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CEMETERY & TOWN HALL COMMITTEE

Minutes of a Committee Meeting held on Thursday 1st July 2021 at 19:00 hrs. Meeting held with remote attendance.

Present

Chairman: Councillor R. Dietrich

Committee Members: Councillors J. Buczkowski, J. Johns and C. Snow

In Attendance

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

Councillors E Andrews and K Haslett (by remote access)

Officers: Maria Weston (Deputy Town Clerk)

3 Members of the Public attended the meeting.

C&TH Chairman's Announcements

109. The Chairman advised:

- i) At Councillors request this meeting will concentrate on Fire Safety;
- ii) At the next meeting of the Committee, agenda items will include possible membership of the Institute of Cemetery & Crematorium Institute and also Memorial Sizes and Town Hall Hire as deferred from the previous Committee meeting.

C&TH **Administrators Note:** At this stage of the meeting, a point of order was raised by a member of the Committee in relation to the Committees resolution to hold an extraordinary meeting of the Committee which had not been actioned. This was upheld by the Chair and a formal request for an additional meeting to be held within the next seven days was made with agenda items to include:

- In-depth financial update
- Cemetery pathways report
- Shed removal & landscaping
- Chapel & Mortuary update
- Cemetery maintenance update
- Notes of the recent visit by Committee members to the cemetery
- Feedback regarding public comments in relation to the cemetery (on social media)
- Town Hall Working Group update
- Town Hall Hire (deferred from 3rd June meeting)

Chair's Initials

- Memorial Sizes (deferred from 3rd June meeting)

C&TH Apologies for Absence

111. Apologies for absence were received from Councillors M. Dale and I. Emmett.

C&TH. Declarations of Interests

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

C&TH Public Participation

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

Speaker 1

i) Apology: At a recent meeting of this Committee, Speaker had requested an apology from the Council concerning safety issues at the cemetery. Previous issues speaker had raised had proven correct. Speaker has not received any communication and is still awaiting an apology. Speaker has previously been told that all safety issues were in place but this was a blatant lie to both speaker and members of the public. Councillors also need an apology.

ii) Minutes of Previous Meetings: At almost every Committee meeting, minutes have not been recorded correctly with questions/comments and their replies nor have these been dealt with at the meeting. The public need to be aware of any questions and answers.

Note: It was noted that a resolution had been made (approximately 6-8 months ago) whereby minutes would show resolutions only but with a caveat that public questions are included in the minutes and any questions not answered at the meeting would be answered at the next meeting. A question asked in public should be answered in public. Questions should receive a satisfactory response.

Administrator has noted the comments.

C&TH Minutes

114. The draft minutes of the meeting held on 3rd June 2021 were considered (Supporting Paper A to the agenda) and it was:

RESOLVED:

That the draft minutes of the Cemetery and Town Hall Committee meeting held on 3rd June 2021 are rejected on the basis that these do not include the full resolution as made to include the direction to call an extraordinary meeting of the Committee. (CTH107 refers)

Note: Administrator to check the recording of the meeting of 3rd June 2021 and will amend these as required– revised minutes to be supplied to members at the next meeting of the Committee.

C&TH Financial Monitoring

115. 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 Paper B & C to the agenda) and these were noted with the following comments:

- i) A breakdown of Committee expenses is useful for members and also members of the public. This shows openness and transparency. Breakdowns will be supplied for future Committee meetings.
- ii) Cemetery - Trade waste £934.34 half year. Clarification needed as to whether the trade waste relates solely to the cemetery or wider operations? Is this sum for all Town Council waste collected? Does this include the waste receptacle (green bin) within St. Andrews car park? Administrator will clarify the position.
- iii) Cemetery skip – The Council is currently paying both a standing and a removal charge. Investigation needed into cost effectiveness - either looking at alternative suppliers or negotiating the current contract with the existing supplier.
- iv) Town Hall – Conference System Microphones: £1,390.00 currently showing as a Town Hall running expense.

