

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr S Harkin (Chairman)

Cllr N Barber (Vice Chairman)

Cllr D Aitchison

Cllr M Morris

Cllr G Newman

Cllr M Richardson

Cllr D Savage

Cllr A Smith

Cllr K Williams

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held **ONLINE** on **Wednesday 23 September 2020** at **7.30pm** for the transaction of the following business:

Public Attendance

Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend via Zoom. Members of the public are invited to make representations or put questions to the Committee during the public session.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/88182581915>

Alternatively, you may join via the meeting ID 881 8258 1915 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.

Ash Tadjrishi

Town Clerk

18 September 2020

For information (via email):

All Town Councillors

Local Press

A G E N D A

- 1. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.
- 2. Apologies for Absence**
To receive any apologies for absence.
- 3. Declarations of Interest**
To receive any declarations of interest and to consider requests for dispensations from Members on any matters in which they have a disclosable pecuniary interest.
- 4. Confirmation of Minutes**
To confirm the Minutes of the Assets & Services Committee meeting held on 24 June 2020 as a true record. **(Pages 3-6)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 15 September 2020 and consider any actions deemed necessary. **(Page 7 & Appendix A)**
- 6. Fees and Charges 2021-22**
To review Fees and Charges for Council services to take effect from 1 April 2021. **(Pages 8 - 16)**
- 7. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 17-19)**
- 8. Walton Community Hall**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Page 20 & Appendix B)**
- 9. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Page 21 & Appendix C)**
- 10. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 22-27 & Appendix D)**
- 11. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 28)**
- 12. Allenby Park and Gosford Way Park**
To consider an update report from the Town Clerk following discussions with East Suffolk Council on the above. **(verbal report)**
- 13. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 25 November 2020 at 7.30pm.

- ii. **that the financial impact of the coronavirus on the Asset & Services budgets be noted, with no other action required at this time.**

568. TOWN HALL UPDATE REPORT

Committee noted the Town Hall update report detailing how the Town Hall was operating during the Coronavirus and the plans that were being made to return to normality. Members thanked all staff for their hard work in helping Council to continue operating during this difficult period.

The Deputy Town Clerk gave a verbal update on the return of Weddings which was likely to be the first events that would require the Town Hall to be reopened. Risk Assessments were currently being updated for weddings, events and all visitors to the Town Hall in light of Coronavirus. Confirmation on the date of return from the Suffolk Registration Service was awaited and the Registrars would provide their own Risk Assessment for their staff and the ceremonies.

Members were pleased to note that electricity was now being supplied by Bulb Energy from 100% renewable sources and the gas supply was now 100% carbon neutral gas.

It was RESOLVED that the Town Hall update report be noted.

569. WALTON COMMUNITY HALL UPDATE

Committee noted the Walton Community Hall update report. The Deputy Town Clerk updated Committee on the responses from hirers regarding their return. It was noted that the Deputy Clerk would be attending an online workshop on community halls reopening by Community Action Suffolk and further information will be gathered on this. A Risk Assessment was being updated and the requirements needed for the hall to be reopened were being considered. The Government date for re-opening was 6 July but it was unlikely that any of the groups would be able to return immediately as the nature of the activities tended towards older people or exercise classes, which were higher risk.

It was agreed that cleaning should be increased, however, as the Council would not be able to guarantee sterilisation of the hall, anti-bacterial wipes and hand gel should be provided and each hirer asked to arrive half an hour before their class in order to wipe down the surfaces, handles etc. that their group would be likely to come in contact with. All hirers would be provided with advice.

It was agreed that the insulation works should be installed before Winter.

It was RESOLVED that the Walton Community Hall update report be noted.

570. BROADWAY HOUSE UPDATE

Committee received the report on Broadway House. As the Fire Alarm Panel was an unexpected cost and therefore not within the annual budget, Members agreed that this should be taken from the Broadway House Earmarked Reserve and would pass this recommendation to Council.

It was RESOLVED that the Broadway House update report be noted; and it be recommended to Council to approve the new Fire Alarm Panel at a cost of £387.33 +VAT, to be authorised via the Broadway House Maintenance Earmarked Reserve.

571. CEMETERY UPDATE REPORT

Committee received the Cemetery update report. It was agreed that the insulation be carried out before Winter if possible, but that professional advice should be sought due to the shape of the roof/ceilings.

Members welcomed the potential addition of baby changing facilities to the Cemetery toilets, subject to ensuring that access could still be maintained for wheelchair users. Members noted that three quotes had been received and approved the purchase of an aluminium checker plate to be added to the floor of the trailer to enable a longer life.

Committee considered the report on the centre piece of the Memorial Garden. Members agreed that the tree was not an issue, but asked that further investigation be made in to a more durable memorial leaf.

It was RESOLVED that:

- i. The Cemetery update report be noted; and,**
- ii. a report be brought to Assets & Services Committee in due course regarding any options that can be found to replace the leaves on the memorial tree; and,**
- iii. Professional advice be sought regarding insulating the Cemetery buildings.**

572. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments and current vacancy information. It was noted that during the pandemic Council had received more enquiries and there was now a small waiting list. As lockdown eases more attention would be paid again to inspections to ascertain overgrown plots.

