought.

Cemetery

Work towards installing the New Memorial Garden at the Cemetery is progressing and details are reported further under Agenda item 9.

Heritage Open Days

Members will be aware that this year, Heritage Open Days are set for the weekend of 10th and 11th September. The Town Council has agreed that Walton Community Hall can be used free of charge by the Felixstowe Society that weekend so that the building can be used for exhibitions and as the communication hub for the event. This is on the understanding that the building is vacated on the Sunday in time for the regular hirer's use commencing at 5pm. The Town Hall will also be open to the public on the Sunday afternoon between 2 and 4pm with an opportunity to look around the building and see artefacts of interest. The Estates Officer intends to be on site for that afternoon.

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

AGENDA ITEM 7: TOWN HALL WORKS

Members are aware of the recent history around the need to repair and strengthen the front façade of the Town Hall and the reports commissioned from Stroud Associates recommending that these works be undertaken in stages, depending on their specific urgency.

At the previous meeting on 1st June, Committee approved the instruction of a local building contractor which had been involved in designing a repair solution with the engineer and had particular expertise in securing failed brickwork of this nature. The contract was let at a cost of £14,880 plus vat to address the most urgent elements as Phase 1 works to be undertaken before September 2016 which were to introduce reinforcement in 4 brick piers at first floor level, introduce further wall-ties along the side flank wall, remove part of a brick partition in the roof space and re-glaze the broken windows. Contractors were on site during the first 2 weeks in the July.

The bay window piers were strengthened with horizontal bars, both in the external bed joints and through the pier into the inner leaf and the straight window piers had the above plus vertical bars either side of the feature projection in the middle of the pier. It is agreed that these works have been carried out very discreetly with virtually no visible difference to the building externally.

After having lifted the floor coverings in the Council Chamber, the contractors discovered that there were wall ties along the whole length of that wall and so no extra ones were added. FTC was only charged for the labour for this exercise. The loose bricks from the attic partition were removed and the broken windows were replaced with toughened panels. These were subsequently covered in UV film, originally in the wrong colour but then subsequently amended at no charge to match those existing.

After lengthy discussions, site visits and negotiations with Carters, our original contractor, it was discovered that the large side window in the Council Chamber had been a laminated pane and as such, the addition of the UV film could possibly be the cause of the cracking due to thermal build-up. This pane was replaced with a toughened one, free of charge under warranty. The other cracked panes were replaced with toughened glass under the current contract. These should now be more resilient to thermal expansion and contraction and should tolerate the replacement UV film. The film has also been replaced free of charge by Carters' original sub-contractor.

Accordingly, due to amendments, the current contract was been invoiced showing a slight reduction at £14,520.56 net.

With reference to the works undertaken by Carters, the Town Council retained a sum representing 5% of the value of the contract (£677.11) until the end of the Rectification Period which expired at the end of June. Recognising the problems which had occurred during this period, it was agreed that £400 of this should be retained by the Town Council.

The current building contractor has now supplied a quotation of £18,375 plus vat (dated 25th August 2016) for works considered to be Phase 2 of the repairs, which

have been recommended to be implemented within the next 12 months to address the worst of the eroded bricks and mortar and are all within the roof space. These involve; removing bricks and re-building sections of wall by the loft access and along the front wall, reinforcing the main chimney stack and re-pointing the brickwork under the circular gable feature. It is estimated that these works could take approximately 4 weeks to complete recognising that the space and access areas are restricted and the contractor advises they would be best carried out either in spring or autumn.

Given the lead time it is expected that Council will be able to obtain three quotes for the work to ensure best value. Planning for the works is proposed to be undertaken with support from Stroud Associates as the Council's consulting engineers, the costs of which will be brought to Committee in due course for consideration.

The engineer and contractor have advised that in regards further work being required in the roofspace that; "the brickwork examined under the wall plate in the front elevation, and at high level under the roof apex in the chimneys, while in poor condition, is not leading to any instability of the building and that the work therefore may be done over a period of **five years**

This and any similarly eroded brickwork to the chimney to the South-East will need to be replaced as part of the work, but this is as described earlier non-urgent work"

Committee is requested to note the success of Phase 1 of the project and next steps in preparation for Phase 2 and beyond.

