

**Membership from May 2025**

Councillor Borda  
Councillor Harvey  
Councillor Hulbert  
Councillor Jarvis  
Councillor Kavanagh  
Councillor McHugh (Vice)  
Councillor Nobbs  
Councillor Revitt  
Councillor Winter (Chair)  
Councillor Yarrow

Members = 8



**Newmarket**  
TOWN COUNCIL

**The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP**

You are hereby summoned to attend a meeting of the  
**COMMUNITY SERVICES COMMITTEE**

to be held at

**Memorial Hall, High Street, Newmarket, CB8 8JP**

**on Tuesday 5<sup>th</sup> January 2026 at 7.15pm**

**or following on from the Development and Planning  
Committee meeting, whichever is the later time**

## **A G E N D A**

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting. This is a public arena, therefore anything you say including your name if given, may be published by the press, social media and in Council committee minutes.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- film, photograph or make an audio recording of the meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- Report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

- 1) Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- 2) Apologies** - To receive and accept apologies for absence
- 3) Declaration of interests**
  - Councillors are invited to raise any declarations of interest concerning items on the agenda
  - To consider any requests for dispensation
- 4) Minutes of previous meeting held 3<sup>rd</sup> November 2025**
  - To consider and adopt the minutes, as a true record of the proceedings
  - To consider any matters arising
- 5) Public participation** – an invitation to members of the public to make representations to Councillors.  
Resolutions can only be made on items on the agenda  
*Rules of public participation: no person may speak for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.*
- 6) Accounts** – To receive and note the accounts for Community Services for the previous month
- 7) Streetlighting** – To receive and consider a report regarding the upgrading of the heritage streetlight columns on the High Street
- 8) Cemetery** – to approve the recommended cemetery fees for 2026/2027
- 9) Correspondence**
- 10) Date of next meeting Monday 2<sup>nd</sup> March 2026 at 7.15pm**

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 30<sup>th</sup> December 2025

To: Chairman and Members of Community Services Committee, Other Council Members, The Press

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Item 4

# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Community Services Committee**  
**Held on Monday 3<sup>rd</sup> November 2025 at 7:15pm**

**Attendance:**

Councillor P Winter (Chair)  
Councillor J Borda  
Councillor J Harvey

Councillor P Hulbert  
Councillor J McHugh (Vice Chair)  
Councillor R Nobbs

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllr Whittle – WSC, Cllr Kavanagh as an observer, 1 Member of the Press and 4 Members of the Public.

Minute

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**C/25/11/1    Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**

The Chair opened the meeting and read out the fire safety notice and confirmed that the meeting was being recorded by the Minute Assistant.

**C/25/11/2    Apologies for Absence**

Apologies were received from Cllr Jarvis and Yarrow.

**C/25/11/3    Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation**

Cllr Borda declared an "other" interest in item 8. There were no requests for dispensations.

**C/25/11/4    To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 1<sup>st</sup> September 2025 and Any Matters Arising**

Members received the minutes of the Community Services Committee meeting held on 1<sup>st</sup> September 2025 and Cllr Winter made a proposal, seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

**C/25/11/4.01 Resolved**

**That the minutes of the Community Services Committee meeting held on 1<sup>st</sup> September 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.**

There were no matters arising.

**C/25/11/5    Public Open Session**

A member of the public spoke to item 8 and objected to the proposal to put planters outside of the Jockey Club as this would prevent access for the SOS bus which is a vital support to the nighttime economy. A member of the public also spoke to item 8 and objected to the proposal to put planters in the same area as this is used for emergency vehicles to attend incidents in the Town.

**C/25/11/6 To Receive the Accounts**

The accounts for October 2025 were received and noted.

**C/25/11/7 Budget 2026/2027**

The Community Services budget for 2026/2027 was considered and Cllr Winter made a proposal, seconded by Cllr Nobbs. A vote was taken, and the following was agreed:

**C/25/11/7.01 Recommendation**

**That the Community Services budget for 2026/2027 at £352,360 be approved.**

*Cllr Borda declared an "other" interest in the following item.*

**C/25/11/8 Street Furniture**

Owing to the objections received from the SOS team and emergency responders, Town Clerk amended the proposal to install extra planters in High Street. Cllr Winter made a proposal, seconded by Cllr Nobbs. A vote was taken, and the following was agreed:

**C/25/11/8.01 Recommendation**

**That 4 planters be purchased from Broxap and be installed outside the Turkomon Restaurant at £990 each - £3,960. That installation costs are to be arranged with the Jockey Club.**

**C/25/11/8.02 Recommendation**

**That the installation of planters outside of the Jockey Club be deferred to investigate other options for the area further.**

**C/25/11/9 Correspondence**

None noted.

