



CEMETERY AND TOWN HALL COMMITTEE

Minutes of a Committee meeting held on

Thursday 7th April 2022 in the Town Hall, 1 High Street,
Cullompton, EX15 1AB

Present

Chair: Councillor Dietrich

Committee Members: Councillors Haslett, Johns and Snow

In Attendance:

Note: Councillors attending by remote access are not able to participate nor vote in the meeting

Councillors:

Officers J Norris (Town Clerk)

No members of the public attended the meeting.

C&TH Chair's Announcements

234. There were no Chair's announcements.

C&TH Apologies for Absence

235. Apologies for absence from Councillors Andrews and Dale

C&TH Declarations of Interests

236. None declarations of interest were made regarding any items on the Agenda at this stage of the meeting

C&TH Public Participation

237. This agenda item allows members of the public present at the meeting to raise matters which are relevant to the work of the Committee.

No matters were raised

C&TH Minutes

238. The Minutes of the meeting held on 3rd February 2022 were considered. (Supporting Paper A to the Agenda)

RESOLVED that the draft minutes of the meeting held on 3 February 2022 be confirmed as a correct record.

C&TH Action List

239. The Action List relating to the Cemetery & Town Hall Committee was received and reviewed. (Supporting Paper B to the Agenda)

C&TH Financial Monitoring

240. Information about financial matters pertaining to the Cemetery and Town Hall Committee, including income, expenditure and commitments, was received and reviewed. (Supporting Paper C to the Agenda)

C&TH Outdoor Team Reports

241. Consideration was given to reports from the Outdoor Team Supervisor about recent and planned work. (Supporting Paper D to the Agenda)

C&TH Cemetery Landscaping Project

242. Consideration was given to the results of the Ground Penetrating Survey within the (old) cemetery and how the landscaping project should progress (Supporting Paper E to the Agenda)

RESOLVED to proceed with the project as per the accepted quotation.

C&TH Town Hall Hire

243. Consideration was given to a request from Devon and Cornwall Constabulary to use the Town Hall as a base for student officer practical days. (Supporting Paper F to the Agenda)

RESOLVED that Devon and Cornwall Constabulary be permitted to hire the Town Hall as a base for student officer practical days in July / August subject to

- (i) a risk assessment being submitted
- (ii) an understanding of the egress issue and agreement that of acceptance of liability should the exit onto the lane be used and
- (iii) costs of deep cleaning the hall before and after use being charged to the hirer

C&TH Members Questions

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

No matters were raised.

C&TH Exclusion of the Press and Public

245. **RESOLVED** that in accordance with the 1960 Public Bodies (Admission to Meetings) Act the public and press be excluded from the meeting during consideration of:

- Agenda Item 13 Cemetery Pathways Project on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (financial, legal and subject to negotiation).
- Agenda Item 14, Egress of persons from the south side of the Town Hall, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (legal).

C&TH Cemetery Pathways Project

246. Consideration was given to the current (first) tranche of the pathways rejuvenation project including the work done, the invoice received and a request for additional works. (Supporting Paper G to the Agenda, Confidential for Councillors on the Committee only)

RESOLVED

- (i) That a concrete “turning pad”

- (ii) that the Town Clerk arranges a site visit for Committee members with the contractor to view the work to the paths and discuss a way forward.
- (iii) The Committee is currently of the opinion that the resurfaced paths are not fit for purpose as the sub base used (if any) is too soft (type 1 or type 3 should have been used) or the material used is not self-binding.
- (iv) That a 2.4 x2.4m(5.76m²) concrete turning pad be constructed with reinforcing mesh; the slab to be 100mm thick with C35 grade concrete (to strengthen the pad and prevent cracking) at a cost pf approx. £1,300 which includes
 - Compacted sub base
 - Timber edgings
 - Reinforce steel mesh
 - C35 concrete pour with a float finish
 - All materials, labour & plant required
- (v) That a concrete ramp at the entrance to the mortuary be constructed (no reinforcement required) at a cost of approx. £1, 900.

C&TH Egress of Persons from the Town Hall (South Side)

247. To consider an update report regarding egress of persons from the south side of the Town Hall and associated licence (Supporting Paper I_- confidential for Councillors on the Committee only):

RESOLVED to agree the draft licence subject to clarification of the following:

- (i) Point 1.12 application of “working day” – doe this just apply to the notice period (the hall needs to be available for use on days that are not normal working days e.g. weekends and bank holidays)
- (ii) Point 2.3 licensee and licensor - can this be the corporate body of the Town Council rather than a named individual? How does this impact upon a hirer (is that covered by 3e?)
- (iii) Point 5.4 email is now considered a valid way of communication – why is it excluded?

The meeting closed at 19:58hrs