



Town Clerk: Miss Joy Norris MSc ACG

The Town Hall, 1 High Street, Devon, EX15 1AB
enquiries@cullomptontowncouncil.gov.uk
01884 38249

Notice is hereby given that a meeting of the **Cemetery & Town Hall Committee** will take place on **Wednesday, 8th June 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' with a horizontal line extending to the right.

Joy Norris
Town Clerk
Date: 30th May 2022

AGENDA

Cemetery & Town Hall Committee 8th June 2022

Committee Membership: Councillors: J Buczkowski (Ex-Officio), L Knight (Ex-Officio) C Snow, R Dietrich, S Holvey, J Johns and M Thompson

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. Election of Committee Chair

To elect the Committee Chair for the civic year 2022 – 2023.

2. 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.

3. Apologies for Absence

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

4. 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.

5. 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. (Please note people must either be present in the Town Hall or have made a written submission).

6. Minutes

To confirm the Minutes of the meeting held on 5th May 2022 as a correct record.
(Supporting Paper A)

7. Action List

To receive and review the Action List relating to the Cemetery & Town Hall Committee.
(Supporting Paper B)

8. Financial Monitoring

To receive and review information about financial matters pertaining to the Cemetery and Town Hall Committee including income, expenditure and commitments.
(Supporting Paper C)

9. Emergency Egress from the Town Hall

To consider an extract from a recent health and safety report regarding the emergency egress from the Town Hall. (Supporting Paper D)

10. Cemetery Update

To consider an update on recent projects and activities regarding the Cemetery. (Supporting Paper E)

11. 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



CEMETERY AND TOWN HALL COMMITTEE

Minutes of a Committee meeting held on
Thursday 5 May 2022 at 19.00hrs in the Town Hall, 1 High Street,
Cullompton, EX15 1AB

Present:

Chair: Councillor Dale

Committee Members: Councillors Buczkowski, Haslett, Johns, and Snow

In Attendance in the Town Hall:

Councillors Holvey, Findlay and Thompson.

Note: Councillors attending by remote access are not able to participate nor vote in the meeting but may raise questions during the agenda item for Members' Questions

Officers: S Reardon (Assistant Town Clerk)

No members of the public attended the meeting.

C&TH Chair's Announcements

248. There were no Chairman's announcements.

C&TH Apologies for Absence

249. Apologies for absence were received from Councillors Andrews and Dietrich.

C&TH Declarations of Interests

250. No declarations of interests were made regarding any items on the Agenda at this stage of the Meeting.

C&TH Public Participation

251. 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

252. The draft Minutes of the meeting held on 7th April 2022 were considered. (Supporting Paper A to the Agenda)

Cemetery & Town Hall Committee 8 June 2022 Supporting Paper A

RESOLVED that the draft Minutes of the meeting held on 7 April 2022 be confirmed as a correct record.

C&TH Action List

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

C&TH Financial Monitoring

254. 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

255. 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

256. To consider and agree the type of surface to be laid on the former soil spoil area.

RESOLVED

- (i) that contractors are urgently appointed to cut the grass in the entire Cemetery.
- (ii) to lay the former soil spoil area to turf at this time with a longer-term plan to be formulated by the Cemetery and Town Hall Working Group which will meet by the end of May.

C&TH Mortuary

257. To consider work to the mortuary to stop and prevent the ingress of water which is causing damage to the interior plasterwork. (Supporting Paper F)

RESOLVED that quotations are sought from contractors, qualified and experienced to work on Grade II Listed buildings, in order to have the rainwater goods repaired and the interior plasterwork made good.

C&TH Members Questions

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

Councillor C Snow strongly recommended that a thorough deep clean of the Town Hall is commissioned prior to rental to the Election Authority for the upcoming By-Election in the Tiverton and Honiton Constituency.

C&TH Exclusion of the Press and Public

259.

RESOLVED to exclude the public and press 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).

Cemetery & Town Hall Committee 8 June 2022
Supporting Paper A

C&TH Cemetery Pathways Project

260. Consideration was given to the current (first) tranche of the pathway rejuvenation project including the work that has been done, whether or not it is fit for purpose, any works required to make it fit for purpose and the invoice received. (Supporting Paper G to the Agenda).

RESOLVED that, provided that the edging strips that require replacement are replaced, that the soft areas are solidified and that the spoil heap in the car park is removed, Cloud9 are to be paid in full.

DRAFT

Cemetery and Town Hall Committee 8 June 2022
Supporting Paper B

Agenda No 6, ACTION LIST

KEY: Information updated or added since the last report will be in bold red text

Action completed / Decisions implemented are greyed out and will be removed from the next report

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 doors and interior of mortuary door completed. Interior of chapel door is final element
2	06/06/19	MORTUARY CEILING	Repair & repaint mortuary ceiling	TBC	DTC	Medium	Quotes will be obtained. Specification to be written asap. 30.04.22 this may need to be postponed until plaster situation has been remedied
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. Add as a future agenda item
4	05/12/19	SIGNAGE	Signage requirements throughout site	TBC	DTC/Maint/Comm	Medium-Low	Cemetery signage to be re-visited. Add as a future agenda item 31.05.22 Outdoor Team consulted but not aware any signs are required
5	05/08/21	SHED REMOVAL & LANDSCAPING	Accept quotation Cloud9 Homes Ltd) <ul style="list-style-type: none"> • Removal of shed and disposal 	£2,884.20			Contractor started work on October 25 th See agenda 04/11/21. Survey of area to be undertaken prior to works resuming – See agenda 03/02/22