**C/25/11/10 Date of Next Meeting**

Monday 5<sup>th</sup> January 2026 at the Memorial Hall.

Meeting closed at 7:29pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Summary of Recommendations**

| <b>Recommendation</b>                     | <b>Recommendation Wording</b>                                                                                                                                                                      |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>C/25/11/4.01 Resolved</u></b>       | <b>That the minutes of the Community Services Committee meeting held on 1<sup>st</sup> September 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.</b> |
| <b><u>C/25/11/7.01 Recommendation</u></b> | <b>That the Community Services budget for 2026/2027 at £352,360 be approved.</b>                                                                                                                   |
| <b><u>C/25/11/8.01 Recommendation</u></b> | <b>That 4 planters be purchased from Broxap and be</b>                                                                                                                                             |

Book number 9 2025 -2026

Minutes of Community Services Committee held on Monday 3<sup>rd</sup> November 2025

|                                           |                                                                                                                                   |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
|                                           | installed outside the Turkomon Restaurant at £990 each - £3,960. That installation costs are to be arranged with the Jockey Club. |
| <b><u>C/25/11/8.02 Recommendation</u></b> | That the installation of planters outside of the Jockey Club be deferred to investigate other options for the area further.       |

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|                                               | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-----------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b><u>Community Services</u></b>              |                   |                        |                   |                    |                          |                    |              |                         |
| <b><u>200 Outside Services</u></b>            |                   |                        |                   |                    |                          |                    |              |                         |
| 4029 General Equipment                        | 46                | 654                    | 1,500             | 846                |                          | 846                | 43.6%        |                         |
| 4039 Vehicle Costs                            | 27                | 4,723                  | 7,700             | 2,977              |                          | 2,977              | 61.3%        |                         |
| 4095 Assets Purchased                         | 0                 | 90                     | 0                 | (90)               |                          | (90)               | 0.0%         |                         |
| 4326 Outside Services SLA                     | 17,603            | 79,347                 | 121,000           | 41,653             |                          | 41,653             | 65.6%        |                         |
| Outside Services :- Indirect Expenditure      | <b>17,676</b>     | <b>84,813</b>          | <b>130,200</b>    | <b>45,387</b>      | <b>0</b>                 | <b>45,387</b>      | <b>65.1%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(17,676)</b>   | <b>(84,813)</b>        | <b>(130,200)</b>  | <b>(45,387)</b>    |                          |                    |              |                         |
| <b><u>201 General Town Planting</u></b>       |                   |                        |                   |                    |                          |                    |              |                         |
| 1007 Sponsorship Income                       | 0                 | 5,215                  | 4,830             | (385)              |                          |                    | 108.0%       |                         |
| 1009 Roundabout Sponsorship                   | 0                 | 0                      | 5,000             | 5,000              |                          |                    | 0.0%         |                         |
| General Town Planting :- Income               | <b>0</b>          | <b>5,215</b>           | <b>9,830</b>      | <b>4,615</b>       |                          |                    | <b>53.1%</b> | <b>0</b>                |
