



CEMETERY AND TOWN HALL COMMITTEE

Minutes of a Committee meeting held on

Thursday 7th July 2022 in the Town Hall, 1 High Street,
Cullompton, EX15 1AB

PRESENT

CHAIRMAN: Councillor Mike Thompson

COMMITTEE MEMBERS: Councillors: J Buczkowski (Ex-Officio), R Dietrich, S Holvey, J Johns, L Knight (Ex-Officio).

Note: Councillors attending by remote access are not able to participate nor vote in the meeting – no remote attendees.

APOLOGIES: Cllr Snow

OFFICERS: Carmel Wilkinson (Locum Deputy Clerk)
Francesca Pridding (Locum Town Clerk) observing

PUBLIC PARTICIPATION:

Members of the public present at the meeting are allowed to raise matters which are relevant to the work of the Committee; up to 3 minutes will be allowed for each person. (Please note people must either be present in the Town Hall or have made a written submission).

No members of the public attended the meeting.

1.	APOLOGIES FOR ABSENCE To receive apologies for absence from Councillors unable to attend the meeting. Apologies were received from Cllr Snow
2.	DECLARATIONS OF INTERESTS To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest. Councillors and Officers are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

	None
3.	<p>CHAIRMAN'S ANNOUNCEMENTS</p> <p>The Chair may make announcements relevant to the work of the Committee. Note: announcements are for information only and not for debate, discussion or questioning.</p> <p>The Chairman announced that new policy is being written.</p>
4.	<p>ELECTION OF VICE CHAIRMAN</p> <p>PROPOSED: Councillor Shaun Holvey proposed Cllr Christopher Snow as the Vice Chairman of this committee</p> <p>SECONDED: Cllr Thompson (Chairman)</p> <p>RESOLVED: Unanimous. Christopher Snow is elected as Vice Chairman of the Cemetery and Town Hall Committee</p>
5.	<p>MINUTES</p> <p>Minutes of the meeting held on 8th June 2022 were received and approved (Supporting Paper A)</p> <p>PROPOSED: Cllr Johns - Minutes are a correct record of the previous meeting</p> <p>SECONDED: Cllr Thompson</p> <p>RESOLVED: Unanimous. Minutes confirmed as a correct record</p>
6.	<p>CEMETERY AND TOWN HALL ACTION LIST</p> <p>To receive and review the Action List relating to the Cemetery & Town Hall Committee. (Supporting Paper B)</p> <p>The Locum Clerk (Francesca Pridding) discussed the difference between strategic matters which are relevant to the Action Plan and routine work, which for the purposes of this committee, are not listed.</p> <p>Examples include: the hand drier in the ladies lavatory which is not working and needs a pull cord to replace the switch. Also, cardboard boxes stack against the fuse box, which need to be moved.</p> <p>ACTION: CW/FP</p> <p>The meeting focussed on revising and updating the Action List to support a more deliverable programme of work.</p>
7.	<p>STAFFING MATTERS</p> <p>The appointment of a supervisor of the Outdoor Team – Paul Gummer - was reported to the committee.</p>

8.	FINANCIAL MONITORING To receive and review information about financial matters pertaining to the Cemetery and Town Hall Committee including income, expenditure and commitments. (Supporting Paper C) A report detailing income and expenditure relevant to the Cemetery and Town Hall was received and approved by the committee. Relevant discussion included: Cemetery waste and cost of skip hire (ref Action Plan); costs associated with non-domestic/commercial waste. PROPOSED: Cllr Buczkowski that the Finance Report is noted. APPROVED: Unanimous.

Meeting closed at 19:53