



TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr Jan Garfield (Chairman)
Cllr T Green (Vice Chairman)
Cllr N Barber
Cllr S Bird
Cllr P Coleman

Cllr M Deacon
Cllr Jon Garfield
Cllr G Newman
Cllr D Savage
Cllr A Smith

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 1 November 2017** at **7.30pm** for the transaction of the following business:

A G E N D A

1. Public Question Time

Up to 15 minutes will be set aside to enable members of the public to make representation or put questions to the Committee on any relevant matters.

2. Apologies

To receive apologies for absence.

3. 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 such an Interest becomes apparent when a particular item or issue is considered.

4. 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.

5. Confirmation of Minutes

To confirm the Minutes of the Assets & Services Committee meeting held on 7 September 2017 as a true record. **(Pages 3-9)**

6. Assets & Services Budget Report

To receive the Assets & Services Budget report to 25 October 2017 and consider any actions deemed necessary. **(Page 10 & Appendix A)**

- 7. Town Hall Update Report**
To receive a report on the Town Hall and consider the purchase of a projection screen and possible sound proofing between the Registrar's office and waiting room. **(Page 11 & Appendix B)**
- 8. Town Hall Maintenance Works**
To receive a report on Town Hall maintenance works and consider any actions deemed necessary. **(Page 12)**
- 9. Felixstowe War Memorial Update Report**
To receive an update on the War Memorial Trust Grant application. **(Pages 12-13)**
- 10. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary **(Page 13)**
- 11. Draft Budget Considerations 2018-19**
To consider first draft recommendations for the Assets & Services element of Council's budget for 2018-19. **(Page 13 & Appendix C)**
- 12. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 31 January 2018 at 7.30pm.



Ash Tadjrishi
Town Clerk
26 October 2017

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.

203. FEES AND CHARGES 2018-19

Committee considered the scale of Fees and Charges for Council services from 1 April 2018 as presented in the report.

RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2018:

i) **Town Hall – General Hire: No increase for 2017-18.**

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		

ii) **Town Hall - Weddings and Special Events**

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1 st April- 30 th Sept)	Weekend (1 st April- 30 th Sept)	Any Day (1 st Oct- 31 st March)	Post-Ceremony Drinks
Council Chamber <small>(for ceremonies attended by a maximum 76)</small>	350	450	350	N/A
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	175	225	175	N/A
Courtroom Gallery <small>(for ceremonies attended by a maximum 60)</small>	175	225	175	100
Other Rooms	175	225	175	100

iii) **Walton Community Hall – General Hire: No increase for 2017-18**

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

iv) Cemetery: No increase for 2017-18

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")	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	186
(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†	294	588
(l) Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years†	180	360
(m) Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years†	240	480
(n) Renewal of lease for the above memorials for further 5 years	125	125
(o) Memorial benches plaques with inscription for 10 years (prices from) †	588	1176
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE		
(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

*Non-Residents rates apply to persons whose normal place of residence at their time of death was not within the Town of Felixstowe within the last two years immediately before their death.

†Prices are inclusive of VAT

v) **Allotments**

For tenancies which will renew from October 2018, or for new tenancies commencing April 2018:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£35.00	£21.00
Double-size plot (approx. 250m ² or '10 Rods')	£70.00	£42.00

The discounted rate above (40% off) is offered to tenants (or joint tenancies with one qualifying tenant) who are:

- **Senior Citizens** (on evidence of being in receipt of state pension)
- **Long-Term Unemployed** (on evidence of associated unemployment benefits)

204. TOWN HALL UPDATE REPORT

Committee noted that the five conference tables had been purchased and were now in situ in the Courtroom Gallery with the five folding trestle-style tables having been relocated to Walton Community Hall.

Members considered the purchase of a new projection screen for the Council Chamber. It was suggested that a digital display screen which could be wheeled into the Council Chamber on a stand as and when required might offer an alternative option. Members requested that the Town Clerk bring comparable options for either a projection screen or digital display screen to the next meeting.

RESOLVED that the Town Clerk should bring comparable options for either a projection screen or digital display screen to the next Assets & Services Committee meeting.

205. TOWN HALL MAINTENANCE WORKS

Committee noted the report on the recent meeting with Consulting Civil and Structural Engineers, Stroud Associates. The Town Clerk advised that a report was still in the process of being prepared by Stroud and it was hoped that this would be available for Members by the next meeting.

RESOLVED that the report from Stroud and any further update be brought to Committee when available.

206. CEMETERY UPDATE REPORT

Committee received the Cemetery update report. Members discussed the promotion of the new Memorial Garden and it was suggested that a sign be produced for the Cemetery directing enquiries to the Town Hall, discussions be held with local funeral directors and updating the Town Council website with some new eye-catching photographs which could also be used on a printed brochure.