| 4037 R&M - Grounds                            | 0                 | 0                      | 6,000             | 6,000              |                          | 6,000              | 0.0%         |                         |
| 4100 Seasonal Planting                        | 0                 | 4,395                  | 4,200             | (195)              |                          | (195)              | 104.6%       |                         |
| 4101 Hanging Baskets                          | 0                 | 3,648                  | 4,000             | 352                |                          | 352                | 91.2%        |                         |
| 4102 Sponsored Roundabouts                    | 0                 | 0                      | 5,000             | 5,000              |                          | 5,000              | 0.0%         |                         |
| General Town Planting :- Indirect Expenditure | <b>0</b>          | <b>8,043</b>           | <b>19,200</b>     | <b>11,157</b>      | <b>0</b>                 | <b>11,157</b>      | <b>41.9%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>0</b>          | <b>(2,828)</b>         | <b>(9,370)</b>    | <b>(6,542)</b>     |                          |                    |              |                         |
| <b><u>202 Cemetery</u></b>                    |                   |                        |                   |                    |                          |                    |              |                         |
| 1000 Burial Fees                              | 0                 | 7,160                  | 29,000            | 21,840             |                          |                    | 24.7%        |                         |
| 1005 Misc Income                              | 0                 | 2,390                  | 0                 | (2,390)            |                          |                    | 0.0%         |                         |
| 1020 Interment(Ashes) Income                  | 0                 | 2,500                  | 4,000             | 1,500              |                          |                    | 62.5%        |                         |
| 1021 Monumental Income                        | 0                 | 4,667                  | 4,000             | (667)              |                          |                    | 116.7%       |                         |
| 1022 Grave Space Purchase Income              | 0                 | 10,860                 | 15,000            | 4,140              |                          |                    | 72.4%        |                         |
| Cemetery :- Income                            | <b>0</b>          | <b>27,577</b>          | <b>52,000</b>     | <b>24,423</b>      |                          |                    | <b>53.0%</b> | <b>0</b>                |
| 4011 Rates                                    | 0                 | 4,441                  | 4,900             | 459                |                          | 459                | 90.6%        |                         |
| 4012 Water Rates                              | 0                 | 258                    | 1,000             | 742                |                          | 742                | 25.8%        |                         |
| 4014 Electricity                              | 184               | 1,380                  | 2,000             | 620                |                          | 620                | 69.0%        |                         |
| 4016 Cleaning                                 | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4036 R&M - Buildings                          | 0                 | 5,839                  | 20,000            | 14,161             |                          | 14,161             | 29.2%        |                         |
| 4037 R&M - Grounds                            | 280               | 4,898                  | 22,000            | 17,102             |                          | 17,102             | 22.3%        |                         |
| 4047 Grave Digging                            | 0                 | 2,980                  | 11,500            | 8,520              |                          | 8,520              | 25.9%        |                         |
| 4325 Cemetery SLA                             | 0                 | 6,401                  | 12,802            | 6,401              |                          | 6,401              | 50.0%        |                         |
| Cemetery :- Indirect Expenditure              | <b>464</b>        | <b>26,196</b>          | <b>74,702</b>     | <b>48,506</b>      | <b>0</b>                 | <b>48,506</b>      | <b>35.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>(464)</b>      | <b>1,381</b>           | <b>(22,702)</b>   | <b>(24,083)</b>    |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 18/12/2025

