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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 24 June 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
19 June 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 26 February 2020 as a true record. **(Pages 3-7)**
- 5. Assets & Services Budget Report**
To receive the Assets & Services Budget report to 18 June 2020 and consider any actions deemed necessary. **(Page 8 & Appendix A)**
- 6. Town Hall Update Report**
To receive a report on the Town Hall and consider any actions deemed necessary. **(Pages 9-10)**
- 7. Walton Community Hall**
To receive a report on Walton Community Hall and consider any actions deemed necessary. **(Pages 11-13)**
- 8. Broadway House Update Report**
To receive a report on Broadway House and consider any actions deemed necessary. **(Pages 13-14)**
- 9. Cemetery Update Report**
To receive a report on the Town Council's Cemetery and consider any actions deemed necessary. **(Pages 14-19)**
- 10. Allotments Update Report**
To receive a report on allotments and consider any actions deemed necessary. **(Page 20)**
- 11. 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)**
- 12. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 23 September 2020 at 7.30pm.

looking inside. Members agreed that if the £1,074.50 could be found within all the Assets and Services budget before year end then that would be ideal, but understood from the Deputy Town Clerk that this was not certain due to pressures on budgets towards year end. Members agreed that if required, Council be recommended to approve the spend from the Town Hall Maintenance Earmarked Reserve 9065/900.

It was RESOLVED that:

- i. the Town Hall update report be noted;**
- ii. funding for the new Sunscreen vertical blinds at the Town Hall be taken across unspent Assets & Services budgets if possible, otherwise a recommendation to Council to approve the cost of £1,074.50 +VAT, be authorised via the Town Hall Maintenance Earmarked Reserve 9065/900.**

569. WALTON COMMUNITY HALL UPDATE REPORT

Committee received the report on Walton Community Hall.

Members noted the concerns from the Scouts who hire the hall, regarding the emergency exit step not being lit. A fluorescent strip in the first instance would be useful, and investigations into a motion sensor emergency light would also help. Members raised concerns over disability access, and although there are two alternative close by emergency exits (one beside and one opposite), a handle to support people with mobility issues would be a useful addition to this particular exit. The Deputy Town Clerk will source some solutions.

Members gave thanks to the Men's Shed for making the Swift boxes and were pleased to note that these had now been erected at both Walton Community Hall and Broadway House.

The Deputy Town Clerk reported that after the EPC was carried out at Walton Community Hall the previous Friday, the Assessor had reported that there was no insulation in the floor of the loft above the main hall. 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 big difference to heating the building.

It was RESOLVED that :

- i. the Walton Community Hall update report be noted; and,**
- ii. Solutions to make the emergency exit with the steep step safer be found, to include a fluorescent strip, support handle and motion sensor light; and,**

- iii. **Insulation is added to the attic space above Walton Community Hall, noting that this could potentially be done in house and within budget during 2020/21.**

570. BROADWAY HOUSE UPDATE REPORT

Committee received the report on Broadway House. Members requested that records be kept of when LEDs are replaced to establish the life of them.

It was RESOLVED that the Broadway House update report be noted.

571. CEMETERY UPDATE REPORT

Committee noted the update on the memorial tree, and had concerns regarding the difficulties that were being incurred in finding a solution to the leaves on the tree. Members requested that a further report be brought to committee, giving other options for a replacement centre piece to the New Memorial Garden. Members requested that no further marketing of the leaves takes place until a solution is found.

Members discussed the statistics gathered to ascertain the approximate number of years where there will be graves available to purchase for the existing cemetery. With an estimated minimum of 8 years, Members felt it prudent to include the planning stage of the cemetery extension into the adjoining Allotment area in the 4 year Business Plan currently being developed for 2020-2024.

The Deputy Town Clerk circulated some quotes to obtain two new noticeboards with a Cemetery map integrated. Members agreed that the quote from a local company for £287.40 each, a total of £574.80 +VAT be purchased to come from the Cemetery Equipment budget.