It was RESOLVED that the Cemetery Update Report be noted and further promotion of the new Memorial Garden be explored on the basis discussed.

207. MAINTENANCE VEHICLE

Committee received and considered the report on the Town Council's Maintenance Vehicle. It was noted that Council annually sets aside provisions towards a replacement vehicle to its Asset Repairs & Replacement Earmarked Reserve (900/9015).

It was suggested that options for a replacement vehicle should be brought to Council at such time when repairs to the current vehicle were likely to exceed £1,000.

RESOLVED that the authority be delegated to the Town Clerk to bring any recommendations to Council for a replacement maintenance vehicle at such a time when maintaining the existing vehicle was considered uneconomical.

208. ALLOTMENTS UPDATE REPORT

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

Members noted that the total number of serviceable allotment plots had decreased from 473 to 471 due to 3 plots being given up at the Cemetery Field site and a double plot at Cowpasture being split in to two single plots.

Committee was interested to note that FSALG had confirmed all allotment sites as being of good quality loam soil.

The Town Clerk reported that a rotavator which had been purchased second-hand in December 2015 was broken beyond repair. It had been sent to two different companies for investigation which had concluded that the engine would need replacing. The cemetery staff were continuing to use the rotavator attachment on the tractor.

Members noted that it was a common issue for rubbish to be dumped on allotment plots as they were relinquished, whether by the outgoing tenants or third-parties. Though the tenancy agreement prohibited this, it was not a deterrent if plots were being given up and difficult to prove liability. The Clerk

advised that he had asked FSALG to consult with their members on the possibility of introducing a deposit scheme to incentivise leaving plots in a reasonable condition on vacating.

It was RESOLVED that the Allotments Update Report be noted.

209. FELIXSTOWE WAR MEMORIAL UPDATE REPORT

Committee noted the report regarding the Felixstowe War Memorial. The Deputy Clerk advised that the pre-application had been submitted to the War Memorial Trust for a potential repair grant application and the outcome of this would be reported to Committee when known.

It was RESOLVED that the Felixstowe War Memorial Update Report be noted.

210. CLOSURE

The meeting was closed at 9.10pm. The next meeting was noted as being scheduled for Wednesday 1 November 2017 at 7.30pm.

AGENDA ITEM 6: 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 25 October 2017 is provided below with a detailed report at **Appendix A**.

25/10/2017		Felixstowe Town Council					Page No 1	
16:31		Summary Income & Expenditure by Budget Heading 25/10/2017						
Month No : 7		Cost Centre Report						
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
201 Town Hall	Expenditure	70,993	42,789	84,046	41,257		41,257	50.9 %
	Income	17,920	18,950	17,267	1,683			109.7 %
202 Walton	Expenditure	7,274	3,506	10,407	6,901		6,901	33.7 %
	Income	9,654	3,974	7,500	-3,526			53.0 %
203 Broadway House	Expenditure	10,615	3,308	6,199	2,891		2,891	53.4 %
	Income	468	0	2,000	-2,000			0.0 %
204 Cemetery	Expenditure	128,754	64,262	134,175	69,913		69,913	47.9 %
	Income	85,162	49,346	64,815	-15,469			76.1 %
205 Allotments	Expenditure	26,163	11,297	28,095	16,798		16,798	40.2 %
	Income	14,407	7,914	14,400	-6,486			55.0 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	243,799	125,161	262,922	137,761	0	137,761	47.6 %
	Income	127,610	80,183	105,982	-25,799			75.7 %
	Net Expenditure over Income	<u>116,189</u>	<u>44,977</u>	<u>156,940</u>	<u>111,963</u>			

Committee is requested to consider the budget report to 25 October 2017 and decide on any action it deems necessary.

AGENDA ITEM 7: TOWN HALL UPDATE REPORT

Projection Screen

Council owns one mobile projection screen which is used regularly for Committee meetings and external bookings. At the previous meeting of the Assets & Services Committee, Members were asked to consider the purchase and installation of a movable projection screen which could be mounted on discreet brackets in the Council Chamber. Celexon's 'Professional Plus' projection screens were shown as an example of such a screen, which could be either manually or electronically operated. The manual version, at a screen size of 280x210cm, which could be relocated with relative ease and would not be limited by the need for an electrical supply, was available for around £300. The electric version was approximately £100 more.

Some concern was raised as to the image brightness when projecting on to a large screen and it was suggested that a digital display screen which could be wheeled into the Council Chamber on a stand as and when required might offer an alternative option.

The Town Clerk was requested to bring comparable options for either a projection screen or digital display screen to the next meeting.

One option for a 65" digital display screen (146.74cm wide) and stand, costing a total of £2,119.11+VAT, is shown at **Appendix B**. However, it is also possible to find the same size screen from lesser-known manufacturers for around £1,400+VAT.

Council's caretaker has been consulted and concerns have been raised about the regular moving and storage of a large display screen.

