



## Minutes of a meeting of the Cemetery and Town Hall Committee held on 23 April 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), Iain Emmett & Eileen Andrews  
Clerk: Maria Weston (Deputy Town Clerk)

1. **Apologies:** Received from Cllr. Guest (personal).  
**RESOLVED:** To accept apologies from Cllr. Gordon Guest (personal).  
**Proposed:** Cllr. Emmett      **Seconded:** Cllr. Andrews
2. **Resignation:** To receive the resignation \* of Cllr. Mike Thompson. Noted.
3. **Declarations of Interests:** To receive declarations of disclosable pecuniary interests and personal interests. None declared.
4. **Minutes:** To agree the minutes of the Committee meeting held on 26 February 2019.  
**RESOLVED:** That the Minutes of the Cemetery & Town Hall Committee meeting held on 26 February 2019 are accepted as a true and accurate record.  
**Proposed:** Cllr. Andrews      **Seconded:** Cllr. Emmett
5. **Public Question Time:** No members of the public were present.  
Chair invited comments from the Committee & Clerk.
  - **Devon's Best Churchyard Competition** (Closing date 31 May 2019) – Committee would like Cullompton Town Council to enter. (**Note:** If there is a best Sexton competition then the Committee suggest the Council put forward its Sexton in recognition of his hard work at the Cemetery);
  - **Pigeon Problem** – A large number of pigeons are congregating outside the Town Hall (side of building in alley) and causing a nuisance by defecating and flying into the hall. Members were informed of the cost to supply pigeon deterrent strips.  
  
**RESOLVED:** Clerk to arrange for a Pest Control Specialist to visit the Town Hall to assess the most appropriate way of dealing with the pigeon problem at the side of the building.  
**Proposed:** Cllr. Emmett      **Seconded:** Cllr. Knight

6. **Resolutions:** Noted with the following:

- **Budd Memorial** – (Large, heavy tombstone with top ‘slipping off’) An external consultant has assessed the memorial and advised that if descendants cannot be located, the Health & Safety at Work Act 1974 (which gives the power to remove some or all of the tomb) may be the way forward.

**RESOLVED:** Committee propose that an annual inspection is carried out on the memorial by a qualified specialist to determine whether it is a health & safety concern.

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

**Note:**

1. Clerk should arrange for periodic photographs to be taken of the tomb so that a periodic comparative assessment can be made;
  2. The bush growing against the side of the tomb should be cut back to enable access to the memorial.
- **Cemetery Storage Container:** The Clerk informed the Committee of Cllr. Baldwin’s visit to the Cemetery to assess the feasibility of the Cullompton Arthouse Project (of which she is Chair) painting the doors of the container. Clerk supplied members with Cllr. Baldwin’s comments. Committee would like to defer this matter for the time being to allow time for the hedge at the perimeter of the Cemetery to establish - as this may well alleviate part of the issue with the visibility of the container.
  - **Cemetery Row Markers:** The Clerk advised that further investigation is required to establish whether the markers have a monetary value. Possible uses if not, could be as Allotment markers or bird houses.

7.

**CEMETERY**

7.i. **Income & Expenditure:** To receive the Cemetery Income and Expenditure Report.

**RESOLVED:** The Committee approve the Cemetery Income & Expenditure Report.

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

7.ii. **Rateable Value (Business Rates) of Cemetery:** To receive the decision from the Rateable Valuations Office Agency and to consider the way forward.

Clerk advised that the request to have the rates reduced has been denied and the Council is deciding whether to appeal by consulting an external consultant. **NOTE:** Committee are aware that the Policy, Finance & Personnel Committee are dealing with this issue and that it is ‘in hand’.

7.iii. **Cemetery Listed Buildings (Chapel & Mortuary) & Pathways:** To receive an update and to decide any action to be taken.

Clerk advised that a Mid-Devon Conservation Officer has visited the Cemetery (this morning) and has identified work which could be carried out now on both buildings (e.g. cutting back of ivy &

repairs to the drainage pipes) - Clerk will compile a list of these works and arrange for any urgent work to be carried out asap.

The Conservation Officer suggests the Council arrange for an in-depth assessment to be carried out by a Chartered Surveyor, as this will be comprehensive and highlight specific works that should be undertaken.

**NOTE:**

1. Both the Chapel & Mortuary are considered to be in a relatively 'good' condition.
2. Due to time constraints the Conservation Officer did not assess the pathways - but these can be assessed by the Chartered Surveyor.

**RESOLVED:** Clerk to arrange for Maintenance staff (or external contractor if necessary) to:

- Inspect the Chapel & Mortuary downpipes, gutters and any areas where water is settling in and to undertake any necessary repairs;
- Repair the door hinges of both the Chapel & Mortuary where necessary (some are worn and causing cracking of the surrounding cement);
- Paint the Chapel & Mortuary buildings downpipes and doors black.

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

7.iv. **Cemetery CCTV:** To consider the provision of a CCTV system (to complement or to replace existing system).

Clerk supplied a quotation to update the CCTV which was noted. It was agreed by the Committee to defer this matter to the next meeting.

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

8. **TOWN HALL:**

8.i. **Income & Expenditure:** To receive the Income and Expenditure Statement for the Town Hall.

**RESOLVED:** The Committee approve the Town Hall Income & Expenditure Statement.

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

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

**RESOLVED:** that due to the commercial nature of the business to be discussed, the following items are 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.

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

**9. Town Hall Refurbishment:**

To receive four tender submission quotations to rejuvenate the Town Hall and to agree on preferred contractor.

**RESOLVED:** To accept the quotation from George Little Decorates in the sum of £3,660.00.

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

**10. Town Hall Cleaning:** To receive two tender submission quotations for a quarterly intensive clean of the Town Hall and to agree on preferred contractor.

**RESOLVED:** The Committee do not wish to move forward at this stage and will defer this matter, (with consideration of any tender submissions) until after the Town Hall has been rejuvenated (painted) and the hall floor has been refurbished.

**Proposed:** Cllr. Knight      **Seconded:** Cllr. Andrews

**Note:** Clerk to source additional estimates.

**11. Town Hall Floor:** To receive three tender submissions (estimates) to refurbish the Town Hall floor (sanding and re-varnishing) and to agree on preferred contractor.

**RESOLVED:** To accept the quotation from K. Ballantyne in the sum of £1,380.00.

**Proposed:** Cllr. Knight      **Seconded:** Cllr. Andrews

**12. Cemetery Shed Doors:** To consider estimate for the provision of new doors for the Cemetery Shed.

**RESOLVED:** To accept the quotation from K. Ballantyne in the sum of £500.00.

**Proposed:** Cllr. Knight      **Seconded:** Cllr. Andrews

**13. Town Hall Alley Wall:** To consider estimates for the painting of the alley wall and to agree on preferred contractor.

**RESOLVED:** To accept the quotation from K. Ballantyne in the sum of £330.00.

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

**14. Date and Time of the Next Meeting:** To confirm the date and time of the next meeting as **6 June 2019 @ 2:00pm** in the Town Hall.

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

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

Signed: .....

Name: .....

Date: .....