



**Cemetery and Town Hall Committee held on
24 July 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: Councillor Lloyd Knight (Chair), Iain Emmett, Mike Thompson.

DRAFT MINUTES

9. **Apologies:** Apologies for absence were received and accepted from Councillor Eileen Andrews (medical reasons), Gordon Guest (personal).
10. **Declarations of Interests:** To receive declarations of disclosable pecuniary interests and personal interests. None declared.
11. **Minutes:** The minutes of the Committee meeting held on 26 June 2018 were adopted as a true and correct record of the meeting and signed as such. Proposed Councillor Mike Thompson, seconded Councillor Iain Emmett.

On questioning, the Assistant Town Clerk reported that:

- Serial numbers for equipment are still being updated in the Asset Register.
 - The manufacturer of the noticeboard at the Cemetery should be addressing the minor defects this week.
12. **Public Question Time:** As there were no members of the public present, this section of the meeting did not take place.
 13. **Cemetery:**
 - i. To receive the Income and Expenditure Statement for the Cemetery. Noted.
 - Some discussion on the specification of the brush cutter purchased.
 - Fuel costs seem excessive – Town Clerk to investigate.
 - Electricity - £112.50 for June – it seems excessive and the meter at the Cemetery should be read to confirm usage.
 - Queried whether or not there would be additional grass cutting in July.
 - ii. To consider an estimate to assess to the condition of the floor in the Cemetery Chapel. Following the previous meeting, an estimate for the assessment of the floor in the Cemetery Chapel has been obtained.

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. Proposed Councillor Iain Emmett, seconded Councillor Lloyd Knight.

- iii. To consider an estimate to fabricate new vehicular gates to the Cemetery (West) car park. An estimate for works by the same fabricator responsible for the main entrance gates to the new cemetery, which includes the provision of matching steel-cored and capped reclaimed brick pillars, has been obtained and is in the region of £6,000.

RESOLVED: To obtain design and cost options on the following:

- **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.**

Proposed Councillor Mike Thompson, seconded Councillor Iain Emmett.

- iv. To consider commissioning a full report and management schedule for all trees and hedges located at the Cemetery.

RESOLVED: To obtain estimates for a full report on the current condition, immediate works and management schedule for all trees and hedges located at the Cemetery. Proposed Councillor Mike Thompson, seconded Councillor Iain Emmett.

- v. To consider progressing the installation of electricity and heating in the Cemetery Chapel. This project has been in abeyance for some time.

Resolved: Not to proceed until such time as the status of the existing cabling is established. Proposed Councillor Mike Thompson, seconded Councillor Iain Emmett.

- vi. To receive a verbal report concerning a meeting held between the Town Clerk and representatives of the Men-in-Sheds organisation with regard to use of the Cemetery Mortuary by that organisation. The Assistant Town Clerk reported that the Town Clerk had met with representatives of the Men-in-Sheds organisation and had toured the Mortuary. No decision needs to be made but the Committee should be aware that there has been interest expressed by a community organisation. Their potential interest has been noted. Regular updates to the minutes?

- vii. To consider the provision of additional CCTV coverage in the cemetery. The Assistant Town Clerk reported that, whilst the existing system is functional, it has recently experienced a malfunction (that was easily rectifiable) and is not subject to a maintenance contract (given that it was purchased online and self-installed).

RESOLVED: That consideration is given to including sufficient funding in the 2019-2020 budget to improve the CCTV at the Cemetery. Proposed Councillor Iain Emmett, seconded Councillor Mike Thompson.

- viii. To receive a verbal update.

Cemetery interments are greater than expected at this time of the year and may be weather related. The installation of benches has commenced with one installed, and well used, opposite Magnolia Section, with another concrete pad installed.

14. **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 the weekly Wednesday Pannier market will cease trading tomorrow with Mandy's Must Haves, Avon and Lord Fudgies Fudge moving outside to the street market.

The provider of the Slimming World session on Monday morning will be changing in the very near future but the session will continue given the high demand.

- 15. **Date and Time of the Next Meeting:** To confirm the date and time of the next meeting as Tuesday 28 August 2018 commencing at 14:00.