It was RESOLVED that:

- i. the cemetery update report be noted;**
- ii. the Deputy Town Clerk should bring a report to Committee on the memorial tree and new centre piece if a solution cannot be found to improve the condition of the leaves and in the meantime no further marketing for the leaves to be published; and**
- iii. the Business Plan 2020-2024 Action Plan should refer to a development plan for the cemetery extension, which may need to be delivered in the succeeding Business Plan term; and,**
- iv. two new noticeboards to include a cemetery map are purchased at a total cost of £574.80 to come from the Cemetery Equipment budget.**

572. ALLOTMENTS UPDATE REPORT

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

Members noted FSALG and the Town Clerk had met with Persimmon Homes to discuss the security of the allotments in respect of the new development and raise concerns regarding width constraints for the required cycle way and filter lanes on Candlet Road. Members were pleased to note that both East Suffolk Council and Suffolk County Council were now aware of this and look forward to receiving an update on a resolution to this soon.

RESOLVED that the Allotments Update Report be noted.

573. WATER BOTTLE REFILL FOUNTAINS

Members read with interest the report and refill information brochure regarding the Sea-Changers Coastal Fountain Fund and the opportunities it would bring to help provide a scheme to roll out water bottle refill fountains around Felixstowe. The Deputy Town Clerk updated Members on the recent meeting with Plastic Free Felixstowe and ideas to roll out a project which would include a launch with printed bottles.

Members noted the short timescale to complete the funding application and also considered the cost of the MIW Water cooler experts at £2,545 +VAT each compared to another supplier of a similar stainless-steel fountain at £1,020 +VAT. Members agreed to the principle of providing water bottle refill stations in strategic locations within Felixstowe but felt that further information was required including a full financial breakdown, to include projected costs of maintenance and water used. It was noted that the literature did not mention whether an electricity supply was required, and Members would be interested to know the effects of a cold spell on frozen pipes. It was noted that Greater Anglia had recently rolled out a successful water refill station project. Members welcomed the concept of a launch event with branded reusable water bottles.

It was RESOLVED that more information regarding how the project could work be brought to the Assets & Services Committee for further consideration.

574. LANGLEY AVENUE PLAYING FIELDS

Members noted the report on the Langley Avenue Playing Fields. Members were keen to explore this further and understand the terms that Suffolk County Council may be prepared to offer. Members asked that a financial appraisal, to include opportunities for income and maintenance costs, be brought to Committee in due course. The Deputy Clerk confirmed that details of any public rights of way, easements and parking requirements for the area would be investigated also.

It was RESOLVED that:

- i. the Langley Avenue Playing Field report be noted; and,**
- ii. a formal approach be made to Suffolk County Council to confirm the Council's interest in taking on the land and the terms by which this may be achieved; and**
- iii. a further report be brought to Committee in due course to include a financial appraisal alongside opportunities and constraints of the site.**

575. FELIXSTOWE WAR MEMORIAL

Committee noted the report on the recent Grade II listing of the Felixstowe War Memorial, which has been added to the List of Buildings of Special Architectural or Historic Interest.

The List entry for the war memorial, together with a map, has now been published on the National Heritage List for England, and will be available for public access: <http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=643E3374-B970-4FEE-8AA5-0628B0098EAC&cn=5F82CD2D-C705-471E-8D9C-FD9CF0237E32>

It was RESOLVED that the Felixstowe War Memorial report be noted.

576. ENERGY PERFORMANCE CERTIFICATES

The Deputy Town Clerk gave a verbal update on the recent visit from the EPC assessor who carried out a DEC on the Town Hall, and EPC on all 4 of Council's properties. The Town Hall EPC had arrived that afternoon, and were circulated for members to assess. When all EPCs and the DEC have arrived, the paperwork will be circulated to the Climate Emergency Working Group for discussion. Any improvements that are recommended will then be given to Assets & Services Committee for consideration.

LED lighting was discussed and Members asked if investigations into motion sensor lighting could be made.

It was RESOLVED that:

- i. the verbal update on Energy Performance Certificates be noted; and,**
- ii. Motion sensor lighting be investigated.**

577. CLOSURE

The meeting was closed at 8.45pm. The next meeting was noted as being scheduled for Wednesday 22 April 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 18 June 2020 is provided below with a detailed report at **Appendix A**.

