



All members of the General Purposes Committee are hereby summoned to a meeting of the
General Purposes Committee
to be held on **Tuesday 22 May 2018 at 10am at the Hayridge Centre**

Judy Morris

Signed: Mrs Judy Morris BA(Hons), Town Clerk

Date: 16 May 2018

Membership: Councillors: Iain Emmett, 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 8 May 2018 (Appendix A).
5. **ALLOTMENTS :** To receive an update (Appendix B).
6. **ST ANDREW'S CAR PARK:** To receive an update (Appendix B).
7. **CEMETERY:**
 - (a) **Finance:** To receive Income & Expenditure report for 2017/18 (Appendix C).
 - (b) **Cemetery Pathways:** To consider estimate to resurface a section of path at the bottom end of the old cemetery and agree way forward.
 - (c) Car park gates.

- (d) Seating.
- (e) Any other cemetery matters.

8. TOWN HALL:

- (a) **Finance:** To receive 2017/18 Income & Expenditure account (Appendix D).
- (b) **Notice Board:** To consider estimates for replacement notice board (Appendix E).
- (c) To receive update report (Appendix B).

9. CCTV: To receive an update (Report to follow).

10. PLAY AREAS: To receive an update (Appendix B).

11. DATE AND TIME OF NEXT MEETINGS: To be confirmed following the Annual Meeting of the Council.

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.



MINUTES OF GENERAL PURPOSES COMMITTEE MEETING HELD ON 8 MAY 2018

1. **Apologies for Absence:** To receive apologies for absence. Councillor Lloyd Knight had emailed the Assistant Town Clerk to advise that he would be late.
2. **Declarations of Interests:** Councillor Mike Thompson declared a personal interest in the entire Agenda.
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 24 April 2018 were adopted as a true and correct record of the meeting and signed as such. Proposed Councillor Iain Emmett, seconded Councillor Eileen Andrews.

5. **Cemetery:**

- a. **Cemetery Paths:** To discuss options for resurfacing the pathways in the Cemetery (East).

The Assistant Town Clerk reported that a fee estimate had been requested but had not yet been received. It will be considered at the next meeting of the General Purposes Committees.

There was a wide ranging discussion concerning:

- Disability access the cemetery.
- Types of surface that may be required.
- Drainage, particularly in terms of water retention behind the cemetery wall.
- Investigation of grant funding opportunities.
- The appearance of the Cemetery including the placement of trees.

Councillor Lloyd Knight arrived at the meeting at 2:35pm.

- b. **Cemetery Wall:** To consider a quotation for the design specification for buttresses to the SW corner of the perimeter wall in the Cemetery (East).

The Assistant Town Clerk reported that the same company of Civil Engineers that surveyed the condition of the SW corner of the Cemetery wall had submitted a fee proposal to design and specify materials for the construction of buttresses to support this section of the wall providing sufficient information to allow a tendering process for their construction to commence. Following discussion, it was:

RESOLVED: That Nicholls Basker Partners are contracted to design, materials specify and produce a work schedule for the construction of buttresses to support the SW corner of the Cemetery retaining wall at a cost of £750+VAT. Proposed Councillor Iain Emmett, seconded Councillor Eileen Andrews.

- c. To discuss improvement to the storage area located behind the storage container in Cemetery (West).

Discussion included:

- Whether or not this area is suitable for storage.
- Should it be suitable, the area should be screened with a suitable material.
- Mike Thompson considers that the area, whilst it cannot be considered to be always untidy, the items stored (e.g. the green wheelie bin) are not considered suitable for a cemetery.
- That the front of the Cemetery container is screened.

- d. To discuss screening the storage container in Cemetery (West).

RESOLVED: That the Assistant Town Clerk investigates options for the screening of the front of the Cemetery container and the southern elevation of the Cemetery cemetery container. Proposed Councillor Mike Thompson, seconded Councillor Iain Emmett.

- e. To discuss the provision of equipment provided for the digging of graves including:

- i. Equipment required by the Cemetery Operative for the conduct of his duties.

Iain Emmett stated that a hard lockable top is currently available to secure graves after they have been dug and it is used when a grave has been prepared.

The use of boards instead of matting to protect the ground surrounding a grave in preparation from damage from machinery was discussed. Councillor Mike Thompson considers boards to be dangerous to be used when wet but Councillor Iain Emmett stated that the specialised matting to protect the grass from digger tracks is expensive. It was agreed that the purchase of such matting becomes an aspiration and that the Assistant Town Clerk will investigate costs.

Councillor Mike Thompson considered that boards to protect the graves from water ingress are dangerous but Councillor Iain Emmett stated that, after consultation with the Cemetery Operative, this method of water ingress prevention is effective.

SW Cemetery Services to look at what the Cemetery Operative does in regard to digging a grave.

