



CEMETERY AND TOWN HALL COMMITTEE

Minutes of a Committee meeting held on
Thursday 7th October 2021 at 19.00hrs in the Town Hall, 1 High Street,
Cullompton, EX15 1AB

Present

Chair: Councillor R. Dietrich

Committee Members: Councillors: J. Buczkowski, J. Johns, M. Rowe & 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: K. Haslett (remote access)

Officers: M. Weston (Deputy Town Clerk)

One member of the public attended the meeting.

C&TH Chairman's Announcements

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

C&TH Apologies for Absence

173. Apologies for absence were received from Councillors: E. Andrews & I. Emmett

C&TH Declarations of Interests

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

C&TH Public Participation

175. 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

176. Consideration was given to the Draft Minutes of the meeting held on Thursday 2nd September 2021 (Supporting Paper A to the agenda)

RESOLVED that the draft minutes of the meeting held on 2nd September 2021 be confirmed as a correct record.

C&TH Action List

177. The Action List as it applies to the Cemetery & Town Hall Committee was received and reviewed (Supporting Paper G to the Agenda) with the following comments:

- Waste Transfer Notes: These should be a high priority. Administrator to speak with Mid-Devon District Council's Street Scene Team to chase the outstanding (recent) notes;
- Fire Safety: It is requested that the draft report is circulated to committee members.
- Privet Hedge: 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.
- Town Hall Artwork: This item to remain on the Action List.

C&TH Financial Monitoring

178. 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)

Note: Confirmation is required as to what the £36.50 showing as Autocut 46-2 07/07/2021 is – Administrator to report back to Committee.

RESOLVED to note the financial information.

C&TH Outdoor Team Report

179. Consideration was given to a report from the Outdoor Team about recent and planned work (Supporting Paper G to the agenda) which was noted with the following comment:

Health & Safety issues: It was noted that Cemetery Health & Safety needs to be reviewed regularly e.g. With periodic Risk Assessments carried out and weekly 'tick' lists being completed.

C&TH Comments & Complaints

180. An overview of the Committee's Comments & Complaints Log was noted (Supporting Paper H to the agenda) and it was:

RESOLVED: That a budget of £100.00 is allocated for the purchase of a number of (cost-effective) watering cans for use at the cemetery site. These cans should be stencilled/painted to denote these as being the property of the Town Council (for use at the Cemetery).

Budget Code: 4310 Cemetery Running Expenses

Note:

- i) It would be helpful if a board could be placed within the cemetery grounds which has hooks on so that the watering cans can be hung up and made readily accessible for use. Appropriate signage e.g. 'Please return after use' should also be added to the board.
- ii) Discussion ensued with regard to comments as had been received from members of the public in relation to the appearance of staff i.e. attire. It was agreed this topic (a definitive Uniform & PPE policy) should be referred to the Resources Committee for its consideration.

C&TH Cemetery Bench Provision

181. Consideration was given to a report in relation to options for a new bench installation in the cemetery (older section) (Supporting Paper I to the agenda) and it was:

RESOLVED: That following consideration as to the suggested options for a new bench installation in the cemetery (older section), the Cemetery & Town Hall Committee:

- i) approve the first bench option (with love heart seat i.e. donators preferred option) with the proviso that the Town Council’s Insurance Company are happy to insure (liability insurance) this bench;
- ii) approve the inscription as requested by the donator (i.e. first names of parent’s – inlaid in gold coloured lettering)

Note:

- i) Meeting Administrator to advise donator accordingly;
- ii) Clarification is needed in terms of the Town Council’s insurance company and how it wishes to list the bench under the policy e.g. Should this be listed separately as an individual item?

C&TH Cemetery Memorial Sizes & Permitted Design

182. Consideration was given to permitted size and design of tablet memorials within the cemetery (new section) (Supporting Paper J to the agenda) and it was:

RESOLVED: That following consideration of tablet memorial sizes (in the new section of the cemetery), the Cemetery & Town Hall Committee would like the footprint (base plate) size of a memorial to remain as is currently permitted however, a revision of the permitted dimensions (i.e. height) is as follows:

Note: *Revised dimensions to be incorporated into the permitted dimensions with immediate effect

