



Minutes of a meeting of the Cemetery and Town Hall Committee held on 25th September 2018 commencing 2:00pm at Cullompton Town Hall

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

Those present: Cllr's Lloyd Knight (Chair), Iain Emmett, Mike Thompson & Eileen Andrews

Also present: Maria Weston (Deputy Town Clerk) - Minutes

16. **APOLOGIES**: No apologies for absence had been received.
17. **DECLARATIONS OF INTEREST**: To receive declarations of disclosable pecuniary interests and personal interests. None declared.
18. **MINUTES OF THE LAST MEETING**: The minutes of the Committee meeting held on 24th July 2018 were adopted as a true and accurate record of the meeting and signed as such. Proposed Cllr. Mike Thompson, seconded Cllr. Iain Emmett.
19. **PUBLIC QUESTION TIME**: As there were no members of the public present, this section of the meeting did not take place.

The Chair invited questions from the Committee and it was reported that correspondence had been received from a member of the public relating to:

1. Cemetery & Town Hall Committee Agenda – appendices not attached to the Agenda when published to the Website
2. Grass not being cut for 3 weeks in the old cemetery

A discussion took place and the Deputy Town Clerk informed the committee that the former was apparently due to limitations in uploading files to the website and that the latter was because a member of staff had been on annual leave.

RESOLVED: That the Deputy Town Clerk responds to the sender, in writing, with the answers to the questions.

NOTE: It was requested that the Town Council's website provider is contacted to ascertain the size limits for documents that can be uploaded to the Webpage (with a view to making it easier for staff to upload documents).

20. **CEMETERY:**

- i **To receive the Income and Expenditure Statement for the Cemetery.** Noted.
 - Electricity – Cllr. Thompson raised the issue of the electricity usage in the cemetery. The usage, particularly when compared to the Town Hall (which would generally use a lot more electricity) seems excessive.
RESOLVED: That the meter at the Cemetery is read to confirm usage and the issue then to be investigated further.

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- Skip – Cllr. Thompson also queried the skip hire charges at the cemetery and a discussion ensued about how often it is emptied and whether we should be paying for a skip every month.

RESOLVED: Investigate the cost of the skip hire and how often it is being collected.

ii **To receive a progress report on Resolutions made.** Noted.

- General:

RECOMMENDATION: That the Council keeps a separate (physical) file at the Town Hall where all resolutions (for all committees) are filed for ease of reference.

- Tree & Hedge Report

The committee would like the estimates for a full report on the trees and hedges to be available for the next meeting.

- Gates

To obtain design & cost options for the cemetery car park gates: *Standard 'off-the-shelf' gates (8' and 3') in metal (and hard wood) for vehicular and pedestrian access to be installed on brick or steel/brick pillars suitable for the weight of the gates.*

The committee would like the estimates to be available for the next meeting.

- Electricity Usage

Cllr. Thompson would like (as requested 2 mths ago):

1. The electrical safety certificate and invoice for the electrics that were installed in the toilet block & mortuary.
2. The Minutes which gave the authorisation for the works to be carried out.

Additionally,

3. The Assistant Town Clerk to write a report for the committee so that there is a record of what was done & when and how much it cost.

iii. **To consider spending priorities for the Cemetery Earmarked Reserves.**

The Chair suggested that this item be discussed at item 7 of the Agenda (the 3 Yr budget action plan) however, invited any comments at this stage.

Cllr. Thompson raised the issue of Grant Aid and the Deputy Town Clerk informed the committee that her understanding was that the council had resolved to cease the application as there had been no community support for the project and this was one of the criteria that *had* to be met.

iv. **To consider the report by Steve Eastland Design Ltd. Into the condition of the cemetery chapel floor.**

RESOLVED:

1. Council staff to look into all options of grants which can be made available for major repairs (including both buildings & land) in the cemetery and to report findings back to the committee.

Proposed: Cllr. Thompson **Seconded:** Cllr. Andrews **Vote:** All in favour

2. To obtain quotes (from companies qualified to work on Grade II Listed Buildings) to carry out the necessary works to rectify the 'trip hazard' at the entrance to the chapel.

Proposed: Cllr. Thompson **Seconded:** Cllr. Emmett **Vote:** All in favour

3. 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.

Proposed: Cllr. Thompson **Seconded:** Cllr. Knight **Vote:** All in favour

4. That Council staff start a Cemetery inspection chart which encompasses daily, weekly & monthly tasks. The chart should be progressive and contain a comments field.