The Assistant Town Clerk will investigate the purchase of a new soil box as Councillor Mike Thompson considers the current item unsafe. Alternatively, a hard cover for the soil box should be investigated to replace the current tarpaulin.

Following discussion surrounding the security of prepared graves, it was

RESOLVED: To purchase sufficient security fencing to enclose the site of a grave whilst it remains unsupervised overnight including the soil box. Proposed Councillor Iain Emmett, seconded Councillor Mike Thompson.

- ii. Inspection of equipment as required by suitably competent engineers.

As an example, the hydraulic shoring used to prevent grave collapse is to be inspected and serviced by the manufacturer of the device on Thursday 10 May 2018. The Assistant Town Clerk reported that the other equipment that is required to be serviced (such as the ride-on grass cutter) is serviced in accordance with the service intervals and smaller machinery (such as the brush cutters) are serviced by the Cemetery Operative.

- iii. Maintenance, repair and replacement of equipment as required.

RBS Sigma has the facility to note when replacement of equipment is recommended. Councillor Mike Thompson would like to see it – he considers that, for example, that a chainsaw should be replaced after 5 years.

- iv. Training in the use of equipment and associated procedures as required (see Appendix B). The training schedule was noted.

- f. Funeral preparations, including maintenance, grave digging and risk assessment (deferred from 26 April Town Council meeting).

- i. To receive response to HSE enquiry (Appendix C).

Mike Thompson stated that he was not overly impressed with the reply and wishes to see the initial enquiry. He is content to have this information emailed to him and the Assistant Town Clerk reported that he would inform the Town Clerk of Councillor Thompson's request on her return.

However, the HSE were satisfied with the council's response to their enquiry and have closed the case.

- ii. To discuss public safety in regard of areas prepared for funerals including excavated graves (see risk assessment at Appendix D).

This has already been covered previously in the meeting.

- g. Cemetery (East) Chapel and Mortuary: To discuss the use of the Cemetery (East) Chapel and Mortuary buildings including increased publicity for the availability of the Chapel.

There was discussion including:

- That the chapel should be in use more often, perhaps a chapel of rest and contemplation. Councillor Mike Thompson wishes to see the chapel opened during the working day and closed again at the end of the day and stated his belief that this should already be happening.
- There should be more publicity concerning the chapel as an alternative to the church for the provision of services of remembrance and other funeral services.
- It was suggested that a number of Bibles should be provided in the case that somebody wishes to use the Chapel as a contemplation space.

- Councillor Mike Thompson suggested that the Mortuary could, once again, be used for storage provided that it is safe.
- It was suggested that the Mortuary could be used for some sort of community project such as a small museum.
- It was suggested that the Town Centre Master Plan could include the Chapel and Mortuary as Grade II Listed buildings.
- It was suggested that either the buildings or the highest point of the Cemetery (West) could house an unobtrusive mobile telephone mast.

RESOLVED: The Assistant Town Clerk is requested to make initial enquiries with the Conservation Officer. Proposed Councillor Mike Thompson, seconded Councillor Eileen Andrews.

h. General Maintenance: To discuss the general maintenance of the Cemetery including:

i. Provision of solar powered lights along Cemetery paths. Councillor Mike Thompson, on reflection, considers that the common types of solar powered lights would be stolen.

ii. Scheduled maintenance of existing trees and shrubs.

This topic was largely covered at Item 1 and it was agreed that the paths should be considered before the trees on the basis that, should the trees need to be removed to make the pathways safe, there's no point in pruning them now.

iii. Maintenance of grass.

- It was suggested that some of the grave edging stones could be taken away on graves that are obviously unmaintained in order to make maintenance by council personnel simpler.
- It was suggested that burial mounds in the Cemetery (East) could be removed and the soil disposed of. Add to the next Agenda. It was noted that a consultation with the Parish would be required and, perhaps, attempted contact made with Deed of Grant of Exclusive Right of Burial holders before any edging stones are removed.

iv. Maintenance of headstones.

- Councillor Mike Thompson suggested that, although grave markers and headstones are the responsibility of the grave owner, but that some have fallen into disrepair. He suggested that the staff should be required to maintain these graves – the example cited is one that is overgrown by Ivy.

i. Finance: To discuss potential sources of funding for improvements to the Cemetery including restoration of the Grade II Listed Chapel, Mortuary and boundary wall.

Mike Thompson suggested that there are grants available for cemeteries specifically and from English Heritage for the restoration of the Grade II buildings. Lottery could be investigated further. EU Grants should be looked at and the CWGC.

RESOLVED: That the documentation concerning the application for the Heritage Lottery Grant is produced for scrutiny by the Committee in order that lessons can be

learned when another application for grant funding is made. Proposed Councillor Mike Thompson, seconded Councillor Eileen Andrews.

