



## **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 6 September 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.

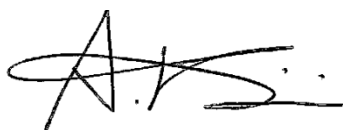
**5. Confirmation of Minutes**

To confirm the Minutes of the Assets & Services Committee meeting held on 31 May 2017 as a true record. **(Pages 3-6)**

**6. Assets & Services Budget Report**

To receive the Assets & Services Budget report to 30 August 2017 and consider any actions deemed necessary. **(Page 7)**

- 7. Fees and Charges 2018-19**  
To review Fees and Charges for Council services to take effect from financial year 1 April-31 March 2018. **(Pages 8-16)**
- 8. Town Hall Update Report**  
To receive a report on the Town Hall and consider the purchase of a projection screen. **(Page 17)**
- 9. Town Hall Maintenance Works**  
To receive a report on Town Hall maintenance works and consider any actions deemed necessary. **(Page 17-18)**
- 10. Cemetery Update Report**  
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary **(Page 18)**
- 11. Maintenance Vehicle**  
To consider appropriate arrangements for replacing Council's primary maintenance vehicle. **(Page 19)**
- 12. Allotments Update Report**  
To receive a report on the Town Council's Allotments and consider any actions deemed necessary. **(Page 20)**
- 13. Felixstowe War Memorial Update Report**  
To receive an update on the War Memorial Trust Grant application. **(Page 20)**
- 14. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 1 November 2017 at 7.30pm.



**Ash Tadjrishi**  
**Town Clerk**  
**31 August 2017**

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

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***Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend.***

## **AGENDA ITEM 5: CONFIRMATION OF MINUTES**

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 31 May 2017 at 7.30pm**

**PRESENT:** Cllr Jan Garfield (Chairman) Cllr Jon Garfield  
Cllr N Barber Cllr G Newman  
Cllr S Bird Cllr D Savage  
Cllr P Coleman

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)

### **56. PUBLIC QUESTIONS**

There were none.

### **57. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr T Green, Cllr M Deacon and Cllr A Smith.**

### **58. DECLARATIONS OF INTEREST**

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

### **59. REQUESTS FOR DISPENSATION**

There were none.

### **60. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 5 April 2017 be signed by the Chairman as a true record.**

### **61. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 24 May 2017.

**RESOLVED that the Budget Report to 24 May 2017 be received and noted as presented with no other action required at this time.**

## **62. TOWN HALL UPDATE REPORT**

Committee noted that income for the year from weddings had already exceeded budget estimates and was now being correctly recorded in the accounts for the year in which the wedding was to take place.

Committee considered the provision of additional conference tables for the Town Hall in the same style as those in the Council Chamber in order to allow the existing 5 tables in the Courtroom Gallery to be moved to Walton Community Hall. The Deputy Clerk confirmed that the tables could be purchased from the original supplier at a cost of £319 + VAT each, however the total cost of £1,595+VAT would exceed the current budget for Town Hall Equipment Purchases which stood at £500. Committee considered whether to request that Council authorise expenditure for the purchase from the Town Hall Earmarked Reserves but agreed that authority for an overspend on the budget code should be sought instead.

**RESOLVED that the Town Hall Update report be noted, and the Council be recommended to approve an overspend in the Town Hall Equipment Purchases Budget in order to permit the purchase of five new conference tables for the Town Hall.**

## **63. CEMETERY UPDATE REPORT**

Committee received the Cemetery update report and commented on the positive feedback received in respect of the new Memorial Garden. Members were pleased to note that several memorial items had already been assigned.

Members discussed the condition of the path and roadway just inside the gates, in the area outside the office. The Clerk agreed to raise the matter with the Cemetery Supervisor in order to consider whether this area could be improved without incurring a high repair cost.

**It was RESOLVED that :**

- i. the Cemetery update report be noted; and,**
- ii. the condition of the path and roadway outside the Cemetery office be assessed by staff for remedial repair.**

## **64. 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 490 to 473 as 19 plots are no longer available at the Cemetery field site and 2 plots have been added at Cowpasture due to resizing.

Committee were interested to learn whether the type of soil at each allotment site affected its relative popularity. The Clerk agreed to make enquiries about this the next FSALG meeting scheduled for 6 June.

