

Cemetery and Town Hall Committee 7th July 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

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|----|-----------------|-------------------------------|-----------------------------------|------------------------|-------------------|----------|--|
| 1 | 23/04/19 | CHAPEL & MORTUARY | Paint the Chapel & Mortuary doors | Cost of paint | DTC | Medium | <p>Doors will be painted dark green and ironwork black. COMPLETED</p> <p>Exterior of mortuary has been finalised bar the ironwork studs. COMPLETED</p> <p>Exterior of doors and interior of mortuary door completed. COMPLETED</p> <p>Interior of chapel door is final element. COMPLETED</p> <p>Some minor finishing work is required. REMOVE ABOVE FROM LIST UNTIL ADDITIONAL RESOURCES IDENTIFIED</p> |
| 2 | 06/06/19 | MORTUARY CEILING | Repair & repaint mortuary ceiling | TBC | DTC | Medium | <p>Quotes will be obtained. Specification to be written asap.</p> <p>30.04.22 this may need to be postponed until plaster situation has been remedied</p> <p>ONGOING: Source of plaster damage unknown.</p> |

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| | | | | | | | Action: Locum Deputy Clerk and Cllr Thompson to consult with Conservation Officer. Check if Steve R has quotes. |
| 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 ACTION: REMOVE FROM LIST UNTIL NEW STAFF IN PLACE AND UP TO SPEED |
| 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 COMPLETED, REMOVE FROM LIST |
| 5 | 05/08/21 04/11/21 | SHED REMOVAL & LANDSCAPING | Accept quotation Cloud9 Homes Ltd) <ul style="list-style-type: none"> Removal of shed and disposal 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> | £2,884.20 TBC | | | 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 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 |

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| | | | | | | | <p>Cloud9 to lay turf. CTC to specify what the finished landscape should look like prior to Cloud9 starting on site.</p> <p>ITEMS ABOVE COMPLETED, TURF ONLY OUTSTANDING</p> <p>Cemetery Working Group to devise a longer-term plan (Minute C&TH 256)</p> <p>REMOVE FROM LIST & REVIEW FEASIBILITY WHEN OUTDOOR SUPERVISOR IN POST</p> <p>RFO has confirmed payment to Cloud9. Email correspondence says 'a member of staff' told Cloud9 'to leave it' i.e. the gravel. CTC to decide who will move it and where/when it will be moved. No evidence of contamination.</p> <p>Action: Outdoor team to remove gravel, a routine task therefore committee decision not needed</p> <p>REMOVE FROM LIST ON COMPLETION</p> |
| 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 | TBC £750.00 + VAT | DTC/ Contractors | HIGH | <p>Stonemason, lead worker & window specialist has undertaken a site visit and provided estimates</p> <p>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.</p> |

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| | | | when the required work is progressed. | | | | 30.05.22 Draft spec for work to mortuary prepared as per minute C&TH 257 ACTION: Ongoing – update for next committee meeting. Cllr T to discuss with Steve R. |
| 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 at alternative suppliers or negotiating the current contract with the existing supplier. | | | | 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. ACTION: On-going Outdoor Team supervisor to obtain quotes |
| 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 contact 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. RECOMMENDATION: REMOVE FROM LIST, REVIEW FEASIBILITY, AFFORDABILITY AND RELIST IF APPROPRIATE |
| 9 | 07/10/21 | HEALTH & SAFETY ISSUE – | Urgent Risk Assessment carried out by a competent individual to | TBC | TC | HIGH | Town Clerk advised and has undertaken a site visit to assess the risks involved. To be |

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| 18 | 03.02.22 | BANK OF OLD CEMETERY Action List | <p>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)</p> <p>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.</p> | TBC | TC | HIGH | <p>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.</p> <p>ACTION: THIS IS A PRIORITY. OUTDOOR TEAM SUPERVISOR & TOWN CLERK TO PROVIDE SPECIFICATION AND QUOTES, IN-HOUSE OR CONTRACT OUT IF WORK NOT IN SCOPE.</p> <p>ACTION: ITEMS 9 AND 18 ARE MERGED DUPLICATES, DELETE ONE FROM TABLE AND CARRY OUT WORK AS SPECIFIED</p> <p>Town Clerk to compile specification to obtain quotations</p> |
| 10 | 22/01/19 03/.06/2 1 02/09/21 | CEMETERY PATHWAYS | To engage in a further tender process (second round); Administrator to set a four-week timetable so as to enable | | | | <p>Nd round to be undertaken as resolved. Quotation sent out to 20No individuals/ companies + advertised on Town Council's website and social media + Contracts Finder.</p> |