Description	Current Dimensions	Permitted Dimensions
Depth	18" (450mm)	18" (450mm)
Width	18" (450mm)	18" (450mm)
Height	4" (100mm) tapering to 2 inches (50mm)	*New/Revised Maximum of 7. 7/8" (200mm/20cm) and this is to include any ornamental/decorative/embellishments e.g. heart, cherub, angel (no restriction on item as such) however, these MUST be part of the actual memorial/tablet i.e. fixed, permanent and not removable

C&TH ICCM Update Report

183. Consideration was given to

- i) an update report and ICCM comments received in relation to memorial testing and levelling of cemetery ground (Supporting Paper K to the agenda);

- ii) copy of the ICCM Management of Memorials guidance (Supporting Paper L to the agenda)

Discussion ensued. It was recognised that this was an opportune time to 'tidy up' the cemetery site (older, top section) and to make it health & safety compliant but that professional advice would be needed in terms of how this project is progressed. It was:

RESOLVED: That following consideration of comments as received from the Institute of Cemetery and Crematorium Management (ICCM) in relation to memorial testing and levelling of cemetery ground, the Cemetery & Town Hall Committee would like:

- a representative of the (ICCM) to be invited to attend a cemetery site visit to undertake an assessment of the grounds and to answer any questions that the Town Council may have;
- A budget of £100.00 is allocated as remuneration to the ICCM should a cost be incurred for the site visit (inspection) and associated advice etc.

Note:

- i) All Members of the Town Council are welcome to attend the site visit;
- ii) A thorough investigation into the legalities of any action will be required and the Town Council should seek legal advice from a specialist local government advice team beforehand.

C&TH Cemetery Health & Safety

184. Consideration was given to a potential health & safety issue (raised by a member of the public) in relation to the bank in the older section of the cemetery bordering Tiverton road (Supporting Paper M to the agenda).

Discussion ensued and the need for the Town Council to Identify and assess risks and mitigating factors was highlighted. It was:

RESOLVED: That following consideration of a potential health & safety issue (raised by a member of the public) in relation to the bank in the older section of the cemetery bordering Tiverton road, the Cemetery & Town Hall Committee:

- i) Would like an 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;
- ii) 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)

Note: The member of the public who had raised the issue (with a potential health and safety issue with the bank) to be notified of the Committee's decision so they are aware this is being addressed.

C&TH Fire Safety

185. As the Fire Safety Report (Supporting Paper N to the agenda) had not been circulated for consideration it was agreed to defer agenda item 14, Fire Safety – to be considered at the next Committee meeting.

C&TH Committee Work Plan and Budgets

186. Consideration was given to the Committee's 3-year Work Plan for 2022-23, 2023-24 & 2024-25 and associated budget requirements (Supporting Papers O, P, Q, R & S to the agenda) and it was:

RESOLVED: That following consideration of the Cemetery & Town Hall Committee 's Work Plan and budget requirements the Committee:

- i) request the same expenditure budgets as had been agreed for 2021-22, to include i capital expenditure funding;
- ii) No action is taken to change the Town Hall hire fees currently;
- iii) Cemetery fees to remain as is current; if required, these can be reviewed mid-year.

Note:

- The Town Hall is not currently available for hire;
- When reviewing the Cemetery fees there will be a need to factor in any weekend (Saturday) work undertaken by staff (i.e. where overtime may be applicable) to ensure charges are appropriate.
- A contingency sum should be included for any Health & Safety issues which need to be dealt with.

C&TH Members Questions

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

No matters were raised.

C&TH Cemetery Pathways Rejuvenation Project

188. Consideration was given to the Cemetery Pathways Update Report (Supporting Paper T to the agenda) which was noted.

C&TH RESOLVED:

189. To exclude the public and press during consideration of:

- Agenda Item 19, Cemetery Pathways Quotations on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (financial information and items subject to negotiation).

The reports relating to this item have been withheld from public circulation and deposit.

C&TH Cemetery Pathways Quotations

190. Consideration was given to the quotations as received for the rejuvenation of the cemetery (older part) pathways and associated drainage.

It was noted that only one quotation had been received (Supporting Paper U to the agenda - confidential for members only) and as such, it was:

RESOLVED: That as only one quotation had been received for the cemetery pathways (first tranche) project, the Cemetery & Town Hall Committee:

- i) wish to engage in a further tender process (second round);
- ii) Administrator to set a four-week timetable so as to enable contractors sufficient time to prepare and to submit their quotations.

The meeting closed at 20:33hrs