The Clerk reported to Committee that he had received a letter from Suffolk Coastal District Council confirming that their in-house legal team would commence rectification of the Cowpasture Allotment site with Land Registry in order to correctly register the title in the name of the Town Council.

The Clerk also advised that he had sent a letter to the agents of the Ferry Road development requesting that consideration be made to putting in a vehicle-access gate from the new development to the allotment site.

**It was RESOLVED that:**

- i. the Allotments Update Report be noted; and,**
- ii. the Clerk make enquiries with FSALG to establish whether soil type has an impact on the popularity of allotment sites.**

**65. BROADWAY HOUSE REPORT**

Committee noted that the new licence agreement was in the process of being drawn up by Council's solicitors.

Members were pleased to note the positive feedback about the new caretaker from Felixstowe Old People's Welfare Association.

**It was RESOLVED that the Broadway House Report be noted.**

**66. WALTON COMMUNITY HALL REPORT**

Committee considered the purchase of stackable banqueting style chairs with cushioned seats and back pads at the cost of £14.57 each. For 30 chairs the total would be £437.50 + VAT plus delivery.

**It was RESOLVED that :**

- i. Walton Community Hall Update Report be noted; and,**
- ii. a virement of £437.50 be approve from the Walton Community Hall Repairs and Maintenance budget (4170/202) to Walton Community Hall Equipment Purchases budget (4260/202) in order to purchase 30 stackable banqueting style chairs.**

**67. FELIXSTOWE WAR MEMORIAL**

Committee considered the report on the War Memorials Condition Survey workshop recently attended by the Deputy Town Clerk and noted that the War Memorials Trust Grant Scheme had been given an additional £2 million towards the improvement of war memorials, available until November 2018. It was

agreed that the Deputy Clerk survey the Memorial and submit a pre-application as soon as possible to obtain advice regarding an application for a War Memorials Trust Grant.

The history of the dove at the top of the War Memorial was discussed, and the Deputy Town Clerk agreed to make some investigations as to whether the dove held an olive branch pre-1980s, as there could be an opportunity to restoring this element to its original state.

**It was RESOLVED that the Deputy Town Clerk submit a survey and pre-application to the War Memorial Trust.**

**68. CLOSURE**

The meeting was closed at 8.20pm. The next meeting was noted as being scheduled for Wednesday 6 September 2017 at 7.30pm.

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## 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 30 August 2017 is provided below with a detailed report at **Appendix A**.

30/08/2017 Felixstowe Town Council Page No 1

15:18

### Summary Income & Expenditure by Budget Heading 30/08/2017

Month No : 5

### 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	18,799	84,046	65,247		65,247	22.4 %
		Income	17,920	17,746	17,267	479			102.8 %
202	Walton	Expenditure	7,274	2,546	10,407	7,861		7,861	24.5 %
		Income	9,654	2,636	7,500	-4,864			35.1 %
203	Broadway House	Expenditure	10,615	2,342	6,199	3,857		3,857	37.8 %
		Income	468	0	2,000	-2,000			0.0 %
204	Cemetery	Expenditure	128,754	43,154	134,175	91,021		91,021	32.2 %
		Income	85,162	38,683	64,815	-26,132			59.7 %
205	Allotments	Expenditure	26,163	7,502	28,095	20,593		20,593	26.7 %
		Income	14,407	296	14,400	-14,104			2.1 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>									
		Expenditure	<b>243,799</b>	<b>74,344</b>	<b>262,922</b>	<b>188,578</b>	<b>0</b>	<b>188,578</b>	<b>28.3 %</b>
		Income	<b>127,610</b>	<b>59,361</b>	<b>105,982</b>	<b>-46,621</b>			<b>56.0 %</b>
		Net Expenditure over Income	<b>116,189</b>	<b>14,982</b>	<b>156,940</b>	<b>141,958</b>			

**Committee is requested to consider the budget report to 30 August 2017 and decide on any action it deems necessary.**

## AGENDA ITEM 7: FEES AND CHARGES 2018-19

Committee is requested to review the Fees and Charges for services provided by the Town Council for the financial year 2018/19. Details of income for the same period in the previous two years are shown alongside the true position as at 30 August 2017 to aid the review.