Month No: 9

Committee Report DRAFT Community Services

|                                                     | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>203 Disused Churchyards</b>                      |                   |                        |                   |                    |                          |                    |               |                         |
| 4037 R&M - Grounds                                  | 0                 | 6,825                  | 6,000             | (825)              |                          | (825)              | 113.8%        |                         |
| Disused Churchyards :- Indirect Expenditure         | <b>0</b>          | <b>6,825</b>           | <b>6,000</b>      | <b>(825)</b>       | <b>0</b>                 | <b>(825)</b>       | <b>113.8%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>0</b>          | <b>(6,825)</b>         | <b>(6,000)</b>    | <b>825</b>         |                          |                    |               |                         |
| <b>204 Memorial - War,Cooper,Tutte</b>              |                   |                        |                   |                    |                          |                    |               |                         |
| 4014 Electricity                                    | 27                | 240                    | 400               | 161                |                          | 161                | 59.9%         |                         |
| 4036 R&M - Buildings                                | 0                 | 3,500                  | 1,000             | (2,500)            |                          | (2,500)            | 350.0%        | 2,007                   |
| 4037 R&M - Grounds                                  | 0                 | 2,745                  | 1,000             | (1,745)            |                          | (1,745)            | 274.5%        |                         |
| Memorial - War,Cooper,Tutte :- Indirect Expenditure | <b>27</b>         | <b>6,485</b>           | <b>2,400</b>      | <b>(4,085)</b>     | <b>0</b>                 | <b>(4,085)</b>     | <b>270.2%</b> | <b>2,007</b>            |
| <b>Net Expenditure</b>                              | <b>(27)</b>       | <b>(6,485)</b>         | <b>(2,400)</b>    | <b>4,085</b>       |                          |                    |               |                         |
| 6000 plus Transfer from EMR                         | 0                 | 2,007                  | 0                 | (2,007)            |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>               | <b>(27)</b>       | <b>(4,478)</b>         | <b>(2,400)</b>    | <b>2,078</b>       |                          |                    |               |                         |
| <b>205 Clocks</b>                                   |                   |                        |                   |                    |                          |                    |               |                         |
| 4014 Electricity                                    | 50                | 387                    | 500               | 113                |                          | 113                | 77.3%         |                         |
| 4036 R&M - Buildings                                | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%          |                         |
| 4177 Clock Tower Expenses                           | 120               | 1,080                  | 1,700             | 620                |                          | 620                | 63.5%         |                         |
| Clocks :- Indirect Expenditure                      | <b>170</b>        | <b>1,467</b>           | <b>3,200</b>      | <b>1,733</b>       | <b>0</b>                 | <b>1,733</b>       | <b>45.8%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>(170)</b>      | <b>(1,467)</b>         | <b>(3,200)</b>    | <b>(1,733)</b>     |                          |                    |               |                         |
| <b>206 Bus Shelters</b>                             |                   |                        |                   |                    |                          |                    |               |                         |
| 4036 R&M - Buildings                                | 3,915             | 4,305                  | 2,000             | (2,305)            |                          | (2,305)            | 215.3%        |                         |
| Bus Shelters :- Indirect Expenditure                | <b>3,915</b>      | <b>4,305</b>           | <b>2,000</b>      | <b>(2,305)</b>     | <b>0</b>                 | <b>(2,305)</b>     | <b>215.2%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                              | <b>(3,915)</b>    | <b>(4,305)</b>         | <b>(2,000)</b>    | <b>2,305</b>       |                          |                    |               |                         |
| <b>207 General Town Maintenance</b>                 |                   |                        |                   |                    |                          |                    |               |                         |
| 1005 Misc Income                                    | 0                 | 2,665                  | 0                 | (2,665)            |                          |                    | 0.0%          |                         |
| 1174 Grants Received SCC                            | 9,000             | 9,000                  | 0                 | (9,000)            |                          |                    | 0.0%          |                         |
| General Town Maintenance :- Income                  | <b>9,000</b>      | <b>11,665</b>          | <b>0</b>          | <b>(11,665)</b>    |                          |                    |               | <b>0</b>                |
| 4037 R&M - Grounds                                  | 605               | 16,457                 | 12,000            | (4,457)            |                          | (4,457)            | 137.1%        |                         |
| 4092 Infrastructure                                 | 0                 | 3,297                  | 2,500             | (797)              |                          | (797)              | 131.9%        |                         |
| 4095 Assets Purchased                               | 9,100             | 12,773                 | 0                 | (12,773)           |                          | (12,773)           | 0.0%          | 3,673                   |
| 4108 Town Centre Regeneration                       | 0                 | 0                      | 8,000             | 8,000              |                          | 8,000              | 0.0%          |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 18/12/2025

