



Minutes of a meeting of the Cemetery and Town Hall Committee held on 26 February 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 & Eileen Andrews
Clerk: Maria Weston (Deputy Town Clerk)

1. **Apologies:** Received from Cllr. Guest (personal).

RESOLVED: To accept apologies (personal) from Cllr. Gordon Guest.

Proposed: Cllr. Knight **Seconded:** Cllr. Emmett

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 22 January 2019.

RESOLVED: That the Minutes of the Cemetery & Town Hall Committee meeting held on 22 January 2019 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:

- It was noted that the process of trying to get a reduction on the business rates for the Cemetery was taking quite a long time and it was therefore:

RESOLVED: The Committee would like the Clerk to:

- write to the Valuations Office Agency to request a response to the Councils 'Check & Challenge' form (stipulating that a response prior to the end of the current Fiscal year would be anticipated);
- (in addition) call the Valuations Office Agency to chase a response

Proposed: Cllr. Thompson **Seconded:** Cllr. Andrews

NOTE: Cllr. Emmett wished the Clerk to Minute his abstention from this vote.

- 6.

Asset Register: To receive the Asset Register – Town Hall & Cemetery. Noted – however, Cllr. Thompson stated that the register was not complete as there were still fields missing e.g. serial numbers. It was therefore agreed that any matters relating to the Asset Register be referred

to the next Policy, Finance & Personnel meeting –where a **comprehensive** (e.g. including serial no's) copy of the **Full** Asset Register can be viewed and discussed.

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CEMETERY

i. **Income & Expenditure:** To receive the Cemetery Income and Expenditure Report. Noted with the following updates from the Clerk:

- **Estimated income:** Should be £32,000 for the current year (2018-19) and not £28,000 (as was specified on the January financial report);
- **Electricity:** December credit balance figure of £112.20 – this was not a refund as originally thought but an adjustment made by the Finance Officer (due to a Direct Debit not being called for, a subsequent additional invoice then being raised and paid twice in error and a resulting credit balance on the account).

ii. **Trees & Hedges:** To receive the tree & hedge survey report and agree any action to be taken.

Clerk informed members:

- that the survey was comprehensive and each item was classified according to its priority;
- only 3 no. items (trees) need addressing (as soon as is practicable) with the remaining classified as medium or low priority (can be dealt with when budgets allow and with discretion) -Two of the three trees had already been dealt with by an external contractor and the remaining one (Rowan, Hawthorne) can be looked at by the Maintenance Team (with no need for an external contractor).

NOTE: Cllr. Thompson suggested that adding the required tree cutting & hedge work onto a computerised calendar would be helpful as this would act as a reminder (to carry out the works at the appropriate times). The Clerk thanked Cllr. Thompson for this suggestion and advised she will relay this to the appropriate Council staff. It was agreed that August would perhaps be a good time to address any additional tree and hedge works.

RESOLVED: The Committee are happy for Council staff to carry out the recommended works to the Rowan, Hawthorne tree - G21.000 (as per A. M. Lane Ltd. Survey Report)

Proposed: Cllr. Knight **Seconded:** Cllr. Emmett

RESOLVED: The Committee would like Council staff to remove the ivy that is growing over the Cemetery boundary wall (Tiverton Road side).

Proposed: Cllr. Knight **Seconded:** Cllr. Emmett

iii. **Cemetery Report:** To receive Update Report, agree any action to be taken and formulate a budget for the next three years.

The Clerk requested members address each issue contained within the report and to then decide on what action (if any) should be taken, bearing in mind projected costs (3-year budget plan) and monetary constraints.

Discussion ensued, addressing the first point within the report: the screening of the metal container. Cllr. Thompson referred to a document (& supplied a copy to the Clerk) which highlighted proposed actions that the Committee had agreed should be added to an Action Plan in June 2015. Cllr. Emmett stated that whilst the container screening had been added to the Action Plan, there had been no Resolution carried for this work to actually be done.

NOTE: Cllr. Thompson left the meeting.

