



All members of the Cemetery and Town Hall Committee are hereby summoned to a meeting of the
Cemetery and Town Hall Committee to be held on
26th February 2019 commencing at 2:00pm at Cullompton Town Hall

Judy Morris

SIGNED: Mrs Judy Morris (Town Clerk)

DATE: 18th February 2019

Membership: Councillors Lloyd Knight (Chair) Eileen Andrews, Iain Emmett, Mike Thompson & Gordon Guest

AGENDA

1. **Apologies:** To receive apologies for absence.
2. **Declarations of Interests:** To receive declarations of disclosable pecuniary interests and personal interests. *Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.*
3. **Minutes:** To agree the minutes of the Committee meeting held on 22 January 2018 (Appendix A)
4. **Public Question Time:** To accept questions from members of the public present at the meeting. *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.*
5. **Resolutions:** To note (Appendix B)
6. **Asset Register:** To receive the Asset Register – Town Hall & Cemetery. *To be supplied separately.*
7. **CEMETERY:**
 - i. **Income & Expenditure:** To receive the Cemetery Income and Expenditure Report (Appendix C)
 - ii. **Trees & Hedges:** To receive the tree & hedge survey report and agree any action to be taken. *To be supplied separately.*
 - iii. **Cemetery Report:** To receive Update Report (Appendix D), agree any action to be taken and to formulate a budget for the next three years.

- iv. **Chapel Floor:** To receive report on Chapel floor & pathways and agree on any action to be taken (Appendix E)

- 8. **TOWN HALL:**
 - i. **Income & Expenditure:** To receive the Income and Expenditure Statement for the Town Hall (Appendix F)

 - ii. **Town Hall:** To receive Update Report (Appendix D) agree any action to be taken and to formulate a budget for the next three years.

 - iii. **Town Hall Refurbishment:** To approve tender document for the redecoration of the Town Hall (Appendix G)

 - iv. **Town Hall Cleaning:** To approve tender document for a periodic (quarterly) intensive clean of the Town Hall (Appendix H)

- 9. **RECOMMENDATION:** that due to the commercial nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord 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.

- 10. **Cemetery Buttresses:** To receive tender submission quotations to install 5 no. buttresses and to agree on preferred contractor.

- 11. **Date and Time of the Next Meeting:** To confirm the date and time of the next meeting as **Tuesday March 26th 2019 @ 2:00pm** in the Town Hall.

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

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



**Minutes of a meeting of the Cemetery and Town Hall Committee
held on 22 January 2019 commencing 2:00pm at
Cullompton Town Hall**

Membership: Councillors Lloyd Knight (Chair), Mike Thompson, Eileen Andrews, Iain Emmett & Gordon Guest

Those present: Councillors Lloyd Knight (Chair), Mike Thompson & Iain Emmett

Clerk: Maria Weston (Deputy Town Clerk)

NOTE: Cllr. Knight (Chair) wished to extend his thanks to the individuals who (in his absence) Chaired the previous two meetings

1. **Apologies:** Received and accepted from Cllr. Andrews (illness) & Cllr. Guest (personal)
2. **Declarations of Interests:** To receive declarations of disclosable pecuniary interests and personal interests. None declared.
3. **Minutes:** To agree the minutes of the Committee meeting held on 27th November 2018.
RESOLVED: That the Minutes of the Cemetery & Town Hall Committee meeting held on 27 November 2018 are accepted as a true and accurate record and signed as such.
Proposed: Cllr. Emmett **Seconded:** Cllr. Thompson
4. **Public Question Time:** No members of the public were present.
5. **Resolutions:** Noted with the following:
 - Both Cllr. Thompson and Cllr. Knight were concerned that the trip hazard signs at the Cemetery Chapel had been drilled into the wall – this should be rectified asap.
6. **Skype Meetings:** To receive update. Noted with the following:
Cllr. Knight will raise the issue of whether it would be feasible to hold Committee Meetings via Skype when he attends the next DALC (Devon Association of Local Councils) Larger Councils sub-committee meeting.
7. **CEMETERY:**
 - i. **Income & Expenditure:** To receive the Cemetery Income and Expenditure Report.

Noted with the following- Clerk to:

- investigate the December credit balance figure of £112.20 as the committee would have expected a debit amount (when looking at the electricity costs overall);
- establish how often the meter is being read.

ii. NOTE: Cllr. Emmett highlighted the position in terms of the Cemetery's estimated income (£23K) and the amount that had been received so far (£21.3K) and expressed his view that this reflected a good performance, with only a few months remaining in the financial year.

Cemetery Report: To receive Update Report. Noted with the following:

Vehicular Gates: The committee confirmed that any vehicular gate quotes should incorporate a cost for both:

- A. metal gates with straight bars
- B. metal gates with decorative leaves - as per the existing gates

Wooden Fencing: The fencing (to the side of where the vehicular gate will be installed) needs examination (by Maintenance staff) to establish whether it is structurally 'sound' and if it needs treating. Once the vehicular gate and associated works have been completed the committee will decide whether the area requires 'softening' e.g. with plants.

Rateable Value: Clerk to ensure that the 'Check & Challenge' form for the re-assessment of the Cemetery business rates has been sent to the Valuation Office Agency;

Children's Section of Cemetery: Discussion ensued about the children's section of the cemetery and the size of coffins which may be interred here. It was noted that this area should be kept uniformed and tidy.

Cllr. Knight will contact the Committee and Clerks directly with possible dates for the general site survey of the Cemetery when this issue will be addressed together with an assessment of the facilities and storage capability at the Cemetery.

Cllr. Thompson suggested that when the cemetery assessment is carried out and if it is determined that equipment may need to be moved, that the Committee look at the possibility of renting or securing an additional storage facility (based elsewhere).

Asset Register: Cllr. Thompson suggested that the Maintenance Supervisor together with both the Town and Deputy Town Clerks review the asset register as there are specific guidelines in place (e.g. specific date of purchase, valuation for insurance purposes) that must be adhered to and which aren't being done currently. Cllr. Thompson requests an electronic copy of the register, including any updates to be sent to him asap. The committee would like the Asset Register to be added as an Agenda item for the next meeting.

Chapel Floor: Discussion ensued about the chapel floor and the works that are required as per the Architect's report. Clerk to contact the Conservation Officer at Mid-Devon District Council for advice to determine the best way to approach the floor works e.g. if any 'jack-hammering' on the chapel floor will have a detrimental effect on the structure of the building.

Pathways: Clerk informed the Committee of the position with the Cemetery survey of the pathways and the soakaway tests, including the questions as received from Contractors asked to quote for the works. The Committee would like the Clerk to establish what size the 5 no. soakaway test trial pits would be.

