

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 18 September 2024 at 7.30pm**

**PRESENT:** Cllr D Rowe (Chairman)  
Cllr M James (Vice Chairman) Cllr B Price  
Cllr D Aitchison Cllr M Sharman  
Cllr M Morris Cllr W Underwood

**OFFICERS:** Mr A Tadjrishi (Town Clerk)  
Mrs J Smith (Assets & Services Officer)  
Mr T Minns (Grounds & Maintenance Manager)

**192. PUBLIC QUESTIONS**

None.

**193. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr N Barber** and **Cllr S Harkin**.

**194. DECLARATIONS OF INTEREST**

None.

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

**195. CONFIRMATION OF MINUTES**

It was confirmed that the Member listed as both 'present' and as giving 'apologies for absence', was an error only in the copy of the Minutes attached to the agenda, with the official Minutes recording attendance correctly.

**It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 10 July 2024 be signed by the Chairman as a true record.**

**196. ASSETS & SERVICES BUDGET REPORT**

The Committee considered the summary and detailed report showing income and expenditure against budget to 13 September 2024.

In response to a query regarding the income for Broadway house and the Telecoms mast it was explained that invoices had been issued and both leases are currently under review.

**It was RESOLVED that the Budget Report to 13 September 2024 be received and noted.**

## 197. FEES AND CHARGES 2025-26

Committee considered the scale of Fees and Charges for Council services from 1 April 2025 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 2025:**

### i) Town Hall – General Hire:

10% increase to Voluntary/Charity/Community and Commercial Business hire fees for 2025-26 as follows:

<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	£254	£128	£40	£58
Voluntary/Charity/Community	£124	£64	£20	£37
<b>Other Town Hall Rooms</b>				
Commercial/Business Hire	£190	£97	£28	£52
Voluntary/Charity/Community	£112	£55	£15	£31
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

### ii) Town Hall - Weddings and Special Events:

10% increase for hire for 2025-26 as follows:

<b>WEDDINGS AND SPECIAL EVENTS</b> <b>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> (for ceremonies attended by a maximum 76)	£636	£781	£636	N/A
<b>Felixstowe Resident Rate</b>	£536	£681	£536	
<b>Clerk's Office</b> (for ceremonies attended by a maximum 15)	£376	£442	£376	N/A
<b>Felixstowe Resident Rate</b>	£276	£342	£276	
<b>Courtroom Gallery</b>	N/A	N/A	N/A	£143
<b>Other Rooms</b>	N/A	N/A	N/A	£143

**iii) Walton Community Hall – General Hire:**

Proposal of 10% with 5% discount on block bookings – 5 or more bookings

<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	£20	£23.50	£62.50
Voluntary/Charity/Community /Private Hire	£10.50	£14	£34.50

**iv) Cemetery:**

10% increase on fees for 2025-26 as follows:

<b>1. INTERMENTS</b>	<b>2025-2026</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"	1455	728
Double Depth 6'4"	2353	1176
Triple Depth 7'6"	2747	1369
Urn of cremated remains	370	188
Scattering of ashes	83	83
<b>Additional charges applicable outside ordinary hours of burial Monday to Friday</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee</b>
Grave space	970	485
Urn space	576	285
Scattering of ashes	327	161
<b>Additional charges applicable on Weekends and Bank Holidays (subject to availability)</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee</b>
Grave space	1613	806
Urn space	1128	564
Scattering of ashes	413	206
<b>2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS</b>	<b>2025 - 2026</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'	2747	1376

Children's grave 4' by 3'	No Charge	No Charge
Urn plot in GARDEN OF REMEMBRANCE	1128	564
Urn plot in LAWN GARDEN	2068	1031
<b>3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL</b>	<b>Standard Fee</b>	<b>Felixstowe Resident fee*</b>
Renewal 50 years: Adult Grave	2426	1213
Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	806	400
Urn plot (Lawn Garden)	1741	868
Renewal 25 years: Adult Grave	1231	618
Child Grave	No Charge	No Charge
Urn plot (Garden of Remembrance)	406	204
Urn plot (Lawn Garden)	892	449
<b>4. PERMISSION TO ERECT MEMORIALS</b>		
	<b>Standard Fee</b>	
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	347	
Memorial not exceeding 3' 6" height by 3' width	347	
Kerb stone/border stone/edging AND Memorial	578	
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	190	
Vase with or without lettering	190	
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	190	
Additional inscription on any memorial after the first	119	
<b>Garden of Remembrance – Ground level Plaque</b>		
Plaque for urn plot 6" by 4"	190	
Plaque for urn plot 8" by 6"	190	
<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	727	364
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	448	225
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	594	297