The Committee continued to discuss the items within the report and the Clerk annotated this report with the resulting decisions (under the Committee Decision column):

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.	*RESOLUTION Passed 26/2/19
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...	Not considered a priority at this moment in time
Baby Change Unit in W.C.	Not really a great need or call for one so considered unnecessary.	Committee agree that there is no requirement
Security Lighting	This operates on a sensor basis	This is already on the Cemetery Works Checklist & as such, the Cemetery Operative will highlight if there are any issues
CCTV	System is considered inadequate – costs have been factored into the next 3 yr. budget stream	Add to the Agenda for March 2019.
Cemetery Electrics	Electrician that carried out the Periodic Inspection has submitted a quote (specified 7 points). Will be sent under separate cover.	Quotation (£175) is acceptable and works authorised
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	Clerk to contact Mid-Devon – *RESOLUTION passed 26/2/19

	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.	Committee agreed that this should be the case & the Clerk will incorporate this in the Cemetery Policy that is currently being revised. Policy will be added to the March Agenda for approval
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	*RESOLUTION passed
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?	Committee will discuss this at the next meeting (March)
Headstones	Should consideration be given to the types of headstone allowed within the Cemetery i.e. type	Committee will discuss this at the next meeting (March)
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.	Clerk advised that a local stone mason had been asked to assess the tomb
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)	*RESOLUTION passed
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.	Electrician is due to visit the Cemetery to carry out the 7 items of required works as specified in the Periodic Assessment of the electrics – Electrician will be asked to remove any dangerous wires at the same time.
Shed	Walls appear to be leaning. Concern that if any weight goes into the shed then this may impact on the structure.... Once buttresses project has been finalised, Clerk will concentrate on the shed, its stability & provision of doors.	This will be looked at once the buttresses have been installed.
Mixer	Needs to be added to the Asset Register	Asset register will be dealt with by the PFP Committee

Fuel storage	Any flammable liquids will need their own storage facility e.g. metal box. Clerk has '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.	Committee would like the Clerk to investigate other options and to report back with findings
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!	*RESOLUTION passed
Descendant'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...?	NOTED. Clerk will liaise with Councillor Thompson further...
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.	*RESOLUTION passed – preferred contractor chosen
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 Clerk 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 separate report. NB: The Chapel is not to be used by any one. NB: The inside 'Trip Hazard' sign needs to be located and put up again.	Preferred date to meet Conservation Officer agreed as 6/3/19
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.	*RESOLUTION passed

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.	NOTED
Vehicular Gate	A number of contractors have been contacted – Clerk to chase up the quotations.	*RESOLUTION passed
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	Clerk advised that no response as yet from MDDC & will chase
Cemetery Work Schedule Checklist	This should be put into operation asap. Current template needs slight revision as some task regularity is not practicable.	Clerk advised that this has been finalised
Cemetery Operative Task Pack	This should be put into operation with immediate effect (in order to be health & safety compliant)	Clerk advised that this has been finalised. NOTE: Use of the pack is to be reviewed in May 2019.

NOTE: – *The following Resolutions relating to the above report *were carried:*

Screening of Container

RESOLVED: That the Committee would like the Clerk, in conjunction with the Maintenance Supervisor, to investigate various options (e.g. painted mural, boarding) to ‘screen’ the container doors. Clerk to report back to the Committee.

Proposed: Cllr. Knight **Seconded:** Cllr. Emmett.

Workshop

RESOLVED: That the Committee would like the Clerk to contact Mid-Devon District Council in relation to the Cemetery Operatives’ Workshop area to assess/establish:

- whether the correct health & safety regulations are in place;
- whether the current facilities are adequate (and if not –);
- the feasibility of increasing the size of the Workshop, to include the provision of a shower.

Proposed: Cllr. Andrews **Seconded:** Cllr. Emmett

Opening/Gateway in Boundary Wall

(currently ‘bricked-up’) – to give easy access to/from the ‘old’ Cemetery

RESOLVED: That the Committee would like the Clerk to arrange for a contractor to assess the boundary wall to determine:

- the feasibility of opening up the ‘bricked-up’ area of the wall to re-instate an opening/gateway (or if not practicable-);

- to suggest a suitable alternative location for an opening/gateway to be made.