Buttresses: Clerk provided a copy of the Engineer's drawings for the buttresses and associated work required.

RESOLVED: That the Committee is happy for the Clerk to finalise the 'Invitation to tender for the installation of five buttresses to the Cemetery Wall and other works' document and for this to be sent out to prospective contractors together with a copy of the associated Consulting Structural & Civil Engineers drawing.

Proposed: Cllr. Thompson **Seconded:** Cllr. Emmett

Whiteboard: The Clerk informed the Committee that there is already a whiteboard in the store-room at the Cemetery. The Committee therefore:

RESOLVED: As there is already a whiteboard located in the workshop at the Cemetery for the use of Cemetery operatives, there is no longer a need to purchase a new board (As was resolved previously on 27/11/2018)

Proposed: Cllr. Knight **Seconded:** Cllr. Thompson

iii. **Grant Funding:** To receive list of possible grant funding options. Noted with the following:

Clerk to establish if the Cemetery paths are listed and if so, to verify with the Mid-Devon District Council Funding Officer if they can be incorporated into any grant funding application/s (i.e. Chapel & Mortuary)

Cllr. Thompson expressed his disappointment at the low levels of grant monies available and said that in order to carry out any works at the Cemetery and on its buildings, the Council may need to look at 'topping up' funds with a Government loan. Clerk to liaise with the Town Clerk to establish the procedures and timings for any Government loan application.

Cllr. Thompson suggested that an English Heritage Grant be explored again.

iv. **Work Schedule Checklist:** To receive draft Checklist. Noted with the following:

RESOLVED: That the Cemetery Work Schedule Checklist is put into operation as soon as possible. The Checklist should be signed by the Cemetery Operative undertaking the checks and then counter-signed by the Maintenance Supervisor. The checklist should be kept on file for future reference. **Proposed:** Cllr. Thompson **Seconded:** Cllr. Knight

v. **Electricity:** To receive revised Electrical Condition Report. Noted with the following:

Cllr. Thompson highlighted the 7 no. issues that need to be addressed as per sheet 2 of the report (Observation & Recommendations for Actions to be taken). Clerk will investigate.

vi. **Soil Box:** To consider purchase of cover for soil box.

Discussion ensued about the current arrangements for grave digging at the Cemetery.

The Committee agreed that the soil box needs to be covered in order to be Health & Safety compliant.

Councillors referred to the Cemetery Operative Task Pack (Booklet) as supplied by the Council's Health & Safety Consultants and:

RESOLVED: That with immediate effect, the Cemetery Operative Task Pack booklet should be used by Cemetery Operatives. **Proposed:** Cllr. Thompson **Seconded:** Cllr. Emmett

NOTE: Committee will review the Cemetery Operative Task Pack document in May 2019 (using feedback on how things have been with Operatives working under the guidelines for the preceding months from January)

NOTE: Clerk to investigate whether Cemetery operatives have adequate equipment to fulfil the criteria as specified in the Cemetery Operative Task Pack and to also investigate options for the soil box covering e.g. artificial grass.

NOTE: Cllr. Thompson asked about the position with the screening of the metal container in the Cemetery car park as this had been approved over 12 months ago and re-approved 6 months ago, yet still no action had been taken. Staff were going to source material to screen the container. Clerk to investigate and report back to the Committee.

8. **TOWN HALL:**

- i. **Income & Expenditure:** To receive the Income and Expenditure Statement for the Town Hall. Noted with the following:

The Committee expressed concern over the high cost for water & sewerage as specified on the Town Hall Income & Expenditure statement for December 2018. It was therefore:

RESOLVED: That the Clerk:

- liaises with South West Water to establish why Decembers water & sewerage cost is £656.83 (substantially higher than previously charged);
- arranges for a water meter reading to be taken tomorrow (23 January 2019) and again on Monday (28 January 2019) to see how many full and half units have been used;
- arranges for South West Water to check any estimates against actual usage and adjust bill/s accordingly.

Proposed: Cllr. Thompson **Seconded:** Cllr. Emmett

- ii. **Policy:** To receive and to approve the revised Town Hall policy.

Discussion ensued about a few 'tweaks' to the document. Committee is happy for the Clerk to adjust the policy accordingly and for the policy to then be adopted:

That the Cemetery & Town Hall Committee approves the revised Town Hall Policy.

Proposed: Cllr. Emmett **Seconded:** Cllr. Thompson

- iii. **Town Hall:** To receive Update Report.

Noted with the following:

- Committee discussed the report particularly focusing on the ‘Town Hall Works Required’ list as compiled by Cllr. Emmett and the Deputy Town Clerk;
- Cllr. Thompson expressed his view that the Council would need to look at the ‘long term’ aspects of any proposed works e.g. whether it was appropriate to spend a lot of money on the Town Hall - particularly when the issue of a possible re-location of the Town Hall had been raised.

RESOLVED: That the Clerk obtains three quotations for the painting of the walls (top & bottom) and woodwork (including any benches) in the Town Hall, kitchen, Foyer, Staircase and WC’s.

Proposed: Cllr. Emmett **Seconded:** Cllr. Thompson

RESOLVED: That the Clerk obtains three quotations for an intensive clean of the Town Hall – i.e. Reception area, Hall, WC’s & Kitchen.

Proposed: Cllr. Emmett **Seconded:** Cllr. Thompson

NOTE: Cllr. Emmett offered to assist the Deputy Town Clerk in writing the tender specifications for both the painting and intensive clean of the Town Hall.

9. **Date and Time of the Next Meeting:** The date and time of the next meeting was approved as **Tuesday February 26th 2019 @ 2:00pm** in the Town Hall.

With no further business Cllr. Knight thanked attendees and closed the meeting at 3:55pm

It is certified that these Minutes are a true & accurate reflection of the meeting:

Signed:

Name:

Date:

DESCRIPTION	DATE OF MEETING	RESOLUTION/ACTION REQ'D	CONTRACTOR	DATE CONTRACTED	DATE WORK COMPLETED	REMARKS
COMMUNAL - CEMETERY & TOWN HALL						
ASSET REGISTER		<ul style="list-style-type: none"> Asset Register: Cllr. Thompson suggested that the Maintenance Supervisor together with both the Town and Deputy Town Clerks review the asset register as there are specific guidelines in place (e.g. specific date of purchase, valuation for insurance purposes) that must be adhered to and which aren't being done currently. Cllr. Thompson requests an electronic copy of the register, including any updates to be sent to him asap. The committee would like the Asset Register to be added as an Agenda item for the next meeting. 				C&TH Asset Register to be supplied at meeting 26th Feb'19.
CEMETERY						
BUSINESS RATES (CEMETERY)	25/09/2018	Obtain clarification as to whether the rates include both the old & new Cemeteries.				Rates currently charged are for both parts of the Cemetery. NB: Asst. Town Clerk is still awaiting a response to the appeal to try to get the rates reviewed and hopefully reduced.
	22/01/2019	Clerk to check that the Check & Challenge form has been sent off by the ATClerk				Form has been sent off. Awaiting reply from Valuations Agency.
BUTRESSES	22/01/2019	RESOLVED: That the Committee is happy for the Clerk to finalise the 'Invitation to tender for the installation of five buttresses to the Cemetery Wall and other works' document and for this to be sent out to prospective contractors together with a copy of the associated Consulting Structural & Civil Engineers drawing.				Received tenders will be supplied at the meeting on 26th Feb (Part II)