AGENDA ITEM 8: ALLOTMENTS UPDATE REPORT

As of the 25th August 2016, allotment vacancies were as follows:

SITE	Total plots	Vacant	Cultivation Orders (Notice given)	Waiting List (Any/Specific plot)
COWPASTURE	286	21	2 (5)	5 (0/5)
FERRY ROAD	92	8	3 (1)	0
RAILWAY HILL	42	14	0	1 (0/1)
CEMETERY	41	5	1 (1)	0
TAUNTON ROAD	18	6	0	0
TOTAL	479	54	6(7)	6 (0/6)

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

AGENDA ITEM 9: MEMORIAL GARDEN PROJECT

At its meeting of 3rd February 2016, this Committee resolved that the new Memorial Garden project scheme be approved as presented and it was subsequently recommended to Council that funding for the initiative from the Cemetery Projects Earmarked Reserves be approved, to a limit of £20,000. The design as presented showed four rectangular rose beds edged with granite kerbing on all four sides for memorial plaques, a central metal memorial tree set in a circular bed potentially surrounded by feature curved seating. The cost to provide this initial amount of granite kerbing with 320 plaques was £9,120 net.

As a result of this resolution the metal Memorial Tree was commissioned at a price of £2,400 net (£2,880 gross) which included 30 brass leaves for inscription. A 60% deposit has already been paid. Committee agreed that FTC should buy a further 100 brass leaves, with inscription pre-paid for a further £4,000 net (£5,000 gross). This amounts to a total of 130 leaves available for memorial inscription.

The design of the scheme has been evolving since then with the tree now to be sited in a central diamond -shaped bed with 4 re-designed rose beds to surround it. As a result, the total amount of granite memorial plaques available across all those 5 elements for inscription has been adjusted to 264.

As a result of the re-design of the garden, the granite supplier was asked to quote for the new lengths of granite with attached memorial plaques. The cost of the raw material had increased slightly due to fluctuations in the currency rates used for purchasing the granite. The new price at £65 per metre for the preferred dark grey granite (previously £58 per metre), totalling £8,598 net is still within the approved budget and has subsequently been accepted. There is an approximate 10 week lead -in period until delivery.

The breakdown of the quote is shown below;

63.6 metres @ £65 a metre	=	£4134.00
6 Corner pieces @ 90 degree cut & 8 Corners @ 135 degree cut	=	£504.00
264 granite plaques @ £15 each	=	£3960.00
Total	=	£8598.00

A copy of the updated layout design for the Garden will be presented at the meeting.

The suppliers have made a visit to our cemetery to see the area allocated for the Garden. They were able to answer questions from the Grounds staff and to advise on the technicalities of preparing the area for the installation. On- going advice has been offered in this regard.

The granite supplier can also produce a custom-made granite bench 1300mm wide, in light grey, which can also be memorialised and could be potentially sited at the end of the pathways in the garden .These are far more durable than wooden benches and cost £560 each provided that at least two are ordered. A photo of this type of bench will be available at the meeting.

The most suitable type of surface for the paths is being researched, considering its suitability for both pedestrians and wheelchair users, resistance to weed growth, durability, ease of laying and cost.

Table of known costs so far (net of VAT):

Item	Quantity	Cost (£)
Memorial Tree inc 30 leaves	1	2,400
Extra brass leaves	100	4,000
Granite edging and plaques	63.6m + 264 plaques	8,598
	Total to date	£14,998 net

The costs of certain components such as the rose trees and pathways are still to be confirmed but we anticipate that the scheme will be delivered within the approved budget.

It is hoped that preparation works on site will start at the end of September when our grounds staff will have more time due to the end of the growing season and it is hoped that the Garden may be ready by the end of the year.

Previous market research at the end of 2015 indicated that metal memorial leaves could sell at £140 each and granite memorial plaques at £200 each. Other cemeteries/crematoria in the area also offer such memorials on differing lease periods, commonly either 3 or 5 years which guarantees a regular cyclical income for their organisation thus helping to support the costs of those cemeteries. The idea of providing plaques in this way is to offer a wider choice and more affordable means of creating a memorial for the departed.

