



Town Clerk: Miss Joy Norris MSc ACG

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Notice is hereby given that a meeting of the Cemetery & Town Hall Committee will take place on **Thursday, 3rd February 2022** starting at **19:00 hrs** in the Town Hall, 1 High Street, Cullompton, EX15 1AB

The Agenda for the meeting is attached. Copies of the reports will be available on the Town Council website or hard copies can be made available if you contact the Town Council Office (contact details are at the top of this notice)

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee as part of the item on the agenda called Public Participation; anyone wishing to raise an item during public participation must either be present in the Town Hall for the meeting or email their question to enquiries@cullomptontowncouncil.gov.uk it would be helpful if this could be at least 2 working days before the meeting if possible.

If you wish to attend and speak at a meeting it would be helpful if you email or phone with details of your first and last names and a brief outline of what you wish to say. This will ensure that your name is on the list to speak and will help us ensure that you are not missed. Notification in this way will help the meeting run as smoothly as possible.

The overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously.

The Town Council is investigating live streaming meetings and relevant links will be available on the Town Council website, however due to technical limitations the Town Council cannot guarantee the availability or quality of this means of attending a meeting.

A handwritten signature in black ink that reads "Joy Norris".

Joy Norris
Town Clerk
Date: 28th January 2022

AGENDA

Cemetery & Town Hall Committee 3rd February 2022

Committee Membership: Councillors: Eileen Andrews, James Buczkowski, Matthew Dale, Robert Dietrich (Chair), Kate Haslett (ex-officio), Janet Johns and Christopher Snow

PUBLIC PARTICIPATION: 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to Cullompton to the attention of Councillors. Up to 3 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item and must be present in the Town Hall at the meeting or have made their submission in writing prior to the meeting.

1. Chair's Announcements

The Chair may make announcements relevant to the work of the Committee.

Note: announcements are for information only and not for debate, discussion or questioning.

2. Apologies for Absence

To receive apologies for absence from Councillors unable to attend the meeting.

3. Declarations of Interests

To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

Councillors and Officers are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

4. Public Participation

To allow members of the public present at the meeting to raise matters which are relevant to Cullompton; up to 3 minutes will be allowed for each person. (Please note people must either be present in the Town Hall or have made a written submission)

5. Minutes

To confirm the Minutes of the meeting held on 2nd December 2021 as a correct record.
(Supporting Paper A)

6. Action List

To note and to review the Action List as applies to the Cemetery & Town Hall Committee.
(Supporting Paper B)

7. Financial Monitoring

To receive and review information about the Cemetery & Town Hall Committee income, expenditure and commitments, compared to the 2020/21 budget estimates.

- (i) Financial Summary & Graphs (Supporting Paper C)
- (ii) Committee Income & Expenditure - Month 8, November 2021 (Supporting Paper D)
- (iii) Committee Income & Expenditure – Month 9, December 2021 (Supporting Paper E)
- (iv) Committee Income & Expenditure – Month 10, December 2021 (Supporting Paper F)

- (v) Nominal Ledger Year-to-date breakdown of Committee Expenses & Income (Supporting Paper G)
- (vi) Committee Earmarked Reserves (Supporting Paper H)

8. Comments & Complaints

To receive an overview of any comments and complaints received which relate to the Cemetery & Town Hall Committee. (Supporting Paper I)

9. Outdoor Team Report

To consider a report from the Outdoor Team about recent and planned work (Supporting Paper J)

10. Cemetery Site Visit – Institute of Cemetery and Crematorium Management (ICCM)

To consider the notes of the cemetery site visit on 24th November 2021, as undertaken by members of the Town Council and representatives of the ICCM (Supporting Paper K)

11. Town Hall – Clock Maintenance & Servicing

To consider the maintenance and servicing of the Town Hall clock (Supporting Paper L)

12. Fire Safety Provision

To consider:

- i) an update report regarding the Action List as supplied by an external contractor commissioned to review the Town Council's Fire Safety Provision (Supporting Paper M)
- ii) The notes of the Task & Finish Fire Safety Meeting held on 23rd November 2021 (Supporting Paper M1)

13. Cemetery – Revised Layout (Primrose Section)

To consider a proposal for a revised plan for the layout of the Primrose section of the (new) cemetery (Supporting Paper N: Report & O: Diagram to follow)

14. Cemetery Project -Removal of Shed & Associated Landscaping

To consider an Update Report regarding the Cemetery Project: Removal of Shed and Associated Landscaping and quotation for an associated Ground Penetrating Survey (Supporting Papers P: Update Report & Q: Quotation – confidential for Committee Members only)

15. Members Questions

This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

Note: questions are to be for the purpose of obtaining information and not for debate nor discussion.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

Members of the public will only be permitted to speak during the Public Participation session listed on the Agenda