

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 5 September 2018** at **7.30pm**

**PRESENT:** Cllr Jan Garfield (Chairman) Cllr Jon Garfield  
 Cllr P Coleman Cllr G Newman  
 Cllr M Deacon Cllr D Savage  
 Cllr Tracey Green Cllr A Smith

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

**184. PUBLIC QUESTIONS**

There were none.

**185. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr N Barber** and **Cllr S Bird**

**186. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr Jan Garfield	192	Local Non-Pecuniary (as Chair of Felixstowe Society)
Cllr M Deacon Cllr Jon Garfield Cllr T Green Cllr D Savage	192	Local Non-Pecuniary (as members of Felixstowe Society)

**187. REQUESTS FOR DISPENSATION**

There were none.

**188. CONFIRMATION OF MINUTES**

It was **RESOLVED** that:

**The Minutes of the Assets & Services Committee Meeting held on 6 June 2018 be signed by the Chairman as a true record.**

## 189. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 August 2018.

**RESOLVED** that the Budget Report to 30 August 2018 be received and noted as presented with no other action required at this time.

## 190. FEES AND CHARGES 2019-20

Committee considered the scale of Fees and Charges for Council services from 1 April 2019 as presented in the report.

**RESOLVED** that the Fees and Charges for Council services be adopted as below with effect from 1 April 2019:

### i) Town Hall – General Hire: No increase for 2018-19.

<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</b> (Weekday, 9am-5pm)	<b>Half day</b> (weekdays 9-1pm, 1pm-5pm)	<b>Hourly rate</b> (weekday hours between 9am-5pm)	<b>Hourly rate</b> (all other times)
<b>Council Chamber</b>				
Commercial/Business Hire	£200	£100	£30	£45
Voluntary/Charity/Community	£100	£50	£15	£30
<b>Other Town Hall Rooms</b>				
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

<b>WEDDINGS AND SPECIAL EVENTS</b> FELIXSTOWE TOWN HALL	<b>Weekday</b> (1 <sup>st</sup> April- 30 <sup>th</sup> Sept)	<b>Weekend</b> (1 <sup>st</sup> April- 30 <sup>th</sup> Sept)	<b>Any Day</b> (1 <sup>st</sup> Oct- 31 <sup>st</sup> March)	<b>Post-Ceremony Drinks</b>
<b>Council Chamber</b> (for ceremonies attended by a maximum 76)	370	475	370	N/A
<b>Clerk's Office</b> (for ceremonies attended by a maximum 15)	185	235	185	N/A
<b>Courtroom Gallery</b> (for ceremonies attended by a maximum 60)	185	235	185	105
<b>Other Rooms</b>	185	235	185	105

iii) **Walton Community Hall – General Hire: No increase for 2018-19**

<b>WALTON COMMUNITY HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<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>
Commercial/Business Hire	<b>£15.00</b>	<b>£18.00</b>	<b>£50</b>
Voluntary/Charity/Community /Private Hire	<b>£9.00</b>	<b>£12.00</b>	<b>£30</b>

iv) **Cemetery:**

<b>1. INTERMENTS</b>		
<b>Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday</b>	<b>Felixstowe Resident</b>	<b>Non- Resident*</b>
(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")	573	1146
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	926	1852
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1083	2165
(f) of a urn of cremated remains	146	292
(g) scattering of ashes	64	64
<b>Additional charges applicable outside ordinary hours of burial Monday to Friday</b>	<b>Felixstowe Resident</b>	<b>Non- Resident</b>
Grave space	382	764
Urn space	226	452
Scattering of ashes	128	256
<b>Additional charges applicable on Weekends and Bank Holidays (subject to availability)</b>	<b>Felixstowe Resident</b>	<b>Non- Resident</b>
Grave space	637	1275
Urn space	446	893
Scattering of ashes	162	323