Cemetery and Town Hall Committee 8 June 2022
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
	04/11/21		<ul style="list-style-type: none"> Installation of chippings & weed control membrane <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>	TBC			University of Exeter cannot help but have supplied contact details for 2 local companies/Chair has also supplied a contact. GPS Survey received - on agenda for 07.04.2022 NB: 06/05/21 Cemetery Soil Spill area is turfed and made presentable with a view to landscaping at a later date. 28.04.22 On May agenda to agree surface type Agreed to be laid to turf and Cemetery Working Group to devise a longer term plan (Minute C&TH 256)
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 will determine how and when the required work is progressed.	TBC £750.00 + VAT	DTC/ Contractors	HIGH	Stonemason, lead worker & window specialist has undertaken a site visit and provided estimates 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. 30.05.22 Draft spec for work to mortuary prepared as per minute C&TH 257
7	03/06/21 01/07/21 05/08/21	FINANCIALS	Cemetery skip – Council currently paying a standing and removal charge. Investigation needed into cost effectiveness - either looking				Outdoor Team Supervisor is currently looking at this and has obtained alternative supplier quotes. This will be incorporated into a report for the C&T/Hall Committee asap.

Cemetery and Town Hall Committee 8 June 2022
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
			at alternative suppliers or negotiating the current contract with the existing supplier.				
8	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 or by 23.02.22 Requested 12 trees from MDDC (Involve) – agenda item 02/12/21. Trees supplied.
9	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	TBC	TC	HIGH	Town Clerk advised and has undertaken a site visit to assess the risks involved. To be progressed ASAP. 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.

Cemetery and Town Hall Committee 8 June 2022
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
			wooden (and painted black to match the existing car park fence)				
10	22/01/19 03/.06/21 02/09/21 07/10/21 02/12/21 07.04.22	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 Committee wish to opt for Contractor A Option 1 in the sum of £9,537 "To grade off a 50mm layer, dig/lay/backfill 3X service ducts , lay timber path edgings, resurface with 6mm o 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				2nd round to be undertaken as resolved. Quotation sent out to 20 individuals/ companies + advertised on Town Council's website and social media + Contracts Finder. Agenda Item 02/12/2021 – Quotes Preferred contractor agreed was ratified by Town Council. Contractor to start work 07.02.22 construction phase plan being prepared Contractor on site at beginning of March 2022 29.04.22. Site visit held to discuss work undertaken.
11	4/11/12	OUTDOOR TEAM REPORT SIGNAGE	Signage (as per page 3 of report) should, if in situ within the cemetery, be removed immediately.	A			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

Cemetery and Town Hall Committee 8 June 2022
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
			<p>All signage placed within the cemetery grounds should:</p> <ul style="list-style-type: none"> be professionally printed onto board; ii) branded iii) be worded appropriately <p>NB: Caveat, that should an emergency situation arise (health & safety issue) temporary printed signage may be erected/displayed.</p>	TBC			<p>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</p>
13	0212/21	FIRE SAFETY	<p>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;</p> <ul style="list-style-type: none"> 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 <p>-With the emphasis on the action list being of high importance; A timed (dated) action list is required.</p>	N/A	TC		<p>Work has been undertaken to address the Action Points with focus on the high priority (1) comments. See agenda 03.02.2022</p>

Cemetery and Town Hall Committee 8 June 2022
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No	Date of Meeting	Agenda Item/ Topic/Minute No.	Resolution/Action Req'd	Financial Implications	To be actioned by	Priority	Progress/Action taken
14	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
15	03.02.22	Action List	Fire Safety (Doors): It was agreed that an external suitably qualified contractor (and not members of the Outdoor Team) should be engaged to make the necessary changes as required in-line with the recommendations on the Fire Safety Action List.	TBC	OTS/TC	High	Local Contractors will be asked to provide estimates to adjust doors where required. Outdoor Team Supervisor will obtain quotes for external contractor to address door adjustment issues and will supply to Town Clerk for consideration/C&T/Hall Committee
16	03.02.22	Action List	Cemetery Skip: Following the Outdoor Team Supervisor's cost-effectiveness exercise for the cemetery (yard) skip, it was requested that a brief summary report is supplied to members	NA	OTS	Med	Outdoor Team Supervisor has been notified that a report is required to be supplied to members asap

Cemetery and Town Hall Committee 8 June 2022
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
			which details which companies were contacted and the amounts which were quoted				
17	03.02.22	Action List	Friends of Cullompton Cemetery/Cemetery signage/listed buildings doors: It was highlighted that these smaller projects should not be forgotten and could perhaps be added as future agenda items	TBC	DTC	Low	Friends & Signage to be added to future agenda/s asap
18	03.02.22	Action List	Bank adjacent to Tiverton Road: This is on the Action List as a high priority. It is concerning that this has not yet been completed. It was advised that the measurements required for the fencing had now been supplied and the specification document would be progressed as soon as time allows.	TBC	TC	High	Town Clerk to compile specification to obtain quotations
19	03.02.22	Revised layout of Primrose Section	RESOLVED: That following consideration of a revised layout plan for the Primrose section within the new cemetery, the	NA	TC	High	Town Clerk apprised. ICCM has been consulted: There is no law which states which way a grave should face. In the Christian tradition graves tend to be laid out east to west, but within a