Members noted that the subject of reducing bonfires and finding ways of supporting tenants on alternative ways of disposing of their green waste had been raised with the Allotment Association. The Clerk was asked to consult with FSALG and their members on a possible introduction of a ban on bonfires soon

and whether alternative green waste solutions, such as a large communal compost area would be welcomed.

The Town Clerk confirmed that a draft agreement had now been sent to Happy Globe CIC for the use of Cowpasture Meadow.

A request by FSALG for permission to allow a qualified gamekeeper to attend Cowpasture at night to control vermin was considered. The Clerk confirmed that he had seen the gamekeeper's accreditations and received positive references from other organisations. It was noted that there would be no charge to the Council for this work.

With the dry season, large water bills were to be expected and no sprinklers were being allowed on the allotment sites.

It was RESOLVED that the Allotments Update Report be noted; and the accredited gamekeeper be given permission to carry out vermin control overnight at Cowpasture allotments.

573. ALLENBY PARK AND GOSFORD WAY PARK

The Town Clerk gave a verbal update following a meeting with an ESC Surveyor on the proposed transfer of Allenby and Gosford Way parks. Members agreed that it was important to gain a full understanding of any ongoing or imminent liabilities for the sites was agreed. Annual grounds maintenance costs were known but it was important to ensure any easements, rights of way and trees surveys be undertaken.

The Town Clerk advised that he would provide further information to Committee once known. It was agreed that Members would be invited to a site meeting at the parks to consider any other issues which were relevant to Council

RESOLVED that the Allenby Park and Gosford Way Park update be noted.

574. CLOSURE

The meeting was closed at 8.55pm. The next meeting was noted as being scheduled for Wednesday 23 September 2020 at 7.30pm.

AGENDA ITEM 5: 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 15 September 2020 is provided below with a detailed report at **Appendix A**.

15/09/2020		Felixstowe Town Council					Page 1	
16:54		Summary Income & Expenditure by Budget Heading 15/09/2020						
Month No: 6		Cost Centre Report						
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
201	Town Hall							
	Income	24,336	9,355	22,710	13,355			41.2%
	Expenditure	82,211	20,224	85,054	64,830		64,830	23.8%
	Movement to/(from) Gen Reserve	<u>(57,875)</u>	<u>(10,869)</u>					
202	Walton							
	Income	12,377	(136)	7,500	7,636			(1.8%)
	Expenditure	8,985	3,706	8,831	5,125		5,125	42.0%
	Movement to/(from) Gen Reserve	<u>3,392</u>	<u>(3,842)</u>					
203	Broadway House							
	Income	2,130	0	2,173	2,173			0.0%
	Expenditure	6,653	2,656	7,053	4,397		4,397	37.7%
	Movement to/(from) Gen Reserve	<u>(4,523)</u>	<u>(2,656)</u>					
204	Cemetery							
	Income	98,186	30,316	77,595	47,279			39.1%
	Expenditure	138,088	59,097	144,784	85,687		85,687	40.8%
	Movement to/(from) Gen Reserve	<u>(39,901)</u>	<u>(28,781)</u>					
205	Allotments							
	Income	15,528	663	15,500	14,837			4.3%
	Expenditure	26,885	11,243	28,422	17,179		17,179	39.6%
	Movement to/(from) Gen Reserve	<u>(11,357)</u>	<u>(10,580)</u>					
Grand Totals:- Income		152,557	40,198	125,478	85,280			32.0%
Expenditure		262,821	96,927	274,144	177,217	0	177,217	35.4%
Net Income over Expenditure		<u>(110,264)</u>	<u>(56,729)</u>	<u>(148,666)</u>	<u>(91,937)</u>			
Movement to/(from) Gen Reserve		<u>(110,264)</u>	<u>(56,729)</u>					

Committee is requested to consider the budget report to 15 September 2020 and decide on any action it deems necessary.

AGENDA ITEM 6: FEES AND CHARGES 2021-22

Committee is requested to review the Fees and Charges for services provided by the Town Council for the financial year 2021/22. Details of income for the same period in the previous two years are shown alongside the true position as of 15th September 2020 to aid the review, with comments relating to the effect of the Coronavirus where applicable with the previous year for comparison.

i. Town Hall – General Hire

Hire rates for the Town Hall for the period 2020-2021 were increased by 2.5% in line with the 2.6% RPI for the period of 12 months to August 2019. Current rates are shown below, with an indicative 2.5% increase shown in brackets for information. Members are to note that RPI over the past 12 months to August 2020 was 1.6%: <https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/czbh/mm23>

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	£205 (210)	£103 (106)	£31 (32)	£46 (47)
Voluntary/Charity/Community	£103 (105)	£52 (53)	£16 (16)	£31 (32)
Other Town Hall Rooms				
Commercial/Business Hire	£154 (158)	£77 (79)	£21 (21)	£41 (42)
Voluntary/Charity/Community	£92 (95)	£46 (47)	£12 (13)	£26 (26)
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

Income for Town Hall hiring in previous years:

2018/19	Income £2,557	initial budget £2,200
2019/20	Income £4,425	initial budget £1,680

Income received so far for 2020/21 is zero, as expected due to the closure of the Town Hall in the first few months on the financial year. 5.5 months into year we would normally expect to be at least 45.8% of budget. The budget this year was set at £2,500.

ii. Town Hall - Weddings

The Town Hall continues to receive many weddings enquiries, however, everyone is currently bound by Government rules regarding Covid-19. Costs for comparison with other local wedding venues are provided as follows:

Woodbridge Town Council:

Council Chamber £650 Saturdays
£580 Monday – Friday

Woodbridge Town Council has increased its fees for 2020- 21 due to Covid 19 and all the cleaning that must take place before each ceremony. Fees for 2021 -2022 will increased Council Chamber weekday £650 Weekends £725.