Proposed: Cllr. Knight **Seconded:** Cllr. Emmett

'Sinking' Headstone

RESOLVED: The Committee would like the Clerk to write to the plot owner to inform them that the headstone appears to be slipping and to advise that it would be the owners responsibility to address this issue. **Proposed:** Cllr. Emmett **Seconded:** Cllr. Andrews

Plot/Row Markers

RESOLVED: That the Committee would like the Clerk (after determining the best option) to arrange for the disposal (either by gift or sale) of the unused Plot/Row Markers

Proposed: Cllr. Knight **Seconded:** Cllr. Emmett

Cemetery Gates

RESOLVED: That the Committee are happy for the Clerk (in conjunction with the Maintenance Supervisor) to determine the most appropriate width for the new Cemetery gates, which should be vehicular (not vehicular and pedestrian) and for quotations to be sought accordingly and as previously resolved on 22 January 2019 -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

Proposed: Cllr. Emmett **Seconded:** Cllr. Andrews

NOTE: Due to time constraints, the Committee agreed to defer the 3-year budget plan until the next meeting.

Chapel Floor: To receive report on Chapel floor & pathways and agree on any action to be taken.
iv Report was noted and the date of 6 March 2019 was proposed as a suitable date to meet with Mid Devon District Council's Conservation Officer – Clerk to arrange.

8. **TOWN HALL:**

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

At the January meeting, the Committee had expressed concern over the high cost for water & sewerage as specified on the Town Hall Income & Expenditure statement for December 2018.

Town Hall Water Usage: Confirmation received from South West Water that:

- August bill £164.25 was estimated (30/8/18)
- January bill £656.83 was generated using actual reading taken on 02/01/19
- Prior to this, meter hadn't been read since 6/6/17
- Usually, the meter is read twice a year (every 6 mths) and in between, bills are estimated – this is standard.

- We will receive the next bill in 3 months which will be estimated and then, when the meter is next read, any adjustment necessary will be accounted for and a bill generated accordingly.

ii. **Town Hall:** To receive Update Report, agree any action to be taken and to formulate a budget for the next three years. Noted with the following:

RESOLVED: The Committee are happy for the Clerk, in conjunction with the Maintenance Supervisor to arrange for:

- a permanent roofing structure to be built externally at the back of the Town Hall (in the area at the end of the side alley) so that this may be used for storage;
- to add the required shelving to the ex-outside WC (at the end of the side alley) so that this too may be used for storage.
 - The work to be carried out by Council staff.

Proposed: Cllr. Knight **Seconded:** Cllr. Emmett

iii. **Town Hall Refurbishment:** To approve tender document for the redecoration of the Town Hall.

RESOLVED: The Committee are happy to accept the Town Hall Refurbishment Tender Specification and that the Clerk should source quotations accordingly.

Proposed: Cllr. Knight **Seconded:** Cllr. Emmett

RESOLVED: The Committee would like the Clerk to source quotations for the refurbishment of the Town Hall floor. The floor is to be sanded down and then covered with an appropriate hardwearing wax which includes a light oak stain.

Proposed: Cllr. Knight **Seconded:** Cllr. Emmett

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

RESOLVED: That the Committee are happy to accept the Town Hall Cleaning Tender Specification and for the Clerk to source quotations accordingly.

Proposed: Cllr. Knight **Seconded:** Cllr. Emmett

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.

RESOLVED: The Committee are happy to consider the following part of the meeting as Part 2 and that this section of the meeting shall be conducted in private.

Proposed: Cllr. Emmett **Seconded:** Cllr. Knight

NOTE: No members of the press or public were at the meeting.

10 **Cemetery Buttresses:** To receive tender submission quotations for the installation of 5 no. buttresses and agree on a preferred contractor.

After an in-depth discussion and consideration of all quotations received, the Committee:

RESOLVED: That the quotation from E K Ballantyne is accepted.

Proposed: Cllr. Emmett **Seconded:** Cllr. Andrews

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

With no further business Cllr. Knight thanked attendees and closed the meeting

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

Signed:

Name:

Date:

DRAFT