6. **Date of Next Meeting:** The next ordinary meeting of the General Purposes Committee will be held on Tuesday 22 May 2018 commencing at 10:30am at The Hayridge Centre. Include Cemetery car park gates and Cemetery seating on the Agenda.

DRAFT

CULLOMPTON TOWN COUNCIL

Report to: General Purposes Committee

Prepared by: Town Clerk

Date: May 2018

- Allotments:** Rents for Top Field and Haymans Close Allotments due 1 May 2018, the majority have now paid. The plot holders were also sent revised Allotment Agreements to sign.

Cllrs James Buczkowski and Iain Emmett carried out a site inspection on 9 May 2018

Top Field: Consider having a survey of condition of trees carried out as one did fall down during the winter. One plot currently vacant, will be offered to next person on waiting list. Grass on paths have now been cut by Council staff.

Two half plots and one full plot in poor condition, rent not yet paid. It looks as though these plots may become available, suggest that they are offered free of charge for first year.

Haymans Close: A couple of the plots need a little TLC, rents paid apart from one which has not been worked recently. There is some rubbish on plots which needs to be removed.

Consider hiring a small skip, will need to obtain permission from MDDC to site on land adjacent to the allotment site.

- St Andrews Car Park:** Devon County Council hope to let the Town Council a programme for implementation of the changes to the charging arrangements in the near future.
- Town Hall:**
 - Contractor hopes to carry out redecoration and repair during the summer months. He anticipates the work will take 5-6 weeks. He will provide estimates to replace the first floor office doors with fire doors.
 - Currently obtaining quotes for cleaning of office carpets and upholstery.
 - Fire extinguisher service recently carried out.
- Play Areas:**
 - Culm Lea:** MDDC still preparing the lease. Quotes being sought to reinstate fencing around the play area.

CEMETERY INCOME & EXPENDITURE 2017.18
INCOME FROM BURIAL FEES (Budgetted income 2017/18 £23,000)

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Burial fees	3790.00	3630.00	3540.00	1930.00	1150.00	3830.00	3390.00	8040.00	1490.00	1975.00	1975.00	6534.00	41274.00
Expenditure -general running costs (Annual budget £15,000)													
Business rates (half year)	3110.37	0.00	0.00	0.00	0.00	0.00	3110.00	0.00	0.00	0.00	0.00	0.00	6220.37
Digger Hire	120.00	0.00	160.00	60.00	60.00	60.00	60.00	170.00	155.00	165.00	70.00	249.00	1329.00
Strimmer Hire	0.00	0.00	0.00	132.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.25
Strimmer service	0.00	0.00	0.00	0	0.00	103.48	0.00	0.00	0.00	0.00	0.00	0.00	103.48
Cleaning materials	5.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.88
Mole Valley Farmers	9.55	0.00	16.99	41.69	3.70	0.00	46.78	0.00	0.00	0.00	189.63	0.00	308.34
Labdon Bld Supp	0.00	18.99	16.61	39.18	1.74	28.31	0.00	306.34	0.00	8.65	82.91	23.61	526.34
Exeter Road Garage	0.00	46.59	55.11	65.43	49.59	42.56	29.83	0.00	0.00	0.00	0.00	0.00	289.11
Allstar (fuel card)	0.00	0.00	0.00	0.00	0.00	0.00	18.83	38.12	0.00	0.00	10.86	0.00	67.81
MST	0.00	0.00	10.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	220.92	231.32
PPE (Boots & Trousers)	0.00	59.74	0.00	0.00	0.00	0.00	0.00	0.00	44.14	56.59	0.00	0.00	160.47
Fire Extinguishers and service	0.00	115.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.00
Thorne & Carter (wall report)	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
New phone for cemetrey opera	0.00	39.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39.30
Toilet door symbols	0.00	10.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.95
Sundries	0.00	0.00	37.48	0.00	0.00	0.00	0.00	30.94	24.99	0.00	0.00	27.66	121.07
Electricity	0.00	0.00	128.56	0.00	0.00	133.27	0.00	0.00	88.90	0.00	0.00	129.16	479.89
Skip hire	0.00	0.00	290.00	20.00	20.00	20.00	20.00	280.00	300.00	20.00	20.00	20.00	1010.00
Turf	0.00	0.00	0.00	0.00	8.82	0.00	5.88	7.35	19.11	0.00	0.00	41.16	82.32
Insurance	0.00	0.00	0.00	0.00	0.00	700.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00
Insurance Quad bike	0.00	0.00	0.00	0.00	0.00	0.00	284.75	0.00	0.00	0.00	0.00	0.00	284.75
Mole catcher	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	75.00
Notice Board	0.00	0.00	0.00	0.00	0.00	0.00	758.00	0.00	0.00	0.00	0.00	0.00	758.00
Refuse collection (wheelie bin)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	427.70	0.00	0.00	0.00	855.40	1283.10
Grass cutting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	288.00	0.00	0.00	0.00	0.00	288.00
Empty sewerage tank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	235.00	0.00	0.00	0.00	0.00	235.00
Wall survey	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	480.00	0.00	0.00	480.00
Heater for toilet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.87	0.00	0.00	25.87
Quad bike service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	598.97	0.00	598.97
	3245.80	290.57	865.15	358.55	143.85	1087.62	4409.07	1783.45	632.14	756.11	972.37	1566.91	16111.59

