



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.

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:

- ii.
- **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 Architects report. Clerk to contact the Conservation Officer at Mid-Devon District Council for advice in determine the best way to approach the floor works e.g. if any 'jack-hammering' on the chapel floor is likely to 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 Engineers drawings for the buttresses and associated work required. The Committee:

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)

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

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 with immediate effect. 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.

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

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

vi. 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.

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 Councils 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 interim months)

- 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:

Water & Sewerage 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.

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

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:

RESOLVED:

That the Cemetery & Town Hall Committee approve and recommend the revised Town Hall Policy be adopted by the Council.

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

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 and W.C'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, W.C'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: