

**MINUTES** of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 28 September 2022** at **7.30pm**

**PRESENT:** Cllr N Barber (Chairman) Cllr M Morris  
Cllr D Savage (Vice Chairman) Cllr G Newman  
Cllr D Aitchison Cllr A Smith  
Cllr K Williams

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs D Frost (Deputy Town Clerk)  
Mrs J Smith (Administration Assistant)

**IN ATTENDANCE:** 1 Member of the public

**186. PUBLIC QUESTIONS**

No Questions

**187. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr M Richardson** and **Cllr S Harkin**.

**188. DECLARATIONS OF INTEREST**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr G Newman	All	Non-Pecuniary (as a Member of Suffolk County Council)
Cllr G Newman	192(iii)	Non-Pecuniary (as a Member of OFCA)
Cllr D Savage	192(iii)	Non-Pecuniary (as a Member of OFCA)

**189. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 6 July 2022** be signed by the **Chairman** as a true record.

**190. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 21 September 2022.

It was **RESOLVED** that the **Budget Report to 21 September 2022** be received and noted, with no other action required at this time.

## 191. PARKS

The Town Clerk updated committee on the transfer of Allenby Park and Gosford Way. Members discussed the future management and maintenance of the parks by the Council and it was agreed that the security of the park should be brought in-house. It was noted that Norse will continue to provide some cyclical services, such as grass cutting, or those require specialist equipment that the Council did not currently have access to.

Committee suggested consideration should be put into planting extra wildflower seeds in the rewilding areas.

Members also considered a request to receive and administer ECB funding to replace four benches on public land in Walton, which would be maintained by Suffolk County Council.

**It was RESOLVED that:**

- i) Locking and unlocking of gates at Allenby Park to be brought in house, opening year-round at 6.30am and closing at dusk, or 9pm, whichever is earlier;**
- ii) Further investigation be made into planting wildflower seeds in the rewilding areas; and,**
- iii) Felixstowe Town Council administers the funds from East Suffolk Locality budgets for the replacement of benches in Walton.**

## 192. FEES AND CHARGES 2023-24

Committee considered the scale of Fees and Charges for Council services from 1 April 2023 as presented in the report.

**It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2023:**

- i) Town Hall – General Hire:**  
5% increase to Voluntary/Charity/Community and Commercial Business hire fees for 2023-24

<b>FELIXSTOWE TOWN HALL</b> Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	<b>Full day (Weekday, 9am-5pm)</b>	<b>Half day (weekdays 9-1pm, 1pm-5pm)</b>	<b>Hourly rate (weekday hours between 9am-5pm)</b>	<b>Hourly rate (all other times)</b>
<b>Council Chamber</b>				
Commercial/Business Hire	£220	£110	£34	£50
Voluntary/Charity/Community	£108	£55	£17	£32.50

Other Town Hall Rooms				
Commercial/Business Hire	£165	£84	£24	£45
Voluntary/Charity/Community	£97	£48	£12.50	£27
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

**ii) Town Hall - Weddings and Special Events:**  
10% increase for 2023-24.

<b>WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL</b>	<b>Weekday (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Weekend (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Any Day (1<sup>st</sup> Oct- 31<sup>st</sup> March)</b>	<b>Post- Ceremony Drinks</b>
<b>Council Chamber</b> <small>(for ceremonies attended by a maximum 76)</small>	£435	£555	£435	N/A
<b>Clerk's Office</b> <small>(for ceremonies attended by a maximum 15)</small>	£220	£275	£220	N/A
<b>Courtroom Gallery</b>	N/A	N/A	N/A	£118
<b>Other Rooms</b>	N/A	N/A	N/A	£118

**iii) Walton Community Hall – General Hire:**  
No increase for Voluntary/Charity/Community fees 5% increase for Commercial Business hire for 2023-24

<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	£16.80	£19.90	£54.60
Voluntary/Charity/Community /Private Hire	£9.00	£12.00	£30.00

**iv) Cemetery:**  
'Permission to Erect a Memorial fees' to become one standard rate (at the current resident rate) no increase, the reduction of the memorial fee for urn plots and a 5% increase to all other Cemetery fees for 2023-24

<b>1. INTERMENTS</b>		
<b>Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>
Still Born – 1 Month	No charge	No charge
Child up to 18 Years	No charge	No charge
Adult Grave - Single Depth 4'6"	1260	630