Cemetery and Town Hall Committee 8 June 2022
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No	Date of Meeting	Agenda Item/ Topic/Minute No.	Resolution/Action Req'd	Financial Implications	To be actioned by	Priority	Progress/Action taken
			<p>Cemetery & Town Hall Committee:</p> <p>i) delegate authority to the Town Clerk to implement a revised layout plan as deemed appropriate – subject to the proviso that the proposed (directional) placement of grave spaces is confirmed with both the Church and the Institute of Cemetery and Crematorium Management to ensure there are no restrictions which would impact on the new plan;</p> <p>ii) would like an understanding as to why South West Cemeteries had laid out its original plan as it had; if it is shown that this plan was not suitable, this should be reported back to the Committee for consideration, to perhaps include a review of monies paid.</p>				<p>cemetery they can be laid out in any direction. Some faiths are stricter about which way graves face, for example the Muslim faith require that burials face Mecca. Sometimes this can be achieved by the positioning of the body within the grave rather than the grave itself. In modern cemeteries the layout of graves tends to follow what is best for the landscape and design of the cemetery. The Local Authorities' Cemeteries Order 1977 enables burial authorities to layout a cemetery however they want: Layout, repair and access 4.-(1) A burial authority may enclose, lay out and embellish a cemetery in such manner as they think fit, and from time to time improve it, and shall keep the cemetery in good order and repair, together with all buildings, walls and fences thereon and other buildings provided for use therewith. Exeter Diocese has also been consulted but no response received as at 23/02/22</p>

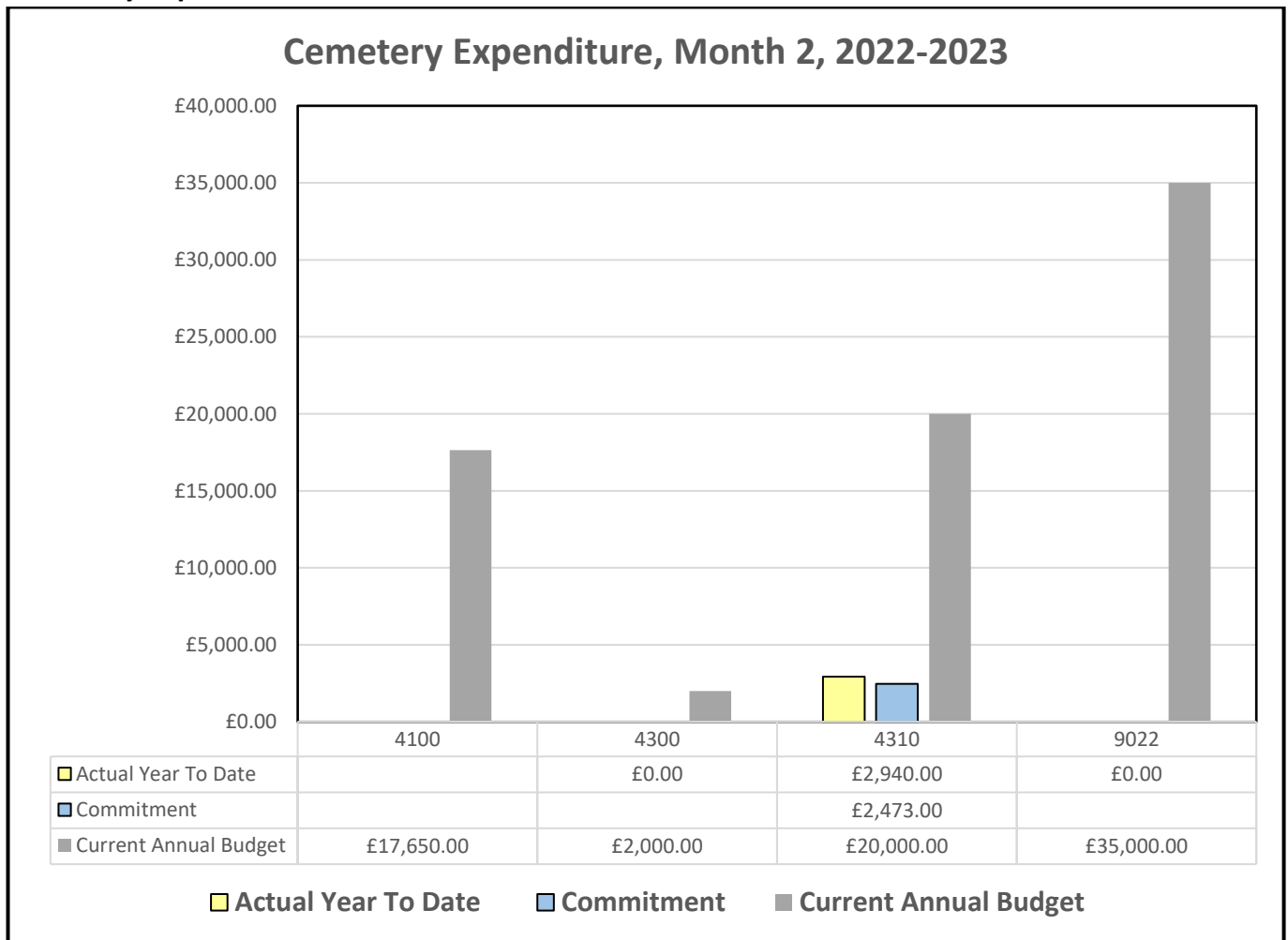
Cemetery and Town Hall Committee 8 June 2022
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No	Date of Meeting	Agenda Item/ Topic/Minute No.	Resolution/Action Req'd	Financial Implications	To be actioned by	Priority	Progress/Action taken
Town Hall							
1	09.09.19	Artwork	Showcase artwork on the walls of the Town Hall	TBC	TC / DTC	Low	Council's solicitor to be consulted Re: agreement. Reviewed 07/10/21 In abeyance.
2	03.10.19	Cleaning of Town Hall	Intensive Clean of the Town Hall	TBC	TC	High	On-going cleaning required....An intensive clean has not been carried out for quite a while
3	2.07.20 05.11.20	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. Town Hall Working Group formed.
4	03.02.22	Town Hall Clock	RESOLVED: That following consideration by the Cemetery & Town Hall Committee, no maintenance or servicing of the Town Hall Clock should be undertaken.	NA			Town Clerk /ATC apprised. Contractor to be notified accordingly
5	07.04.22	Town Hall – Licence	Liaise with Solicitor re licence conditions		TC		30.05.22 Town Council solicitor liaising with owner's solicitors re draft licence conditions