Proposed: Cllr. Thompson **Seconded:** Cllr. Emmett **Vote:** All in favour

v. To consider an estimate for an 'off the shelf' vehicular gate for the cemetery (West) car park. (Standard off-the-shelf gates (8' and 3') in metal (and hard wood) for vehicular and pedestrian access to be installed on brick or steel/brick pillars suitable for the weight of the gates)

This had previously been discussed (point 5. ii. above) but at this point, Cllr. Emmett asked if the committee should consider whether spending more money on a better quality gate (which would be in keeping with the existing cemetery gate) should be the 'the way to go'.

RESOLVED: That the committee looks at better quality gates (i.e. wrought iron, powder coated) that are in keeping with the existing gates already located in the cemetery.

NB: This is in addition to continuing to source estimates for 'off the shelf' gates – refer to Agenda point 5.ii

vi. Men in Sheds correspondence. Noted.

- A discussion took place about the use of the Mortuary and the Council's storage facilities. It was generally agreed that allowing a charitable organisation to rent the Mortuary (either at a reduced/peppercorn rent) would be a good idea but not if the council were then having to pay for storage facilities when they could, themselves, be utilising the Mortuary.
- Concern was expressed about the limited storage space for the Council's use and that storage was possibly an issue.
- The Grant Aid situation was high-lighted and the fact that if Men in Sheds were allowed to use the Mortuary, it could well assist with any future grant application.
- Concern was expressed that if Men in Sheds started a precedent, another organisation could contact the council asking to use the Mortuary at a peppercorn rent, rather than rent the Town Hall.

RESOLVED: That Cllr's Thompson, Knight & whomever else is available from the committee, attend a site visit with the Maintenance Supervisor to assess what items the council has and

where they potentially could/should be stored.

Proposed: Cllr. Thompson **Seconded:** Cllr. Andrews **Vote:** 3x for & 1x against

vii. To consider initial report into the condition of the Cemetery (East) footpaths with recommendations for further investigation and remedial actions.

RESOLVED: That a topographical survey and soakaway test is carried out by Simon Bastone Associates Ltd. (Consulting Civil & Structural Engineers) with findings reported back to the committee.

NB: The report should contain as much detail as possible in order for the committee to make informed decisions.

Proposed: Cllr. Thompson **Seconded:** Cllr. Knight **Vote:** All Agreed

viii. To receive a verbal update on the Cemetery. A verbal update was received:

- Quite a lot of money has come in.
- We are a third of the way through the income prediction which is about where we should be.
- We are nearly half way through expenditure in terms of the Cemetery running costs.
- The half yearly business rates have been paid.
- The Assistant Town Clerk is in communication with the Valuation Agency with a view to reducing the business rates on the Cemetery. The assessment had been done in April 2017 when the new part of the Cemetery was just fields. If our appeal is upheld then the rates should be reduced but if not, then the issue may need to be referred to the local MP.

NOTE: Obtain clarification as to whether the business rates charged for the cemetery are based on just the new part of the cemetery, or both the old & new.

21. Town Hall

i To receive the Income and Expenditure Statement for the Town Hall. Noted.

ii. To consider replacement of the indoor Town noticeboard. A discussion took place about the need for a new noticeboard and the options available to the council.

RESOLVED:

1. To investigate the cost of a lockable (light weight) noticeboard cabinet.

Proposed: Cllr. Emmett **Seconded:** Cllr. Knight **Vote:** All in favour

2. To investigate what cabinet noticeboards are available (in terms of cost, material & sizes) and to report back to the committee. In the meantime, all advertisements are to be handed into reception for approval and the Town Clerk is to initial those deemed acceptable to be placed upon the board.

Proposed: Cllr. Thompson **Seconded:** Cllr. Emmett **Vote:** All agreed

iii. To receive a verbal update on the Town Hall. A verbal update was received:

- Half way to budgeted income and a third of the way to where we should be.
- Noticeboard: cheap when bought; falling apart; hard to use any pins; lockable replacement would be ideal.

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- Town Hall bookings – Slimming World remains strong. Loss of Friday Swimming Pool Campaign Bingo. Loss of indoor market income of £45.00 but there has been a saving with staff time as Slimming World can keep the hall set-up throughout the week.
 - The Town Hall is being externally re-vamped and the builder and painter & decorator have been working hard e.g. insulating upstairs, rubbing down window frames & re-painting.

22. To begin formulation of a 3 year budgeted Action Plan for the Cemetery and Town Hall Committee.

RESOLVED: To defer the formulation of a 3 year budgeted Action Plan for the Cemetery & Town Hall until the next meeting and for Council staff to formulate a 'rough' budget in the meantime.

23. To receive the Asset Registers for the Cemetery & Town Hall. Noted.

24. Correspondence. Refer to Point 19 of Agenda – Public Question Time.

25. Date & Time of the Next Meeting. 23rd October 2018 @ 2:00pm in the Town Hall.

With no further business the Chair thanked everyone for their attendance and the meeting was closed at 3:56pm.