

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 7 September 2016** at **7.30pm**

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

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

184. APOLOGIES FOR ABSENCE

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

185. 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)

186. REQUESTS FOR DISPENSATION

There were none.

187. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 1 June 2016 be signed by the Chairman as a true record.

188. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 August 2016.

The Clerk advised that the report was showing wedding income for the previous year 2015/16 as higher than the actual value of weddings held at the Town Hall during that financial year. This was as a result of the accounts system recording income invoiced in that year for weddings taking place in the current and subsequent year. The Clerk was in communication with the software providers to ascertain whether a true comparison could be produced in future.

The total income for weddings having taken place at the Town Hall during 2015/16 was noted as being around £7,000.

Members noted that the majority of allotment income would be received during October as invoices were issued annually in September.

RESOLVED that the Budget Report to 31 August 2016 be received and noted as presented with no other action required at this time.

189. ESTATES OFFICER REPORT

Committee considered the report of the Estates Officer.

Referring to the popularity of weddings at the Town Hall, Members suggested enquiring whether any newlyweds would like to supply photos from their wedding for use in future promotional material. Members requested that a promotional strategy for weddings be considered in due course and it was suggested that officers consider the possibility of working with a local hotel for a package offer.

It was noted that the Clerk had contacted SC Norse about the condition of the trees in the adjacent Town Hall Gardens and requested an assessment be made as to their condition.

In relation to the renewed 12 months' occupational licence for SCDC's beach huts and chalets administrator to utilise an office at the Town Hall, Committee expressed its strong desire to ensure that this service be retained locally on a long-term basis.

Members noted that a third and final quote for a full stock and condition survey of trees on Council owned land had been received and would be referred to Council as previously recommended.

RESOLVED that the Estates Officer's report be noted.

190. TOWN HALL WORKS

Committee received the report on recent and future repair works to the Town Hall. It was noted that the first phase of the works had been successful and had reinforced the brick piers on the front elevation. Members discussed the nature of further works which had been recommended within the following 12 months.

The Clerk advised that three quotes should be sought for the phase 2 works. Members requested that the cost estimate provided by one contractor be redacted from the agenda report.

It was RESOLVED that the Estates Officer should seek three quotes for the phase 2 works in order that Council may be able to consider and appoint a contractor to undertake the works required within the next 12 months.

191. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information. It was noted that the vacancy rate was still high and the Clerk advised that, with annual allotment rent notices due to be sent out at the end of the month, this was likely to increase further in the short term as some tenants will not renew their plots and new interest traditionally wanes after summer.

At the previous meeting Committee had requested that a report be brought back with regard to the need, viability and popularity of Council's existing allotment sites.

On 29 July the Clerk met on-site with a representative from Felixstowe Society of Allotment and Leisure Gardeners (FSALG) and a Railway Hill tenant. Members noted that at this meeting the situation with regards to the lack of interest for taking on plots at Railway Hill was discussed. The Clerk advised that the availability of allotment plots had been widely promoted in the Town Council newsletter and website. FSALG had advised that tenants at Railway Hill should join the Allotment Association so that they could participate in the society's benefits and so that tenants concerns would be adequately represented. It was suggested that FSALG hold an open day on the site to promote its use and that once there were around 10 prospective tenants for plots on the site, they be supported by the Town Council to take over plots in a 'dig-ready' condition. This would allow Town Council staff to prepare the site in an efficient way rather than routinely maintaining individual plots.

The Clerk reported that, following a further meeting with FSALG held the previous day, 6 September 2016, the provision and availability of plots was discussed along with how the eventual cemetery extension may impact on demand for plots across the remaining sites. It was noted that the Railway Hill site was closest to the Cemetery Field site.

Members considered the report and it was RESOLVED that:

- i) FSALG be advised to consider how Railway Hill tenants may be better represented on their committee;**
- ii) FSALG be advised to consider holding an open day at Railway Hill in due course to raise the profile of plot availability on this site;**
- iii) On issuing allotment fee notices for 2016-17, the Clerk should advise Cemetery Field tenants that this site will be required for an extension to the cemetery within the next 3-4 years. Formal notice is not being given at this stage but the Council wishes to give as much notice of this eventuality to the tenants so that they can be fully aware of future circumstances. Tenants to be advised that the Council will seek to offer favourable relocation terms for tenants who wish to take on a plot at one of the other three main sites. Tenants to be asked to indicate, at this early stage, whether they**

had a preference for a particular site – or no site at all – in order that Council may understand the likely demand;

- iv) The letting of new tenancies at the Cemetery Field site to be ceased as allotment plots can take several years to establish and the longevity of this site is now limited; and,
- v) Vacant plots at Railway Hill to be let in the usual way.

192. MEMORIAL GARDEN PROJECT

Committee considered the update report on the Memorial Garden Project.

It was noted that research in to a suitable type of surface for the paths was ongoing and costs for this were not known at this stage.

Fees and charges for associated memorials were considered and it was RESOLVED that these be approved as per the report and included within the Cemetery Fees and Charges Schedule.

193. FEES AND CHARGES 2017-18

Committee considered the scale of Fees and Charges for Council services from 1 April 2017 as presented in the report.

RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2017:

- i) Cemetery

1. INTERMENTS (Vat Exempt)		
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")	546	1092
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	882	1764
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1031	2062
(f) of a urn of cremated remains	139	278
(g) scattering of ashes	61	61
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non-Resident
Grave space	364	728

Urn space	215	430
Scattering of ashes	122	244
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non-Resident
Grave space	607	1214
Urn space	425	850
Scattering of ashes	154	308
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'	910	1820
(b) children's grave 4' by 3'	303	303
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	303	606
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	654	1308
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
Renewal 50 years (adult grave 8'x3')	910	1820
Renewal 50 years (child grave 4'x3')	303	303
Renewal 25 years (adult grave 8'x3')	463	926
Renewal 25 years (child grave 4'x3')	154	154
Renewal 50 years (urn plot GARDEN OF REMEMBRANCE)	303	606
Renewal 25 years (urn plot GARDEN OF REMEMBRANCE)	152	304
Renewal 50 years (urn plot LAWN GARDEN)	654	1308
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)	271	542
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	271	542
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	271	542
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	271	542
(e) vase with or without lettering	149	298
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	149	298
(g) additional inscription on a memorial after the first (no charge for child)	93+VAT	186+VAT
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	243	486
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	243	486
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	243	486
(k) single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	245	490
(l) Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	150	300
(m) Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	200	400

(n) Renewal of lease for the above memorials for further 5 years	125	125
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	1516	1516
(b) Planting single grave with winter and summer plants and maintaining for one year	259	259
(c) Annual maintenance thereafter	149	149
6. MISCELLANEOUS		
(a) Deed of Grant of Exclusive Right of Burial	122	122
(b) Registering transfer of grant	39	39
(c) Exhumation (Burial)	1455	1455
(d) Exhumation (Urn)	607	607
(e) Certificate of Burial (Register Extract)	22	22
(f) Preparation of a Statutory Declaration	50	50

ii) Allotments

The annual rent for an allotment from October 2017 to be set at £6.75 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.

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	£336	£420	£336	N/A
Clerk's Office	£168	£210	£168	N/A
Courtroom Gallery	£168	£210	£168	£100
Other Rooms	£168	£210	£168	£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
Voluntary/Charity/Community /Private Hire	£9.00	£12.00	£30

194. CLOSURE

The meeting was closed at 9.20pm. The next meeting was noted as being scheduled for Wednesday 2 November 2016 at 7.30pm.

Date: _____

Chairman: _____