18/06/2020 16:39	Felixstowe Town Council						Page 1	
Month No: 3	Summary Income & Expenditure by Budget Heading 18/06/2020							
		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	6,421	22,710	16,289			28.3%
	Expenditure	82,211	8,555	85,054	76,499	76,499		10.1%
	Movement to/(from) Gen Reserve	<u>(57,875)</u>	<u>(2,134)</u>					
202 Walton	Income	12,377	(136)	7,500	7,636			(1.8%)
	Expenditure	8,985	1,778	8,831	7,053	7,053		20.1%
	Movement to/(from) Gen Reserve	<u>3,392</u>	<u>(1,914)</u>					
203 Broadway House	Income	2,130	0	2,173	2,173			0.0%
	Expenditure	6,653	1,050	7,053	6,003	6,003		14.9%
	Movement to/(from) Gen Reserve	<u>(4,523)</u>	<u>(1,050)</u>					
204 Cemetery	Income	98,186	8,686	77,595	68,909			11.2%
	Expenditure	138,088	22,650	144,784	122,134	122,134		15.6%
	Movement to/(from) Gen Reserve	<u>(39,901)</u>	<u>(13,964)</u>					
205 Allotments	Income	15,528	588	15,500	14,912			3.8%
	Expenditure	26,885	4,016	28,422	24,406	24,406		14.1%
	Movement to/(from) Gen Reserve	<u>(11,357)</u>	<u>(3,428)</u>					
Grand Totals:- Income		152,557	15,560	125,478	109,918			12.4%
Expenditure		262,821	38,051	274,144	236,093	0	236,093	13.9%
Net Income over Expenditure		<u>(110,264)</u>	<u>(22,491)</u>	<u>(148,666)</u>	<u>(126,175)</u>			
Movement to/(from) Gen Reserve		<u>(110,264)</u>	<u>(22,491)</u>					

Committee is requested to consider the budget report to 18 June 2020 and decide on any action it deems necessary.

AGENDA ITEM 6: 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 have been attending one at a time on an occasional basis.

With the introduction of a hand washing regime for all visitors prior to this, signage is still dotted around the building for when it is possible to return.

Suffolk County Council's Registrar service is monitoring the advice regarding weddings and will let us know when this is able to resume. It is likely that the notice given for restarting will be short.



With wedding and the eventual re-opening of the Town Hall in mind, an automatic hand sanitiser has been ordered that can be used in the main entrance foyer for people attending the Town Hall to be able to sanitise their hands on entry. The cost of the stand is £164 + VAT.

One of the Felixstowe Helping Hand volunteers has donated some bespoke facemasks to the Town Hall staff which have the Town Council crest on. These may be very useful for the caretakers to wear when servicing meetings or supporting weddings.



All wedding income received so far for 2020/21 is being held in the budget code 'Receipts in advance' awaiting confirmation of which weddings will be allowed to take place this year. Most couples have decided to postpone until a later date either this year or the same time next year.

It is likely that there will be a commensurate increase in wedding bookings once restrictions are eased. For the year 2020/21 there is currently £6,301 that has been received so far, with a further £4,998 invoiced awaiting payment.

Separate hand sanitiser bottles and antibacterial wipes are available for staff when attending the Town Hall.

Blinds

The Sunscreen vertical blinds were ordered after the last meeting in February (*minute #463 (ii) refers*), however, due to the closure of the Town Hall were only able to be delivered last month. These will be fitted once there are two caretaking staff able to complete this task inhouse.

Redecoration of offices

Following the redecoration of Walton Community Hall, the caretaker will begin to repaint some of the internal walls at the Town Hall. The paint has been purchased to match the existing colours from the Repairs and Maintenance budget.

Alarm box at rear of Town Hall

After a call out on the alarm malfunctioning last week, there was an issue with the anti-tamper switch being corroded on the outside alarm box positioned on the rear of the Town Hall. This box appeared to be the original box and was badly corroded. We have been quoted £110 + VAT to replace the box and this cost will come from the Town Hall Repairs and Maintenance budget.