Month No: 9

Committee Report DRAFT Community Services

|                                                  | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4140 Dog Waste Collection/Disposal               | 0                 | 800                    | 995               | 195                |                          | 195                | 80.4%         |                         |
| General Town Maintenance :- Indirect Expenditure | <b>9,705</b>      | <b>33,328</b>          | <b>23,495</b>     | <b>(9,833)</b>     | <b>0</b>                 | <b>(9,833)</b>     | <b>141.8%</b> | <b>3,673</b>            |
| <b>Net Income over Expenditure</b>               | <b>(705)</b>      | <b>(21,663)</b>        | <b>(23,495)</b>   | <b>(1,832)</b>     |                          |                    |               |                         |
| 6000 plus Transfer from EMR                      | 0                 | 3,673                  | 0                 | (3,673)            |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>            | <b>(705)</b>      | <b>(17,990)</b>        | <b>(23,495)</b>   | <b>(5,505)</b>     |                          |                    |               |                         |
| <b><u>208 Public Conveniences</u></b>            |                   |                        |                   |                    |                          |                    |               |                         |
| 1005 Misc Income                                 | 0                 | 320                    | 0                 | (320)              |                          |                    | 0.0%          |                         |
| 1174 Grants Received SCC                         | 0                 | 4,000                  | 0                 | (4,000)            |                          |                    | 0.0%          |                         |
| 1181 Grant Received WSC                          | 0                 | 8,300                  | 3,300             | (5,000)            |                          |                    | 251.5%        |                         |
| Public Conveniences :- Income                    | <b>0</b>          | <b>12,620</b>          | <b>3,300</b>      | <b>(9,320)</b>     |                          |                    | <b>382.4%</b> | <b>0</b>                |
| 4014 Electricity                                 | 90                | 464                    | 1,400             | 936                |                          | 936                | 33.1%         |                         |
| 4016 Cleaning                                    | 0                 | 272                    | 3,600             | 3,328              |                          | 3,328              | 7.6%          |                         |
| 4036 R&M - Buildings                             | 2,250             | 7,836                  | 2,000             | (5,836)            |                          | (5,836)            | 391.8%        | 31,999                  |
| 4046 Opening/Closing Costs                       | 0                 | 0                      | 4,400             | 4,400              |                          | 4,400              | 0.0%          |                         |
| Public Conveniences :- Indirect Expenditure      | <b>2,340</b>      | <b>8,572</b>           | <b>11,400</b>     | <b>2,828</b>       | <b>0</b>                 | <b>2,828</b>       | <b>75.2%</b>  | <b>31,999</b>           |
| <b>Net Income over Expenditure</b>               | <b>(2,340)</b>    | <b>4,048</b>           | <b>(8,100)</b>    | <b>(12,148)</b>    |                          |                    |               |                         |
| 6000 plus Transfer from EMR                      | 31,999            | 31,999                 | 0                 | (31,999)           |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>            | <b>29,659</b>     | <b>36,047</b>          | <b>(8,100)</b>    | <b>(44,147)</b>    |                          |                    |               |                         |
| <b><u>211 The Queens Statue</u></b>              |                   |                        |                   |                    |                          |                    |               |                         |
| 4012 Water Rates                                 | 0                 | 0                      | 200               | 200                |                          | 200                | 0.0%          |                         |
| 4014 Electricity                                 | 0                 | 0                      | 300               | 300                |                          | 300                | 0.0%          |                         |
| 4037 R&M - Grounds                               | 0                 | 1,155                  | 3,000             | 1,845              |                          | 1,845              | 38.5%         |                         |
| The Queens Statue :- Indirect Expenditure        | <b>0</b>          | <b>1,155</b>           | <b>3,500</b>      | <b>2,345</b>       | <b>0</b>                 | <b>2,345</b>       | <b>33.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                           | <b>0</b>          | <b>(1,155)</b>         | <b>(3,500)</b>    | <b>(2,345)</b>     |                          |                    |               |                         |
| <b><u>213 Public Realm</u></b>                   |                   |                        |                   |                    |                          |                    |               |                         |
| 1174 Grants Received SCC                         | 1,000             | 1,000                  | 0                 | (1,000)            |                          |                    | 0.0%          |                         |
| Public Realm :- Income                           | <b>1,000</b>      | <b>1,000</b>           | <b>0</b>          | <b>(1,000)</b>     |                          |                    |               | <b>0</b>                |
| 4095 Assets Purchased                            | 0                 | 88,697                 | 58,000            | (30,697)           |                          | (30,697)           | 152.9%        | 39,891                  |
| Public Realm :- Indirect Expenditure             | <b>0</b>          | <b>88,697</b>          | <b>58,000</b>     | <b>(30,697)</b>    | <b>0</b>                 | <b>(30,697)</b>    | <b>152.9%</b> | <b>39,891</b>           |
| <b>Net Income over Expenditure</b>               | <b>1,000</b>      | <b>(87,697)</b>        | <b>(58,000)</b>   | <b>29,697</b>      |                          |                    |               |                         |
| 6000 plus Transfer from EMR                      | 0                 | 39,891                 | 0                 | (39,891)           |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>            | <b>1,000</b>      | <b>(47,806)</b>        | <b>(58,000)</b>   | <b>(10,194)</b>    |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading as at 18/12/2025