### **i. Town Hall – General Hire**

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

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

A revised pricing structure was introduced by Committee for 2016/17 which remained the same for 2017/18 and provided competitive options for session hire at a cheaper rate than booking the same time over an hourly rate. Current rates are as below with a potential 5% increase shown brackets for consideration. RPI over the past 12 months to July 2017 and the previous 12 months to July 2016 was 3.6% and 1.9% respectively:

<https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/czbh/mm23>

<b>FELIXSTOWE TOWN HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Full day (Weekday, 9am-5pm)</b>	<b>Half day (weekdays 9-1pm, 1pm-5pm)</b>	<b>Hourly rate (weekday hours between 9am-5pm)</b>	<b>Hourly rate (all other times)</b>
<b>Council Chamber</b>				
Commercial/Business Hire	£200 (210)	£100 (105)	£30 (32)	£45 (47)
Voluntary/Charity/Community	£100 (105)	£50 (53)	£15 (16)	£30 (32)
<b>Other Town Hall Rooms</b>				
Commercial/Business Hire	£150 (158)	£75 (79)	£20 (21)	£40 (42)
Voluntary/Charity/Community	£90 (95)	£45 (47)	£12 (13)	£25 (26)
Refreshments (to include tea, coffee, water and biscuits)	£2 per delegate			



Research has been made to the cost of hiring other local halls for comparison:

Hall	Hire charge
Old Felixstowe Community Association	£9 per hour – smaller hall £28 per hour – larger hall
St Marys Church, Walton	£11 regular bookings £12 per hour £15 for whole complex
Seaton Methodist Church	£10 per hour
Conservative Club	£120 larger room per evening £100 for small room per evening
Trimley St Martin Hall	£30 4 hour daytime  £50 4 hour evening  £8 per hour - classes
Trimley Social Club	£15 per hour weekday £30 per hour weekend Hall for 150 extra for Bar

**Previous income for Town Hall hiring at same time in previous years:**

2015/16      Income £1,477      initial budget £1,500  
2016/17      Income £4,079      initial budget £1,200

Income received so far for 2017/18 - £972, which is 48.6% of budget (5 months into year = 41.67% of budget).

Income was particularly high in 2016/17 due to two commercial companies hiring the Town Hall for a special event and regular training sessions.

**ii. 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    £516 Saturdays  
                                 £456 Monday – Friday

Woodbridge Town Council increased fees by 20% since 2016

Colchester Borough Council:

Room hire fees for ceremonies

Room Name	Monday to Thursday 2 hours Hire	Friday to Sunday 2 Hours Hire
Moot Hall (250 people)	£615	£660
Council Chamber (70 people)	£500	£530
Grand Jury Room/Council Chamber (85 people)	£520	£550
Registrars Room (45 people)	£165	284

Colchester Borough Council increased their charges by 20% since last year.

**Previous income / number of weddings**

2015/16      Income £6,767      initial budget £4,400  
31 weddings in Council Chamber, 5 after ceremony hire CG, 7 weddings in Clerk's office.

2016/17      Income £5,054      initial budget £6,600  
22 weddings in Council Chamber, 8 after ceremony hire CG, 15 weddings in Clerk's office.

Weddings booked so far for 2017/18:  
Income received £10,569      initial budget £7,500  
(£1,236 invoiced awaiting payment)  
32 weddings in Council Chamber, 8 after ceremony hire CG, 5 weddings in Clerk's office.

In 2016/17 Council's wedding fees were increased by 5% and are currently as follows:

<b>WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL</b>	<b>Weekday (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Weekend (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Any Day (1<sup>st</sup> Oct- 31<sup>st</sup> March)</b>	<b>Post- Ceremony Drinks</b>
<b>Council Chamber</b> <small>(for ceremonies attended by a maximum 76)</small>	<b>£336</b>	<b>£420</b>	<b>£336</b>	<b>N/A</b>
<b>Clerk's Office</b> <small>(for ceremonies attended by a maximum 15)</small>	<b>£168</b>	<b>£210</b>	<b>£168</b>	<b>N/A</b>
<b>Courtroom Gallery</b> <small>(for ceremonies attended by a maximum 60)</small>	<b>£168</b>	<b>£210</b>	<b>£168</b>	<b>£100</b>
<b>Other Rooms</b>	<b>£168</b>	<b>£210</b>	<b>£168</b>	<b>£100</b>

The comparisons show that our charges remain very competitive with other similar venues and the chart overleaf shows fees with proposed increases of 5%, 10% & 20%