Double Depth 6'4"	1940	1018
Triple Depth 7'6"	2378	1186
Urn of cremated remains	320	163
Scattering of ashes	71	71
<b>Additional charges applicable outside ordinary hours of burial Monday to Friday</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee</b>
Grave space	840	420
Urn space	499	247
Scattering of ashes	283	139
<b>Additional charges applicable on Weekends and Bank Holidays (subject to availability)</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee</b>
Grave space	1396	698
Urn space	976	465
Scattering of ashes	357	178.50
*Residents fee applies to persons whose normal place of residence at their time of death was within the Town of Felixstowe within the last two years immediately before their death.		
<b>2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS</b>	<b>EXISTING CHARGES 2022-2023 (5% / 10%)</b>	
<b>Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>
Adult Grave 8' by 3'	2378	1192
Children's grave 4' by 3'	165	165
Urn plot in GARDEN OF REMEMBRANCE	976	488
Urn plot in LAWN GARDEN	1790	892
<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>		
	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>
Renewal 50 years: Adult Grave	2100	1050
Child Grave	110	110
Urn plot (Garden of Remembrance)	698	346.50
Urn plot (Lawn Garden)	1507	751
Renewal 25 years: Adult Grave	1066	535
Child Grave	55	55
Urn plot (Garden of Remembrance)	352	176
Urn plot (Lawn Garden)	772	388.50
<b>4. PERMISSION TO ERECT MEMORIALS</b>		
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	300	300
Memorial not exceeding 3' 6" height by 3' width	300	300
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	150	150

Vase with or without lettering	165	165
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	165	165
Additional inscription on any memorial after the first	102.50	102.50
Space for single plaque on Wall of Remembrance 8" by 6"	270	270
<b>Garden of Remembrance – Ground level Plaque</b>		
Plaque for urn plot 6" by 4"	270	270
Plaque for urn plot 8" by 6"	270	270
<b>MEMORIAL GARDEN (subject to VAT)</b>	<b>EXISTING CHARGES 2022-2023 (5% / 10%)</b>	
	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	630	315
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	388	194
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	514	257
Renewal of lease for the above memorials for further 5 years	134	134
Memorial bench plaques with inscription for 10 years (prices from)	1291	646
<b>5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)</b>		
Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1748	1748
Planting single grave with winter and summer plants and maintaining for one year	299	299
Annual maintenance thereafter	171	171
<b>6. MISCELLANEOUS</b>		
Registering transfer of grant	45	45
Exhumation (Burial)	1680	1680
Exhumation (Ashes)	698	698
Register Search	26	26
Preparation of Statutory Declaration	55	55

#### v) Allotments

For tenancies renewing in October 2023, or for new tenancies commencing from April 2023, an increase of 25p per 25m<sup>2</sup> or 'rod':

<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>£41.25</b>	<b>£24.75</b>
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	<b>£82.50</b>	<b>£49.50</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)

### **193. TOWN HALL UPDATE REPORT**

The new 3-year fixed energy contract using 100% renewable energy was noted. The Deputy Town Clerk updated Committee on the contract for the windows. The contractors, Charles Clarke & Son had also been asked to quote for repainting the guttering whilst the scaffolding was up, the resulting quote was £1,750 +VAT. Committee agreed that it was sensible to have this work carried out at this time and the amount should be funded from the Town Hall Earmarked Reserves.

**It was RESOLVED that:**

- i) the Town Hall update report be noted; and**
- ii) £1750 +VAT be taken from the Town Hall Earmarked Reserves for the repainting of the guttering**

### **194. BROADWAY HOUSE UPDATE REPORT**

Committee received the Broadway House update report.

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

### **195. WALTON COMMUNITY HALL**

Members received a report on environmental improvements that could be made to Walton Community Hall. Members agreed with the current increase in costs and usage of the hall that before this work was investigated a review of the community hall should take place. Members agreed that this review should take place in the next civic year.

**It was RESOLVED that:**

- i. the Walton Community Hall update report be noted; and,**
- ii. a full review of Walton Community Hall should take place in 2023.**

## **196. CEMETERY UPDATE REPORT**

Committee received the Cemetery update report.

**It was RESOLVED that:**

- i) the Cemetery Update report be noted;**
- ii) enquiries be made with Felixstowe Men's Shed to ask whether they would like to build 3 bat roost shelters; and**
- iii) the Company Vehicle Policy be approved.**

## **197. ALLOTMENTS UPDATE REPORT**

The Administration Assistant presented the Allotment update report. With reference to recent reports of Avian Flu in England, it was agreed that the Town Council liaise with the FAA on this matter. It was noted that allotment holders had a duty to adhere to DEFRA guidelines as part of their Tenancy Agreement and that the Felixstowe Allotment Association (FAA) were proactive in this regard. Committee considered the Felixstowe Allotment Association's request for a contribution towards the cost of servicing the portaloos currently on Cowpasture and Ferry Road Allotment sites.

**It was RESOLVED that:**

- i) the Allotments update report be noted; and,**
- ii) the FAAs request for a contribution to the servicing of their toilets would not be supported at this time.**

## **198. FLOOD MEMORIAL REPORT**

Members discussed the options presented in the report, and agreed that the wooden waves should be replaced with like for like wooden sleepers and that the Cemetery staff create a bench similar to the one that was already there, as it was designed for that area with a curve in its shape.

**It was RESOLVED that the Flood Memorial be refurbished in-house, and the cost of replacing the wooden sleepers and the wooden bench, total cost of no more than £700 be taken from the Cemetery Earmarked Reserve.**

## **199. CLOSURE**

The meeting was closed at 9.14pm. The next meeting was noted as being scheduled for Wednesday 23 November 2022 at 7.30pm.

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

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