

## ACTION LIST

CEMETERY & TOWN HALL COMMITTEE 03/02/2022

KEY: Red font latest comments + Greyed out boxes completed and to be removed

### SUPPORTING PAPER B

No	Date of Meeting	Agenda Item/ Topic/Minute No.	Resolution/Action Req'd	Financial Implications	To be actioned by	Priority	Progress/Action taken
1	23/04/19	CHAPEL & MORTUARY	Paint the Chapel & Mortuary doors	Cost of paint	DTC	Medium	Doors will be painted dark green and ironwork black. Exterior of mortuary has been finalised bar the ironwork studs. Exterior of chapel in progress. Interior of chapel has been started.
2	06/06/19	MORTUARY CEILING	Repair & repaint mortuary ceiling	TBC	DTC	Medium	Quotes will be obtained. <b>Specification to be written asap.</b>
3	03/09/19	FRIENDS OF CULLOMPTON CEMETERY	Work in conjunction with Council on cemetery projects	PPE Equipment	DTC	Low	Year 1 project and on-going. <b>Does the Committee wish this to be progressed – timeframe?</b>
4	05/12/19	SIGNAGE	Signage requirements throughout site	TBC	DTC/Main t/ Comm	Medium -Low	- Cemetery signage to be re-visited. <b>What signage is required and where.</b>
5	05/08/21  04/11/21	SHED REMOVAL & LANDSCAPING	Accept quotation Cloud9 Homes Ltd) <ul style="list-style-type: none"> <li>Removal of shed and disposal</li> <li>Installation of chippings &amp; weed control membrane</li> </ul> <p>A conversation to be started with the Archaeology Department of the University of Exeter with a view to arranging for contact to be made with the Town Council regarding the possibility of undertaking a ground penetrating survey.</p>	£2,884.20  TBC			Contractor started work on October 25 <sup>th</sup> See agenda 04/11/21. <b>Survey of area to be undertaken prior to works resuming – See update agenda 03/02/22</b>  <b>University of Exeter cannot help but have supplied contact details for 2 local companies/Chair has also supplied a contact.</b>  NB: 06/05/21 Cemetery Soil Spill area is turfed and made presentable with a view to landscaping at a later date.
6	04/02/21	LISTED BLDGS	Invite quotations from suitable contractors to address the outstanding issues on the listed buildings within the cemetery (i.e. chapel and mortuary). These quotations should be supplied to the Committee for consideration when it	TBC  £750.00 + VAT	DTC/Contractors	HIGH	Stonemason, lead worker & window specialist has undertaken a site visit and provided estimates <b>Structural Engineer has assessed the chapel. Recommendations have been incorporated into a specification with a view to obtaining quotations for the required works. This will be progressed asap.</b>



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			relating to this agenda item, disseminated into the public domain.				See Agenda 03/02/22
10	02/09/21	HALL HIRE	To consider if the Town Hall should be available for hire	/	TC	Med	TC report to Full Council 23/09/21 RESOLVED that any decision to resume hiring out the Town Hall is deferred until January 2022
11	02/09/21	CEMETERY TREES	Support getting 3 quotations for all Intended actions Privet Hedge at the Tiverton road side is 'out of hand' and needs cutting or laying – there are hedge laying societies that may be interested.  Research trees/location for additional screening	TBC	TC/DTC		More trees in the new cemetery?  It was noted this may be a Hawthorne hedge. Investigation needed into feasibility and costings of having this professionally laid in a traditional Devonshire way. To be actioned ASAP. Cllr. Snow advised: Devon Hedge Laying Society to make contact with the Town Council. – No contact received as at 27/01/22  Requested 12 trees from MDDC (Involve) – agenda item 02/12/21. Trees supplied.
12	02/09/21	CEMETERY HEADSTONE DAMAGE	Grass cutting contractor's vehicle damaged a headstone	/	TC/DTC/A A	High	Quotation has been received from the stonemasons to undertake the necessary repairs to the headstone. AA liaising with relevant parties. Contractor has admitted liability and will pay for repair. Has been chased w/c 22/11/21. Contractor has now paid monies to a local stonemason to undertake the repair so this will be carried out shortly. Date to be confirmed.
13	07/10/21	Comments & Complaints – WATERING CANS	purchase watering cans for use at the cemetery site.	£100.00	TC/MS	Med	Town Clerk & Outdoor Team Supervisor has been advised. 4 no. small watering cans for ease of use have been purchased and installed on hooks by the taps in the cemetery together with the existing larger ones. These have been marked CTC. COMPLETED
14	07/10/21	BENCH PROVISION	Bench option (with love heart seat i.e. donators preferred option) approved with the proviso that the Town Council's Insurance Company are happy to insure (liability insurance) this bench; Approval of inscription as requested by the donator	Insurance £ TBC	DTC/TC	Low	Donator has been advised. Awaiting paths to be finalised before the bench is progressed/installed. In abeyance. Town Council's insurance company have advised the bench would automatically be covered under Town Council's PLI insurance. If Bench added to the asset register, insurance company will notify Town Council of any additional premium (accidental damage cover)