CEMETERY CHAPEL FLOOR	25/09/2018	To obtain quotes from companies qualified to work on Grade II Listed Bldgs to carry out works to rectify trip hazard at entrance to the Chapel./ To contact Steve Eastland Design Ltd. To ask if they could recommend a specialist.				Steve Eastland suggested a no. of contractors. DTC arranged for 2 laminated trip hazard signs to be placed on both the inside & outside the Chapel door warning of the hazard. A no. of contractors have been contacted but only one of these has expressed a serious interest and is due to visit the Chapel to assess the work required.
ELECTRICITY	22/01/2019	Investigate credit balance figure				See breakdown within report.
HEDGE & TREES		That A M Lane Ltd. is contracted to conduct an inspection and to produce a report on the condition of the trees and hedges in Cullompton Cemetery.				Contractor is due to carry out the works.
PATHWAYS	22/01/2019	<ul style="list-style-type: none"> Pathways: Clerk informed the Committee of the position with the Cemetery survey of the pathways and the soakaway tests, including the questions as received from Contractors asked to quote for the works. The Committee would like the Clerk to establish what size the 5 no. soakaway test trial pits would be. 				See report.
POLICY (CEMETERY)	29/11/2018					Clerk to amend the policy once Committee have visited the Cemetery & taken decision as to the Children's section.
OPERATIVE TASK PACK	22/01/2019	NOTE: Committee will review the Cemetery Operative Task Pack document in May 2019 (using feedback on how things have been with Operatives working under the guidelines for the interim months)				Cemetery Operative to start using the pack.
WOODEN FENCE	22/01/2019	Wooden Fencing: The fencing (to the side of where the vehicular gate will be installed) needs examination (by Maintenance staff) to establish whether it is structurally 'sound' and if it needs treating. Once the vehicular gate and associated works have been completed the committee will decide whether the area requires 'softening' e.g. with plants.				Fence has been assessed and is structurally sound.

STORAGE (CEMETERY)	25/09/2018	That available committee members meet with the Maintenance Supervisor to look at storage requirements & arrangements				Date req'd for meeting? Cllr. Emmett to e-mail Clerks & Committee with regard to arranging a date for this assessment
TREES & HEDGES (CEMETERY)	27/11/2018	RESOLVED: That A M Lane is Contracted to conduct an inspection and to produce a report on the condition of the trees & hedges in Cullompton Cemetery				A M Lane is currently arranging the date for the start of the inspection report
VEHICULAR GATES	22/01/2019	Vehicular Gates: The committee confirmed that any vehicular gate quotes should incorporate a cost for both: A. metal gates with straight bars B. metal gates with decorative leaves - as per the existing gates				Clerk to chase contractors for prices.
WORK SCHEDULE CHECKLIST	22/01/2019	Resolved: That the Cemetery Works Schedule Checklist is put into operation as soon as possible. The checklist should be signed by the Cemetery Operative undertaking the checks and should be counter-signed by the Maintenance Supervisor. The checklist should be filed for future reference.				Checklist to be used - a few alterations req'd to adjust regularity of tasks.
TOWN HALL						
CLEANING	22/01/2019	RESOLVED: That the Clerk obtains three quotations for an intensive clean of the Town Hall – i.e. Reception area, Hall, WC's & Kitchen. Proposed: Cllr. Emmett Seconded: Cllr. Thompson NOTE: Cllr. Emmett offered to assist the Deputy Town Clerk in writing the tender specifications for both the painting and intensive clean of the Town Hall.				Tender spec to be supplied 26th Feb'19.
POLICY	22/01/2019	Policy: To receive and to approve the revised Town Hall policy. Discussion ensued about a few 'tweaks' to the document. Committee is happy for the Clerk to adjust the policy accordingly and for the policy to then be adopted: That the Cemetery & Town Hall Committee approves the revised Town Hall Policy.				Policy has been revised and will go into operation April 2019.
REDECORATION	22/01/2019	RESOLVED: That the Clerk obtains three quotations for the painting of the walls (top & bottom) and woodwork (including any benches) in the Town Hall, kitchen, Foyer, Staircase and WC's.				
WATER	22/01/2019	RESOLVED: That the Clerk:				See breakdown within report.

	<ul style="list-style-type: none">• liaises with South West Water to establish why Decembers water & sewerage cost is £656.83 (substantially higher than previously charged);• arranges for a water meter reading to be taken tomorrow (23 January 2019) and again on Monday (28 January 2019) to see how many full and half units have been used;• arranges for South West Water to check any estimates against actual usage and adjust bill/s accordingly.				
--	--	--	--	--	--

APPENDIX D

CEMETERY INCOME AND EXPENDITURE 2018-2019

INCOME FROM BURIAL FEES Estimated Income 2018-19 £32,000

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Burial fees	£2,614.00	£1,169.00	£679.00	£2,340.00	£2,876.66	£697.00	£6,432.00	£348.00	£4,177.00	£2,431.34		£0.00	£23,764.00
Other Cemetery Income (Sale of bier etc)													£916.00
TOTAL INCOME													£24,680.00