Energy Suppliers

The 1 year energy contracts for Electricity and Gas at the Town Hall, along with the Electric supply for Walton Community Hall and the Cemetery came to an end in May and have been renewed on a rolling 30 day contract with 100% renewable energy through Bulb Energy. This is currently the most cost-effective supplier of 100% renewable energy and Officers will be monitoring the prices, ready to switch at any time. If a 1 year fixed term contract is identified that offers better terms, this will be taken up.

For every unit that is used, Bulb advise that a unit is produced and put on the grid by a renewable source including solar, wind and hydro. Their gas is 100% carbon neutral.

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

AGENDA ITEM 7: WALTON COMMUNITY HALL UPDATE **REPORT**

Coronavirus update

Since Government guidelines came out on Monday 23 March, Walton Community Hall has been closed and, therefore, there have been no bookings. A strong padlock was applied to the front door to prevent any accidental access by other keyholders.

Council's Planning Administration Assist is contacting all the regular hirers to confirm that the Hall is still closed waiting Government guidance and to enquire whether they are expecting to be back as soon as they are able. 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.

Each hirer will be asked to consider their own risk assessment before returning to regular bookings. Members are asked to consider what, if any, provisions should be made by the Town Council to support the safe reopening of the Hall.

Council's Finance and Government 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.

Grab bars and fluorescent strip

As requested by Members (*Minute 569 (ii) 2019/20 refers*) in response to a suggestion from the Scouts who hire the hall, a photoluminescent antislip step has been added to both emergency exits with a grab bar to the steeper of the two steps. A quote for a motion sensor light is due to be obtained but was delayed due to the coronavirus.



Redecoration

While the hall has been empty, the hall has had a repaint and is now looking smart and ready for when hirings can take place again:



Insulation

Further to the EPC carried out in February, the Assessor had reported that there was no insulation in the floor of the loft above the main hall. At the previous meeting 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 464 (iii) refers*).

The addition of insulation can be carried out in-house once social distancing regulations allow. Quotes are currently being obtained for the best solution.

Furniture and Provisions

Before closure one of the bookings advised that there were insufficient tables. There is also currently just one kettle. These items can be purchased from Equipment or Repairs and Maintenance budget once the Hall re-opens.

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

AGENDA ITEM 8: 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 #561 iii refers*), FOPWA have been informed and the licence fee will be calculated when Government guidance allows for the re-opening.

Fire alarm and emergency lights

Further to recent fire alarm and emergency light services carried out at Broadway House, the following faults were found:

Fire Alarm Panel.

The fire alarm panel needs to be replaced due to fault indication not working, age and condition of panel. The cost to supply and install Haes Eclipse 2 zone fire alarm panel is **£387.33+VAT**

Comment from contractor: *The new panel will be the Haes Eclipse Conventional 2 zone fire alarm panel. Quality, reliability, ease of use and feature rich are attributes that are consistent across the entire range of Haes fire alarm control panels. As the*

entry level panel from Haes, the Eclipse encompasses all of these attributes to provide a panel that meets all of needs required at your property. Simplicity was one of the most important aspects when considering the end user of a fire alarm panel. The colour coded buttons and the 3 step silence functionality gives people the confidence to correctly manage their fire alarm system. The key switch or a code is used to enable the panel's buttons.

Emergency Lights.

Whilst carrying out the emergency light servicing, it was noted that there were 5 x faulty lights. The quotation to repair these lights is as follows:

4 x 4-cell stick batteries @ £12.85 each	=	£51.40
1 x 3-cell stick battery	=	£ 9.35
2 x hours labour @ £35.00 per hr	=	£70.00
Total		£130.75 +VAT

There is 12 months guarantee on all parts and labour, with 24-hour call out cover during the guarantee period.

Comment from contractor: It can be difficult to determine the exact fault on the emergency light until it has been taken apart, therefore, If the actual work carried out is below the quoted works above, the invoice will be adjusted accordingly. If further small works are necessary, this will incur additional costs to the quotation.