To allay Members concerns around image brightness on a 280cm wide projection screen, a smaller manually operated Celexon 'Professional Plus' projection screen which is 220cm wide x 165cm tall has been sourced at a cost of £150+VAT, almost half the price of the stand for the digital display screen. Members are asked to consider this option.

Registrar's Office – Soundproofing.

Suffolk County Council's Registration Service has recently discovered that members of the public sat in the waiting room outside the Registrar's office may be able to hear conversations happening within. Consideration could be given to improving the sound insulation between the waiting room and Registrar's office. Three quotes have been requested for this work, to which one has been received.

Committee is asked to consider whether the Council should carry out soundproofing works to one/both sides of the wall, and if so, whether a contribution should be requested from the County Council's Registration Service. The quote received does not allow for upgrading the door or the glazing and as such cannot guarantee 100% acoustic block after completion.

Committee is requested to consider the Town Hall update report, the purchase of a projection screen and the potential for soundproofing the wall between the Registrar's office and waiting area.

AGENDA ITEM 8: TOWN HALL MAINTENANCE WORKS

A report has now been received from the Consulting Civil and Structural Engineers, Stroud Associates Ltd. which details the work that Council needs to budget for to safeguard the several courses of brickwork below the wall plate in the South Elevation. As part of these works, chimneys need to be repointed, broken bricks replaced and there is extensive brick and mortar repair required to the feature front gable. Works DC Construction, who carried out the previous work on the Town Hall have been consulted for the repair works which is proposed to be carried out over two years:

Year One: to repair the 'far left and mid left' sections

Year Two: to repair the 'loft access and right-side' sections

As part of their report, Stroud has also given Council some indication of Town Hall maintenance work that should be prepared for the future. Repointing externally will need to be undertaken at about 30 year intervals, perhaps more often to the front elevation, and less often to the rear. Windows and window frames are a high wear item to the South and East, and will need regular maintenance, say every 8 years or so, with some replacements being necessary in addition to regular decoration.

Stroud's assessment is that, in addition to routine maintenance, Council should also budget for £20,000 every 5 years to allow for ongoing re-pointing, brick, window, flashings and rainwater goods repair/ replacement.

Council already sets aside an allowance for such repair work under the Town Hall Maintenance Earmarked Reserve.

Committee is requested to consider the Town Hall Works Update report and decide on any action it deems necessary.

AGENDA ITEM 9: FELIXSTOWE WAR MEMORIAL UPDATE REPORT

A response has now been received to the grants pre-application form that was submitted to the War Memorials Trust. The Trust has recommended that the first step in the project would be to contact an independent, conservation-accredited professional advisor with a view to obtaining a full condition survey on the fabric and structure of the Memorial. The Council was advised that this should ideally be carried out by a Structural Engineer, Architect or Building Surveyor with similar experience.

Getting a survey/report at this stage will help Council, and funders such as War Memorials Trust, understand what the project requirements could be. The professional undertaking the survey/report can also help by preparing a 'specification of works' which clearly explains what repair and conservation works are needed. This will aid Council in obtaining further estimates or tendering for the project and to prepare a full grant application for the War Memorials Trust.

To assist with this element, Council is able to apply for a grant for up to 75% of the cost of the survey report from War Memorials Trust. These are reviewed on a

monthly basis rather than quarterly so a decision could be received relatively quickly. Council would be required to fund the remaining 25% of the survey cost.

For this application Council is required to complete and return an application form along with two quotes for the survey/report. Four quotes have been requested, one of which has been received so far.

Committee is requested to note the update regarding the War Memorial, and confirm whether it wishes to progress onto the next stage to apply for a grant for 75% of the cost of the survey/report requested.

AGENDA ITEM 10: CEMETERY UPDATE REPORT

The water heater in the Cemetery office under the sink leaked and an emergency repair was carried out at the cost of £250 to replace the water tank which has rusted through.

It has also been noticed that some roof tiles have fallen off. Work to replace the broken and missing tiles will cost around £250 and will be carried out in the next couple of weeks.

Cemetery staff are now working on a project to remove some overgrown conifers and tidy up the northern boundary of the Cemetery, replacing with laurel to retain the screening with the flats/bungalows which it borders. Reed screening will be put in place whilst the laurel is being established.

The work is expected to take approx. 2 working weeks. 5 days for removal of all existing plants and 3 – 5 days for replacement with new hedging. Cost for the project is able to be met from existing elements of the current Cemetery budgets.

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

AGENDA ITEM 11: DRAFT BUDGET 2018-19

Committee is requested to consider its draft budget estimates for the Financial Year 2018-19 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 a comparison against the previous year at **Appendix C**. Notes to the budget estimates accompany this.

Committee is requested to consider first draft recommendations for the Assets & Services element of Council's budget for 2018-19.