RESOLVED: That the Conference System Microphones: £1,390.00 showing as a running expense of the Town Hall is vired to a different account code (Equipment) as this does not relate to the Town Hall’s running expenses.

C&TH Action List

115. Consideration was given to the Cemetery and Town Hall Action list (Supporting Paper D to the agenda) which was noted with the following comments:

C&TH 115a Listed Building (Chapel) doors: The chapel doors have still not been painted. It has been 6/7 months so far and these need painting to stop these from drying out. Administrator updated the Committee on the position: Exterior of mortuary doors will be finished first and then the outdoor team will move onto the external chapel doors. Once this has been completed, the interiors of both doors will be addressed. Mid-Devon District Council’s Conservation Officer has confirmed that the interiors should be painted the same as the exteriors.

C&TH Fire Safety

116. Consideration was given to the Fire Safety Report (Supporting Paper E to the agenda) and associated documentation (Supporting Papers F – R to the agenda + additional supplementary supporting papers)

C&TH 116a. Discussion ensued and it was agreed that the Town Council is not compliant in terms of its Fire Safety provision and needs to take immediate steps to ensure the safety of both staff and members of the public. The current position should be recognised by officers and rectifying this non-compliance should be a priority. It was agreed that ‘starting from scratch’ in order for the Council to discharge its functions correctly would be the appropriate course of action. It was further agreed that Fire Safety documents should be accurate, current, relevant and most importantly, readily to hand. Risk assessments are required particularly on the powder fire extinguishers located in the Town Hall (kitchen) and Cemetery (staff welfare unit, listed buildings and containers).

C&TH 116b. RESOLVED/RECOMMENDATION to Full Council:

That following consideration of Fire Safety, the Cemetery & Town Hall Committee request that the Town Council urgently puts into place the following documents/actions:

Chair’s Initials

- i) **Fire Safety Emergency Plan** that is a policy document which clearly nominates the Town Clerk as the responsible person. Once this has been actioned -
- ii) **Fire Safety Risk Assessments** should be completed for all areas under the control of Cullompton Town Council by a competent individual;
- iii) **Fire Safety Log Book** for all sites under the Town Council's control which has clear instructions for completion by a suitably trained individual should also be put into place;
- iv) **Implementation Plan** for all the required improvements and required actions as identified in the process of creating the above documents, particularly around staff training and fire safety equipment.

C&TH 116c. **RESOLVED:**
That the Cemetery & Town Hall Committee would like the above four points (CTH 116b refers) actioned by 1st August 2021 on the basis that the Town Council has a retained Health & Safety advisor. Any queries around the ability to carry out the required action by this date should be reported to the Committee who will address these accordingly.

C&TH 116d. **RESOLVED:**
The Cemetery & Town Hall Committee delegate authority to Officers of the Town Council to carry out the previous proposal (C&TH 116 b & c refers) and are allocated a budget of £1,000.00 maximum to complete this. If there is any issue with actioning this by the required date of 1st August 2021, then the Chair of the Cemetery & Town Hall Committee should be consulted with a view to calling a meeting of the Committee.

C&TH 116e. **NOTE:**
A recorded vote was requested by Councillor Snow for the above resolution (C&TH 116e refers)
Proposed: Councillor Buczkowski, Seconded: Councillor Snow, Vote: All in favour

C&TH 117. **Members Questions:**

C&TH 117a. **Cemetery Walk-around:** A number of issues and concerns were raised by Councillors during the visit and it was hoped these were to be addressed (at the following Committee meeting). Members of the public had also commented (on social media) in terms of the condition of the cemetery and senior management need to recognise how important the cemetery is.

C&TH 117b. **Cemetery Pathways:** Amend Action List point 2 as comments relate to the recent tender for the removal of the shed and landscaping and not the pathways.

C&TH 117c. **Note:** Cllr's Dietrich & Snow to liaise with Meeting Administrator regarding drawing up a specification for the pathways.

The Meeting closed at 8:18pm.

Chair's Signature & Date