Month No: 9

## Committee Report DRAFT Community Services

|                                       | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>215 Allotments</u>                 |                   |                        |                   |                    |                          |                    |              |                         |
| 1010 Allotment Fees                   | 0                 | 0                      | 900               | 900                |                          |                    | 0.0%         |                         |
| Allotments :- Income                  | <u>0</u>          | <u>0</u>               | <u>900</u>        | <u>900</u>         |                          |                    | <u>0.0%</u>  | <u>0</u>                |
| 4037 R&M - Grounds                    | (345)             | 345                    | 2,000             | 1,655              |                          | 1,655              | 17.3%        |                         |
| Allotments :- Indirect Expenditure    | <u>(345)</u>      | <u>345</u>             | <u>2,000</u>      | <u>1,655</u>       | <u>0</u>                 | <u>1,655</u>       | <u>17.2%</u> | <u>0</u>                |
| <b>Net Income over Expenditure</b>    | <u>345</u>        | <u>(345)</u>           | <u>(1,100)</u>    | <u>(755)</u>       |                          |                    |              |                         |
| <u>220 Studlands</u>                  |                   |                        |                   |                    |                          |                    |              |                         |
| 4045 Street Lighting - Maint Cont     | 0                 | 0                      | 30,000            | 30,000             |                          | 30,000             | 0.0%         |                         |
| 4052 Street Lighting - Repair         | 0                 | 0                      | 5,000             | 5,000              |                          | 5,000              | 0.0%         |                         |
| Studlands :- Indirect Expenditure     | <u>0</u>          | <u>0</u>               | <u>35,000</u>     | <u>35,000</u>      | <u>0</u>                 | <u>35,000</u>      | <u>0.0%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                | <u>0</u>          | <u>0</u>               | <u>(35,000)</u>   | <u>(35,000)</u>    |                          |                    |              |                         |
| <u>308 Christmas</u>                  |                   |                        |                   |                    |                          |                    |              |                         |
| 4310 Christmas Lights                 | 11,910            | 16,310                 | 17,500            | 1,190              |                          | 1,190              | 93.2%        |                         |
| 4811 CP - Christmas Lights Infrast    | 2,850             | 2,850                  | 3,500             | 650                |                          | 650                | 81.4%        |                         |
| Christmas :- Indirect Expenditure     | <u>14,760</u>     | <u>19,160</u>          | <u>21,000</u>     | <u>1,840</u>       | <u>0</u>                 | <u>1,840</u>       | <u>91.2%</u> | <u>0</u>                |
| <b>Net Expenditure</b>                | <u>(14,760)</u>   | <u>(19,160)</u>        | <u>(21,000)</u>   | <u>(1,840)</u>     |                          |                    |              |                         |
| Community Services :- Income          | 10,000            | 58,077                 | 66,030            | 7,953              |                          |                    | 88.0%        |                         |
| Expenditure                           | 48,713            | 289,389                | 392,097           | 102,708            | 0                        | 102,708            | 73.8%        |                         |
| <b>Net Income over Expenditure</b>    | <u>(38,713)</u>   | <u>(231,312)</u>       | <u>(326,067)</u>  | <u>(94,755)</u>    |                          |                    |              |                         |
| plus Transfer from EMR                | 31,999            | 77,570                 | 0                 | (77,570)           |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b> | <u>(6,714)</u>    | <u>(153,742)</u>       | <u>(326,067)</u>  | <u>(172,325)</u>   |                          |                    |              |                         |
| Grand Totals:- Income                 | 10,000            | 58,077                 | 66,030            | 7,953              |                          |                    | 88.0%        |                         |
| Expenditure                           | 48,713            | 289,389                | 392,097           | 102,708            | 0                        | 102,708            | 73.8%        |                         |
| <b>Net Income over Expenditure</b>    | <u>(38,713)</u>   | <u>(231,312)</u>       | <u>(326,067)</u>  | <u>(94,755)</u>    |                          |                    |              |                         |
| plus Transfer from EMR                | 31,999            | 77,570                 | 0                 | (77,570)           |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b> | <u>(6,714)</u>    | <u>(153,742)</u>       | <u>(326,067)</u>  | <u>(172,325)</u>   |                          |                    |              |                         |



