

# AGENDA

## Cemetery & Town Hall Committee 6<sup>th</sup> May 2021

**Committee Membership:** Councillors: Eileen Andrews, James Buczkowski (ex-officio), Matthew Dale, Robert Dietrich (Vice-Chair), Iain Emmett, Kate Haslett (ex-officio), Janet Johns and Lloyd Knight

**PUBLIC PARTICIPATION:** 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to the Committee 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.

**1. Chairman's Announcements**

The Chairman 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 the work of the committee; up to 3 minutes will be allowed for each person.

**5. Minutes**

To confirm the Draft Minutes of the meeting held on 4<sup>th</sup> February 2021 as a correct record (Supporting Paper A)

**6. Financial Monitoring**

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

(Supporting Papers: B - Income & Expenditure, C - Financial Summary & Graphs)

**7. Action List**

To note and to review the Action List as it applies to the Cemetery & Town Hall Committee (Cemetery & Town Hall: Supporting Paper D)

**8. Committee Work Plan**

- i) To receive and to review the Committees 3 year Forward Work Plan (Supporting Paper E) and to;
- ii) Consider and to agree the Committees priorities and timeframes for any projects relating to the Town Hall and the Cemetery, including any remedial works required to both the listed buildings (chapel & mortuary) and within the cemetery site itself.

**9. Cemetery Update**

To receive and to note Cemetery Update Report (Supporting Paper F)

**10. Memorial Sizes**

To receive a report in relation to memorial and plinth sizes within the cemetery and to agree any appropriate action as required (Supporting Paper G)

**11. Fire Safety at the Cemetery**

To receive an update report and to consider the way forward in relation to fire safety within the cemetery site (Supporting Paper H)

**12. Committee Scheduled Meetings**

To receive and to note the timetable of scheduled meetings for the Cemetery & Town Hall Committee for the civic year 2021-22 (Supporting Paper I)

**13. To consider 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.

**14. Exclusion of the Press and Public**

To consider passing a resolution to exclude the public and press during consideration of:

- agenda Item 15 ii and iii Listed Buildings – Chapel Structural Condition and;
- agenda item 16 Cemetery Pathways-

on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (financial, subject to negotiation)

The documents relating to these items have been withheld from public circulation and deposit.

**15. Listed Buildings – Chapel Structural Condition**

- i) To receive an update report on the chapel structure (Supporting Paper J) and to;
- ii) To receive and to consider a quotation from a structural engineer to -
  - a) undertake a site visit and inspection of the building;
  - b) compile a subsequent report for the Council's consideration
    - and to allocate an associated budget as required -(Supporting Paper K Confidential for Committee Members only)
- iii) To receive and to consider information relating to and a quotation for stone masonry, lead works and window repairs to the chapel and mortuary and to determine the way forward and allocation of an associated budget as required (Supporting Paper L - Confidential for Committee Members only)

**16. Cemetery Pathways**

To receive an update report containing information relating to the cemetery pathways (Supporting paper M) and to receive an estimate of potential costs associated with various options for the pathways (Supporting Paper N Confidential for Committee Members only)

***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***