Colchester Borough Council:

Room hire fees for ceremonies

Room Name	Monday to Thursday 2 hours Hire	Friday to Saturday 2 Hours Hire
Moot Hall (250 people)	£550	£650
Council Chamber (70 people)	£550.	£650
Grand Jury Room/Council Chamber (85 people)	£550.	£650
Registrars Room (45 people)	£198	£271
The Castle	£550	£650

Colchester Borough Council have this year kept fees the same as last year

Previous income / number of weddings

2018/19 Income £9,995.83 initial budget £10,000
25 weddings in Council Chamber, 8 after ceremony hire CG, 8 weddings in Clerk's office.

2019/20 Income £11,927.49 initial budget £10,000
27 weddings in Council Chamber, 10 after ceremony hire CG, 12 weddings in Clerk's office.

Weddings booked so far for 2020/21 is forever changing with many postponing their wedding date. The initial budget was £12,000.

In 2018/19 & 2019/20 Council's wedding fees were increased by 5% pa. For the year 2020/21 wedding fees were increased by 2.5% in line with 2.6% RPI. The comparisons show that our charges remain very competitive with other similar venues.

Wedding fees and charges (2.5% / 5% increase):

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>	£380 (389/399)	£487 (499/511)	£380 (389/399)	N/A
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	£190 (195/200)	£241 (247/253)	£190 (195/200)	N/A
Courtroom Gallery <small>(for ceremonies attended by a maximum 60)</small>	£190 (195/200)	£241 (247/253)	£190 (195/200)	£108 (111/113)
Other Rooms	£190 (195/200)	£241 (247/253)	£190 (195/200)	£108 (111/113)

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 2020/21 remained the same as the previous year as approved by Council, and are as follows with 2.5% and 5% increases shown for consideration:

WALTON COMMUNITY HALL <small>Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.</small>	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am-10pm (up to 4 hours)
Commercial/Business Hire	£15.00 (15.37/15.75)	£18.00 (18.45/18.90)	£50 (51.25/52.50)
Voluntary/Charity/Community /Private Hire	£9.00 (9.22/9.45)	£12.00 (12.30/12.60)	£30 (30.75/31.50)

The cost of hiring some other local halls is shown below for comparison:

Hall	Hire charge
Old Felixstowe Community Association	£9 per hour – for each room £28 per 4 hours
St Marys Church, Walton	£11 per hour regular bookings £12 per hour £15 per hour for whole complex £6.50 Synod Room
Seaton Methodist Church	£10 per hour

Conservative Club	£110 Function Room for evening £50 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 Walton Community Hall hiring:

2018/19	Income £ 8,737	initial budget £7,500
2019/20	Income £12,377	initial budget £7,000

Income received so far 2020/21 £0 as expected. The budget was set for £7,500.

Cemetery

The following table shows existing charges with the impact of an indicative 2.5% and 5% increase alongside charges made by East Suffolk Council and Ipswich Borough Council (where applicable).

1. INTERMENTS	EXISTING CHARGES 2020-2021 (2.5% / 5%)		ESC	IPSWICH BOROUGH COUNCIL
	Felixstowe Resident	Non- Resident*		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday				
(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	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		159
(c) of the body of a person whose age at time of death exceeded 18 years (Single Depth 4'6")	588 (603 / 617)	1176 (1205 / 1235)	781	1080
(d) of the body of a person whose age at time of death exceeded 18 years (Double Depth 6'4")	950 (974 / 998)	1900 (1948 / 1995)	921	1080
(e) of the body of a person whose age at time of death exceeded 18 years (Triple Depth 7'6")	1110 (1138 / 1166)	2220 (2276 / 2331)	1066	1080
(f) of a urn of cremated remains	150 (154 / 158)	300 (308 / 315)	227.50	221
(g) scattering of ashes	66 (68 / 69)	66 (68 / 69)	100	75

Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non-resident		
Grave space	392 (402 / 412)	784 (804 / 823)		
Urn space	232 (238 / 244)	464 (476 / 487)		
Scattering of ashes	131 (134 / 138)	262 (269 / 275)		
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non-resident		
Grave space	653 (669 / 686)	1306 (1339 / 1371)		
Urn space	457 (468 / 480)	914 (937 / 960)		
Scattering of ashes	166 (170 / 174)	332 (340 / 349)		
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS				
(a) for the Exclusive Right of Burial in an earthen grave 8' by 3'	1111 (1139 / 1167)	2222 (2278 / 2333)	1534 (25 years)	1546
(b) children's grave 4' by 3'	154 (158 / 162)	154 (158 / 162)	445 (25 years)	190
(c) for the Exclusive Right of Burial in urn plot in GARDEN OF REMEMBRANCE	457 (468 / 480)	914 (937 / 960)	1426 (25 years)	
(d) for the Exclusive Right of Burial in urn plot in LAWN GARDEN	835 (856 / 877)	1670 (1712 / 1754)		
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL				
Renewal 50 years (adult) Grave 8' x 3'	980 (1005 / 1029)	1960 (2009 / 2058)	1050	952
Renewal 50 years 4' x 3' (child)	103 (106 / 108)	103 (106 / 108)		108
Renewal 25 years (adult)	498 (510 / 523)	996 (1021 / 1046)	675	746
Renewal 25 years (child)	52 (53 / 55)	52 (53 / 55)	445	82
Renewal 50 years (urn plot – Garden of Remembrance)	326 (334 / 342)	652 (668 / 685)		
Renewal 25 years (urn plot – Garden of Remembrance)	164 (168 / 172)	328 (336 / 344)	450	649
Renewal 50 years (urn plot – Lawn Garden)	703 (721 / 738)	1406 (1441 / 1476)		
Renewal 25 years (urn plot – Lawn Garden)	360 (369 / 378)	720 (738 / 756)		

4. PERMISSION TO ERECT MEMORIALS				
(a) kerb stone or border stone or edging not exceeding 7' by 3' by 3" in height (NON-LAWN CEMETERY GRAVE)	292 (299 / 307)	584 (599 / 613)	247.50	
(b) memorial not exceeding 3' 6" total height (LAWN CEMETERY GRAVE)	292 (299 / 307)	584 (599 / 613)	223.50	
(c) memorial not exceeding 2' by 2' by 2" in height (LAWN CEMETERY URN PLOT)	292 (299 / 307)	584 (599 / 613)	130.50	
(d) head or foot stone or memorial not exceeding 6' in height (NON-LAWN CEMETERY GRAVE)	292 (299 / 307)	569 (583 / 613)		
(e) vase with or without lettering	160 (164 / 168)	320 (328 / 336)	99.50	
(f) scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	160 (164 / 168)	320 (328 / 336)		
(g) additional inscription on any memorial after the first	100 (103 / 105)	200 (205 / 210)	56	
(h) space for single plaque 8" by 6" (WALL OF REMEMBRANCE)	262 (269 / 275)	524 (537 / 550)	223.50	
(i) plaque for urn plot 6" by 4" set at ground level (GARDEN OF REMEMBRANCE)	262 (269 / 275)	524 (537 / 550)	130.50	
(j) plaque for urn plot 8" by 6" set at ground level (GARDEN OF REMEMBRANCE)	262 (269 / 275)	524 (537 / 550)	130.50	
MEMORIAL GARDEN (subject to VAT)				
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	294 (301 / 309)	588 (603 / 617)		
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	180 (185 / 189)	360 (369 / 378)		
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	240 (246 / 252)	480 (492 / 504)		
Renewal of lease for the above memorials for further 5 years	125 (128 / 131)	125 (128 / 131)		
Memorial bench plaques with inscription for 10 years (prices from)	603 (618 / 633)	1206 (1236 / 1266)		
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	1632 (1673 / 1714)	1632 (1673 / 1714)		
(b) Planting single grave with winter and summer plants and maintaining for one year	279 (286 / 293)	279 (286 / 293)		
(c) Annual maintenance thereafter	160 (164 / 168)	160 (164 / 168)		

6. MISCELLANEOUS				
(a) Registering transfer of grant	42 (43 / 44)	42 (43 / 44)	62.25	65
(b) Exhumation (Burial)	1566 (1605 / 1644)	1566 (1605 / 1644)	1112	
(c) Exhumation (Ashes)	653 (669 / 686)	653 (669 / 686)	450	
(d) Certificate of Burial (Register Extract)	24 (25 / 25)	24 (25 / 25)	25.85	
(e) Preparation of Statutory Declaration	54 (55 / 57)	54 (55 / 57)	109	

Previous income for Cemetery:

Note that due to the new Cemetery software, the recording of Interments where a purchase of grave has taken place, are now separated hence last year the Income for Interments was below budget but the Purchase of Graves was above budget. Overall for the year 2019/20 the total Interments plus Purchase of Graves was £65,193 from a total budget of £55,000.

Interments

2018/19 Income £47,896 initial budget £40,000
2019/20 Income £29,588 initial budget £40,000

Income received so far for 2020/21 - £ 10,900 plus £6,417 invoiced awaiting payment, which is 43.3% of budget (5.5 months into year = 45.83% of budget).

Purchase of Graves

2018/19 Income £22,152 initial budget £10,000
2019/20 Income £35,605 initial budget £15,000

Income received so far for 2020/21 - £11,350, plus £7,232 invoiced awaiting payment, which is 106.2% of budget (5.5 months into year = 45.83% of budget).

As per above, budget setting was still in place for previous invoicing so overall with interments and purchase of graves we are currently 62.43% of budget.

Memorials

2018/19 Income £11,700 initial budget £12,000
2019/20 Income £22,677 initial budget £12,000

Income received so far for 2020/21 - £2,690 plus £2,020 invoiced awaiting payment, which is 36.23% of budget (5.5 months into year = 45.83% of budget).

Upkeep of grave space

2018/19 Income £615 initial budget £800
2019/20 Income £650 initial budget £760

The above is actual income received, £130 was accounted for as a debtor but will not be received.

The invoices are sent out annually, and have just now been sent out £960.00

Admin – Transfer of Deed/Statutory Declaration

2018/19 Income £896 initial budget £700

2019/20 Income £1,245 initial budget £700

Income received so far for 2020/21 - £191 plus £54 invoiced awaiting payment, which is 24.5% of budget.

iv. 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 2021, or for new tenancies commencing April 2021.

Plots are let on a metric basis with a 'single plot' being 125m² (roughly equivalent to 5 'Rods') and 'double plot' being 250 m² (10 rods). One 'rod' being roughly equivalent to 25m².

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 1st April 2020 – 31st March 2021

- Full price: £45.50
- Concessions: £41.50 includes water

Prices are based on a full size plot which is roughly 250m² Smaller plots are available and the rent is reduced accordingly.

Woodbridge Town Council

Allotment rent per Quarter plot £12.50 single size plot £25.00, double size £50.00. Water is not included. The water bill is split between the 18 tenants. Again have kept the same charges for 2020-21

Previous income for Allotments:

2018/19 Income £14,592 initial budget £14,900

2019/20 Income £15,528 initial budget £15,200

Income received so far for 2019/20 - £663 for new tenants, annual invoices are sent out in September.

In 2018/19 Council approved the following fees which take effect from October 2020 (April 2020 for new allotment holders):

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£37.50	£22.50
Double-size plot (approx. 250m ² or '10 Rods')	£73.75	£44.25

The allotments are provided for, with an overall subsidy by the Council of £11,357 2019/20 (£13,071 2018/19).

Given the subsidy, Committee may consider that a 25p pence increase per 25m² (in line with previous years) is not unreasonable. The effect of which on the Allotments Fees and Charges for 2021/22, inclusive of water charges are proposed as follows:

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£38.75	£23.25
Double-size plot (approx. 250m ² or '10 Rods')	£76.25	£45.75

Committee is requested to consider and decide on the Fees and Charges for 2021/22.

AGENDA ITEM 7: TOWN HALL UPDATE REPORT

Coronavirus update

Following the closure of the Town Hall on 24 March 2020, Council's full-time caretaker has been keeping a regular eye on the property, and staff had been attending one at a time on an occasional basis. Since 1 September, staff have now been working at the Town Hall during normal office hours with a minimum of two staff, each working in their own separate office. The Town Hall currently remains closed to members of the public, except by appointment only.



In addition to the Hand sanitiser in the front foyer, a hand sanitiser has been placed by the lift, allowing for it to still be easily accessible.

Weddings restarted on 18 July with a maximum of 9 guests allowed – this includes the photographer but not the wedding couple. Most weddings have been postponed to next year. Only the Council Chamber can currently be used for the wedding ceremony and the Courtroom Gallery cannot currently be hired for after ceremony drinks.

There have been 8 weddings so far this year, and the income of £2,412 has been moved to the wedding budget code. All future wedding deposit and payments are currently being held in the 'Receipts in advance' budget code awaiting confirmation of which weddings will be allowed to take place this year.

It is likely that there will be a commensurate increase in wedding bookings once restrictions are eased.

Separate hand sanitiser bottles are available for signing the register. All guests attending weddings currently are required to wear a face mask and are told this before attending. Guidance is also sent to the couple on how to keep the Town Hall Covid-19 Secure, NHS Test and Trace with details of Councils' Test and Trace Privacy Statement and other Government guidance links which may prove helpful to them to keep up with current legislation.

One regular hirer has returned, who historically hired the Chairman's room for one day a week and has now been upgraded to the Courtroom Gallery. Now in her fifth week, with individual visitors booked throughout the day (max 3-4 a day) with an adequate cleaning break in between this has been working very well. The Town Council's Risk Assessment for the Town Hall has been updated accordingly with its own section on the Coronavirus.

All staff have been advised to wear a face mask in the building where social distancing is difficult. The glass screen is kept down when a member of the public arrives at the Town Hall. All members of the public entering the Town Hall are required to wear a face mask. A box of disposable face masks has been purchased with an optional donation box for the Mayor's Charity for anyone attending the Town

Hall who has forgotten to bring their face mask. Signs have been erected around the Town Hall, to ask people not to enter if they are showing any Covid symptoms, to request hand washing or the use of hand sanitiser and to wear a mask.

Blinds and redecoration of offices

The Sunscreen vertical blinds are now in place at the Town Hall. The Caretakers have repainted some of the internal walls at the Town Hall.

Windows

The original wooden sash windows on the front of the Town Hall received minor refurbishments in June 2015 but are now showing further signs of deterioration with missing putty in places and two sash mechanisms have broken due to rotting wood and are making opening them quite dangerous. This has happened on the large window in the Council Chamber facing the Town Hall Gardens and one of the windows in the Clerk's Office.