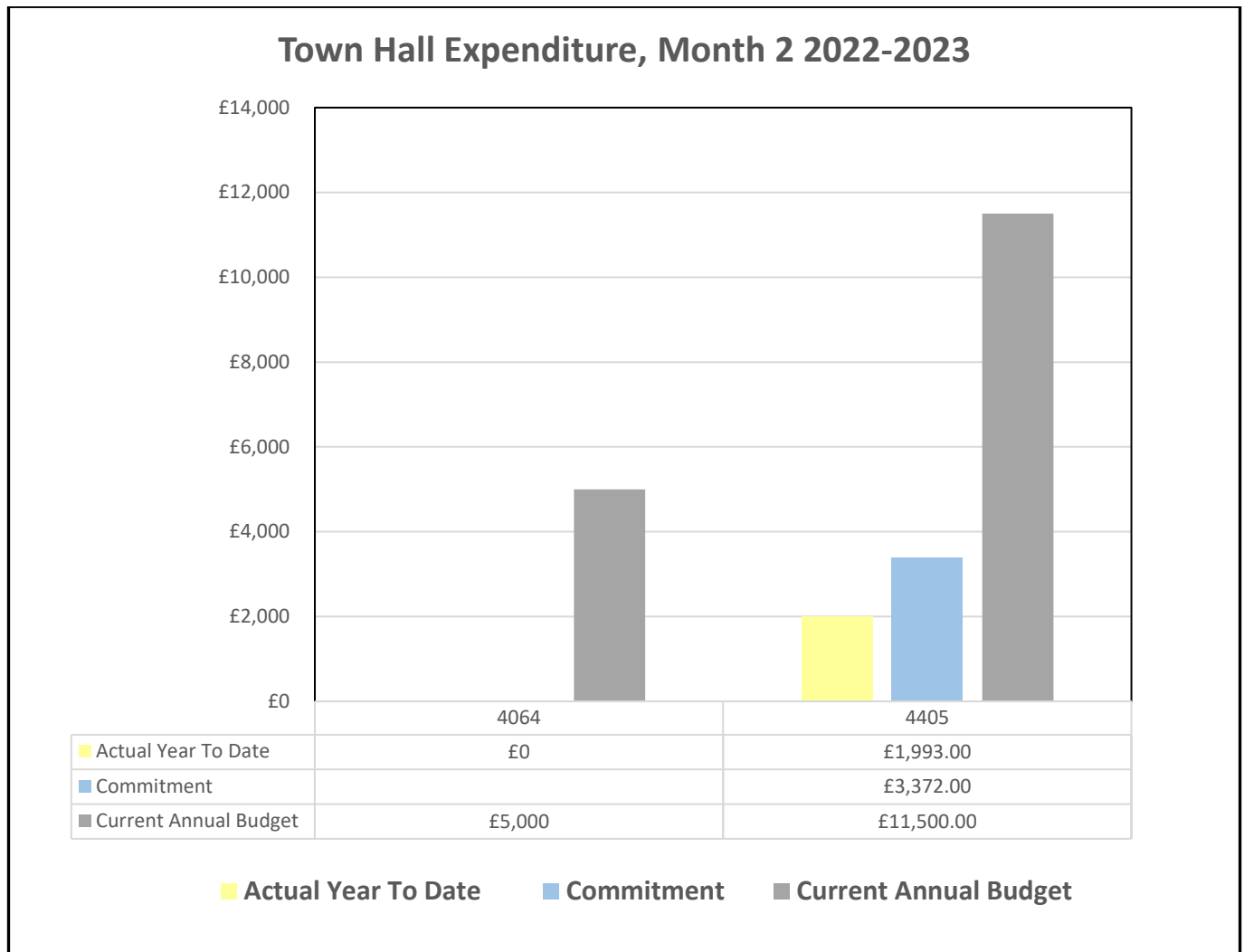
Agenda Item 8, Financial Monitoring

1. The following reports from the Financial system are included with this report:
 - Income and expenditure report for the Committee for Months 1 & 2 (April and May)
 - Commitment reports for Cemetery Running expenses (4310) & Town Hall Running Expenses (4405)
 - Earmarked Reserves

Cemetery Expenditure



Town Hall



Additional Financial Information – Update

2. Septic Tank

The claim made to South West Water for the refund of sewerage costs at the cemetery has been acknowledged and a response is awaited.