For example:

(Ipswich Cemetery) Rose Bed Plaque	£150 plus lease for 3 Years @ £84.00
(Seven Hills) Memorial Tree Leaf with inscription	5 year lease @ £140.00

It is proposed that a longer initial lease be offered at Felixstowe Cemetery of 10 years, whilst the Memorial Garden becomes established, with renewals on a 5 yearly basis. Members are therefore asked to consider the suggested table of fees and charges for the Memorial Garden as indicated below.

MEMORIAL GARDEN (subject to VAT)	Resident	Non-Resident
single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	245	490
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	150	300
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	200	400
Renewal of lease for the above memorials for further 5 years	125	125

The creation of the new Memorial Garden is seen as a significant addition to the Town Council's assets and it is anticipated that the potential revenue generated by the scheme warrants this investment.

Committee is requested to consider the report on the Memorial Garden Project and set appropriate fees for memorials.

AGENDA ITEM 10: FEES AND CHARGES 2017-18

Committee is requested to review the Fees and Charges for services provided by the Town Council for the financial year 2017/18. For each cost centre:

Cemetery

1. INTERMENTS	EXISTING CHARGES 2016-2017 (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	82.00	200.00
(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	164.00	300.00
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	520 (546 / 572)	1040 (1092/1144)	713.00	770.00
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	840 (882/924)	1680 (1764/1848)	843.00	930.00
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	982 (1031/1080)	1964 (2062/2160)	973.00	1060.00
(f) of a urn of cremated remains	132 (139/145)	264 (277/290)	202.00	168.00
(g) scattering of ashes	58 (61/64)	58 (61/64)	62.50	50.00 + 38.00 attended by staff
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non- Resident		
Grave space	347 (364/382)	694 (7291/763)		
Urn space	205 (215/225)	410 (431/451)		
Scattering of ashes	116 (122/128)	232 (244/255)		
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non- Resident		
Grave space	578 (607/636)	1156 (1214/1272)		
Urn space	405 (425/445)	810 (851/891)		
Scattering of ashes	147 (154/162)	294 (309/323)		

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 (910/954)	1734 (1821/1907)	25 years 1404.00	1200.00
(b) children's grave 4' by 3'	289 (303/318)	289 (303/318)	373.50	550
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	289 (303/318)	578 (607/636)	1306.00	
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	636 (654/672)	1272 (1336/1399)		1200.00
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL				
Renewal 50 years (adult) Grave 8' x 3'	867 (910/954)	1734 (1214/1272)	10 years 197.00	800.00
Renewal 50 years 4' x 3' (child)	289 (303/318)	289 (303/318)		400.00
Renewal 25 years (adult)	441 (463/485)	882 (926/970)		625.00
Renewal 25 years (child)	147 (154/162)	147 (154/162)		290.00
Renewal 50 years (urn plot – Garden of Remembrance)	289 (303/318)	578 (607/636)		
Renewal 25 years (urn plot – Garden of Remembrance)	145 (152/160)	236 (248/260)	10 years 130.00	
Renewal 50 years (urn plot – Lawn Garden)	636 (654/672)	1272 (1336/1399)		870.00
Renewal 25 years (urn plot – Lawn Garden)	319 (335/351)	638 (670/702)		630.00
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)	258 (271/284)	516 (542/568)	167.00	335.00
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	258 (271/284)	516 (542/568)		152.00/ 575.00
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	258 (271/284)	516 (542/568)	95.50	
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	258 (271/284)	516 (542/568)	170.00	
(e) vase with or without lettering	142 (149/156)	284 (298/312)	73.00	35.00 vase 450.00 Vase block
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	142 (149/156)	284 (298/312)		