Renewal of lease for the above memorials for further 5 years	155	155
Memorial bench plaques with inscription for 10 years (prices from)	1491	746
<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	1984	1984
Planting single grave with winter and summer plants and maintaining for one year	345	345
Annual maintenance thereafter	198	198
<b>6. MISCELLANEOUS</b>		
Registering transfer of grant	52	52
Exhumation (Burial)	1940	1940
Exhumation (Ashes)	806	806
Register Search	30	30
Preparation of Statutory Declaration	67	67

#### v) Allotments

Starting in April 2025, the discount fee will be calculated based on a fixed rate rather than a percentage. This fixed rate will be approximately £17 for a standard-sized plot, with proportional adjustments for smaller and larger plots. Additionally, a new fee will be introduced for new tenants to cover administrative costs and encourage active use of the plots.

For allotments taken on from January to October, charges will be applied pro-rata through to October, along with the following 12 months. For allotments taken on between October and December, the full fee for 12 months will be charged, up to the following October.

For tenancies renewing in October 2025, or new tenancies beginning from April 2025, the applicable fees will be:

<b>Plot Size</b>	<b>Standard Rent (inc. Water)</b>	<b>Discount Rent (inc. Water)</b>
Single-size plot <b>New tenant</b> (approx. 125m <sup>2</sup> or '5 Rods')	<b>£75.00</b>	Discount will be applied to first full year
Single-size plot (approx. 125m <sup>2</sup> or '5 Rods')	<b>£45.00</b>	<b>£28.00</b>
Double-size plot (approx. 250m <sup>2</sup> or '10 Rods')	<b>£90.00</b>	<b>£56.00</b>
'Allotment' (Miniplot)	<b>£28.50</b>	<b>N/A</b>

## **198. CEMETERY UPDATE REPORT**

The Grounds and Maintenance Manager presented the Cemetery Update Report. It was noted that although Company 1 offered Husqvarna tools at a slightly lower price, Company 2's shorter delivery time would allow staff to begin work sooner. Additionally, Company 2 had a current discount offer, reducing the initial quote. Consequently, it was decided to purchase the brushcutter and replacement hedgetrimmer from Company 2.

**It was RESOLVED that:**

- i. the Cemetery Update Report be noted;**
- ii. the tools be purchased from Company 2, with the cost of £1,798.06 + VAT to be funded via the Asset Repairs and Replacement Earmarked Reserve; and,**
- iii. the cost of £1,650.00 + VAT for purchasing shoring equipment be funded via the Asset Repairs and Replacement Earmarked Reserve.**

## **199. ALLOTMENT UPDATE REPORT**

The Assets & Services Officer presented the Allotments Update Report. The proposal to introduce a seasonal ban on bonfires from 30<sup>th</sup> June to 1<sup>st</sup> September was discussed. Members considered potential negative feedback from allotment tenants and inquired about engagement efforts. It was noted that discussions had been held with the Felixstowe Allotment Association, and controlled burns were being considered during the transition to the new policy. Members then deliberated on the necessity of bonfires on allotments and proposed extending the ban period from 1<sup>st</sup> June to 30<sup>th</sup> September.

**It was RESOLVED that:**

- i. the Allotment update report be noted; and,**
- ii. the bonfire policy be updated to reflect the new restrictions, including the proposed ban period from June 1st to September 30<sup>th</sup>.**

## **200. TOWN HALL CONFERENCING FACILITIES**

The Committee discussed the benefits of improving the quality of refreshments offered to room hirers and visitors to the Town Hall, noting that such an enhancement could significantly improve customer satisfaction. Additionally, it was considered that these improved facilities could promote the Town Hall as a mini-conference venue, potentially increasing bookings.

**It was RESOLVED that a coffee machine be purchased for the Town Hall, and the cost of £1,318 + VAT be funded via the Town Hall Earmarked Reserve.**

**201. PATHWAY AT GOSFORD WAY PARK**

The Grounds & Maintenance Manager presented the update on the pathway at Gosford Way Park. Members expressed satisfaction with the progress and welcomed the financial contribution from OFCA of £1,500 + VAT.

**It was RESOLVED that the total cost of £3,600 + VAT for the pathway works be taken from the Council's public spaces earmarked reserves.**

**202. CLOSURE**

The meeting was closed at 8.26pm. The next meeting was noted as being scheduled for Wednesday 20 November 2024 at 7.30pm.

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

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