|                                                                                                                                                         |                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Report to                                                                                                                                               | <b>Community Services Committee</b>                                                                                                                                                                                                                                          |
| Subject                                                                                                                                                 | <b>High Street Heritage lighting column replacement project</b>                                                                                                                                                                                                              |
| Purpose                                                                                                                                                 | <b>Decision</b>                                                                                                                                                                                                                                                              |
| Classification                                                                                                                                          | <b>Unrestricted</b>                                                                                                                                                                                                                                                          |
| Meeting date                                                                                                                                            | <b>5<sup>th</sup> January 2026</b>                                                                                                                                                                                                                                           |
| Item number                                                                                                                                             | <b>7</b>                                                                                                                                                                                                                                                                     |
| Written By                                                                                                                                              | <b>Cathy Whitaker – Town Clerk</b>                                                                                                                                                                                                                                           |
| <b>Summary:</b> This report outlines the issues with the existing heritage street light columns and a proposal to replace and how this could be funded. |                                                                                                                                                                                                                                                                              |
| 1.                                                                                                                                                      | Introduction                                                                                                                                                                                                                                                                 |
| a.                                                                                                                                                      | Current High Street columns are no longer strong enough to be able to bear the load of our hanging baskets, festive lighting and banners. Although SCC assets, they will not be replaced until they become not fit for purpose of lighting.                                  |
| b.                                                                                                                                                      | In 2026 the Town Council is about to sign another 5-year contract for festive lighting.                                                                                                                                                                                      |
| 2.                                                                                                                                                      | Context                                                                                                                                                                                                                                                                      |
| a.                                                                                                                                                      | Most of the existing columns recently had the lamps upgraded to LED; these can be switched to newly installed columns to save money.                                                                                                                                         |
| b.                                                                                                                                                      | There are 58 heritage columns along the High Street from the Clock Tower roundabout to the Queen's Statue. 12 of these are on Birdcage Walk and could be upgraded in a second phase in the financial year 2027/2028.                                                         |
| 3.                                                                                                                                                      | Proposal/Options                                                                                                                                                                                                                                                             |
| a.                                                                                                                                                      | To upgrade the heritage columns along the High Street to enable the festive lighting and other attachments to continue to be approved – 46 columns in total.                                                                                                                 |
| b.                                                                                                                                                      | To budget for the upgrade of the 12 remaining lights at Birdcage Walk for financial year 2027/2028.                                                                                                                                                                          |
| 4.                                                                                                                                                      | Financial/Resource Implications                                                                                                                                                                                                                                              |
| a.                                                                                                                                                      | There is £102,000 of Section 106 funding allocated for High Street improvement at WSC, which NTC is able to access to use against this project.                                                                                                                              |
| b.                                                                                                                                                      | SCC Streetlighting Team has indicated that it would cover the additional costs involved for the Highways permissions and traffic management, which would be substantial. Also, it would pay for the CCTV columns and the two mini lamps by the clock tower to be re-painted. |
| c.                                                                                                                                                      | The balance of c. £45,522 will be funded by NTC from the streetlight budget account 4045/220 and from ear-marked reserves from the current year and 2026/2027 budgets.                                                                                                       |
| 5.                                                                                                                                                      | Next Steps/Recommendations                                                                                                                                                                                                                                                   |
| a.                                                                                                                                                      | That 46 of the High Street heritage columns be upgraded, transferring the recently upgraded lamps and utilising the £102K Section 106 funding from WSC; NTC to fund the balance from current and next year budgets and EMRs.                                                 |
| b.                                                                                                                                                      | That funding to upgrade the remaining 12 units on Birdcage Walk be included in the 2027/2028 budget.                                                                                                                                                                         |

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# **Proposed Cemetery Fees & Charges 2026-27**

**Fees and Charges 1<sup>st</sup> April 2026 approved by**

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Chair of Community Services Committee  
Date

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Town Clerk Date

**Proposed Cemetery Fees & Charges**

## Section 1 - Exclusive right of burial

| Item                                                                                              | Charges<br>2025-26 | Physical<br>neighbour<br>average | Proposed<br>charge<br>2026-27 | % Increase on<br>last years<br>charge<br>(Nearest round<br>figure) | Notes                                                                                                            |
|---------------------------------------------------------------------------------------------------|--------------------|----------------------------------|-------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Standard lawn type grave (50 years ERB)                                                           | £1102.00           | £1339.61                         | £1144.00                      | 3.80%                                                              |                                                                                                                  |
| Child (up to 12 years of age) grave<br>(50 years ERB)<br>Please note depth for one interment only | £157.00            | N/A                              | £157.00                       | 0%                                                                 | The Government<br>now run the Child<br>Funeral Fund for<br>Authorities to<br>recover associated<br>burial costs. |
| All Cremated remains earthen graves<br>(25 year ERB)                                              | £735.00            | £641.41                          | £763.00                       | 3.80%                                                              |                                                                                                                  |