<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'	1084	2040
(b) children's grave 4' by 3'	150	150
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	446	764
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	815	1502
<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>		
Renewal 50 years (adult) Grave 8' x 3'	956	1911
Renewal 50 years 4' x 3' (child)	100	100
Renewal 25 years (adult)	486	972
Renewal 25 years (child)	50	50
Renewal 50 years (urn plot – Garden of Remembrance)	318	636
Renewal 25 years (urn plot – Garden of Remembrance)	160	319
Renewal 50 years (urn plot – Lawn Garden)	686	1373
Renewal 25 years (urn plot – Lawn Garden)	352	670
<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)	285	569
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	285	569
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	285	569
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	285	569
(e) vase with or without lettering	156	313
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	156	313
(g) additional inscription on any memorial after the first	98	195
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	255	510
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	255	510
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	255	510

<b>MEMORIAL GARDEN (subject to VAT)</b>		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	294	588
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	180	360
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	240	480
Renewal of lease for the above memorials for further 5 years	125	125
Memorial bench plaques with inscription for 10 years (prices from)	588	1176
<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	1592	1592
(b) Planting single grave with winter and summer plants and maintaining for one year	272	272
(c) Annual maintenance thereafter	156	156
<b>6. MISCELLANEOUS</b>		
(a) Registering transfer of grant	41	41
(b) Exhumation (Burial)	1528	1528
(c) Exhumation (Ashes)	637	607
(d) Certificate of Burial (Register Extract)	23	23
(e) Preparation of Statutory Declaration	53	53

\*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.

#### v) Allotments

For tenancies which will renew from October 2019, or for new tenancies commencing April 2019:

<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>£36.25</b>	<b>£21.75</b>
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	<b>£71.25</b>	<b>£42.75</b>

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)

#### **191. TOWN HALL UPDATE REPORT**

Committee received the update report on the Town Hall.

Committee considered the options for purchasing either an evacuation chair or sledge/mat to enhance support in the unlikelyhood of an emergency situation which requires evacuation of people who need assistance to get down the stairs when the lift is not allowed to be used and the two emergency exits upstairs are not accessible due to the emergency. Members agreed that a sledge type mat would be more appropriate for the setting and use required at the Town Hall.

Members discussed the purchase of a new longer ramp for the two steps at the side entrance and agreed that this should be purchased as soon as possible. Both items will be paid from the Equipment Purchases Town Hall budget, which was noted may cause a small overspend (less than 10%) on the budget.

**RESOLVED that:**

- i. the Town Hall Update report be noted; and,**
- ii. An evacuation sledge and new ramp be purchased from the Equipment Purchases Town Hall budget.**

#### **192. COMMUNITY PUBLIC ACCES DEFIBRILLATORS (CPADS)**

Committee considered the report on CPADS and were pleased to note that The Felixstowe Society had purchased two Lifepak CR Plus 1 defibrillators and Ce-Tek Steel cabinets and wished to donate these to the town.

Members agreed that it would be acceptable for the Town Council to take on the cost of installation and the future responsibility for maintenance costs once the CPADS have been fitted. This would mean that the Town Council were responsible for five CPADs around the town and that future requests would need to be carefully considered.

**RESOLVED that the ongoing responsibility for the two Lifepak CR Plus 1 defibrillators and Ce-Tek Steel cabinets is taken on by Council, including the costs for installation.**

### **193. BROADWAY HOUSE REPORT**

Committee were pleased to see the photographs of the completed redecoration of Broadway House, and noted the good comments received so far. Members thanked the caretakers for their hard work in painting the hall.

The Deputy Town Clerk gave an update on the rear exterior doors which had further seals fitted by Orwell Housing. It was expected that this would prevent any further rain from coming through the door.

The Clerk updated members on a self-seeded sycamore tree that had sprouted between Diamond Mills and Broadway House. Following a discussion on whether this could be cut down by Council's trained groundsmen, the Clerk advised that Diamond Mills had agreed to the work and that it could be carried out within a week.