**Wedding fees and charges showing a proposed 5% (10%/20%) increase:**

<b>WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL</b>	<b>Weekday (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Weekend (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Any Day (1<sup>st</sup> Oct- 31<sup>st</sup> March)</b>	<b>Post- Ceremony Drinks</b>
<b>Council Chamber</b> <small>(for ceremonies attended by a maximum 76)</small>	353 (372/410)	441 (462/504)	353 (370/403)	N/A
<b>Clerk's Office</b> <small>(for ceremonies attended by a maximum 15)</small>	176 (185/202)	221 (231/252)	176 (185/202)	N/A
<b>Courtroom Gallery</b> <small>(for ceremonies attended by a maximum 60)</small>	176 (185/202)	221 (231/252)	176 (185/202)	105 (110/120)
<b>Other Rooms</b>	176 (185/202)	221 (231/252)	176 (185/202)	105 (110/120)

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.

**iii. Walton Community Hall**

Charges for 2017/18, as approved by Council are as follows:

<b>WALTON COMMUNITY HALL</b> <small>Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.</small>	<b>Weekdays 9-5pm</b>	<b>Evenings and Weekends up to 10pm</b>	<b>Session Rate Mon-Sun 9am-10pm (up to 4 hours)</b>
<b>Commercial/Business Hire</b>	<b>£15.00</b>	<b>£18.00</b>	<b>£50</b>
<b>Voluntary/Charity/Community /Private Hire</b>	<b>£9.00</b>	<b>£12.00</b>	<b>£30</b>

**Previous income for Walton Community Hall hiring:**

2015/16      Income £8,834      initial budget £7,500  
2016/17      Income £9,653      initial budget £7,500

Income (adjusted to account for debt recovery received) 2017/18 - £3,425 plus £600 invoiced awaiting payment, which is 53.67% of budget (5 months into year = 41.67% of budget).

The above previous income has been adjusted to actual year for late payments received at a later date. All new hirers now pay one month in advance, but the majority of hirers who have hired for many years still pay one month in arrears.

#### iv. Cemetery

The following table shows existing charges with the proposed increase shown at both 5% and 10% alongside charges made by Suffolk Coastal District Council and Ipswich Borough Council.

The Deed of Grant of Exclusive Right of Burial 6(a) has previously been shown separately, but this is unnecessarily complicated and can be confusing for Funeral Directors and members of the public. This figure is now included under 2. Purchase of Exclusive Right of Burial for a period of 50 years.

1. INTERMENTS	EXISTING CHARGES 2016-2017 (5% / 10%)		SCDC	IPSWICH BOROUGH COUNCIL
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	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")	546 (573 / 635)	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")	882 (926/970)	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")	1031 (1083/1183)	1964 (2062/2160)	973.00	1060.00
(f) of a urn of cremated remains	139 (146/153)	264 (277/290)	202.00	168.00
(g) scattering of ashes	61 (64/70)	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	364 (382/400)	694 (729/763)		
Urn space	215 (226/236)	410 (431/451)		
Scattering of ashes	122 (128/134)	232 (244/255)		
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non- Resident		
Grave space	607 (637/667)	1156 (1214/1272)		
Urn space	425 (446/467)	810 (851/891)		
Scattering of ashes	154 (162/169)	303 (318/333)		

<b>2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS</b>				
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	910 (956/1001)	1821 (1907/2003)	25 yrs 1432.00	1300.00
(b) children's grave 4' by 3'	303 (318/333)	303 (318/333)	381.00	150.00
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	303 (318/333)	607 (6363/668)	1332.00	
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	654 (687/719)	1336 (1399/1470)		1300.00
<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>				
Renewal 50 years (adult) Grave 8' x 3'	910 (956/1001)	1820 (1911/2002)	10 yrs 201.00	880.00
Renewal 50 years 4' x 3' (child)	303 (318/348)	303 (318/348)		100.00
Renewal 25 years (adult)	463 (486/534)	926 (970/1019)	10 yrs 201.00	690.00
Renewal 25 years (child)	154 (162/169)	154 (162/169)		75.00
Renewal 50 years (urn plot – Garden of Remembrance)	303 (318/348)	607 (636/668)		
Renewal 25 years (urn plot – Garden of Remembrance)	152 (160/175)	248 (260/273)	10 years 133.00	
Renewal 50 years (urn plot – Lawn Garden)	654 (672/719)	1336 (1399/1470)		890.00
Renewal 25 years (urn plot – Lawn Garden)	335 (351/369)	670 (702/737)		650.00
<b>4. PERMISSION TO ERECT MEMORIALS</b>				
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	271 (285/298)	542 (568/596)	171.00	345.00/ Child 146.00
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	271 (285/298)	542 (568/596)		304.00 / Child 160.00
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	271 (285/298)	542 (568/596)	99.00	
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	271 (285/298)	542 (568/596)	173.50	
(e) vase with or without lettering	142 (149/156)	298 (312/328)	75.00	60.00 vase 450.00 Vase 10years
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	149 (156/164)	298 (312/328)		
(g) additional inscription on any memorial after the first	93+VAT (98/108)	196+VAT (206/216)	41.00	62.00 / Child 31.00