## Section 2 – Interments

| Item                                                                                                                    | Charges<br>2025-26 | Physical neighbour<br>average | Proposed charge<br>2026-27 | % Increase on last<br>years charge | Notes                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------|----------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Person 12 years +<br>Standard lawn type<br>grave<br>(for depth 1 or 2)                                                  | £895.00            | £1150.18                      | £929.00                    | 3.80%                              |                                                                                                                  |
| To dig the grave to<br>triple depth                                                                                     | £138.00            | N/A                           | £143.00                    | 3.60%                              |                                                                                                                  |
| Child from the age of 13<br>months up to the age of<br>12 years                                                         | £105.00            | £153.00                       | £105.00                    | 0%                                 | The Government<br>now run the Child<br>Funeral Fund for<br>Authorities to<br>recover associated<br>burial costs. |
| Still born babies and<br>babies up to 12 months<br>old (including :NVF)<br>Please note: depth for<br>one interment only | £58.00             | £220.00                       | £58.00                     | 0%                                 | See above                                                                                                        |
| To prepare a grave to<br>accommodate a coffin<br>6'10" and over in length<br>or 30"and over in width                    | £95.00             | £685.00                       | £99.00                     | 3.80%                              |                                                                                                                  |

### Section 3 - Cremated remains interment fees

| Item                                                                                                                                                                 | Charges<br>2025-26 | Physical neighbour<br>average | Proposed charge<br>2026-27 | % Increase on last<br>years charge | Notes                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------|----------------------------|------------------------------------|------------------------------------------------------------------------------|
| Interment of cremated remains in an earthen grave (either loose or in a casket)                                                                                      | £250.00            | £217.96                       | £259.50                    | 3.80%                              |                                                                              |
| Interment of cremated remains in a coffin or burial casket to be buried at a full burial or for the second set of ashes when two sets are interred at the same time. | £125.00            | N/A                           | £129.75                    | 3.80%                              | The fee is calculated by halving the standard fee for a cremation interment. |

### Section 4 - Memorial fees

| Item                                                            | Charges<br>2025-26 | Physical neighbour<br>average | Proposed charge<br>2026-27 | % Increase on last<br>years charge | Notes                                                                                                                                               |
|-----------------------------------------------------------------|--------------------|-------------------------------|----------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Permit for right to install a new memorial on a lawn type grave | £240.00            | £264.43                       | £249.00                    | 3.80%                              |                                                                                                                                                     |
| Permit for right to add an inscription on an existing memorial  | £85.00             | £116.17                       | £88.00                     | 3.80%                              |                                                                                                                                                     |
| Permit for right to install a child headstone 2ft or less       | £78.00             | N/A                           | £78.00                     | 0%                                 | The Government now run the Child Funeral Fund for Authorities to recover associated burial costs. Fees to remains the same to not abuse this scheme |

## Section 5 – Other charges

| Item                                                                                                                                                | Charges<br>2025-26                        | Physical neighbour<br>average | Proposed charge<br>2026-27                | % Increase on last<br>years charge | Notes                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------|-------------------------------------------|------------------------------------|-----------------------------------------|
| Use of chapel                                                                                                                                       | £90.00                                    | £284.81                       | £93.00                                    | 3.80%                              | Currently the chapel is out of service. |
| Surrender of grave space                                                                                                                            | Buy back at half the ERB fee              | N/A                           | Buy back at half the ERB fee              | Refer to relevant ERB fee          | Refer to relevant ERB fee               |
| Transfer of Exclusive Right of Burial / Production of Statutory Declaration for lost deed                                                           | £73.00                                    | £92.49                        | £76.00                                    | 3.80%                              |                                         |
| Exhumation                                                                                                                                          | Double the current relevant interment fee | N/A                           | Double the current relevant interment fee | Refer to relevant interment fee    | Refer to relevant interment fee         |
| Administration fee for replacement tablet/ plaque (c/r, benches etc)                                                                                | £11.00                                    | N/A                           | £11.50per item                            | 3.80%                              |                                         |
| Plaque (measuring 15x130mm)black with silver writing with a stake for tree or grave dedications.                                                    | £113.00                                   | £235.00                       | £117.00                                   | 3.80%                              |                                         |
| Genealogy searches- Search of the grave/burial registers or database for 2 or more (up to 4) entries – not in connection with an upcoming interment | £31.50                                    | £43.90                        | £33.00                                    | 3.80%                              |                                         |
| Certified copy of a burial/grave register entry (posted)                                                                                            | £10.50                                    | N/A                           | £11.00                                    | 3.80%                              |                                         |

### Notes:

Physical nearest neighbour used in this comparison are Cambridge City Council, Chelmsford City Council, Tendring District Council, Norwich City Council, Colchester District Council, East Suffolk Council, and West Suffolk Crematorium. The fees were generally from 2024-25 or 2025-26 periods.

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