



CEMETERY AND TOWN HALL COMMITTEE

Minutes of a Committee meeting held on
Thursday 3rd February 2022 at 19.00hrs in the Town Hall, 1 High Street,
Cullompton, EX15 1AB

Present

Committee Members: Councillors: J. Buczkowski, R. Dietriche (Chair), 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

Officers: M. Weston (Deputy Town Clerk)

M. Shackleton (Maintenance/Outdoor Team Supervisor) – part only of the meeting.

No members of the public attended the meeting.

C&TH Chairman's Announcements

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

C&TH Apologies for Absence

220. Apologies for absence were received from Councillors: E. Andrews, M. Dale & K. Haslett.

C&TH Declarations of Interests

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

C&TH Public Participation

222. 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

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

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

C&TH Action List

- 224.** The Action List as it applies to the Cemetery & Town Hall Committee was received and reviewed (Supporting Paper B to the Agenda) with the following comments:
- 224i.** Fire Safety (Doors): It was agreed that an external suitably qualified contractor (and not members of the Outdoor Team) should be engaged to make the necessary changes as required in-line with the recommendations on the Fire Safety Action List.
- 224ii** Cemetery Skip: Following the Outdoor Team Supervisor's cost-effectiveness exercise for the cemetery (yard) skip, it was requested that a brief summary report is supplied to members which details which companies were contacted and the amounts which were quoted.
- 224iii.** Friends of Cullompton Cemetery/Cemetery signage/listed buildings doors: It was highlighted that these smaller projects should not be forgotten and could perhaps be added as future agenda items.
- 224iv.** Bank adjacent to Tiverton Road: This is on the Action List as a high priority. It is concerning that this has not yet been completed. It was advised that the measurements required for the fencing had now been supplied and the specification document would be progressed as soon as time allows.

C&TH Financial Monitoring

- 225.** 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, G & H to the Agenda)

RESOLVED to note the financial information. with the following comments:

- Cemetery Pathways: This should be shown as an Ear-marked committee budget line.
- First Aid Kits: £147.00 November – This is a lot of materials. Needs confirmation.
- Septic Tank: Confirmation was sought regarding the capacity, costs and emptying. Investigation into an alternative supplier.
- Wheelbarrows: Why had two had been purchased in a short space of time?
- Tools: No breakdown of what tools have been purchased and for which project. Explanation sought.
- Asset Register: A number of items will need to be added to the Register. Has this been done. Confirmation required regarding any capitalisation limits; perhaps referral to the Resources Committee.
- Ladders: The Town Council already has a number of ladders. Why has an additional one been purchased?
- Fuel: A breakdown of Cemetery fuel is requested to justify what has been spent.

C&TH Comments & Complaints

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

C&TH Outdoor Team Report

- 227.** Consideration was not given to this report as it was understood this had already been reviewed by the Committee.
Note: Meeting Administrator will confirm.

C&TH 228. Cemetery Site Visit – Institute of Cemetery and Crematorium Management (ICCM)
Consideration was given to the notes of the cemetery site visit on 24th November 2021, as undertaken by members of the Town Council and representatives of the ICCM (Supporting Paper K to the agenda) which were noted.

C&TH 229. Town Hall – Clock Maintenance & Servicing
Consideration was given to the maintenance and servicing of the Town Hall clock (Supporting Paper L to the agenda). Discussion ensued with regard to the need for an annual service and that the Town Council had not budgeted for a 3-year service contract and it was:

RESOLVED: That following consideration by the Cemetery & Town Hall Committee, no maintenance or servicing of the Town Hall Clock should be undertaken.

C&TH 230. Fire Safety Provision
Consideration was given to:

- i) an update report regarding the Action List as supplied by an external contractor commissioned to review the Town Council’s Fire Safety Provision (Supporting Paper M to the agenda)
- ii) The notes of the Task & Finish Fire Safety Meeting held on 23rd November 2021 (Supporting Paper M1 to the agenda)

- Which were noted.

Note: Confirmation was sought as to why the Town Hall was subject to a Fire Safety inspection: Was there a statutory reason as to why the Devon & Cornwall Fire Rescue Service had undertaken a Fire Safety Check of the Town Hall or had the Fire Service been invited to carry out this inspection?

C&TH 231. Cemetery – Revised Layout (Primrose Section)
Consideration was given to a proposal for a revised plan for the layout of the Primrose section of the (new) cemetery (Supporting Papers to the agenda: N - Report, O - Supplementary Information, O1: Original Plan of South West Cemeteries & O2: New Proposal).

The Outdoor Team Supervisor was invited to speak and to answer any questions members may have had. Members were informed that the proposal for the new layout was a practical solution to overcome problems with the original plan. It was:

- RESOLVED:** That following consideration of a revised layout plan for the Primrose section within the new cemetery, the Cemetery & Town Hall Committee:
- i) delegate authority to the Town Clerk to implement a revised layout plan as deemed appropriate – subject to the proviso that the proposed (directional) placement of grave spaces is confirmed with both the Church and the Institute of Cemetery and Crematorium Management to ensure there are no restrictions which would impact on the new plan;
 - ii) would like an understanding as to why South West Cemeteries had laid out its original plan as it had; if it is shown that this plan was not suitable, this should be reported back to the Committee for consideration; to perhaps include a review of monies paid.

C&TH Cemetery Project -Removal of Shed & Associated Landscaping

232. Consideration was given to an update report regarding the Cemetery Project: Removal of Shed and Associated Landscaping and quotation for an associated Ground Penetrating Survey (Supporting Papers to the agenda: P - Update Report & Q - Quotation – confidential for Committee Members only)

RESOLVED: That following consideration, the Cemetery & Town Hall Committee accept the quotation from Benchmark Surveys in the sum of £485.00 + VAT to undertake a geophysical (Ground Penetrating Radar) survey of the ex-historic soil spill area within the cemetery; the survey should be undertaken as soon as is practicable.

C&TH Members Questions

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

There were no members questions.

The meeting closed at 19:57 hrs.