Last year Council's caretakers made some small-scale repairs and further work can be carried out in the immediate future; however, Committee may wish to consider a longer-term refurbishment plan.

Broadband Wayleave

Suffolk County Council wish to install a new fibre circuit into the Felixstowe Town Hall to provide the IT connectivity for the SCC and East Suffolk staff who work from there; but need the Town Council's permission to do so.

The installation will be carried out by CityFibre who are partnering Suffolk County Council on super-fast broadband across the county.

A tripartite Wayleave Agreement has been drafted between SCC, FTC and CityFibre Metro Networks Limited to install and maintain its electronic communications apparatus in the Town Hall.

If the Town Council is interested in making use of the circuit as well, this would be at a cost of c.£40 per month. This would give you access to the shared 100mb. The circuit can be upscaled to 1gb if the need arose.

Committee is requested to consider the Town Hall update, including the Wayleave Agreement and decide on any action it deems necessary.

AGENDA ITEM 8: WALTON COMMUNITY HALL UPDATE

Since Government guidelines came out on Monday 23 March, Walton Community Hall has been closed and, therefore, there have been no bookings.

Council's Planning Administration Assist is keeping in regular contact with hirers to help them with the process of considering a return to the Hall. All hirers interested in a return to the Hall have or are in the process of completing their own Risk Assessment and Council's own Risk Assessment for Walton Community Hall now includes a section on the Coronavirus. A special Conditions of Hire during Covid-19 document and a 'Please help keep this hall Covid-19 Secure' guidance sheet shown at **Appendix B** are sent out to all hirers enquiring about booking sessions. The guidance sheet is also placed in the hall, with written details of when the hall was last cleaned updated every time the hall is cleaned by our staff.

Some of our groups involve older and/or more at-risk people and may need to return on reduced numbers due to space and any social distancing requirements.

Two groups are now ready to restart their classes on 15th September. With the announcement of the new 'rule of six' guidance suggests that because the hall has the risk assessment and requirements in place to be Covid-19 Secure the classes will still be able to go ahead, as long as people arrive in groups of no more than 6, keep to the 2m social distancing and do not socialise in groups of more than 6.

Council's Finance & Governance Committee recently considered a financial report indicating the possible losses due to the Coronavirus. Loss of income from Walton Community Hall was estimated at being between c. £3,000 (for a closure of 3 months) to c. £12,000 (if closed for the whole year). Running costs, excluding staff costs, would reduce by £600 (3 months) to around £3,000 (12 months) because of reduced cleaning materials, water, and electric costs. The net loss is expected to be between £2,400 to £9,000.

Further to the EPC carried out in February, photographs were circulated which showed a foam type insulation in the rafters of the roof, but it is obvious that improvements can be made which will make a significant difference to heating the building (*Minute #464iii of 2019/20 refers*).

Staff are able to carry out the installation of the insulation. The cost of the loft roll at 200mm depth works out to be £420 + VAT. Guidance currently says that the depth should be between 250 to 270 mm. So to gain the maximum 270mm two thicknesses would be purchased 100mm would be laid between the rafters and then 170mm laid on top in an opposite direction, the total cost of the insulation for Walton would be £565.41 +VAT. Other equipment that will need to be purchased are specialist masks, a sharp Stanley knife and some Disposable boiler suits. The cost of this can be taken from the Walton Community Hall Repairs and Maintenance budget which currently has £752 remaining.

Committee is requested to note the Walton Community Hall update and decide on any action it deems necessary.

AGENDA ITEM 9: BROADWAY HOUSE UPDATE REPORT

Coronavirus update Lease with FOPWA

Felixstowe Old People's Welfare Association suspended their day-time service from Monday 16th March, with evening meetings shortly thereafter. The Caretaker regularly visits Broadway House and the Gas boiler and fire alarm and emergency lighting have been serviced since the closure.

Further to Council's agreement the 2020/21 Felixstowe Old People's Welfare Association licence fee for Broadway House will be discounted to reflect any period of enforced closure on a pro rata basis (*Minute #561iii of 2019/20 refers*), FOPWA have been informed and the licence fee will be calculated when Government guidance allows for the re-opening.

It is not yet known when Broadway House will reopen to the public.

Kitchen Refurbishment

Following consideration at Council on 9 September, the Assets and Services Committee has been delegated the task of overseeing the refurbishment of the kitchen at Broadway House. It has been agreed that the cost of the kitchen can come from the Broadway House Earmarked Reserves.

The current Lease (with FOPWA (Felixstowe Old Peoples Welfare Association) for the lease of Broadway House, Schedule 8 states that:

Replace the kitchen fitted units and work surfaces at least once in every 15 year period, or when reasonably necessary whichever the sooner.

It is noted that the kitchen units are all the original ones fitted in December 2005.

While the property remains closed due to Covid-19, now would be a sensible time to refurbish of the kitchen. The report shown at **Appendix C** has been agreed by FOPWA trustees that this would be the minimum requirement of work that is required to be carried out along each wall of the kitchen.