Whilst the emergency light work can be afforded from the Repairs and Maintenance budget for Broadway House, members may wish to consider approval from Council to take the £387.33 +VAT from the Broadway House earmarked reserve, alternatively the overspend on this repairs and maintenance budget could be balanced by a reduction in spend on other area repairs and maintenance budgets.

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

AGENDA ITEM 9: CEMETERY UPDATE REPORT

Coronavirus update

Although one staff member has been shielding at this time, Council's grounds staff have been able to attend to work in the Cemetery and at the allotments. To support safe working, black fabric facemasks were purchased from a local maker, and staff have been supplied with hand sanitiser and antibacterial wipes throughout. It is anticipated that the whole team will be back together in early July.

All Risk Assessments have been updated to include changes to duties due to social distancing and Coronavirus regulations.

There has currently not been a marked increase in funerals, but it is possible that families are delaying the interment of ashes until a time that a full complement of family members can attend funeral services, which would lead to an increase in

cemetery income when compared to the figures above. We may also see an increase in memorial applications, but this will not be known for some time.

Perspex screen in truck

Cemetery staff trialled watering the Felixstowe in Flower baskets with one person in the truck and one watering. With over 280 baskets to attend to and the distance between displays in Hamilton Road, Walton High Road and Sea Road, it was a challenge for one person to be on foot throughout.

Therefore, as a matter of urgency, quotes were obtained to fit a Perspex screen to enable a second passenger to sit safely in the rear of the vehicle. This was installed on Wednesday 17 June at a cost of £175 +VAT will has been met from the Vehicle running costs budget.



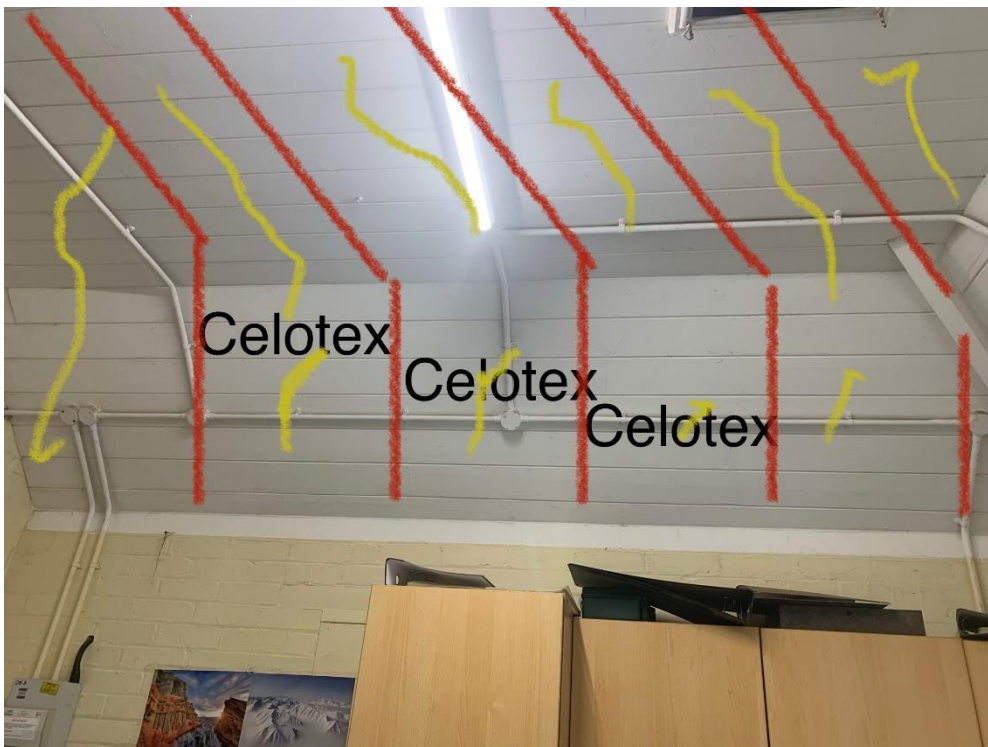
Cemetery Insulation see email

Further to the EPC carried out, staff have been making investigations into the current insulation at the Cemetery buildings.

