



## CEMETERY AND TOWN HALL COMMITTEE

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

### Present

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

### 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

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

### C&TH Chairman's Announcements

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

### C&TH Apologies for Absence

209. Apologies for absence were received from Councillors: E. Andrews, M. Dale, R. Dietrich and C. Snow.

### C&TH Declarations of Interests

210. No declarations of interest were made regarding any items on the agenda at this stage of the meeting.

### C&TH Public Participation

211. 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

212. Consideration was given to the Draft Minutes of the meeting held on Thursday 4<sup>th</sup> November 2021 (Supporting Paper A to the agenda)

**RESOLVED** that the draft minutes of the meeting held on 4<sup>th</sup> November 2021 be confirmed as a correct record.

**C&TH Action List**

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

Note: It was agreed that it should be formally noted that the Institute of Cemeteries and Crematorium Management, following its visit to the cemetery, had expressed positive feedback and thanked the Deputy Town Clerk and the whole cemetery team.

**C&TH Financial Monitoring**

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

**RESOLVED** to note the financial information.

**C&TH Fire Safety Provision**

**215.** Consideration was given to a recommendation from the Fire Safety Task & Finish (Working) Group in relation to Fire Safety Provision:

- i) Fire Safety Provision Update Report and Recommendation (Supporting Paper H to the agenda)
- ii) Fire Safety Report (Supporting Paper H1 to the agenda)

**RESOLVED:** Following consideration by the Cemetery & Town Hall Committee it was agreed to accept the recommendation from the Fire Safety Task & Finish (Working) Group in relation to Fire Safety Provision;

- i) The Fire Safety Management Plan & Fire Safety Emergency Plan is adopted by the Town Council;
- ii) The Statement of Intent is signed by the Town Clerk and actioned accordingly
  - With the emphasis on the action list being of high importance; A timed (dated) action list is required.

**RECOMMENDATION:** To the Town Council as Resolution above.

**C&TH Cemetery Tree Provision**

**216.** Consideration was given to a tree planting scheme within the cemetery grounds (Supporting Paper I to the agenda) and it was:

**RESOLVED:** That the Cemetery & Town Hall Committee support a Tree Planting Scheme within the cemetery grounds following:

- i) the receipt of said trees from Involve Mid-Devon;
- ii) consultation with the Town Clerk regarding the Town Council's Outdoor Team's view of the practicalities of what it feels would be appropriate for the planting scheme.

- The Committee's preference is for Rowan trees to be used if possible (as these do not grow too large and has berries that birds will enjoy) and trees should be placed in the hedge line bordering the cemetery and proposed North-West Extension, with a number also placed within different areas of the cemetery.

**C&TH Cemetery Pathways Quotations**

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

- i) Cemetery Pathways Report & Summary of Quotations Received (Supporting Paper J to the agenda)
- ii) Cemetery Pathways Quotation Specification document (Supporting Paper K to the agenda)
- iii) Plan of Cemetery Paths (Supporting Paper L to the agenda)

**RESOLVED:** That following consideration of the quotations as received for the rejuvenation of the cemetery (older part) pathways, associated drainage and ducting, the Cemetery & Town Hall Committee wish to opt for Contract A Option 1 in the sum of £9,537.00:

*'To grade off a 50mm layer, dig/lay/backfill 3x service ducts, lay timber path edgings, resurface with 6mm to dust limestone materials and compacted, clay channels to be carefully cleared and undisturbed. Day Rates applicable – drainage channels/stoppage of works'*

- However, as members present do not feel they have sufficient knowledge required to determine if this is the most appropriate option for the cemetery, that a recommendation is made to the Town Council for formal ratification.
- It is noted that there are a number of Town Councillors who are specialists in certain related fields and it would be useful to receive both their view and the wider view of the Town Council on the preferred option.

**RECOMMENDATION** to the Town Council as Resolution above.

**C&TH Members Questions**

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

Cllr. Buczkowski: Advised he had been made aware that a 3<sup>rd</sup> party was to have the use of the Town Hall (on Saturday 4th December 2021) and wanted to understand how this has come about as he was under the impression that the Hall was not being hired out. If the 3<sup>rd</sup> party is not being charged, who made the decision not to charge, as we have in the past charged local charities to use the Hall? Further, it is understood that the 3<sup>rd</sup> party has implemented (advertised) a 'no mask, no entry' policy and clarification was sought as to how this fits with the current legislation. It is understood that the wearing of a mask is controversial at the moment. As owners, and with the responsibility for the building, how can we allow someone to say 'no mask, no entry' when this is not what current advice or legislation is?

A response was given that the 3<sup>rd</sup> party would not be hiring the hall but would be using the side of the Town Hall building to store and to pass out free trees to members of the public as a community engagement exercise and as part of the nationwide drive of Tree Planting Schemes. It was confirmed that this project had been advertised on social media; The use of language is very important and statements of this nature can be inflammatory.

Note: The comments as received in relation to the 'no mask, no entry' policy to be relayed to the host and confirmation is required around this policy.

Cllr. Johns: Asked for confirmation about where the trees would be located.

It was confirmed this would be the side alley adjoining the Hall and not the driveway adjacent to the Town Hall building.

The meeting closed at 19:35 hrs.

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