EXPENDITURE- General Running Costs Annual budget £40,458

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Business rates (half year)	£3,443.50	£0.00	£0.00	£0.00	£0.00	£0.00	£3,444.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,887.50
Building and Contents Ins	£0.00	£0.00	£0.00	£0.00	£750.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£750.00
Quad bike insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£284.76	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£284.76
Cemetery Operative Telephone	£12.25	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12.25
Cemetery Equipment	£0.00	£0.00	£0.00	£0.00	£89.71	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£89.71
Digger Hire	£102.00	£112.00	£0.00	£0.00	£0.00	£122.66	£60.00	£150.33	£0.00	£0.00	£0.00	£0.00	£546.99
Mole Valley Farmers	£0.00	£40.00	£0.00	£0.00	£49.99	£22.88	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£112.87
Labdon Bld Supp	£0.00	£59.76	£9.06	£12.70	£121.18	£57.48	£0.00	£0.00	£53.98	£53.98	£0.00	£0.00	£368.14
Allstar (fuel card)	£17.12	£39.40	£31.13	£34.95	£35.32	£18.43	£34.75	£0.00	£2.80	£28.97	£0.00	£0.00	£242.87
Colin and Martin Tyres	£26.66	£58.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£84.66
Electricity	£135.62	£0.00	£112.20	£0.00	£0.00	£130.91	£0.00	£169.46	-£112.20	£0.00	£0.00	£0.00	£435.99
Skip hire	£20.00	£620.00	£0.00	£310.00	£310.00	£20.00	£20.00	£20.00	£20.00	£20.00	£0.00	£0.00	£1,360.00
Turf	£0.00	£8.82	£0.00	£4.41	£0.00	£0.00	£4.41	£7.35	£0.00	£0.00	£0.00	£0.00	£24.99
Mole catcher	£0.00	£91.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£91.00
PPE	£0.00	£0.00	£0.00	£46.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£46.44
Cess Pit Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£360.00	£0.00	£0.00	£0.00	£235.00	£0.00	£0.00	£595.00
Pathway survey	£0.00	£0.00	£0.00	£0.00	£0.00	£666.80	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£666.80
Teleshore (Shoring Service)	£0.00	£0.00	£0.00	£0.00	£220.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£220.10
Grass cutting	£0.00	£360.00	£318.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£678.00
Waste Collection (wheelie bins)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£881.40	£0.00	£0.00	£0.00	£0.00	£0.00	£881.40
Equipment repairs and servicing	£0.00	£0.00	£0.00	£12.54	£0.00	£0.00	£84.79	£0.00	£0.00	£0.00	£0.00	£0.00	£97.33
Purchase RESERVED Markers	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£180.00	£0.00	£0.00	£0.00	£180.00
Cemetery leaflets	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£27.00	£0.00	£0.00	£0.00	£0.00	£0.00	£27.00
Totals	£3,757.15	£1,388.98	£470.39	£408.50	£1,576.30	£1,683.92	£4,556.35	£347.14	£144.58	£337.95	£0.00	£0.00	£14,683.80
Income over Expenditure	-£1,143.15	-£219.98	£208.61	£1,931.50	£1,300.36	-£986.92	£1,875.65	£0.86	£4,032.42	£2,093.39	£0.00	£0.00	£9,996.20

APPENDIX D

~~APPENDIX E~~

Cemetery & Town Hall Committee Meeting – 26th Feb'2019

APPENDIX E

REPORT TO: Cemetery & Town Hall Committee

PREPARED BY: Maria Weston – Deputy Town Clerk

DATE: 18th February 2019

RE: Cemetery & Town Hall Update Report

GENERAL

- **Assets –**
Cllr. Thompson highlighted the fact that a number of assets did not have their full details on the register. I have relayed this to Council staff and the register has been updated accordingly.
- **Procurement –**
Cllr. Thompson had asked why the Council no longer approached Devon County Councils purchasing unit when they wanted to buy items (as discounted products/items were available due to their 'bulk buying' power). I have established that this is because this unit no longer operates within Devon County Council.

CEMETERY:

Following a recent visit to Cullompton Cemetery (Wed. 12th Feb) when Councillors Mike Thompson, Lloyd Knight & myself met with the Council's Maintenance Supervisor and Cemetery Operative, please find below a table high-lighting the points which were raised. I am also including general Cemetery issues so that you are informed of the current position with items as discussed previously.

Please could the Committee address each point and decide on any action to be taken.

ITEM	DESCRIPTION/CONSIDERATIONS	COMMITTEE DECISION
Screening of metal container	Possibly using 'Hit & Miss' panelling. Hingeable for access/space saving runners. Maintenance Supervisor will arrange for the container to be measured and Clerk will investigate suitable cladding/screening etc. Could Committee what option they would prefer in terms of whether a gate/panel on runners – bearing in mind loss of car park space/s & skip currently located adjacent to the container.	
Soil Containers	Consider building/purchasing – this would alleviate the need to pay for a skip but not sure how practicable this will be in terms of emptying...	
Baby Change Unit in W.C.	Not really a great need or call for one so considered unnecessary.	
Security Lighting	This operates on a sensor basis	
CCTV	System is considered inadequate – costs have been factored into the next 3 yr. budget stream	

APPENDIX E

Cemetery & Town Hall Committee Meeting – 26th Feb'2019

Cemetery Electrics	Electrician that carried out the Periodic Inspection has submitted a quote (specified 7 points). Will be sent under separate cover.	
Extension to Workshop	The current building is not suitable as it is too small for the Cemetery Operatives to use as a workshop. The original plans were for a larger unit to include provision of a shower (for Cemetery Operatives to use). There is scope to extend the unit but would need to liaise with Mid-Devon District Council to see if it would be practicable – there is a sewer drain/manhole cover in the way! The three Disabled bays would also be lost but these could be moved along the car park but there would only be two spaces for Disabled use.	
Children's Section	Question raised as to whether Parents could have their ashes interred in their child's grave. Town Clerk has advised that a request along these lines had been received but that as this section was dedicated for children, it should be solely used for children and the request was (sensitively) declined.	
Old Cemetery Border wall	There had been an opening in the wall which has been bricked up – this needs to be re-opened and a path added	
Drone Footage	I have received drone photos and video footage from an individual and obtained permission for the Council to use as it sees fit. Would Committee like these pictures/footage added to Facebook/Website?	
Headstones	Should there be consideration given to the types of headstone allowed?	
Large tombstone (with top slipping off) adjacent to the Chapel	I will investigate the procedure of notifying the Owner of the plot so that action can be taken to remedy this issue which is considered extremely urgent. Local Stone Mason will be asked to assess the tomb and report on its condition etc.	
Individual grave where headstone is dropping	Clerk will investigate the procedure of notifying the Owner of the plot so that action can be taken to remedy this issue. Family visit the grave often and should be aware of any apparent issue. (It is the owner of the plots responsibility)	
Mortuary	There appears to still be unsafe wiring in the building – investigate whether the wires have been disconnected – Clerk to liaise with the relevant electrician. Will speak to contractor 21 st Feb when he visits the Town Hall to assess electrical work required there.	
Shed	Walls appear to be leaning. Concern that if any weight goes into the shed then this may impact on the structure....	