There are some issues in that the joists don't start until about a meter up the rafter (see the photo below) and this means that after insulating the loft there would be a cold spot all around both buildings.



One method to prevent the cold spot would be to put in batons and then insulate between them and reboard (see below)



This method of baton and boarding can also be used to address the issue of the high joists in the workshop to ensure the whole roof area is insulated, and also address the issue that in the main Cemetery office the access is very small about 30cm x 30cm so it would restrict getting materials up there.

As things begin to get back to normal, it would be worth getting expert advice from a builder as to whether this method would cause the building to sweat and cause rot etc.

The Cemetery staff are happy to carry out this work in-house after getting appropriate advice, and the cost could be taken from the Cemetery Repairs and Maintenance budget.

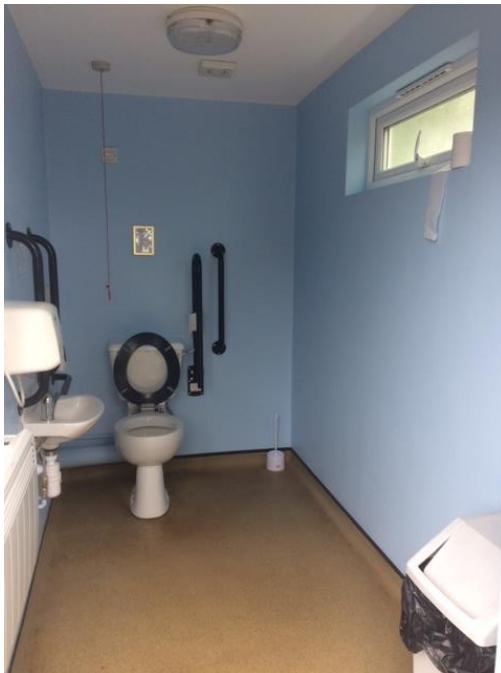
Trailer bed

The floor of the trailer had deteriorated due to being made out of wood, so a new floor was recently purchased and fitted at the cost of £203.82 from the Vehicle running costs budget. The trailer is used for moving all sorts of items around throughout the year but in particular when the digger is driven on and abrasive material from clearance jobs at the allotment sites are put on the trailer these soon damage the wooden floor. An aluminium checker plate fixed on top of the wood should prolong the time between maintenance of the trailer floor and prolong the overall life of the trailer. One quote has been obtained for 4 sheets of 3mm aluminium checker plate with a 30mm upturn and with fitting it would be £600. Another local Forge plus one other quote is being obtained and should be available at the meeting. The cost of this can be divided between both the Cemetery and the Allotment Repairs and Maintenance budgets.

Changing facilities at Cemetery Toilets

It has been noticed in more recent months that there has been an increase in visitors with young babies/children and that there is no provision in the Cemetery toilets for changing nappies. A changing unit could be fixed to the right hand wall of the disabled toilet inhouse by the Cemetery staff.

A simple model such as this one would cost £119.95 + VAT with free delivery





Memorial Garden

At the previous meeting Committee requested a report be brought to Committee on the memorial tree and a new centre piece if a solution could not be found to improve the condition of the leaves. No further leaves have been purchased since then and they are not currently being marketed.

Due to other priorities a new solution has not been found to improve the condition of the leaves, but further work could be done before the next Asset & Services Committee meeting in September. The current memorial tree cost £2,400 +VAT and came with 30 leaves.

An alternative memorial tree can be seen below at a height of 120cm its cost is £5,750 +VAT; at 220cm £10,500+VAT or 320cm £18,500+VAT. Made from six component sections of laser cut 12 mm COR-TEN steel, the sections are welded together so that a 3-dimensional structure is formed. The COR-TEN weathering steel oxidises swiftly in the first 2 months until it gets its distinctive colour. Thereafter, the oxidation stops and the oxidised layer forms the protective layer of the tree giving it a life-cycle of 5+ decades.