- (i) Year 21/22 Code 9022 work to the cemetery pathways invoice was received but not yet been paid and is noted as such in the year end paperwork.

Report Author: Town Clerk

Report Updated: 31 May 2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Cemetery/Town Hall Committee</u>								
<u>300 Cemetery</u>								
1300 Burial Fees	0	0	25,000	25,000			0.0%	
Cemetery :- Income	0	0	25,000	25,000			0.0%	0
4100 Public Works Loan Repayment	0	0	17,650	17,650		17,650	0.0%	
4300 Equipment Mtce & New	0	0	2,000	2,000		2,000	0.0%	
4310 Cemetery Running Expenses	2,812	2,812	20,000	17,188	2,473	14,715	26.4%	
9022 Cemetery Project	0	0	35,000	35,000		35,000	0.0%	
Cemetery :- Indirect Expenditure	2,812	2,812	74,650	71,838	2,473	69,365	7.1%	0
Net Income over Expenditure	(2,812)	(2,812)	(49,650)	(46,838)				
<u>400 Town Hall</u>								
4064 Fire Safety	0	0	5,000	5,000		5,000	0.0%	
4405 Town Hall Running Expenses	1,993	1,993	11,500	9,507	3,372	6,135	46.7%	
Town Hall :- Indirect Expenditure	1,993	1,993	16,500	14,507	3,372	11,135	32.5%	0
Net Expenditure	(1,993)	(1,993)	(16,500)	(14,507)				
Cemetery/Town Hall Committee :- Income	0	0	25,000	25,000			0.0%	
Expenditure	4,805	4,805	91,150	86,345	5,845	80,500	11.7%	
Movement to/(from) Gen Reserve	(4,805)	(4,805)						
Grand Totals:- Income	0	0	25,000	25,000			0.0%	
Expenditure	4,805	4,805	91,150	86,345	5,845	80,500	11.7%	
Net Income over Expenditure	(4,805)	(4,805)	(66,150)	(61,345)				
Movement to/(from) Gen Reserve	(4,805)	(4,805)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Cemetery/Town Hall Committee</u>								
<u>300 Cemetery</u>								
1300 Burial Fees	0	0	25,000	25,000			0.0%	
Cemetery :- Income	0	0	25,000	25,000			0.0%	0
4100 Public Works Loan Repayment	0	0	17,650	17,650		17,650	0.0%	
4300 Equipment Mtce & New	0	0	2,000	2,000		2,000	0.0%	
4310 Cemetery Running Expenses	128	2,940	20,000	17,060	2,473	14,587	27.1%	
9022 Cemetery Project	0	0	35,000	35,000		35,000	0.0%	
Cemetery :- Indirect Expenditure	128	2,940	74,650	71,710	2,473	69,237	7.3%	0
Net Income over Expenditure	(128)	(2,940)	(49,650)	(46,710)				
<u>400 Town Hall</u>								
4064 Fire Safety	0	0	5,000	5,000		5,000	0.0%	
4405 Town Hall Running Expenses	0	1,993	11,500	9,507	3,372	6,135	46.7%	
Town Hall :- Indirect Expenditure	0	1,993	16,500	14,507	3,372	11,135	32.5%	0
Net Expenditure	0	(1,993)	(16,500)	(14,507)				
Cemetery/Town Hall Committee :- Income	0	0	25,000	25,000			0.0%	
Expenditure	128	4,933	91,150	86,217	5,845	80,372	11.8%	
Movement to/(from) Gen Reserve	(128)	(4,933)						
Grand Totals:- Income	0	0	25,000	25,000			0.0%	
Expenditure	128	4,933	91,150	86,217	5,845	80,372	11.8%	
Net Income over Expenditure	(128)	(4,933)	(66,150)	(61,217)				
Movement to/(from) Gen Reserve	(128)	(4,933)						

17:11

Expenditure Detail (Committed Only) by Budget Code

<u>Ord Number</u>	<u>Month</u>	<u>Ord Date</u>	<u>Supplier Name</u>	<u>Order Status</u>	<u>Committed</u>	<----- Expenditure Analysis ----->				
						<u>Code</u>	<u>Centre</u>	<u>Expenditure</u>	<u>Invoiced</u>	<u>Balance</u>
167	1	01/04/2022	Mid Devon District Council	Active	Yes	4310	300	3,443.10	1,721.10	1,722.00
151	11	08/02/2022	MST	Active	Yes	4310	300	921.40	170.27	751.13
Cemetery Running Expenses Totals :								<u>4,364.50</u>	<u>1,891.37</u>	<u>2,473.13</u>
Total Expenditure								<u>4,364.50</u>	<u>1,891.37</u>	<u>2,473.13</u>

