



# CEMETERY AND TOWN HALL COMMITTEE

Minutes of a Committee meeting held on  
Thursday 2<sup>nd</sup> September 2021 at 19.00hrs in the Town Hall, 1 High Street,  
Cullompton, EX15 1AB

## Present

**Chair:** Councillor R Dietrich

**Committee Members:** Councillors: J Buczkowski, M Dale, I Emmett, J Johns, 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 (remote access), and M Rowe

**Officers** J Norris (Town Clerk)

No members of the public attended the meeting.

### 1. Chairman's Announcements

The Chairman did a roll call of Councillors present in the Town Hall but there were no announcements.

### 2. Apologies for Absence

There were no apologies for absence.

### 3. Declarations of Interests

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

### 4. Public Participation

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.

### 5. Minutes

Consideration was given to the Draft Minutes of the meeting held on Tuesday 24<sup>th</sup> August 2021 (Supporting Paper A to the agenda)

**RESOLVED** that the draft minutes of the meeting held 24 August 2021 be confirmed as a correct record.

Chair's Initials

**6. Financial Monitoring**

Information about the Cemetery & Town Hall Committee income, expenditure and commitments, compared to the 2020/21 budget estimates was received and reviewed. (Supporting Papers B, C, D, E and F to the Agenda)

**RESOLVED** to note the financial information.

**7. Action List**

The Action List as it applies to the Cemetery & Town Hall Committee was received and reviewed (Supporting Paper G to the Agenda)

**8. Cemetery & Town Hall Waste – Update Report**

Consideration was given to the Town Council’s waste arrangements for the Cemetery and Town Hall. (Supporting Paper H to the Agenda)

**9. Cemetery Listed Buildings – Doors**

Consideration was given to an update on the current position with the Chapel and former Mortuary door refurbishment (Supporting Paper I to the Agenda)

**10. Cemetery Bench Provision**

Consideration was given to an offer for the purchase, installation and maintenance of a marble/granite bench in the cemetery grounds (Supporting Paper J to the Agenda)

**RESOLVED** That the offer of the donation of a marble / granite bench or seat to be installed in the grounds of the old cemetery is accepted subject to:

- (i) The seat / bench being the same size and similar design as the existing seats in the new part of the cemetery
- (ii) That three designs for the seat / bench are submitted to the Committee for them to choose the design to be used
- (iii) That the cost of the installation, including a suitable base, is met by the donator.
- (iv) The Town Council will accept responsibility for maintenance of the seat / bench and the associated costs until such time as the seat / bench is beyond economic repair.
- (v) That if the seat / bench reaches a state where it is beyond economic repair (either through damage or age etc) the donator (or their successors) will be approached to ask if they wish to replace the seat or give permission for its disposal.

**11. Cemetery Tree Assessment**

Consideration as given to a tree assessment undertaken in the Cemetery. (Supporting Papers: K – Tree Assessment Update Report & K1 – Tree Assessment)

**RESOLVED** that 3 quotations are obtained for all the recommendations contained in the assessment to be implemented

**12. Cemetery & Town Hall Update Report**

Consideration was given to an update report on various Cemetery & Town Hall Committee current and future projects (Supporting Paper L to the Agenda)

Chair’s Initials
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**RESOLVED to recommend to Council** that any matters regarding internet access at the Town Hall, including enabling town centre wi fi, should be within the Terms of Reference for the Resources Committee.

**13. Cemetery Pathways Quotation Specification**

Consideration was given to a draft quotation document which included the specification for the first tranche of pathway works required within the Cemetery (Supporting Paper M to the Agenda)

**RESOLVED** to approve the quotation document including the work specification as presented to the Committee.

**14. Members' Questions**

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

- Information about St Andrews car park income has not been presented to the Committee. The response was given that St Andrews car park falls within the remit of the Town Centre & Economic Development Committee.

The meeting closed at 20:02hrs

Chair's Signature & Date