APPENDIX E

Cemetery & Town Hall Committee Meeting – 26th Feb'2019

	Once buttresses project has been finalised, I will concentrate on the shed and its stability & provision of doors.	
Mixer	Needs to be added to the Asset Register	
Fuel storage	Any flammable liquids will need their own storage facility e.g. metal box. I have 'chased up' the local contractor who was asked to quote to build a dedicated storage container/s (vented due to fumes & lockable) Quote received – will be sent under separate cover.	
Row Markers	There is a large quantity of row markers which are not being used. Can these be used/sold? Town Clerk has advised that these cannot be used at the Cemetery as the numbers do not match what we need!	
Descendent's on Line	Clerk to investigate if the Council has the map which was apparently produced a few years ago... The Town Clerk has informed me that there was a company that photocopied the burial books many years ago and people can search them for information if they are trying to find out where their descendants are buried. No map...?	
Buttresses	Engineers schematics were distributed with Tender documents. Quotes have been received for the Committee to consider. Quotes will be available for the members to view at the meeting on 26th Feb.	
Chapel	All in agreement that the Chapel is in a worrying condition with parts of the roof (lath & plaster) having fallen onto the floor. Floor itself has cracks which the Committee are already aware of – please refer to my separate report. NB: Advisable to supply a quantity of 'hard hats' & safety jackets so that these are available for staff/visitors –These will be purchased ASAP. Committee would like to arrange a further site visit in conjunction with: <ul style="list-style-type: none"> • Health & Safety Officer of Mid-Devon District Council • Listed Building Officer <p>I will facilitate a meeting with the above individuals if possible. E-mail sent to Conservation Officer & acknowledgement received – awaiting contact. NB: Chapel is possibly subsiding – again, refer to my separate report. NB: The Chapel is not to be used by any one.</p>	

APPENDIX E

Cemetery & Town Hall Committee Meeting – 26th Feb'2019

	NB: The inside 'Trip Hazard' sign needs to be located and put up again.	
Rateable Value	Assistant Town Clerk has submitted the 'Check & Challenge' form to the Valuations Office Agency – awaiting their decision as to whether the business rates will be reduced.	
Wooden Fencing – adjacent to where the new vehicular gate will be	Maintenance Supervisor has assessed the fence and has found that it is structurally sound. The fence may need to be looked at again once the vehicular gate is installed.	
Vehicular Gate	A number of contractors have been contacted – Clerk to chase up the quotations.	
Grant Funding	Clerk contacted Mid-Devon District Council's Funding Officer who will carry out a search on our behalf (using specialist software programmes) to establish possible grant providers	
Cemetery Work Schedule Checklist	This should be put into operation asap. Current template needs slight revision as some task regularity is not practicable.	
Cemetery Operative Task Pack	This should be put into operation with immediate effect (in order to be health & safety compliant)	

Cemetery Electricity usage

DATE	£	PERIOD BILL COVERS	ACTUAL PREVIOUS READING	ACTUAL PRESENT READING
7/6/18	117.81	2/3/18-1/6/18	4198.6 1/3/18	4393.1 1/6/18
7/9/18	137.46	2/6/18-1/9/18	4393.1 1/6/18	4658.6 1/9/18
7/12/18	177.93	2/9/18-1/12/18	4658.8 1/9/18	5065.4 1/12/18

In conclusion:

Could the Committee please prioritise any action to be taken in the Cemetery – obviously factoring in the monetary side of things and the three year budget action plan. The most pressing issue is considered to be the uneven pathways in the old Cemetery and complaints have been received from members of the public who have difficulty manoeuvring around the site.

TOWN HALL**Storage**

Could the Committee please consider the provision of a roof/cover at the Back of the Town Hall which will enable staff to store items (e.g. Hall chairs when the hall is re-decorated) underneath. Additionally, the provision of storage containers (e.g. wooden 'lean to') for smaller items which would be beneficial as storage generally, is at a premium in the Town Hall. There is space down the side alley towards the back of the building.

Water

Meter Readings: 1st 02119128 / 2nd 02122

Previous Usage:

DATE	WATER £	SEWERAGE £	TOTAL	METER READING	PREVIOUS METER READING /DATE	CUBIC METRES OF WATER USED
10 MAR – 30 MAY 30/5/17	108.20	185.68	293.88	ESTIMATED 1780 30/5/17	172+9 9/3/17	51
10 MAR – 6 JUN 6 JUNE 9/6/17	67.77	114.21	181.98	ACTUAL 1759	1729 9/3/17	30
7 JUN-5 SEPT 5/9/17	93.50	162.05	143.65	ESTIMATED 1802 5/9/17	1759 6/6/17	43
6 SEPT – 31 DEC 8/1/17	119.64	207.34	326.98	ESTIMATED 1857 31/12/17	1802 5/9/17	55
1 JAN'18-5 MAR'18 5/3/18	65.29	113.13	178.42	ESTIMATED 1887 5/3/18	1857 31/12/17	30
6 MAR-30 JUN'18 9/7/18	116.24	198.86	315.10	ESTIMATED 1942 30/6/18	1887 5/3/18	55
1 JUL -30 AUG'18	60.72	103.53	164.25	ESTIMATED 1971 30/8/18	1942 30/6/18	29
31 AUG -2 JAN'19	240.06	416.77	656.83	ACTUAL 2092 2/1/19	1971 30/8/18	121

The Maintenance Supervisor was asked to assess the WC on the first floor to determine if there was a problem which may be affecting the water usage. The WC was running constantly and I believe this issue has now been fixed.

Legionella Test

We are currently awaiting a quotation to test the water at the Town Hall, Allotment sites & Cemetery.

Town Hall Bookings

Bookings have been relatively steady with the regular hirers such as Slimming World & Bingo nights. We have also hired the hall for the occasional party. The free 4 hr slot charity sessions have been allocated up until July so there are currently 5 no. slots available for the rest of the year.

Once the hall is re-furbished bookings may well increase...

Sound System

The hall now has a 'state of the art' sound system in place which will facilitate the smooth running of Council and Committee meetings etc., and will enable individuals, including those with hearing difficulty, to hear proceedings clearly. Please could the Committee consider purchasing a couple of lockable cupboards to replace the existing storage in the kitchen (rear) cupboard so that we can securely store items e.g. cleaning materials & microphones. I believe that costings are being sought for the projector.

Town Hall Re-furbishment & Intensive Cleaning

I have written the tender specifications for these – see Agenda points 8 iii & iv respectively.

Town Hall - Requirements

Whilst carrying out the assessment for the painting & cleaning of the Town Hall it was noted that the microwave and fridge in the kitchen are in a somewhat 'sad state'. Both items are quite old and look 'shabby'. Paint is peeling from the fridge exposing rust. The microwave has definitely 'seen better days'. Could the Committee please consider replacing both of these items.

Hall Floor

The floor in the hall is in quite a poor condition, with scratch marks and discolouration. It has been agreed to get the floor sanded and re-sealed. I have spoken to the contractor who recently carried out works on the Town Hall building who has advised that the floor should ideally be sanded prior to any redecoration and that it is then covered with a coat of hard wearing wax which can also contain colour e.g. light oak. There is no point varnishing the floor as this will inevitably end up being scratched when the tables and chairs are moved around the hall. Please could the Committee agree on any action to be taken.