17:10

Expenditure Detail (Committed Only) by Budget Code



<u>Ord Number</u>	<u>Month</u>	<u>Ord Date</u>	<u>Supplier Name</u>	<u>Order Status</u>	<u>Committed</u>	<----- Expenditure Analysis ----->				
						<u>Code</u>	<u>Centre</u>	<u>Expenditure</u>	<u>Invoiced</u>	<u>Balance</u>
169	1	01/04/2022	Mid Devon District Council	Active	Yes	4405	400	2,270.45	1,135.45	1,135.00
170	1	01/04/2022	Scottish Power	Active	Yes	4405	400	1,980.00	164.76	1,815.24
172	1	01/04/2022	D & G Boiler Care	Active	Yes	4405	400	459.96	38.33	421.63
178	1	01/04/2022	Scottish Power	Cancelled	Yes	4405	400			0.00
Town Hall Running Expenses Totals :								<u>4,710.41</u>	<u>1,338.54</u>	<u>3,371.87</u>
Total Expenditure								<u>4,710.41</u>	<u>1,338.54</u>	<u>3,371.87</u>

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 Gazebos & Equipment Market	10,000.00		10,000.00
322 Cemetery Paths/Project	16,172.72		16,172.72
324 Street Furniture Replacement	5,000.00		5,000.00
326 Town Hall Improvements EMR	0.00		0.00
327 19 High Street	0.00		0.00
328 Play Area Fund EMR	8,613.00		8,613.00
329 Play Equipment EMR	2,000.00		2,000.00
330 Railway Feasibility Study EMR	20,000.00		20,000.00
332 St Andrews cpark iprvmt EMR	10,000.00		10,000.00
334 Tech Fund EMR	19,308.00		19,308.00
336 Skate Park Benches	5,000.00		5,000.00
338 Townscape Heritage Scheme EMR	25,000.00		25,000.00
340 General Contingency	5,000.00		5,000.00
342 Allotments	10,619.00		10,619.00
344 Christmas Lights	0.00		0.00
346 Community Events	0.00		0.00
348 Cemetery Welfare Facilities	0.00		0.00
350 Public Rights of Way	0.00		0.00
352 Staffing Contingency	12,000.00		12,000.00
354 Mayoralty Fund	0.00		0.00
356 Equipment Replacement EMR	2,500.00		2,500.00
358 CCTV EMR	4,500.00		4,500.00
360 Health & Safety Support	0.00		0.00
362 Professional Fees	0.00		0.00
364 Swimming Pool Dev Order EMR	9,000.00		9,000.00
366 Youth Services	0.00		0.00
368 Youth Council	0.00		0.00
370 Market	0.00		0.00
375 Neighbourhood Plan	0.00		0.00
378 Public Toilets	0.00		0.00
380 Election Contingency	5,000.00		5,000.00
385 Town Team	0.00		0.00
386 Leat Repairs	2,000.00		2,000.00
	<u>171,712.72</u>	<u>0.00</u>	<u>171,712.72</u>

Cemetery & Town Hall Committee 8 June 2022
Supporting Paper D

Agenda No 9, Emergency Egress from the Town Hall

1. When the matter of the emergency egress from the Town Hall was raised a health and safety report was requested by the adjacent landowner.
2. The Town Council has recently appointed a new health and safety advisor and as part of their initial assessment they were requested to look at the emergency egress and make any suggestions for improving safety.
3. The relevant extract from the health and safety report is as follows:

Notes	Recommendation	Action Owner	Required Date	Complete Date
<p>An overview tour was conducted within the Town Hall building. Good evidence of signage, high standard of housekeeping and illumination.</p> <p>4.1 Following recent correspondence with a neighbouring property regarding emergency egress gate, which leads direct to an access road for other premises. There is a concern that pedestrians may be at risk from moving vehicles entering or exiting the carparking area.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Leaving private carpark</p> </div> <div style="text-align: center;">  <p>Entering from main road</p> </div> </div> <p>The egress gate is only used in the event of an emergency.</p>	<p>4.1 To install an emergency warning beacon, illumination and sounder to the gate. In the event that the gate is opened or that the fire alarm is sounded the beacon and sounder will alert incoming or exiting vehicles of a warning condition preparing driver reducing chances of impact.</p>	JN		

4. The Committee is asked to consider the health and safety advisor’s suggestion to install an emergency warning beacon, illuminations and sounder on the gate from the Town Hall ground onto the access lane.
5. If the work is to be undertaken as suggested the Committee is asked to agree how the work should be funded.

Report prepared: 31.05.22
Report Author: Town Clerk

Cemetery & Town Hall Committee 8 June 2022
Supporting Paper E

Agenda No 10, Cemetery Update

The Committee is requested to:

- (i) Ratify the Town Clerk's decision with regard to appointing a contractor to trim the grass in the old part of the cemetery 3 times between 6 June and 31 July (3-7 below)**
- (ii) Consider what action it would like taken regarding the structure on the Budd plot (8-11 below)**
- (iii) Consider if it has any suggested amendments to the draft quotation document for work to the Mortuary (12-13 below)**

Cemetery Benches

1. Benches were damaged overnight 4/5 May and the Outdoor team are hoping to repair and re-instate them.

Car Park Fence

2. On 6 May between 14:00 and 17:30 the wooden fence between the brick gate pillar and the car park was damaged.

Cemetery Grass Cutting

3. The Outdoor Team completed strimming the old cemetery by 27 May (the working of additional hours, including a Saturday was agreed by the Town Clerk) .
4. Following the resolution of the Committee on 5 May 2022 that contractors be appointed to cut the grass in the cemetery, the Town Clerk contacted a number of contractors by telephone on 16 May to request quotations.
5. 2 Contractors said on the phone that they were too busy to take on any work.
6. By 24 May only 1 written price had been received from Halcyon whom the Town Council had previously used for similar work; the quoted cost was £650.00.
7. Taking into account the current staffing levels of the Outdoor Team, the Town Clerk has placed an order with Halycon for the grass in the old cemetery to be strimmed 3 times between 6 June and 31 July – (the precise dates to be agreed with the Cemetery Operative)

Cemetery & Town Hall Committee 8 June 2022 Supporting Paper E

Budd Plot

8. When the assessor for the memorial testing qualification recently did some assessments at the Cullompton Cemetery it was his opinion that the structure on the Budd plot was unsafe and access should be restricted – so it has been taped off.
9. The photo below with the tree is believed to have been taken in 2019, the other photos are more recent. The photos are provided to show the scale of the structure.



