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## CEMETERY & TOWN HALL COMMITTEE

**Minutes of a Committee Meeting held on Thursday 4th February 2021 at 19:00 hrs. Meeting held with remote attendance.**

### Present

**Chairman:** Councillor M. Rowe

**Committee Members:** Councillors J. Buczkowski, R. Dietrich, J. Johns & M. Dale.

### In Attendance

**Officers:** Joy Norris (Town Clerk), Maria Weston (Deputy Town Clerk)

Cllr. I. Emmett & Cllr. C. Snow

3 Members of the Public attended the meeting.

### C&TH Chairman's Announcements:

60. The Chairman advised that a member of the public had submitted a number of questions via e-mail which related to the committee's finances – rather than read these all out during the public participation section it was thought that circulating these and the responses together with the agenda and supporting papers would be easier and would not take up any time under agenda item 4, public participation. Supporting Paper A to the agenda refers – This report was noted by the Committee.

### C&TH Apologies for Absence:

61. Apologies for absence were received from Cllr. Andrews and Cllr. Knight.

### C&TH Declarations of Interests:

62. No Declarations of Interest were received from Councillors or Officers at this point in the meeting.

### C&TH Public Participation:

63. 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:

64.

64.1 i) The approved minutes of the meeting held on 5<sup>th</sup> November 2020 were considered – i.e. subsequent (typographical) amendment (supporting paper B to the agenda).

**RESOLVED:**

That with the subsequent amendment of the table at minute no. 47 to read Cemetery as opposed to Cemetery and Town Hall, the approved minutes of the Cemetery and Town Hall Committee meeting held on 5<sup>th</sup> November 2020 are confirmed as a correct record.

- C&TH 64.2.** ii) The draft minutes of the meeting held on 3<sup>rd</sup> December 2020 were considered (supporting paper C to the agenda) and it was:

**RESOLVED:**

That the draft minutes of the Cemetery and Town Hall Committee meeting held on 3<sup>rd</sup> December 2020 are confirmed as a correct record.

**C&TH 65. Financial Monitoring:**

Consideration was given to the financial reports relating to the Cemetery & Town Hall Committee income, expenditure and commitments, compared to the 2020/21 budget estimates (Supporting Papers - D: Income & Expenditure, E: Financial Graphs – to the agenda) and these were noted.

NOTE: Administrator to investigate whether a virement relating to Code 9026 Town Hall Improvements Earmarked Reserves had been actioned and to report back to members at the next meeting.

**C&TH 66. Action List:**

The Cemetery and Town Hall Action lists (Supporting paper F to the agenda) were noted.

NOTE: Action List point no. 21 – Cemetery Shed – It was agreed that progress of this matter would be reviewed by the Committee at its April meeting.

**C&TH 67. Committee Work Plan:**

The Committee's 3 year Forward Work Plan and Status Report (Supporting Papers G1 – 3 Year Plan & G2: Status Report to the agenda) were noted.

Discussion ensued and it was noted that:

- i) It had (previously) been acknowledged by Committee members that the cemetery pathways are an emerging health & safety issue;
- ii) The Town Council had received a rebate of approximately £16,000.00 for the rates which had been paid over the last 4/5 years on the cemetery.

**RESOLVED:**

- i) That the cemetery pathways are brought forward on the Committee's 3 year Forward Work Plan, to the first quarter of year one (2022-23);
- ii) That the Committee request that the Policy, Finance & Personnel Committee give consideration to allocating the cemetery rates refund (from the Valuation Office Agency (Gov.Uk) i.e. approximately £16,000.00 as paid over the previous 4/5 years) back to the Cemetery and Town Hall Committee, specifically for its cemetery paths project.

**RECOMMENDATION** (To the Policy, Finance & Personnel Committee):

That the Cemetery and Town Hall Committee request that the Policy, Finance and Personnel Committee give consideration to allocating the cemetery rates refund (from the Valuation Office Agency (Gov.Uk) i.e. approximately £16,000.00 as paid over the previous 4/5 years) back to the Cemetery and Town Hall Committee, specifically for its cemetery paths project.

NOTE: It was further suggested that a video/pictures of the cemetery paths together with a plan of the paths would be useful for the Committee when considering the pathways project and that an associated substantive item (i.e. Cemetery Pathways) is added to the next meeting's agenda.

**C&TH Cemetery Update:**

**68.** The Cemetery Update Report (Supporting Paper H to the agenda) was noted and consideration given to the Committees work plan and timetable for remedial work needed to the listed buildings and the water harvester. Discussion ensued.

**C&TH** Listed Buildings: including ceilings, windows, water egress and 'secret' lead-lined gutters, gable end and doors. It was:

**68.1**

**RESOLVED:** That the Clerk should 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.

**C&TH** Water Harvester Unit: Consideration was also given to the cemetery's water harvester which is located in the former workshop, now staff welfare facility building. It was:

**68.2**

**RESOLVED:** That the Cemetery & Town Hall Committee do not wish to spend any further money on the cemetery water harvesting unit and that this unit should be permanently decommissioned.

**C&TH Members Questions:**

**69.**

- Cllr. Snow asked for a motion to be put onto the agenda for the next meeting of the Committee in relation to the cemetery pathways specification as he has some information/options for consideration by members. It was advised that Cllr. Buczkowski had (during the meeting earlier) asked for this matter to be addressed - an associated report will be supplied to the Committee with a plan of the paths, list of options and pictures/video etc. It was further advised that if Cllr. Snow wished for anything to be incorporated, this information could be appended.

**C&TH** **RESOLVED:**

**70.** To exclude the public and press during consideration of agenda item Agenda Item 11 - Town Hall Valuation, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (financial, subject to negotiation). NB: The documents relating to this have been withheld from public circulation and deposit

**C&TH 71. Town Hall Valuation:** Consideration was given to the information relating to the valuation of Cullompton Town Hall (Supporting Paper I to the agenda – Report for Councillors only). This report was noted and discussion ensued.

It was advised that in January last year (2020), it had been agreed that the Town Hall would not be further rejuvenated and that alternative options should be considered e.g. a new Town Hall, split facilities of a hall and offices etc. It was further advised that at the Committee meeting on 5<sup>th</sup> November 2020, members had set the proposed Working Group's Terms of Reference but that no subsequent action had been taken. It was recognised that the current situation with the Covid-19 pandemic had not helped matters especially in relation to undertaking the proposed public survey but it was agreed that a meeting of the associated \*Working Group should now be scheduled to determine the way forward and for the next steps to be taken to establish:

- i) What do we need?
- ii) What do we want?
- i.e. In terms of the options for a new Town Hall and Council facilities.

\*The remit of the Town Hall Working Group is to investigate the options for a new Town Hall facility.

The Meeting closed at 8:07pm.