



All members of the General Purposes Committee are hereby summoned to a meeting of the
General Purposes Committee
to be held on **Tuesday 24 April 2018 at 2pm at Cullompton Town Hall**

Judy Morris

Signed: Mrs Judy Morris BA(Hons), Town Clerk
Date: 18 April 2018

Membership: Councillors: Mike Thompson, Eileen Andrews, Gordon Guest and Will Jones.

PUBLIC QUESTION TIME: 15 minutes is set aside at the beginning of the meeting to enable members of the public to bring issues relating to Cullompton to the attention of Councillors. Up to 3 minutes is allowed for each question.

It may not be possible to reply and your question may just be noted. The question will be recorded.

AGENDA

1. **Apologies for Absence:** To receive apologies for absence.
2. **Declarations of Interests:** To receive disclosures of pecuniary and personal interests.
3. **Public Question Time:** To receive questions from members of the public present at the meeting.
4. **Minutes:** To approve the Minutes of the General Purposes Committee meeting held on 27 March 2018 (Appendix A).
5. **ALLOTMENTS**
 - a) To review fees for 2019-20.
 - b) To receive a verbal update.
6. **ST ANDREW'S CAR PARK:** To receive a verbal update.
7. **CEMETERY**
 - (a) **Cemetery Pathways:**
 - i. To agree a way forward on the short section of pathway adjacent to the storage facility.

- ii. To receive a verbal update on progress with the resurfacing of the Cemetery (West) pathways.
- iii. To agree a way forward.
- (b) **Cemetery Wall (SW Corner):** To receive a verbal update and agree a way forward.
- (c) **Use of Chapel:** To consider the use of the Cemetery Chapel.
- (d) **BRAMM Membership:** To consider receiving an employee of Fine Memorials to discuss the benefits to the council of BRAMM membership.

8. TOWN HALL:

- (a) To receive update report.
- (b) **Fire Safety:** To consider the installation of a Fire Door to the Town Clerk's office in order to provide a temporary refuge, if required, during the evacuation of the Town Hall.

9. CCTV: To receive a verbal update.

10. PLAY AREAS:

- (a) To receive a verbal update.
- (b) Culm Lea Play Area:
 - i. To receive an update on the lease from MDDC.
 - ii. To consider estimates for the provision of fencing and access gates.
 - iii. To agree a way forward once the lease from MDDC has been signed.

11. DATE AND TIME OF NEXT MEETINGS:

- (a) To agree a date and time for an extraordinary meeting of the General Purposes Committee to discuss only Cemetery related matters. All items for the Agenda for this meeting are to be forwarded by email to the Town Clerk no less than 7 working days prior to this meeting.
- (b) The next ordinary meeting of the General Purposes Committee will be held on Tuesday 22 May 2018 commencing at 2pm.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.



General Purposes Committee
held on
Tuesday 27 March 2018 at 2pm at Cullompton Town Hall

Membership: Councillors: Mike Thompson, Eileen Andrews, Gordon Guest, Will Jones, Richard Thorne and Lloyd Knight.

Those present: Councillors Iain Emmett (Chair), Richard Thorne, Mike Thompson, Gordon Guest

DRAFT MINUTES

1. **Apologies for Absence:** Apologies for absence were received and accepted from Councillor Eileen Andrews (meeting at MDDC).
2. **Declarations of Interests:** There were disclosures of pecuniary and personal interests made.
3. **Public Question Time:** As there were no members of the public present, this section of the meeting did not take place.
4. **Minutes:** The Minutes of the General Purposes Committee meeting held on 27 February 2018 were adopted as a true and correct record of the meeting and signed as such. Proposed Councillor Richard Thorne, seconded Councillor Gordon Guest.
5. **Items deferred from the previous meeting:**
 - a) **CCTV:** To receive a verbal update and agree a way forward. Assistant Town Clerk reported that DCC are content for the lighting column at 65 Fore Street to be replaced at the Town Council's expense. It was further noted that, if replaced, the new column will become the responsibility of the Town Council for repair and maintenance.
 - b) **Play Areas:** To receive the Income and Expenditure Report for play area projects. Noted.

RECOMMENDATION: That due to the commercially sensitive nature of the business to be discussed, the following item, 5(c), is dealt with as Part 2 business and, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the press and

public are requested to leave at this point and the next section of the meeting is conducted in private.