10. In March 2019 Ian Quance a cemetery consultant provided the following

"I looked at that memorial. Whilst I don't think it's of any immediate danger, it's not going to get any better and the actions of water and ice may create problems as the top slab inevitably moves with gravity. The grave is out of the way, you have to make a deliberate effort to reach it, however the gap in the top may attract the curious. I'm not convinced the adjacent tree is having too much effect above ground although it's hard to say what the roots are doing. I suspect that the memorial is sloping due to the collapse of supporting structures below the ground.

I believe you said you had no ownership records? If you have any records of those interred or old ownership records it may be possible to trace descendants. If the memorial is over 100 years old and the Right to place and maintain it has not been extended, you can remove it, observing the process described in Schedule 3 of LACO(1977). Even if not this age, you may deem it to be dangerous and remove some or all of it using the powers of the Health and Safety at Work etc, Act 1974. I would recommend that this should be your course of action. I didn't see any inscription, but it may have been on the side closest to the tree which was inaccessible. If so I would retain this side and lay it flat on the grave having previously filled any voids with earth. "

11. In March 2019 Fine Memorials also looked at the vault and advised they were unable to identify any issues or undertake further investigation until the tree was removed; they also said they would need to hire in a gantry to carry out any works due to the weight.
12. As can be seen in the photos the tree was removed.

Cemetery & Town Hall Committee 8 June 2022

Supporting Paper E

13. The burial records show that the interment of Charles James Budd aged 24 was on 20 December 1878; there is no plot number.
14. The burial records show 26 people interred with the name of Budd, most of whom were interred in the 1800s; the most recent interments were 1979, 1989 and 2004.

Draft Quotation Document -Mortuary

15. At the committee meeting on the 5 May it was resolved to seek quotations from contractors to repair the rainwater goods and make good the interior plaster of the mortuary. The Assistant Town Clerk has drafted a quotation request document – attached to this report as Appendix 1.
16. The Committee is requested to suggest any changes, additions etc to be made before the quotation document is formally released.

Plot Purchase and Interment Information

17. The Admin Assistant has compiled plot purchase and interment information for the past 3 years - which is attached as appendix 2 to the report .

Cemetery Pathways and Landscaping

18. The contractor has been advised of the work to be completed before payment will be made regarding the pathways and asked to advise when the work will be done so that a Town Council representative can be on site or visit soon after the work has been done to confirm it has been completed to an acceptable standard.
19. The contractor has said when the pathways work is completed and paid for they will re-visit the quotations for the concrete pads and provide a price for turfing the former soil spill area.

Report Prepared: 31 May 2022

Report Author: Town Clerk



Cullompton Town Council

QUOTATION REQUEST

**CEMETERY CHAPEL RAINWATER GOODS INSPECTION, REPAIR AND REPAIR OF INTERIOR
PLASTERWORK USING LIME-BASED PRODUCTS**

Town Clerk
Cullompton Town Council
The Town Hall
Cullompton
Devon
EX15 1AB

01884 38249
enquiries@cullomptontowncouncil.gov.uk

25/04/2022

Cullompton Town Council

INSTRUCTIONS FOR SUBMITTING QUOTATIONS

1. Contractors will be held to have fully informed and satisfied themselves by their own independent observations and enquiries including where appropriate site visits and inspection of drawings, as to the nature, extent and practicability of the works and where appropriate the positions relevant thereto of buildings, structures, the means of access to the works and all other points which can in any way affect the prices inserted in the Form of Quotation. A site visit is strongly recommended.
2. Where the drawings are issued with documents, quotations will be based on them.
3. Where a quotation requires entry by the contractor they must be completed in ink or typescript and signed by the contractor.
4. All contract documents, including drawings, whether a quotation is submitted or not, remain the property of Cullompton Town Council and shall be treated as private and confidential.
5. Quotations shall remain open for acceptance for a period of **90 days** after the latest date for submission.
6. The Council will not be responsible for or pay any expenses or losses, which the contractor may incur in the preparation of their quotation.
7. Quotations are to be returned to: The Town Clerk, Cullompton Town Council, The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

QUOTATIONS TO BE RECEIVED BY NO LATER THAN NOON ON 30 June 2022 in either paper form or electronically.

TIMETABLE

The decision as to who shall be awarded the contract will be based upon the information submitted as required by the quotation process and will be made by the Community Wellbeing Committee. It is intended to notify all persons submitting a quotation of the outcome of the process by 21 July 2022.

SPECIFICATION

Introduction

Cullompton is a traditional market town situated at Junction 28 of the M5 motorway mid-way between Exeter (J29/30) and Taunton (J25). The older part of Cullompton Cemetery contains two identical Grade II Listed buildings; one Mortuary (western side of the Cemetery) and one Chapel (eastern side of the Cemetery).