The manufacturer of this tree has been contacted to see if leaves can be made to attach to our existing tree in anodized aluminum but the problem was the cylindrical design of the stalk that is pincer tight to attach to the memorial tree twig/branch ends. Its is not possible to do that with their aluminium



The 320 cm memorial tree features 600 laser cut holes, where individually engraved memorial leaves commemorating the deceased can be attached.

The engraved memorial leaves have a thickness of 3 mm.

The dimension (without stalks) for engraving purposes is 105 mm by 59 mm.

Memorial leaves are delivered with the name and dates of birth & death of the deceased as standard. For an extra cost it is also possible to have text engraved on the reverse side of the leaf up to a maximum of 24 characters.

The memorial leaf is provided with a pre-cut hole, so that it can be attached to the tree with the supplied attaching materials

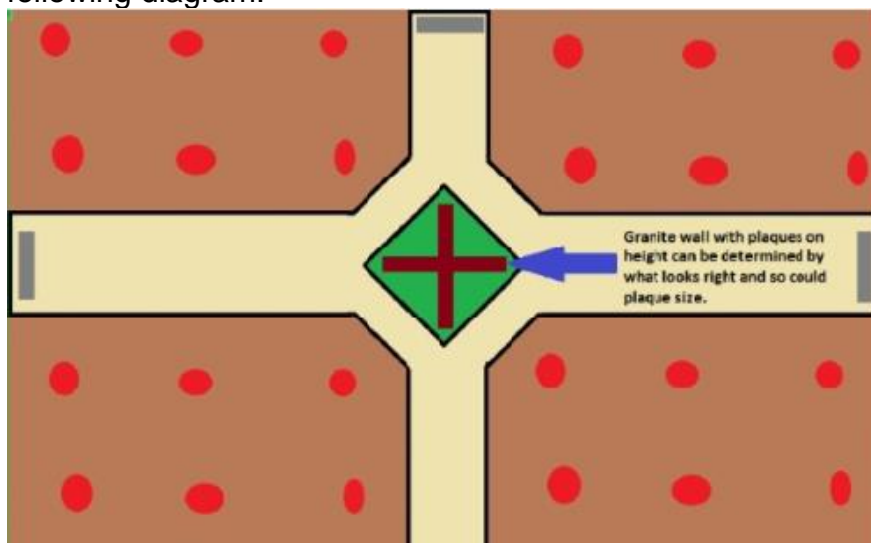
Our standard leaves are made from aluminium and anodised in a metallic golden colour. Other options for leaf design and materials are possible.

leaves. The stalks cannot be moulded/bent in this manner. Thus they were unable to help with replacement leaves to the existing tree.

While further investigations are made to improve the longevity of the existing leaves and tree, members may wish to consider options that could be available, however, no prices have been confirmed as yet:



The simplest form could be built similar to the old Wall of Remembrance as per the following diagram:



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

AGENDA ITEM 10: ALLOTMENTS UPDATE REPORT

As of 19 June 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	14(4)	(0)
FERRY ROAD	94	94	0	2(0)	(0)
RAILWAY HILL	44	41	3	(0)	(0)
CEMETERY	8	8	-	0	(0)
TAUNTON ROAD	19	15	4	(0)	0
TOTAL	476	460	16	16(4)	(0)

Since the previous meeting in February there has been a renewed demand for allotments. 31 new allotment agreements have been issued via email with 3 more pending.

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. 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 - no 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. For any plots requiring work, the Business Services Officer will be making a courtesy call to the tenant to understand whether there are any circumstances preventing them from tending the plot. Cultivation Orders may be resumed shortly, once shielding rules are relaxed.

In March our Grounds maintenance team and FSALG jointly repaired the roadways with ballast on our Cowpasture Allotment site.

The Town Clerk and the Business Services Officer have conducted meetings with FSALG via Zoom. Following the first meeting of this kind in early June, another is to take place on 23rd June and Committee will be updated on any matters arising from this meeting.

In response to the Council's Climate Emergency Declaration, discussions are being held with FSALG on green waste management with a view to supporting tenants with guidance on alternatives to bonfires. Committee may wish to consider its position on the use of bonfires at a future meeting.

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