Three contractors have been out to visit the kitchen this week, and it is hoped the quotes will be received in time for consideration at the meeting. Each contractor is being asked to quote for refurbishment of existing units as requested by FOPWA and a full replacement kitchen, with breakdown of costs for additional items such as replacing the lights for more energy efficient LED, and the flooring etc.

Committee is requested to consider the Broadway House update report, including options for the kitchen and decide on any action it deems necessary.

AGENDA ITEM 10: CEMETERY UPDATE REPORT

Coronavirus update

All Risk Assessments have been updated to include changes to duties due to social distancing and Coronavirus regulations and a Perspex screen has been fitted to the truck to enable two people to travel when necessary together.

Cemetery Insulation

Further to the EPC carried out, staff have been making investigations into the current insulation at the Cemetery buildings. Due to the issues in that the joists don't start until about a meter up the rafter (see the photo below) and this would mean there would be a cold spot all around both buildings, professional advice has been sought as requested by Committee in June (*minute #99 2020/21 refers*)



Advice was received from a couple of building contractors and they agreed that it would be better to install a false ceiling and have that insulated to limit the chance of condensation.

Staff have costed the materials required to do the work using 200mm thick ceiling insulation pads, along with 2 Mezzanine Ceiling kits and the total cost would be £853+VAT.

The false ceiling is something we could possibly do in house although it's not something they have experience of but it may be that they are able to just follow the instructions and take their time over

Three quotes have been requested from contractors to do the work.

Company A have quoted using a moisture resistant Rockwool based ceiling tile, the "Artic" from Rockfon, the supplied and installed price for both ceilings would be £962.00 +VAT.

Company B have quoted to install 2 new suspended ceilings using Rockfon tiles All labour and materials included. Total cost £620 no vat chargeable

The cost can be taken from the Cemetery Repairs and Maintenance budget which currently stands at £3,514.

Trailer bed

The floor of the trailer has now been replaced with an aluminium checker plate, a local forge carried out the work for £400 and this should make the trailer bed far more hardwearing.

Changing facilities at Cemetery Toilets

Changing facilities have now been installed in the Disabled toilet and a sign placed on the door.

New noticeboards

The 2 new noticeboards and maps have now been installed, one at each entrance:



Leak in the flat roof between the Cemetery Buildings



The black roof that covers the area outside the Cemetery Workshop is deteriorating, especially the flash band that has gone very brittle and is in places allowing water through in small amounts. There are also cracks appearing in the bitumen sheets. Again although the staff are not experienced in this they are willing to tackle the job, however, it would likely take a week's work and the cost of materials to purchase would come to approximately £600.

Three quotes are being obtained for this work and have been received as follows:

Company A have quoted as follows:

Store room flat roof refurbishment = approx 6.6m².

Workmanship and materials carry a 15-year guarantee

All materials would be BBA approved and fitted to the manufactures' specifications.

Suggest refurbishment to the following specification:

To erect tower a scaffolding at the lower and upper eaves.

Remove the bottom 4 rows of plain tiles and 4 hip bonnets, remove the tile batten and raise the sarking felt.

Remove the coroline roof sheets and fixings.

Fix 18mm OSB3 decking to the joist centres, and a lay board to the rafters .

Fix a layer of glass fibre based 3B felt with 20mm galvanised clout nails.

Torch on a layer of 2mm polyester based underlay.

Cap with a layer of 4mm high performance, polyester based cap sheet.

Reinstate the plain tiles and hip bonnets.

Clear site.

£590.00 +VAT

Company B

For new timber roof, joist, decking and 3 layers of felt

£1400.00 +VAT

Company C

To install 18mm ply deck including up stands at non discharging edges and installing 3 layer torch applied roof felt. Adjust gutter to rear to ensure catchment of rain water. Clear site and dispose of waste.

£970 no VAT

Whilst the cost can be met from the Cemetery Repairs and Maintenance budget, Members may wish to consider whether the Cemetery Earmarked Reserves would be a more appropriate funding stream for this work, which would require approval from Council.

Sinking internal road near block M

During Summer 2019 it had been noticed that the road through the cemetery between Block M and Block L was cracking and sinking down one side. This is likely to be due to recent triple burials in 3 plots which are situated closer to the edge of road than normal. This was reported to Committee in September 2019 (*Minute # 233 2019/20 refers*) and was to be monitored.

The road has now sunk by a total of 3" and so three quotes are being obtained.

Company A:

Surfacing works (5.80m²) - Excavate to reduce levels to approximately 100mm deep and clear away from site. Scarify Shape & compact existing formation. Lift and reset 6no kerbs (255mm x 125mm x 915mm). Provide, lay and roll approximately 10mm thickness of MOT TYPE 1 sub base Provide, lay and roll approximately 60mm thickness of AC20 BINDER Course and 30mm thickness of AC10 Surface Course.

£3,112.00 + VAT

Company B:

To break out kerbs and set aside for later use.

To break out tarmac and dispose of all spoil from site.

To relay kerbs to new levels laid on and backed up with concrete.

Finally to supply and lay 40mm thickness of 6mm SMA wearing course to repair the tarmac.

£1695.00 + VAT

A further quote is awaited.

Members are requested to consider the road repairs and seek approval from Council to fund this via the Cemetery Earmarked Reserve.