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

### **194. CEMETERY UPDATE REPORT**

Committee received the update report on the Cemetery

Members agreed it would be sensible to purchase a lockable store for the new tractor, and the Clerk was asked to bring options to the next Assets & Services Committee meeting in November.

The Clerk reported receiving a suggestion to remove the word 'Block' from signs depicting the different areas of the Cemetery. It was agreed that it would be less stark to have the areas marked simply by their letter.

Committee discussed rubbish disposal and favoured the idea of introducing new segregated waste bins for 'paper & plastic' and 'flowers only'. Members agreed that the bins would offer a smart and practical way to encourage visitors to assist the Council in becoming more environmentally friendly. Members noted that the upfront cost to purchasing four dual bins was £499 +VAT each and two standard litter bins at £249 +VAT. It was understood that segregation of waste would allow savings on skip hire as green waste could be disposed via a 16yd skip for the same price as the current 8yd general waste skips.

Once the bins are in place, an evaluation of general waste could be made by Cemetery staff and consideration given to whether a regular fortnightly collection would be cost-effective.

**It was RESOLVED that:**

- i. the Cemetery update report be noted;**
- ii. Options for a lockable store for the new tractor be brought to next Assets and Services in November; and,**

- iii. **it be recommended to Council that four Broxap 'Derby Cemetery Recycling Bins' and two 'Derby Standard Litter Bins' be purchased with the total cost of £2,494+VAT to be authorised via the Cemetery Projects Earmarked Reserve (9040/900).**

## **195. ALLOTMENTS UPDATE REPORT**

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

Members were pleased to note that the total number of vacant allotment plots had decreased from 36 to 31 since the last meeting.

The Clerk updated Members following a meeting held the previous day with the Felixstowe Society of Allotment and Leisure Gardeners (FSALG). Further to a visit to the allotment sites by Councillors, Committee were advised that the noticeboards were in need of replacement. New noticeboards would therefore be purchased via the Allotment Repairs & Maintenance budget. Plot markers were discussed at the meeting with FSALG and Committee agreed that the requirement for plot numbers to be visible should form part of the Allotment Holder's Tenancy Agreement. The method of doing so would be up to the allotment holder.

The potential advantage for plot holders to have appropriate Public Liability Insurance was discussed. It was agreed that the Council should advise all allotment holders about their responsibility towards public safety on their plots and to highlight that one of the many benefits of joining FSALG was the fact that PLI for all members was included within the annual subscription charge. Plot holders would also be advised that it may be possible to arrange similar cover through their home insurance, or a separate insurance provider.

The Clerk reported that there was currently an issue with rats, and training was currently being investigated for staff so that this could be tackled.

Committee were pleased to note that the broken rotavator had been sold for a price of £500 +VAT and agreed that the money received will be used to offset against the purchase of the tractor.

**It was RESOLVED that**

- i. the Allotments Update Report be noted;**
- ii. the Allotment Tenancy Agreement be amended to include as a condition that the allotment holder should ensure their plot number is visible at all times;**
- iii. all allotment holders be advised of their responsibility towards public safety on their plots and potential providers of suitable Public Liability Insurance;**



**iv. Pest control training be investigated for Cemetery staff in order to tackle problems with rats on the allotments; and,**

**v. the disposal of the BCS 738 rotavator be approved and the receipt of £500 be used to offset against the purchase of the tractor.**

**196. FELIXSTOWE WAR MEMORIAL CONDITION SURVEY UPDATE**

Committee were pleased to note that the survey has been booked in to take place next week.

The Deputy Clerk advised that a report on the findings of the survey, alongside any recommendations, would be brought to Committee in November.

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

**197. CLOSURE**

The meeting was closed at 9.12pm. The next meeting was noted as being scheduled for Wednesday 7 November 2018 at 7.30pm.

---

Date: \_\_\_\_\_

Chairman: \_\_\_\_\_