(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	243 (255/267)	485 (508/534)	9" X 6" 173.50	250.00
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	243 (255/267)	485 (508/534)		
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	243 (255/267)	485 (508/508)		
<b>MEMORIAL GARDEN (subject to VAT)</b>				
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	294 (309/323)	588		
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	180 (189/198)	300 (315/330)		
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	240 (252/264)	400 (420/440)		
Renewal of lease for the above memorials for further 5 years	125 (131/138)	250 (158/165)		
Memorial bench plaques with inscription for 10 years (prices from)	588 (617/647)	1176 (1235/1294)		
<b>5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)</b>				
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1516 (1592/1668)	1516 (1592/1668)	N/A	N/A
(b) Planting single grave with winter and summer plants and maintaining for one year	259 (272/285)	259 (272/285)	N/A	110.00/ Child 54.00
(c) Annual maintenance thereafter	149 (156/164)	149 (156/164)	N/A	N/A
<b>6. MISCELLANEOUS</b>				
(a) Deed of Grant of Exclusive Right of Burial	122 (128/134)	122 (128/134)		
(b) Registering transfer of grant	39 (41/43)	39 (41/43)	54.00	30.00
(c) Exhumation (Burial)	1455 (1525/1600)	1455 (1525/1600)	1035.00	
(d) Exhumation (Ashes)	607 (636/668)	578 (607/636)	418.00	
(e) Certificate of Burial (Register Extract)	22 (23/24)	21 (22/23)	22.00	
(f) Preparation of Statutory Declaration	50 (53/55)	50 (53/55)	101.00	60.00

## Previous income for Cemetery:

### Interments

2015/16 Income £49,534 initial budget £44,000

2016/17 Income £53,475 initial budget £40,000

Income received so far for 2017/18 - £15,953 plus £1,739 invoiced awaiting payment, which is 44.23% of budget (5 months into year = 41.67% of budget).

### Purchase of Grave

2015/16 Income £ 6,931 initial budget £13,200

2016/17 Income £11,577 initial budget £ 8,500

Income received so far for 2017/18 - £8,067, which is already 100.38% of budget (5 months into year = 41.67% of budget).

### Memorials

2015/16 Income £11,310 initial budget £9,900

2016/17 Income £11,076 initial budget £9,200

Income received so far for 2017/18 - £6,302 plus £1,092 invoiced awaiting payment, which is 73.94% of budget (5 months into year = 41.67% of budget).

### Upkeep of grave space

2015/16 Income £616 initial budget £800

2016/17 Income £2,705 initial budget £800

2017/18 to be invoiced.

### Admin – Transfer of Deed/Statutory Declaration

2015/16 Income £ 855 initial budget £350

2016/17 Income £1,014 initial budget £700

Income received so far for 2017/18 - £158 plus £100 invoiced awaiting payment, which is 36.86% of budget (5 months into year = 41.67% of budget).

## v. Allotments

One year's notice is required to increase allotment rents for existing tenants, and it is therefore necessary to review rents for tenancies which will renew from October 2018, or for new tenancies commencing April 2018.

Plots are let on a metric basis with a 'single plot' being 125m<sup>2</sup> (roughly equivalent to 5 'Rods') and 'double plot' being 250 m<sup>2</sup> (10 rods). One 'rod' being roughly equivalent to 25m<sup>2</sup>.