Report to: Cemetery & Town Hall Committee
Prepared by: Maria Weston – Deputy Town Clerk
Date: 24/01/2019
RE: Cemetery Chapel Floor & Pathways

I thought it would be helpful for the Committee to lay out both the historical and current position with regard to both the Cemetery pathways and Chapel floor.

CHAPEL FLOOR

Chartered Architect was commissioned to carry out an assessment of the Chapel.

26/6/18 There was concern that there is some serious damage in the Chapel that requires urgent attention including areas of the floor that sound hollow. It was suggested that Steve Eastland is contacted to establish whether or not the floor in the Chapel is safe – consult the Cemetery Feasibility Study.

24/7/18 RESOLVED: To contract Steve Eastland Design Limited to conduct an assessment of the Cemetery Chapel floor and make a report on it at a cost of not more than £310.00+VAT.

25/9/18 To consider the report by Steve Eastland Design Ltd. Into the condition of the cemetery chapel floor.

NB: *Report Recommendations:*

- That the floor is inspected annually and any substantive failures made good by removing the damaged sections and infilling with a liquid self-levelling screed;
- Further investigation is into the subsidence movement of the Chapel to establish the cause of the movement;
- Urgently recommend works are undertaken to remedy the trip hazard in the entrance to the Chapel (– NB: Two warning ‘trip hazard’ signs have been erected)

RESOLVED: To contact Steve Eastland Design Ltd. to ask if they could recommend a qualified specialist to carry out the recommended works on the chapel floor.

Steve Eastland Design Ltd. suggested 3 no. contractors who were all contacted but unfortunately were unable to quote (due to workload constraints or just did not express an interest after my initial contact). I therefore contacted a fourth contractor (who had recently carried out works on the Town Hall) to provide a quote. The contractor has been to the Chapel to assess the job, however, is concerned that any ‘jack-hammering’ of the floor will impact detrimentally on the structure of the building. With this in mind, I thought it would be beneficial to speak to an Engineer and so contacted Simon Bastone Associates (Civil & Structural Engineers) to determine if this could be a potential problem. I was informed that in their opinion, introducing soakaways would not help with the reduction of any subsidence on the Chapel. Additionally, that without soakaways, the water will tend to run straight past the Chapel above the ground and soak into the upper topsoil layers. With

soakaways, it would be more likely that the ground at foundation level will become saturated (dependent on permeability) and this could be detrimental to the Chapel – but only if a soakaway is nearby.

My understanding, as is the case with Simon Bastone Associates, is that there is no issue with any flooding or rain water run-off at the Cemetery. Simon Bastone Associates have further stated that they see no need for soakaways and recommend that an investigation into the cause of subsidence is carried out before any work is undertaken. They have given me a price to compile an initial report and have suggested that following this they would look to have trial pits excavated to establish soil conditions, initially at the perimeter of the Chapel and would also want to inspect the adjacent tomb.

PATHWAYS

26/6/18 RESOLVED: That an initial study report on the condition of the cemetery pathways is commissioned to be conducted by Simon Bastone Associates Limited at a cost of £650+VAT.

Survey was carried out 5/9/2018. Recommendations were to conduct a topographical survey for the purpose of specifying the required works. Also recommended was that a soakaway test is undertaken to determine ground porosity.

Timescale: 1 no. day for topographical survey & soakaway + 1 no. day for observing soakaway tests.

Simon contacted various companies on our behalf:

Topographical Survey

of the Cemetery (paths, gulleys, drainage channels, buildings and all main features) for the purpose of specifying the required works.

Three quotes have been received (to be supplied separately)

Soakaways to determine ground porosity.

Simon Bastone Associates contacted three contractors on our behalf but only one offered a price to carry out the work. The other two declined to quote stating:

- Recommend pits are dug by experience grave diggers as not much room to undertake trial pits so close proximity to the graves etc.;
- Feel that there is not sufficient space to excavate the soakaway test pits

Simon Bastone Associates have stated that they are inclined to agree that the idea of soakaways are impractical and has suggested that the permeable paving option will be much more practical and is likely to be far cheaper in the long run.

Cost of Pathways

There are various flooring options e.g. resin, compacted hardcore, tarmac – standard & permeable and bordered but of course this would be dependent on the budget that is available.

TOWN HALL INCOME AND EXPENDITURE 2018-2019

APPENDIX I

(Budgeted income 2018-19 £11,500)	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Hall Hire income	£1,120.00	£1,345.00	£1,260.00	£1,730.00	£775.00	£695.00	£1,120.00	£630.00	£745.00	£1,505.00			£10,925.00

EXPENDITURE -general running costs (Annual budget £11,500)	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Boiler Insurance	£24.18	£24.18	£24.18	£24.18	£24.18	£24.18	£24.18	£24.18	£24.18	£28.29	£0.00	£0.00	£245.91
Building and Contents Insurance	£0.00	£0.00	£0.00	£550.00	£0.00	£0.00	£6.00	£0.00	£0.00	£0.00	£0.00	£0.00	£556.00
Business rates (half year)	£617.01	£0.00	£0.00	£0.00	£0.00	£0.00	£617.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,234.01
Carpet Cleaning	£0.00	£0.00	£150.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00
Cleaning materials	£0.00	£38.07	£0.00	£27.80	£0.00	£67.52	£63.44	£4.07	£0.00	£41.43	£0.00	£0.00	£242.33
Clock Service Agreement	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£504.00	£0.00	£0.00	£0.00	£0.00	£504.00
Electricity	£181.03	£145.00	£138.10	£138.10	£138.10	£138.10	£120.83	£120.83	£120.83	£138.10	£0.00	£0.00	£1,379.02
Fire alarm and Emergency lighting	£64.31	£0.00	£0.00	£0.00	£0.00	£0.00	£97.86	£0.00	£0.00	£0.00	£0.00	£0.00	£162.17
Fire extinguisher service	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Gas	£171.76	£77.89	£2.99	£1.18	£0.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£254.26
Labdon Bld Supp	£0.00	£15.64	£21.40	£5.81	£22.07	£0.00	£49.89	£0.00	£100.51	£0.00	£0.00	£0.00	£215.32
Mole Valley Farmers	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Noticeboard Purchase	£0.00	£0.00	£0.00	£494.00	£0.00	£0.00	£0.00	£0.00	£0.00	£106.00	£0.00	£0.00	£600.00
Premises Licence	£0.00	£21.82	£0.00	£0.00	£0.00	£0.00	£70.00	£0.00	£0.00	£0.00	£0.00	£0.00	£91.82
Portable Appliance Testing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Repairs and maintenance	£0.00	£209.00	£0.00	£0.00	£0.00	£124.17	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£333.17
Sanitary bin	£0.00	£0.00	£0.00	£0.00	£8.50	£8.50	£36.50	£8.50	£8.50	£8.50	£0.00	£0.00	£79.00
Stair lift service	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£160.00	£0.00	£0.00	£0.00	£160.00
Sundries	£0.00	£82.87	£0.00	£0.00	£20.05	£0.00	£0.00	£19.83	£0.00	£22.49	£0.00	£0.00	£145.24
Water & sewerage	£0.00	£0.00	£0.00	£315.10	£164.25	£0.00	£0.00	£0.00	£0.00	£656.83	£0.00	£0.00	£1,136.18
Window cleaning	£45.00	£0.00	£0.00	£0.00	£0.00	£45.00	£0.00	£0.00	£45.00	£0.00	£0.00	£0.00	£135.00
TOTALS	£1,103.29	£614.47	£336.67	£1,556.17	£377.59	£407.47	£1,085.70	£681.41	£459.02	£1,001.64	£0.00	£0.00	£7,623.43
Income over Expenditure	£16.71	£730.53	£923.33	£173.83	£397.41	£287.53	£34.30	-£51.41	£285.98	£503.36	£0.00	£0.00	£3,301.57



