

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 6 September 2017** at **7.30pm**

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

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

197. PUBLIC QUESTIONS

There were none.

198. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

199. 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 S Bird	All	Local Non-Pecuniary (as Members of Suffolk County Council)

200. REQUESTS FOR DISPENSATION

There were none.

201. CONFIRMATION OF MINUTES

It was **RESOLVED** that:

The Minutes of the Assets & Services Committee Meeting held on 31 May 2017 be signed by the Chairman as a true record.

202. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 August 2017.

RESOLVED that the Budget Report to 30 August 2017 be received and noted as presented with no other action required at this time.

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.

Date: _____

Chairman: _____