### Discounts

A discount of 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)

Other local council's allotment charges are below for comparison:

Ipswich Borough Council

Allotments rents from 1<sup>st</sup> April – 31<sup>st</sup> March 2018

- Full price: £42.10
- Concessions: £38.10 includes water

Prices are based on a full size plot which is roughly 250m<sup>2</sup> Smaller plots are available and the rent is reduced accordingly.

Woodbridge Town Council

Allotment rent per single size plot £25.00 water is not included. The water bill is split between the 20 tenants.

**Previous income for Allotments:**

2015/16 Income £13,648 initial budget £13,500

2016/17 Income £14,406 initial budget £14,000

Income received so far for 2017/18 - £289 for new tenants, annual invoices are sent out in October.

In 2016/17 Council approved the following fees which take effect from October 2017 (April 2017 for new allotment holders):

<b>Plot Size</b>	<b>Standard Rent</b>	<b>Discount Rent</b>
Single-size plot (approx. 125m <sup>2</sup> or '5 Rods')	<b>£33.75</b>	<b>£20.25</b>
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	<b>£67.50</b>	<b>£40.50</b>

The allotments are provided for, with an overall subsidy by the Council of £11,756 (2016/17).

Given the subsidy, Committee may consider that a 25p pence increase per 25m<sup>2</sup> (in line with previous years) is not unreasonable. The effect of which on the Allotments Fees and Charges for 2018/19, inclusive of water charges are proposed as follows:

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

**Committee is requested to consider and decide on the Fees and Charges for 2018/19.**

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## **AGENDA ITEM 8: TOWN HALL UPDATE REPORT**

As approved at the previous meeting five conference tables were purchased for use in the Courtroom Gallery in the same style as those in the Council Chamber (*Minute #62 of 2017/18 refers*). These replaced five folding tables which have now been relocated to Walton Community Hall.

### **Projection Screen**

Council owns one mobile projection screen which is used regularly for Committee meetings and external bookings. Members are asked to consider the purchase and installation of a semi-permanent projection screen in the Council Chamber which could further improve the Town Hall's conference facilities and offer additional flexibility.

Such a screen could be either manually or electronically operated. Celexon's 'Professional Plus' projection screens are available in both specifications. Details of these are provided as examples at **Appendix B**. The manual version is available for around £300 at a screen size of 280x210cm, with the electric version approx. £100 more.

Whilst remote operation is a useful feature, the screen is not expected to be located in such an inaccessible location to warrant this need. Moreover, a manual version would be able to be relocated with relative ease and offer further flexibility to Council.

**Committee is requested to consider the Town Hall update report and consider the purchase of a projection screen.**

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## **AGENDA ITEM 9: TOWN HALL MAINTENANCE WORKS**

Vital work which involved internal strengthening of the brick piers to the first floor wall at the front of the Town Hall was completed last year following approval by Council. £18,000 was authorised from Council's Town Hall Capital Refurb and Town Hall Maintenance Earmarked Reserves for this purpose (*Minute #570 of 2015/16 refers*). The cost of the construction element of the work, which was undertaken by D C Construction, was £14,520.56 + VAT. At the time the work carried out was considered as 'Phase 1' of a range of works which were considered necessary to strengthen the building against potential structural deterioration.

The Town Clerk and Deputy Town Clerk recently met with Consulting Civil and Structural Engineers, Stroud Associates Ltd. for advice on the timing and nature of further works which include the repair to a length of deteriorating brickwork within the roof space and chimney. Estimates for repair work received last year suggested this may cost around £20,000. As the area requiring repair is only visible from within the attic space, Stroud have suggested that the cost may be through the re-use of existing bricks or using a cheaper engineering brick.

It was estimated at the time that these works could take approximately 4 weeks to complete, recognising that the space and access areas are restricted. Subject to confirmation from Stroud, it may also be possible to phase elements of this work alongside other planned preventative maintenance work across a number of years.

A report is pending from Stroud which, if received in time, will be made available to Members at the meeting. Notwithstanding this, key considerations for Committee are as follows:

- Phase 1 of the work appears to have been successful but regular monitoring of the building should be carried out every few years;
- An updated estimate for Phase 2 is awaited which could allow for works to be programmed alongside other maintenance work over a number of years; and,
- To preserve this historic and important local asset, particularly given its seafront location, the Town Hall will require further surveys and maintenance (e.g. repointing) on a fairly regular basis. Depending on the nature of these works this could involve scaffolding or even closure of the building. Council 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.**

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## **AGENDA ITEM 10: CEMETERY UPDATE REPORT**

### **Memorial Garden**

Many positive comments have been received regarding the memorial garden which was formally opened in April. However, to date just 3 memorial plaques, 1 plaque on the granite memorial bench and 3 brass leaves on the memorial tree have been purchased.