Town Clerk: Mrs Judy Morris BA(Hons)

The Town Hall
1 High Street
CULLOMPTON
Devon
EX15 1AB

www.cullomptontowncouncil.gov.uk
town.clerk@cullomptontowncouncil.gov.uk
01884 38249

To Whom it May Concern

February 2019

Invitation to Tender for the rejuvenation of the Town Hall.

At a recent meeting of the Cemetery & Town Hall Committee it was resolved that the Town Hall should undergo internal rejuvenation in order to make it more inviting and aesthetically pleasing for the public, visitors and hall hirers.

You are invited to submit a tender for the re-decoration of Cullompton Town Hall – address as above.

Areas of the Town Hall which need to be re-decorated:

Hall, kitchen, unisex W.C, Men's W.C., Foyer area, Staircase.

All work is to be carried out in accordance with the following:

- All surfaces (walls and woodwork) should be best prepared (e.g. All holes and cracks should be filled and sanded down/rubbed smooth) in order to achieve as good a finish as possible and to reduce the need for additional coats of paint.
- All rooms will be cleared of contents, pictures etc., as much as is practicable but you will be expected to show due care and diligence by protecting (with dust covers etc.) any fixtures and fittings remaining that you are not expected to paint.
- All walls and woodwork should be cleaned (e.g. sugar soaped) in order to help paint adhere prior to any application of paint.
- Dust sheets should be laid across as much of the floor as possible. If using heavyweight cotton dust sheets these can be moved around the room as you work. Polythene dust sheets should be taped into place with masking tape.
- Switches and sockets should be covered with masking tape to protect them from paint splatters.
- All surfaces should be primed accordingly and then painted with 2 no. coats – please refer to the individual area breakdown for a description of the specific paint which is to be used.

Please see below for a definitive list of works in each particular area of the Town Hall:

Town Hall

- Ensure that all existing lining paper is in good order i.e. stick down or repair any loose paper
- The top half of walls where there is panelling on the bottom half, should be painted in 2 no. coats of magnolia vinyl matt paint.
- All woodwork including doors*, door frames, window sills, Wainscot panelling (bottom half of walls) should be painted with 2 no. coats of water based satin wood paint. The actual windows should be painted in 2 no. coats of white water based gloss.
* kitchen door (1 no.) – side facing hall to be painted to match the woodwork in the hall and the reverse side which faces into the kitchen to be painted white/Side exit doors (2 no.) and main hall doors (2 no.) to be painted to match woodwork in the hall.
- All radiators in the hall (6 no.) to be painted using 2 no. coats of matching water based satin paint (woodwork)
- All trusses, buttresses (8 no.) & gaslights (no. 6) should be painted to match the woodwork and Wainscot panelling in 2 no. coats of water based satin wood paint. NB: The handles of the gaslights to be rubbed down and painted black.
- The mantle and surround of the original period fireplace to be painted using 2 no. coats of black satin paint.
- NB: The hall has a 'false ceiling' so there is no requirement to paint this!

Kitchen

- Inside of kitchen door and the door frame is to be painted in 2 no. coats of white water based satinwood paint
- Window ledges (2 no.) should be rubbed down and re-coated using 2 no. coats of matching wood stain.
- 1 no. radiator should be painted white using 2 no. coats water based gloss.
- Skirting boards should be painted using 2 no. coats of white water based gloss.
- The Ceiling should be cleaned using sugar soap (to degrease) and then painted 2 no. coats of white soft sheen emulsion.
- Walls should be painted with 2 no. coats of soft sheen magnolia vinyl paint.

Reception

- All woodwork, including front main door (2 no.), internal office door (1 no.) and hall entrance doors (2 no.) to be prepared and then painted in 2 no. coats of water based satinwood paint – colour as per hall wood paint.
- Stair stringers (2 no.) to be painted in 2 no. coats of water based satin wood paint – colour as per hall wood paint.
- Staircase walls to be prepared by filling in any holes, sanding and ensuring a smooth even base and then painted with 2 no. coats of magnolia vinyl matt.

Water Closets (2 no.) & W.C. Foyer

- The walls of both the unisex and men's WC's & foyer area should be painted in 2 no. coats of magnolia soft sheen (washable) paint.
- The woodwork (including doors & skirting boards) both inside the WC's & in the foyer area should be painted in 2 no. coats of white water based gloss.

It is requested that you register your intention to submit a tender by sending an e-mail to the Deputy Town Clerk to Cullompton Town Council (deputy.clerk@cullomptontowncouncil.gov.uk). This will allow the council to inform you of any alterations, additions and answers to questions received concerning this tender.

Delivery Timescales

Milestone	Date
Invitation to Tender published	27 th February 2019
Closing Date for Tender proposals	15 th March 2019
Preferred Tender announced	27 th March 2019
Contract Awarded	27 th March 2019
Commencement of Construction Works	As soon as possible once contract awarded

The contract will be awarded to the provider that best complies with the work specification contained in the attached drawing and is considered to provide the best value for money. Information may be requested by any company who wishes to submit a tender – any question/s and answer/s will be supplied to *all* companies who wish to submit a tender. Considerations that will be made include:

- Compliance with written requirements.
- Satisfactory references.
- After sales service.

The council may request further information from suppliers after tenders have been submitted and before a preferred tender is announced.