The successful contractor will liaise with the Mid Devon District Council Conservation Officer as required to discuss materials specifications and gain any required permissions.

Required Works

1. Inspect the roof and rainwater goods around the perimeter of the roof of the Cemetery Chapel to ascertain areas of water ingress using such equipment and machinery to safely work at height as is considered necessary.



2. Repair rainwater goods to standards applicable to Grade II Listed buildings to prevent further water ingress; areas of concern should also be addressed, at this time, even if they are not failing.
3. Stabilise interior brickwork using materials suitable for use in a Listed building.
4. Make good the interior plaster works using suitable lime-based materials.

HEALTH & SAFETY – INCLUDING METHOD STATEMENT

The working area and any storage area must be fenced off to protect members of the public.

The contractor is to provide with the quotation, an overview to show the method of working and in particular how safety of the public and workers will be ensured during the course of the works.

The successful contractor shall be appointed as the Principal Contractor in accordance with the Construction Design and Management Regulations and will be required to develop and submit to the Council the appropriate documentation including detailed Safe Systems and Work, Construction Phase Plan and competency evidence.

The contractor and the delivery of works shall be compliant with all UK Health and Safety Legislation and The Provision and Use of Work Equipment Regulations.

INSURANCE

The contractor shall maintain a comprehensive policy of public liability and employer's liability insurance. In respect of its liability such insurance cover to be maintained and provide for a minimum of £5,000,000 (five million Pounds Sterling). Cover in respect of death of personal injury due to negligence will be unlimited.

A copy of the contractor's insurance should be provided with their quotation submission.

QUALIFICATIONS

- Sufficient qualification and experience is held by the operative and supervisor to conduct works at high level using, if necessary, a mobile platform for access.
- Sufficient qualification for working with Listed buildings and lime-based pointing and finishing products.

PAYMENTS

Payment to the contractor will be within 28 days of receipt of invoice subject to agreement of the account by the Council's officer. Payments will be made by BACS; please ensure you provide the relevant details.

A deduction for retention of 10% will be retained for a period of 6 months.

REFERENCES

Please provide names of 2 people/organisations for whom you have undertaken similar work.

Contractor's Name:
(in block letters)

DRAFT

SHORT DESCRIPTION OF WORKS:

(enter description)

FORM OF QUOTATION

To: Town Clerk
Cullompton Town Council
The Town Hall
1 High Street
Cullompton
Devon
EX15 1AB

Closing Date & Time:
12 noon 30 June 2022

Having examined the specification for the above-mentioned works, we offer to carry out the whole of the said works in conformity with the said specification for the sum of

£.....

The total cost can be broken down as follows:

Please use the space below to provide any additional information about the costings:

DRAFT

We can advise that once the Quotation is formally accepted we can anticipate being able to commence the work within weeks and complete the works within weeks.

This quotation together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any other quotation you may receive and that this quotation will remain open for acceptance for a period **90 days** from the latest date for receipt of quotations.

Bank Account Details

Bank Account Name

Sort Code

Account Number

Reference Contact 1:

Contact Name: Company Name:

Address:

Phone No: e-mail address:

Reference Contact 2:

Contact Name: Company Name:

Address:

Phone No: e-mail address:

Yours faithfully

Signature: Date:

Name :

Position in company / organisation

Company / Organisation Name:

Address:

.....

Tel No: e-mail:

Cemetery Purchases & Interments
1 April 2019 to 31 March 2202

2019/2020				
ASHES	Purchase		Interment	
	30 yr term	75 yr term	£215	
Fee	£360	£860		
Number	4	0	8	
Total	£1,440	£0	£1,720	
BURIALS	Purchase		Interment	
	30 yr term	75 yr term	Double depth	Single depth/re-open
Fee	£1,070	£1,720	£1,105	£965
Number	4	2	5	7
Total	£4,280	£3,440	£5,525	£6,755

2020/2021				
ASHES	Purchase		Interment	Saturday
	30 yr term	75 yr term	£219	£143
Fee	£367	£877		
Number	1	0	6	2
Total	£367	0	£1,314	£286
BURIALS	Purchase		Interment	
	30 yr term	75 yr term	Double depth	Single depth/re-open
Fee	£1,091	£1,754	£1,127	£984
Number	2	3	3	3
Total	£2,182	£5,262	£3,381	£2,952

2021/2022							
ASHES	Purchase		Interment	Saturday	Outside Parish		TOTAL
	30 yr term	75 yr term	£241	£157	extra £404*		
Fee	£404*	£965					
Number	6	0	12	0	2		
Total	£2,424	0	£1,314	£0	£808		£6,124.00
BURIALS	Purchase		Interment		Saturday	Brick Wall	TOTAL
	30 yr term	75 yr term	Double depth	Single depth/re-open	£315	£291.36	
Fee	£1,200	£2,794	£1,240	£1,082			
Number	9	0	6	9	1	1	
Total	£10,800	£0	£7,440	£9,738	£315	£291.36	£28,584.36

PURCHASE ONLY						
ASHES	Purchase		BURIALS	Purchase		TOTAL
	30 yr term	75 yr term		30 yr term	75 yr term	
Fee	£404*	£965	Fee	£1,200	£2,794	
Number	1	0	0	1	1	
Total	£303	0	0	£1,200	£2,794	£4,297.00
GRAND TOTAL						£39,005.36