Officers have been considering how to promote the new memorial garden and have spoken with St Edmundsbury Borough Council who have a similar memorial tree.

One option being considered is to advertise the memorials in a leaflet which could be given out at the Registrar's office, Funeral Directors, Stonemasons and sent out with all paperwork from the Town Hall. The leaflet would also be available at the Cemetery.

Following discussion with the East of England Co-op Funerals section, there may be further opportunities for promoting the availability of memorial options in Felixstowe Cemetery in conjunction with their own services. For example:

- Advertising in the East of England members magazine
- Leaflets being included in their arrangement packages
- A joint press piece promoting the services offered by both organisations

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

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## **AGENDA ITEM 11: MAINTENANCE VEHICLE**

### **Toyota Hilux Truck**

Council's primary maintenance vehicle, a Toyota Hilux Invincible D-4D 4x4 Pick up, was purchased in November 2012 from Trucks 'R' Us following part exchange of the previous vehicle (a Ford Ranger value £700). Total balance paid was £16,295 net (£19,554 gross) for the vehicle which was first registered in April 2011 and has 32,500 miles on the clock.

On Wednesday 23<sup>rd</sup> August, the alternator failed on the truck, and this meant that due to a new part the truck was out of working order for 2 or 3 days. The bill for the mechanical work was £401.74 (net).

Repair and maintenance on the truck last year included a refurbished ABS control unit at a cost of £789.65, 2 new tyres at £212.60, and a service with all new filters and oil change at £232.96. Given the age of the vehicle we anticipate that repair and maintenance costs may rise further.

As the Council has now owned this vehicle for 5 years, Members are asked to consider when a replacement vehicle should be sought.

Provisions for such a replacement is made by Council via its 'Asset Repairs & Replacement' Earmarked Reserve (900/9015) which currently stands at £19,532.

If Committee so agrees, Officers can bring forward potential options and estimates to the next Asset & Services meeting on 1 November. Consideration could be given to a like-for-like replacement, similar vehicle or an alternative option such as a tipper truck which could enable soil and other materials to be moved without the need of a trailer.

**Committee is requested to consider appropriate arrangements for replacing Council's primary maintenance vehicle.**

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## **AGENDA ITEM 12: ALLOTMENTS UPDATE REPORT**

As of the 30<sup>th</sup> August 2017, allotment vacancies were as follows:

<b>SITE</b>	<b>Total plots</b>	<b>Vacant</b>	<b>Cultivation Orders (Notice given)</b>	<b>Waiting List (Any/Specific plot)</b>
COWPASTURE	294	15	9 (4)	(0/7)
FERRY ROAD	96	7	1 (0)	(0/1)
RAILWAY HILL	42	10	3(1)	(0/0)
CEMETERY	21	-	1 (0)	0
TAUNTON ROAD	18	8	1(0)	0
<b>TOTAL</b>	<b>471</b>	<b>40</b>	<b>15(5)</b>	<b>(0/8)</b>

The total number of plots has reduced by 2 since the previous meeting 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. The two unviable plots on the Ferry Road site have now been cleared and converted into a small parking area.

At the request of Committee, the Clerk made enquiries with the Felixstowe Society of Allotment and Leisure Gardeners (FSALG) as to whether, in their view, soil quality was a factor in the popularity of allotment plots. FSALG advised that the sites are of good quality loam soil generally but that individual plots that have been well maintained over many years with successive applications of manure would undoubtedly be much more fertile than plots which may have been neglected.

Officers are scheduled to meet with representatives from FSALG again on 5 September and the Clerk will update Members of the Committee on any relevant matters pertaining to the allotments.

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

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## **AGENDA ITEM 13: FELIXSTOWE WAR MEMORIAL UPDATE REPORT**

As instructed by Committee at the previous meeting, a pre-application has been submitted to the War Memorial Trust for a repair grant. We are advised that there is currently a 10-12 week wait for applications to be considered. It is therefore expected that we will hear back from the Trust around the middle of October and a further report will be brought to committee in November.

**Committee is requested to note the update regarding the War Memorial.**

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