General Requirements

As a minimum, the following documentation should be held by the contractor and should be supplied to the council as part of the Tender submission:

- Accreditation certificates.
- Public Liability Insurance certificates.
- Employer Liability Insurance certificates.
- General and specific Risk Assessments.
- Method Statements.
- Health and Safety policy statements.

Submission of Tender and General Disclaimer

Any area of open space or other property, either local authority or privately owned, that becomes damaged by the Contractor during installation works must be made good at the Contractor's expense.

Tenders are to be submitted in paper form in a sealed envelope or postage tube containing the words "TENDER SUBMISSION – TOWN HALL RE-DECORATION" by 12 noon on the closing date listed above. All tenders will be opened by the Deputy Town Clerk in the presence of at least two council members serving on the Cemetery and Town Hall Committee of Cullompton Town Council.

Any queries concerning this tender invitation should be directed in the first instance to the DeputyTown Clerk as follows:

Miss Maria Weston
Deputy Town Clerk
Cullompton Town Council
The Town Hall
1 High Street
CULLOMPTON
EX15 1AB

01884 38249

deputy.clerk@cullomptowncouncil.gov.uk

Cullompton Town Council very much looks forward to hearing from you.

Yours faithfully

Judy Morris
Town Clerk

To Whom it May Concern

February 2019

Invitation to Tender for a quarterly intensive clean of the internal areas of the Town Hall.

You are invited to submit a tender for the periodic (quarterly) intensive clean of the Town Hall, comprising:

Foyer
Downstairs 2 no. offices
Staircase
Upstairs 2 no. offices + 1 no. en-suite WC
Hall
Kitchen
WC foyer
2 no. WC's

Brief

We are looking for a cleaning company to take care of our facilities and to carry out an intensive clean on a quarterly basis, with the goal is to keep our building in a clean and orderly condition.

NB: The Council employs a regular cleaner who will continue to clean on a daily basis.

Scope of Works

The Service Provider shall:

- provide a comprehensive Cleaning Service throughout the premises which should be delivered in an efficient and safe manner;
- take responsibility for maintaining all internal cleanable areas to minimise degradation, including fixtures, fittings and furniture and to ensure the Council's standards and image are maintained;
- undertake all tasks normally associated with a professional cleaning contract by ensuring that the offices, toilets, kitchen, public areas (hall, foyer) and other working areas, furniture and floor spaces, are maintained to a high level of cleanliness and are presentable and fit for their intended purpose;
- be responsible for monitoring the provision of the Service to ensure a high quality service is provided;
- be responsible for the ongoing development and training of its staff to ensure this remains 'up to date' as the Council's expectation is, that all cleaning staff are to be trained appropriately in order to provide the delivery of cleaning services.

The Council would expect all personnel where appropriate to receive training as follows: Manual Handling, Control of Substances Hazardous to Health Regulations (COSHH), Health and Safety Induction, individual training for each piece of powered equipment (e.g. vacuums); the correct use and storage of general cleaning equipment including the appropriate segregation of cleaning materials.

Cleaning service to include:

- Using an industrial (powerful) machine to vacuum all carpeted surfaces
- Removing all of the accumulated grit and loose soiling from the surface of the floors (non-carpeted) by either sweeping or vacuuming
- Using an appropriate floor scrubber/dryer to clean all non-carpeted floors thoroughly before applying any cleaning products
- Cleaning of all windows inside and out
- Dusting of all surfaces & polishing where necessary
- De-scaling of tiles
- Disinfect toilets, basins & sanitary wear
- Cleaning of cupboards & drawers on both the outside and inside (where empty & unlocked)
- De-greasing & cleaning of the top of kitchen units
- Cleaning of kitchen worktops and kitchen appliances (microwave, water canteen)
- De-greasing & cleaning of oven both inside and outside
- Cleaning of fridge/freezer (defrosted)

The cleaning services shall include the following elements of the building:

- All floors, walls, ceilings and surfaces including skirting, trunking, window and door frames
- All light fittings, data points, sockets
- All furniture, fixtures and fittings including internal doors and window blinds where accessible
- Stairs
- All sanitary ware and hygiene facilities in all toilet areas
- Cleaning of all internal and external windows and glazing
- Outside doors and slatted vent areas
- Emptying and cleaning of waste bins (including external where on Council building premises)
- Emptying and cleaning of external cigarette bin
- Cleaning of external signage

Hours of Operation

The Service Provider is required to agree with the Council, suitable times for undertaking the cleaning services contract whilst acknowledging that:

- services must not disrupt the Council's core hours
- cleaning operative must be mindful of hall hirers.

It is requested that you register your intention to submit a tender by sending an e-mail to the Deputy Town Clerk to Cullompton Town Council (deputy.clerk@cullomptontowncouncil.gov.uk). This will allow the council to inform you of any alterations, additions and answers to questions received concerning this tender.

Delivery Timescales

Milestone	Date
Invitation to Tender published	27 th February 2019
Closing Date for Tender proposals	15 th March 2019
Preferred Tender announced	27 th March 2019
Contract Awarded	27 th March 2019
Commencement of Construction Works	As soon as possible once contract awarded

The contract will be awarded to the provider that best complies with the work specification contained in the attached drawing and is considered to provide the best value for money. Information may be requested by any company who wishes to submit a tender – any question/s and answer/s will be supplied to *all* companies who wish to submit a tender. Considerations that will be made include:

- Compliance with written requirements.
- Satisfactory references.
- After sales service.

The council may request further information from suppliers after tenders have been submitted and before a preferred tender is announced.

General Requirements

As a minimum, the following documentation should be held by the contractor and should be supplied to the council as part of the Tender submission:

- Accreditation certificates.
- Public Liability Insurance certificates.
- Employer Liability Insurance certificates.
- General and specific Risk Assessments.
- Method Statements.
- Health and Safety policy statements.

Submission of Tender and General Disclaimer

Any area of open space or other property, either local authority or privately owned, that becomes damaged by the Contractor during installation works must be made good at the Contractor's expense.

Tenders are to be submitted in paper form in a sealed envelope or postage tube containing the words "TENDER SUBMISSION – TOWN HALL INTENSIVE CLEAN" by 12 noon on the closing date listed above. All tenders will be opened by the Deputy Town Clerk in the presence of at least two council members serving on the Cemetery and Town Hall Committee of Cullompton Town Council.

Any queries concerning this tender invitation should be directed in the first instance to the Deputy Town Clerk as follows:

Miss Maria Weston
Deputy Town Clerk
Cullompton Town Council
The Town Hall
1 High Street
CULLOMPTON
EX15 1AB

01884 38249

deputy.clerk@cullomptowncouncil.gov.uk

Cullompton Town Council very much looks forward to hearing from you.

Yours faithfully

Judy Morris
Town Clerk