



# CEMETERY AND TOWN HALL COMMITTEE

Minutes of a Committee meeting held on  
Thursday 4th November 2021 at 19.00hrs in the Town Hall, 1 High Street,  
Cullompton, EX15 1AB

## Present

**Chair: Committee Members:** Councillors: J. Buczkowski, J. Johns, M. Rowe (Chair) & 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*

**Officers:** M. Weston (Deputy Town Clerk)

No members of the public attended the meeting.

## C&TH Election of Chair

191. In the absence of both the Chair and Vice-Chair, Cllr. Rowe was elected as Chair for this meeting.

## C&TH Chairman's Announcements

192. The Chair did a roll call of Councillors present in the Town Hall. There were no announcements.

## C&TH Apologies for Absence

193. Apologies for absence were received from Councillors: E. Andrews, M. Dale, R. Dietrich and K. Haslett.

## C&TH Declarations of Interests

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

## C&TH Public Participation

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

Cllr. Snow advised that he had been informed that no response had been received to an e-mail sent by a member of the public in relation to a cemetery matter (memorials: financial and legal); the Town Council has a duty to respond in a reasonable timeframe to e-mails received. Perhaps this should be an agenda item for the Resources Committee.

## C&TH Minutes

196. Consideration was given to the Draft Minutes of the meeting held on Thursday 7<sup>th</sup> October 2021 (Supporting Paper A to the agenda)

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**RESOLVED** that the draft minutes of the meeting held on 7<sup>th</sup> October 2021 be confirmed as a correct record.

**C&TH Action List**

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

**C&TH Financial Monitoring**

**198.** 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.

**C&TH Outdoor Team Report**

**199.** 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.

**RESOLVED:** Following consideration of the Outdoor Team Report supplied (28/08/2021-26/09/2021; supporting Paper G to the agenda), the signage (as per page 3 of report) should, if in situ within the cemetery, be removed immediately.

**RESOLVED:** All signage placed within the cemetery grounds should:

- i) be professionally printed onto board;
- ii) branded (e.g. with the Town Council's logo) to an agreed criterion in order to give a consistent message;
- iii) be worded appropriately and in this should be in keeping with a cemetery
  - With a caveat, that should an emergency situation arise (health & safety issue) that temporary printed signage may be erected/displayed.

**C&TH Comments & Complaints**

**200.** An overview of the Committee's Comments & Complaints Log was noted (Supporting Paper H to the agenda)

**C&TH Purchase of Ground Protection Mats**

**201.** Consideration was given to the purchase of new ground protection matting for the cemetery and it was:

**RESOLVED:** That following consideration of the provision of ground protection matting for use in the cemetery, the Cemetery & Town Hall Committee:

- i) Approve, subject to confirmation that a range of matting prices was investigated, the recommendation that new matting is purchased in the sum of £ 565.88 (to include mats, connectors and delivery);
- ii) Budget code: 4300 - Cemetery Equipment & Maintenance;

**Chair's Initials**

– with a caveat (as it was noted that this matting is heavy and could be quite dangerous if used incorrectly), that prior to the matting being put into use by members of the Outdoor Team, this is:

- a. risk assessed;
- b. Manual handling training is provided;
- c. confirmation of both a & b as above is given to the Committee.

**C&TH Cemetery & Town Hall December Committee Meeting**

**202.** Consideration was given to the requirement for the scheduled Committee meeting on 2nd December 2021 and it was:

**RESOLVED:** That following consideration of agenda item 11, Cemetery & Town Hall December Committee Meeting, the Cemetery & Town Hall Committee would like a written explanation, before its next meeting, as to why this was an agenda item.

**C&TH Members Questions**

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

Cllr. Snow: - Annual Maintenance Schedule: Despite previous requests, this has still not been supplied. This schedule is important as it allows the Committee to work out its budgets; this is a forecasting tool. Has this or has this not been done? When will this be supplied?

**C&TH Fire Safety**

**204.** Following consideration as to the passing of a resolution in accordance with the 1960 Public Bodies (Admission to Meetings) Act to exclude the public and press during consideration of: Agenda item 15, Fire Safety, 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)

- it was agreed that as no valid, legal reason had been given as to why this agenda item had been placed in Part II, that this item could not be discussed either during a closed session nor could this be discussed in open session (relevant papers had not been circulated publically; with the public having not had the opportunity to consider these).

**RESOLVED:** That agenda item 15, *Fire Safety - To consider the Fire Safety Report as received in relation to Fire Safety Provision (Supporting Paper K to the agenda)* be deferred to an open session Working Group meeting to be held on Zoom (online audio and web conferencing platform). The meeting should be open to all Councillors and members of the public with all papers relating to this agenda item, disseminated into the public domain.

**C&TH RESOLVED:**

**205.** To exclude the public and press during consideration of: Agenda Item 14, Cemetery Project: Removal of shed & Associated Landscaping Update Report, 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 these items have been withheld from public circulation and deposit.

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**C&TH Cemetery – Cemetery Project: Removal of shed & Associated Landscaping Update Report**  
**206.** Consideration was given to an update report regarding the Cemetery project: Removal of Shed and Associated Landscaping (Supporting Paper J to the agenda confidential for members only)

**RESOLVED:** Following consideration of an update report regarding the Cemetery project: Removal of Shed and Associated Landscaping:  
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.

Note:

- i) It was agreed this would be useful particularly for students who would benefit from this project i.e. training under supervision of a responsible and appropriately qualified individual);
- ii) Should the University be unable to assist with a survey, this project should be explored via a more formal route i.e. with a suitably qualified contractor

The meeting closed at 20:17 hrs

**Chair's Signature & Date**