RESOLVED: That due to the commercially sensitive nature of the business to be discussed, the following item, 5(c), is dealt with as Part 2 business and, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the press and public are requested to leave at this point and the next section of the meeting is conducted in private. Proposed Councillor Iain Emmett, seconded Councillor Gordon Guest.

- c) **TOWN HALL:** To consider estimates received for the repair and redecoration.

Following discussion, it was

RESOLVED: To query whether or not Kingston will provide a more accurate quotation and, should they withdraw from the Tender process, Ballantyne are to be contracted to conduct repair and redecoration works to the Town Hall in accordance with the agreed specification and subsequent estimate. Proposed Councillor Richard Thorne, seconded Councillor Gordon Guest. Mike Thompson against.

RECOMMENDATION: That, as the remaining business is not considered to be commercially sensitive, it is no longer considered to be Part 2 business and, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the press and public are readmitted to the meeting.

RESOLVED: That, as the remaining business is not considered to be commercially sensitive, it is no longer considered to be Part 2 business and, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the press and public are readmitted to the meeting. Proposed Councillor Iain Emmett, seconded Councillor Gordon Guest.

6. ST ANDREW'S CAR PARK:

- a) To receive an update (Councillor Richard Thorne following a site visit with the Project Funding Officer).

Councillor Richard Thorne recommended that a Civil Engineer is contracted to undertake a feasibility study and provide options for the design and construction of a height restricting barrier for the entrance to the car park and the design and construction of a suitable barrier to prevent cars crashing into the gardens and parking places on the Eastern side of the car park.

RESOLVED: That a civil engineer is contracted to design a height restrictor and Eastern barrier at St Andrew's car park. Proposed Councillor Richard Thorne seconded Councillor Gordon Guest.

- b) To consider a quotation to clear vegetation from a lighting column at St Andrew's car park.

RESOLVED: That Hi-Line are contracted to clear vegetation from the lighting column in St Andrew's car park at a cost of £180.00 + VAT. Proposed Councillor Gordon Guest, seconded Councillor Richard Thorne. Mike Thompson abstained.

7. **CEMETERY:** To receive and note the Cemetery Income and Expenditure Report. Noted. The Committee was pleased to note that the budget is looking healthy.

Councillor Richard Thorne reported his findings following his examination of the Cemetery paths and recommends that civil engineers are requested to quote for formulating a proposal for the resurfacing in the pathways in the Cemetery (East), including drainage – for example, not permitting surface water to gather behind the retaining wall in the south western corner of the cemetery and the investigation and survey of existing soakaways. Proposed Councillor Iain Emmett, seconded Councillor Richard Thorne.

RESOLVED: To obtain a fee proposal for the resurfacing in the pathways in the Cemetery (East), including drainage – for example, not permitting surface water to gather behind the retaining wall in the south western corner of the cemetery and the investigation and survey of existing soakaways. Proposed Councillor Iain Emmett, seconded Councillor Richard Thorne.

8. **TOWN HALL:**

- a) **Income & Expenditure report:** To receive and note. Noted.
- b) To receive confirmation of receipt of a Building Regulation Certificate in respect of the Town Hall stair lift. Noted. It was requested that the certificate is circulated to all members.
- c) To receive update report. Nothing to report.

9. **KNIGHTSWOOD GARAGE:** To consider retaining the use of the rented garage at Knightswood at an annual rental of £639.36.

RESOLVED: That the garage at Knightswood is retained for 12 months with alternative storage to be investigated during this period including making best use of existing storage. Proposed Councillor Gordon Guest, seconded Councillor Richard Thorne.

10. **PLAY AREAS:** To receive Income & Expenditure report for play area projects. See item 5b.

11. **ALLOTMENTS:** To receive update report. The Assistant Town Clerk reported that there are currently 2 individuals on the waiting list for a first allotment.

12. CORRESPONDENCE:

- a) Indoor Pannier Market concerning the increase in Hall Hire charges.

RESOLVED: That the Pannier Market manager is written to, to inform her that the Town Council would not run the market should the current Market Manager cease to do so and that the rent increase resolved at the meeting of the General Purposes Committee of Tuesday 27 February 2018 is necessary as the costs to the Town Council in respect of Town Hall running costs have also increased. Proposed Councillor Mike Thompson, seconded Councillor Iain Emmett.

- b) Correspondence received after the dispatch of this Agenda. None.

13. DATE AND TIME OF NEXT MEETING: 2pm on Tuesday 24 April 2018.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.