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							COMPLETED NB: Bench currently being made and will be installed asap after the pathways works have been finalised
15	07/10/21	ICCM – OLD CEMETERY MANAGEMENT/LEVELLING OF GROUND etc.	A rep. of the (ICCM) to be invited to attend a cemetery site visit to undertake an assessment of the grounds and to answer any questions that the Town Council may have;	£100.00	DTC	MED	2x ICCM reps. Attended site visit/walk around on Wed 24 <sup>th</sup> Nov. <b>Notes supplied – see agenda 03/02/22</b>
16	07/10/21	HEALTH & SAFETY ISSUE – BANK OF NEW CEMETERY	Urgent Risk Assessment carried out by a competent individual to assess the site in question, exploring all the options available and to determine if the mitigation the Town Council has is suitable; If it is determined there is an immediate high risk (to members of the public and staff), the Town Clerk has the authority to take the appropriate action as required. Any fencing to be installed to be wooden (and painted black to match the existing car park fence)	TBC	TC	HIGH	Town Clerk advised and has undertaken a site visit to assess the risks involved. To be progressed ASAP. <b>Outdoor Team has been asked to provide measurements so these can be incorporated into a quotation specification document in order to obtain quotes for new fencing. Awaiting measurements.</b>
17	07/10/21	COMMITTEE BUDGETS	Request same expenditure budgets as had been agreed for 2021-22, to include capital expenditure funding; No change to Town Hall hire fees currently; Cemetery fees to remain as is current; if required, these can be reviewed mid-year.				Town Clerk has been advised. To be referred to Resources Committee. COMPLETED
18	22/01/19 03/06/21 02/09/21 07/10/21	CEMETERY PATHWAYS	To engage in a further tender process (second round); Administrator to set a four-week timetable so as to enable contractors sufficient time to prepare and to submit their quotations.				2 <sup>nd</sup> round to be undertaken as resolved. Quotation specification sent out to 20 no. individual's/companies + advertised on Town Council's website & social media + Contracts Finder Agenda item 02/12/2021 – Quotes.

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	02/12/21		Committee wish to opt for Contract A Option 1 in the sum of £9,537.00: 'To grade off a 50mm layer, dig/lay/backfill 3x service ducts, lay timber path edgings, resurface with 6mm to dust limestone materials and compacted, clay channels to be carefully cleared and undisturbed. Day Rates applicable – drainage channels/stoppage of works' - recommendation to the Town Council for formal ratification.				Preferred contractor agreed was ratified by Town Council. Contractor to start work 07/02/22 - construction phase plan being prepared.
19	04/11/21	OUTDOOR TEAM REPORT  SIGNAGE	Signage (as per page 3 of report) should, if in situ within the cemetery, be removed immediately. All signage placed within the cemetery grounds should: be professionally printed onto board; ii) branded iii) be worded appropriately NB: Caveat, that should an emergency situation arise (health & safety issue) that temporary printed signage may be erected/displayed.	N/A  TBC			This signage is not in situ and the comments as made by the Committee have been relayed to the Town Clerk and Outdoor Team Supervisor.  Uniformed branding needs to be agreed. This is currently being looked at by officers and suggestions will be submitted to the Committee asap for consideration.
20	04/11/21	CEMETERY MATTING	Purchase new matting for the cemetery (graveside equipment) confirmation that a range of matting prices was investigated, NB: Caveat that prior to the matting being put into use by members of the Outdoor Team, this is: a. risk assessed; b. Manual handling training is provided;	£565.88	TC/OTS	HIGH	It has been confirmed: That a range of matting from various suppliers was considered prior to the recommendation to buy this particular matting was made to the C&T/Hall Committee RE: a, b & c -This has been relayed to the Town Clerk & Outdoor Team Supervisor  One of the Cemetery Operative's has been trained in using the matting as part of their grave digging course - following the course, they recommended their use.

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			c. confirmation of both a & b as above is given to the Committee.				Outdoor Team & Administrative Staff completed the manual handling course (27/02/22)
21	04/11/21	SCHEDULE OF MEETINGS	Agenda item 11- Committee would like a written explanation, before its next meeting, as to why this was an agenda item.	N/A	TC		Town Clerk has been advised.
22	02/12/21	FIRE SAFETY	Following consideration by the Cemetery & Town Hall Committee it was agreed to accept the recommendation from the Fire Safety Task & Finish (Working) Group in relation to Fire Safety Provision; i)The Fire Safety Management Plan & Fire Safety Emergency Plan is adopted by the Town Council; ii)The Statement of Intent is signed by the Town Clerk and actioned accordingly -With the emphasis on the action list being of high importance; A timed (dated) action list is required.	N/A	TC		Work has been undertaken to address the Action Points with focus on the high priority (1) comments. See agenda 03/02/2022.
23	02/12/21	TREE PLANTING SCHEME	That the Cemetery & Town Hall Committee support a Tree Planting Scheme within the cemetery grounds following: i) the receipt of said trees from Involve Mid-Devon; ii) consultation with the Town Clerk regarding the Town Council's Outdoor Team's view of the practicalities of what it feels would be appropriate for the planting scheme.				Town Clerk & Outdoor Team Supervisor apprised of Resolution. Trees have been received from Involve MDDC and staff have been consulted as to the best location for said trees. Update awaited from Outdoor Team Supervisor as to the trees received. It is understood the intention is to plant to in-fill the hedge line bordering the new cemetery – confirmation awaited.

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1	03/09/2019	ARTWORK	Showcase artwork on the walls of the Town Hall.	TBC	TC/DTC	Low	Council's solicitor to be consulted Re: agreement. <i>Reviewed 07/10/21</i> In abeyance.
2	03/10/2019	CLEANING OF TOWN HALL	Intensive clean of the Town Hall.	TBC	TC	High	On-going cleaning required.... <i>An intensive clean has not been carried out for quite a while</i>
3	02/07/2020 05/11/2020	TOWN HALL PROVISION	Survey to be conducted to establish requirements. Town Hall Working Group be set-up to investigate the options for a new Town Hall facility.	TBC	TC/DTC	Med	Valuations have been sought. Special Projects Officer overseeing this project and will compile a survey template to gauge staff/Cllrs/public views on Town Hall provision. <i>Town Hall Working Group formed.</i>