TOWN HALL INCOME & EXPENDITURE 2017.18													
INCOME FROM HALL HIRE (Budgetted income 2017/18 £11,225)													
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Hall Hire income	830.00	1000.00	1115.00	810.00	1095.00	900.00	1035.00	1005.00	945.00	690.00	1545.00	1025.00	11995.00
Expenditure -general running costs (Annual budget £10,000)													
Business rates (half year)	557.48	0.00	0.00	0.00	0.00	0.00	557.00	0.00	0.00	0.00	0.00	0.00	1114.48
Gas	380.15	112.29	24.04	10.08	0.00	21.21	50.29	198.88	0.00	307.94	263.11	629.93	1997.92
Electricity	0.00	267.35	135.24	135.24	135.24	135.24	135.24	181.03	181.03	181.03	181.03	181.03	1848.70
Sanitary bin	8.50	8.50	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00
Cleaning materials	38.90	0.00	43.27	35.30	0.00	38.07	53.54	0.00	0.00	63.35	0.00	45.37	317.80
Mole Valley Farmers	22.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.45
Labdon Bld Supp	10.98	0.00	3.71	0.00	0.00	0.00	17.72	0.00	0.00	3.94	3.33	0.00	39.68
Boiler service agreement	21.83	21.83	21.83	21.83	21.83	21.83	21.83	21.83	21.83	24.18	24.18	24.18	269.01
Window cleaning	48.50	45.00	0.00	45.00	45.00	0.00	45.00	0.00	0.00	45.00	0.00	0.00	273.50
Water & sewerage	0.00	293.88	0.00	0.00	143.65	0.00	0.00	0.00	0.00	326.98	0.00	178.42	942.93
Sundries	0.00	0.00	5.99	0.00	5.28	14.99	19.09	0.00	17.08	0.00	0.00	14.01	76.44
Insurance	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Premises Licence	0.00	0.00	0.00	0.00	0.00	0.00	70.00	0.00	0.00	0.00	0.00	0.00	70.00
Portable Appliance Testing	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	50.00
Fire alarm and Emergency lighting	0.00	0.00	0.00	0.00	0.00	0.00	97.86	0.00	0.00	0.00	0.00	0.00	97.86
Fire extinguisher service	86.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.50	195.50
Repairs and maintenance	0.00	0.00	0.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
Central heating system improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	560.00	660.00	0.00	0.00	1220.00
Chair cleaning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	304.50	0.00	0.00	0.00	304.50
Stair lift service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00	0.00	0.00	160.00
Glass panel replacement front door	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.75	0.00	0.00	73.75
	1174.79	748.85	234.08	247.45	851.00	231.34	1177.57	401.74	1084.44	1846.17	471.65	1182.44	9651.52

CULLOMPTON TOWN COUNCIL

Report to: General Purposes Committee

Prepared by: Town Clerk

Date: May 2018

The notice board in the entrance porch, used for the display of Council agendas etc. has recently been damaged by person or persons unknown. The board is about 6 years old and not in good condition so would recommend that the board is replaced with a board of good quality.

The existing board is 830cm by 1280cm but has been erected the wrong way round. The board is side opening but is designed to be bottom opening.

The maximum width that can be accommodated on the wall is 1200cm.

A two door notice board would be the easiest to open/close due to the double doors into the hall opening onto the board.

Estimates for boards:

Size			
12 x A4 1050mm h x 1200mm w (75mm depth)	Wall mounted dual door	Finished in anodised aluminium Galvanised steel backboard (magnetic)	459.00
As above	As above	Finished in red, green, blue etc.	531.00
9 x A4 1000mm h x 750mm w (75mm depth)	Wall mounted single door	Anodised Aluminium with galvanised steel backboard (magnetic)	320.00
As above	As above	Finished in red, green, blue etc.	357.00
9 x A4 1050mm h x 750mm w (58mm depth)	As above	Anodised aluminium	204.00
As above	As above	Finished in red, green, blue etc.	255.00
8 x A4 750 x 1200mm	Dual door Wall mounted	Aluminium frame with electroplated backboard	425.00
As above	As above	Powder coated aluminium frame with electroplated backboard	479.00