(g) additional inscription on any memorial after the first	89+VAT (93/98)	178+VAT (1214/1272)	39.50	62.00 (31.00child)
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	231 (243/254)	462 (485/508)	9" X 6" 170.00	250.00
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	231 (243/254)	462 (485/508)		
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	231 (243/254)	462 (485/508)		
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 (1516/1558)	1444 (1516/1558)	N/A	N/A
(b) Planting single grave with winter and summer plants and maintaining for one year	247 (259/272)	247 (259/272)	N/A	110.00 Child- 54.00
(c) Annual maintenance thereafter	142 (149/156)	142 (149/156)	N/A	N/A
6. MISCELLANEOUS				
(a) Deed of Grant of Exclusive Right of Burial	116 (122/128)	116 (122/128)		
(b) Registering transfer of grant	37 (39/41)	37 (39/41)	52.00 + 98.50 Stat Dec	26.00/ 52.00 Stat Dec
(c) Exhumation (Burial)	1386 (1455/1525)	1386 (1455/1525)	1010.00	
(d) Exhumation (Ashes)	578 (607/636)	578 (607/636)	410.00	
(e) Certificate of Burial (Register Extract)	21 (22/23)	21 (22/23)	21.00	
(f) Preparation of Statutory Declaration	50	50		

Both Ipswich Borough & SCDC make a separate charge for preparing a Statutory Declaration and we do not. Given the additional administration required to prepare a Statutory Declaration it is proposed that the Town Council introduce a charge of £50 for this.

Allotments

One year's notice is required to increase allotment rents, and it is therefore necessary to review rents for tenancies renewing from October 2017, or for new tenancies commencing April 2017.

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' is equivalent to approximately 25m². Last year the Council revised its fee structure to include the cost of water usage. In prior years, a separate fee was charged for the provision of water.

Discounts

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)

Approved fees from October 2016 were set as follows:

Plot Size	Standard Rent	Discount Rent
Single-size plot (approx. 125m ² or '5 Rods')	£32.50	£19.50
Double-size plot (approx. 250m ² or '10 Rods')	£65	£39

The allotments are provided for with an overall subsidy by the Council of £14,167 for the year. In line with previous years, Committee may consider that a 25 pence increase per 25m² is reasonable. Subject to approval by this Committee, the Allotments Fees and Charges for 2017/18, 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')	£33.75	£20.25
Double-size plot (approx. 250m ² or '10 Rods')	£67.50	£40.50

Town Hall – General Hire

Hire rates prior for the Town Hall for the period 2012-2015 were as follows:

FELIXSTOWE TOWN HALL Hire rate per hour inc. VAT where applicable. Outside of office hours include a surcharge for staff costs.	Weekday 9-5pm per hour	All other times
Council Chamber		
Commercial/Business Hire	£30.00	£38.00
Voluntary/Charity/Community	£15.00	£23.00
Other Town Hall Rooms		
Commercial/Business Hire	£14.00	£22.00
Voluntary/Charity/Community	£13.50	£21.50
Tea/Coffee	50p per cup	

A more competitive pricing structure was introduced by committee last year which provide the option for session hire at a cheaper rate than booking the same time at an hourly rate. The rates for 2016/17 are shown below and no changes are proposed for 2017/18 at this time:

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		

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 £430 Saturdays
£380 Monday – Friday

Ipswich Town Hall & Corn Exchange:

Council Chamber £457.80 inc. vat (includes 2 staff)
Gallery 3 £457.80 inc. vat - smaller room prices includes 2 staff

Colchester Borough Council:

Room Hire Prices for Ceremonies

Room Name	Monday to Thursday 2 Hour Hire	Friday to Sunday 2 Hour Hire
Moot Hall	£425	£550
Council Chamber	£200	£400
Grand Jury Room/Council Chamber	£300	£400
Grand Jury Room/Chamber (20 people)	£200	£320

Colchester Town Council also charge a high seasonal surcharge of 20% from May – September.

The comparisons show that our charges remain competitive with other similar venues and it is proposed that our fees increase by 5% from April 2017.

Wedding fees and charges proposed (inc. 5% 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>	£336	£420	£336	N/A
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	£168	£210	£168	N/A
Courtroom Gallery <small>(for ceremonies attended by a maximum 60)</small>	£168	£210	£168	£105
Other Rooms	£168	£210	£168	£105

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.

Walton Community Hall

Charges for 2016/17, as approved by Committee on 2 September 2015 are as follows:

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

It is proposed that this charges remain the same for 2017/18

Committee is requested to consider and decide on the Fees and Charges for 2017/18.