Re-Wilding

A request has been received from a member of the public as follows:

“The combination of your regular newsletter arriving on my doormat today, and Norse cutting the grass behind my house today as well, reminded me that I should contact you over this issue as the local body responsible for collating these requests.

May I suggest that as part of FTC's support of ESC's initiative to work with their partner Norse and local town councils to manage appropriate public land to encourage nature, that the verges along Langley Avenue (section adjacent to the cemetery, from Langley Close to the electricity substation) are included in the minimal cutting regime. I regularly pick litter along these verges and use this part of Langley Avenue as a walking and cycling route.

There are already hedgehogs and frogs in the area that would benefit from the shelter of longer uncut grass, as well as a range of butterflies, bumblebees, honeybees, hoverflies and other pollinators whose resilience would be enhanced were the grasses and wildflowers be permitted to complete their natural flowering cycle each summer. A healthy flying insect population would also be beneficial for birds such as swifts, which I have also seen feeding in this area and which I am aware are of interest to FTC given your laudable collaboration with Felixstowe Swifts Group to erect swift nest boxes on Broadway House and Walton Town Hall.

There should be no traffic safety issues on Langley Avenue that would be affected or could not be mitigated - cars should not be speeding along here in any case as the road is bisected with a gate near the substation and therefore the only motorists who should be using this part of the road should be those requiring access (e.g. to the cemetery) and any cars that are driven here should be especially considerate given the popularity of the road among pedestrians, dog walkers, cyclists and users of mobility scooters.

I do hope that these verges can be put forward for consideration, as it would greatly enhance the opportunity for connection with nature for those who enjoy a quiet walk scoot or cycle along Langley Avenue.”



The above photograph shows that the right hand side is adjacent to the Cemetery and Allotments and owned by ourselves, the opposite side currently being owned by Suffolk County Council.

Norse do attend to both grass verge sides and have recently cut this, but next year this area could be considered for re-wilding if thought appropriate.

In addition, Cemetery staff have also suggested that this verge would be an ideal area to plant some trees, in particular to shield the roses on the New Memorial Garden, as we have lost one or two of these due to the wind snapping the stems. Ornamental cherries trees have been suggested by Cemetery staff, but advice could be sought from the Woodland Trust as to the best variety.

An alternative area to the one shown by the member of the public for re-wilding would be the mounds of earth on the other side of the gate towards Mill Lane.

Electric Power Tools

Council's Climate Emergency Working Group has suggested that battery powered tool should be considered as a replacement for petrol driven tools which are coming to the end of their serviceable life. Following some issues with the petrol-driven hedge trimmer a quote for replacement battery operated tools has been sought and is shown at **Appendix D**.

The other tools that are showing their age is the brush cutter, the chainsaw, one of the blowers, and the pole saw. They could be replaced once failed or alternatively sell them on whilst they still have some value and put that money towards the new tools

Before committing to new tools, Council's maintenance staff would like to test their durability, battery-life, power and effectiveness. Future-proof and life expectancy would also need to be considered as well as battery compatibility between different kit. Handling would also be a consideration, i.e. whether there are benefits in terms of weight, noise, vibration etc.

A trial day is currently being arranged and will be attended by the Cemetery staff, Town Clerk, and a representative from the Climate Emergency Working Group where tools can be demonstrated and trialled.

If Council were to switch over and invest in electric kit there would be obvious environmental benefits as well as reduced maintenance demands and fuel storage risks.

A further update will be brought to Committee after the trial day has taken place.

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

AGENDA ITEM 11: ALLOTMENTS UPDATE REPORT

As of 16 September 2020, allotment vacancies were as follows:

SITE	Total plots	Occupied (grassed over)	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	311	302	9	18(4)	(0)
FERRY ROAD	94	94	0	7(0)	(0)
RAILWAY HILL	44	43	1	4(0)	(0)
CEMETERY	8	8	-	0	(0)
TAUNTON ROAD	19	16	3	(1)	0
TOTAL	476	460	16	29(5)	(0)

There are presently 16 vacant plots, 9 of which are on Cowpasture. 6 of these are being reviewed for suitability as they have extensive Mares' Tail which is a challenge to overcome. FSALG has suggested that a community orchard might be created on some of these plots. One other plot has a very large old shed and trees which will take further work before it is ready to let. Therefore, there are currently 2 vacant plots ready to offer.

As we now have a growing waiting list, we will be increasing plot inspections - Cultivation Orders and Notices to Quit were suspended during the start of lockdown as many tenants would not have been able to tend their plots to the usual level. Following site inspections, cultivation letters to be sent out alongside annual rent invoices and letter.

It has been suggested that a second car park be created on Ferry Road plots 55/56 to the northern boundary which would relieve congestion of parking on Ferry Road itself. Some tenants are already using this area, and the main access roads are likely to deteriorate during the Winter if this area continues to be used. Remedial work will be necessary with geotextile and hardcore applied. If the area in question were to be used as a permanent car park, as it is higher than adjacent allotments, the surplus soil could well be used to build up the Northern boundary.

At Committee's request, FSALG are consulting their members on green waste management with a view to supporting tenants with guidance on alternatives to bonfires.

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