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| | 07/10/21 02/12/21 07.04.22 | | <p>contractors sufficient time to prepare and to submit their quotations</p> <p>Committee wish to opt for Contractor A Option 1 in the sum of £9,537</p> <p>“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</p> | | | | <p>Agenda Item 02/12/2021 – Quotes</p> <p>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.</p> <p>First tranche completed</p> <p>ACTION: Review specification and upgrade a further section of path</p> |
| 11 | 4/11/12 22 | <p>OUTDOOR TEAM REPORT</p> <p>SIGNAGE</p> | <p>Signage (as per page 3 of report) should, if in situ within the cemetery, be removed immediately.</p> <p>All signage placed within the cemetery grounds should:</p> <p>be professionally printed onto board;</p> <p>ii) branded</p> <p>iii) be worded appropriately</p> <p>NB: Caveat, that should an emergency situation arise (health & safety issue) temporary printed signage may be erected/displayed.</p> | A | | | <p>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</p> <p>Q for Outdoor Team Supervisor: Has the art work been commissioned and a supplier identified?</p> |

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| | | | | | | | ACTION: REVIEW AND RELIST WHEN RESOURCES AVAILABLE |
| 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> <p>i)The Fire Safety Management Plan & Fire Safety Emergency Plan is adopted by the Town Council;</p> <p>ii)The Statement of Intent is signed by the Town Clerk and actioned accordingly</p> <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> <p>ACTION: CONFIRM COMPLETED AND REMOVE FROM LIST</p> |
| 14 | 02/12/21 | TREE PLANTING SCHEME | <p>That the Cemetery & Town Hall Committee support a Tree Planting Scheme within the cemetery grounds following:</p> <p>i) the receipt of said trees from Involve Mid-Devon;</p> <p>ii) consultation with the Town Clerk regarding the Town Council's Outdoor Team's view of the practicalities of what it feels</p> | | | | <p>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</p> <p>COMPLETED REMOVE FROM LIST</p> |

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| | | | would be appropriate for the planting scheme. | | | | |
| 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 ONGOING: Outdoor Team supervisor to action. |
| 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 which details which companies were contacted and the amounts which were quoted | NA | OTS | Med | Outdoor Team Supervisor has been notified that a report is required to be supplied to members asap ONGOING: Outdoor Team supervisor to action. |
| 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 ACTION: REVIEW AND REMOVE FROM LIST UNTIL RESOURCES IDENTIFIED |

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| 18 | 03.02.22 | Revised layout of Primrose Section | <p>RESOLVED: That following consideration of a revised layout plan for the Primrose section within the new cemetery, the 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> | NA | TC | High | <p>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 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> <p>ACTION: New Clerk and Cllr Thompson to discuss</p> |

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| 19 | 07.07.22 | | Feasibility of levelling the old cemetery to make maintenance easier and less costly. | Cost benefit analysis required | Cllr Thompson supported by staff team | TBC | ACTION: New Clerk and Cllr Thompson to discuss |
| 20 | 07.07.22 | | Establish who is responsible where a grave is subsiding. | TBC | Cllr Thompson supported by staff team | | Grave adjacent the mortuary is subsiding, who is responsible for repairs? ACTION: Locum Clerk to advise |
| 21 | 07.07.22 | | Review health and safety training of staff and implementation of safe working practices and reporting of incidents. | | Cllr Thompson supported by staff team | High | High priority when staff team is up to full strength. ACTION: Outdoor Team Supervisor in consultation with Cllr Thompson |
| 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. ACTION: REMOVE FROM LIST. REVIEW WHEN NEW STAFF IN PLACE. |
| 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 ACTION: PRIORITY (includes town hall and offices) TO BE CONFIRMED |

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| 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 | <p>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.</p> <p>ACTION: IF NOT ACHIEVEABLE IN REASONABLE TIMESCALE REMOVE FROM LIST AND REVIEW/RESCHEDULE WHEN NEW STAFF IN PLACE</p> |
| 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 | | | <p>Town Clerk /ATC apprised. Contractor to be notified accordingly</p> <p>REMOVE FROM LIST – NO ACTION REQUIRED</p> |
| 5 | 07.04.22 | Town Hall – Licence | Liaise with Solicitor re licence conditions | | TC | | <p>30.05.22 Town Council solicitor liaising with owner's solicitors re draft licence conditions</p> <p>ACTION: Cllr Thompson to check progress and any further action required.</p> |