



**Cemetery and Town Hall Committee held on
26 June 2018 commencing at 2pm at Cullompton Town Hall**

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

Those Present: Councillors Lloyd Knight (Chair), Mike Thompson, Iain Emmett.

The Assistant Town Clerk (Clerk).

1 member of the public.

DRAFT MINUTES

1. **Apologies:** Apologies for absence were received and accepted from Councillors Gordon Guest (personal), Rachel Sinclair (personal).
2. **Declarations of Interests:** Lloyd Knight declared an interest in Item 6iii as he is known to the applicant.
3. **Terms of Reference:** The Terms of Reference for the Cemetery and Town Hall Committee read as follows:

“4.1 Cemetery and Town Hall:

Terms of Reference:

- The care, maintenance and regulation of the cemetery and Town Hall.
- Review annually the Council's fees and charges for the cemetery and Town Hall.
- To control the finances of the cemetery and Town Hall, subject to the limits of the budget agreed by the Council.
- To undertake quarterly reviews of expenditure against the approved budget and to report to the council highlighting any concerns.
- To develop, **fund** and bring to fruition projects for the improvement of the cemetery and Town Hall.
- Health and safety matters impacting on the cemetery and Town Hall.”

Recommendation:

That the Terms of Reference for the Cemetery and Town Hall Committee are adopted as amended.

Proposed Councillor Mike Thompson, seconded Councillor Iain Emmett.

4. **Minutes:** To agree the minutes of the General Purposes Committee meeting held on 24 May 2018.

Resolved: That the Minutes of the General Purposes Committee Meeting held on 24 May 2018 were adopted as a true and correct record of that meeting and signed as such.

Proposed Councillor Iain Emmett, seconded Councillor Mike Thompson.

5. **Public Question Time:** One member of the public present had no questions but was present to witness the deliberations of Item 6iii.

6. **Cemetery:**

- i. To receive the Income and Expenditure Statement for the Cemetery. Noted.
- ii. To consider an estimate for works to assess the condition and necessary works to the footpaths in the Cemetery (East).

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.

Proposed Councillor Iain Emmett, seconded Councillor Mike Thompson.

- iii. To consider the design for a plinth and headstone proposed to replace a kerb setting across grave spaces in Row XXI Plot N^{os} 6 and 7.

RESOLVED: That the design of the plinth and headstone proposed to replace the kerb setting across grave spaces in Row XXI Plot N^{os} 6 and 7 is approved.

Proposed Councillor Mike Thompson, seconded Councillor Iain Emmett.

- iv. To receive a report following a visit to Cullompton Cemetery and Knightswood by the Town Clerk and Councillors Iain Emmett, Mike Thompson and Lloyd Knight and to agree a way forward.

The report was noted. Discussion points:

- Asset Register. Needs to be up to date.
- Chapel. 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.
- Storage. That the storage facilities could be better laid out and more efficiently utilised making identification and retrieval of the correct equipment difficult.
- Mortuary. It was suggested that the mortuary is utilised for storage when it had been emptied and sufficient repairs had been conducted.
- Toilet. Suggestion of installing a baby change facility but the Committee were impressed by the condition and cleanliness. Suggestion that the toilet could be converted into a wet room.
- Noticeboard. The manufacturer has been contacted in order to install a weather seal around the doors of the noticeboard.
- Hedge. Arrange for the hedge to be topped in order to encourage thickening of the hedge line.
- Gates. Kevin Pilgrim has been contacted to produce a design for vehicular gates that mimic the design of the Cemetery entrance gates. In addition, the wooden fence may be replaced by a hedge line in keeping with the existing.

- v. To receive and verbal update. Noted.

7. **Town Hall:**

- i. To receive the Income and Expenditure Statement for the Town Hall. Noted.
- ii. To receive a verbal update. The Assistant Town Clerk reported that bookings for the hall remain strong and that there has been no further indication of when work will commence on the Town Hall other than that it will be in the Summer.

8. **Date and Time of the next meeting:** The date and time of the next meeting of the Cemetery and Town Hall Committee is confirmed as 24 July 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 this meeting.

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