

TOWN HALL AND CEMETERY COMMITTEE

Minutes of the meeting of Market Deeping Town Council's Town Hall and Cemetery Committee held on Wednesday 20th November 2019 at 7.30pm in the Town Hall. Cllr Lester presided over Cllr Mrs Redshaw, Cllr Mrs Sked, Cllr Miss Moran and Cllr Hembrow. The Park Keeper, the Deputy Park Keeper, the Town Clerk and the Deputy Town Clerk were also in attendance.

52 Chairman's Welcome

Cllr Lester welcomed members to the meeting.

53 Apologies for absence

Apologies for absence were received from Cllr Miss Collins, Cllr Broughton and Cllr Shelton.

54 To receive declarations of interest under the Localism Act 2011

There were no declarations of interest.

55 Minutes from meeting held on Wednesday 18th September 2019

It was proposed by Cllr Lester, seconded by Cllr Mrs Redshaw and **RESOLVED** unanimously that the minutes of the previous meeting be signed as a true and accurate record and they were duly signed by Cllr Lester.

56 Clerk's report

The Deputy Clerk informed the members of the following:

Matters Relating to the Cemetery:

1. The work to enclose the skip area with galvanized metal posts/gates and timber cladding, as approved at the last meeting has been completed.
2. There has been a further incidence of damage to a memorial bench. The Park Keepers have removed the bench and will endeavour to arrange a repair. CCTV footage shows that the incident was most likely an example of an error of judgement when driving rather than a malicious act. **Members agreed that a letter should be sent to the driver of the vehicle responsible for the damage requesting payment for the cost of the necessary repairs.**
3. Both the Clerk and Deputy Clerk have undertaken remote online training on the Cemetery software program.
4. For information, the winner of the Cemetery of the Year was Bourne Town Council.
5. Since the last meeting there have been 3 burials, 1 scattering of ashes in the Spinney and 2 interments of cremated remains.

Matters relating to the Town Hall:

6. The annual check of the Town Hall CCTV has been undertaken with no issues reported.
7. A quote of £340.00 has been received via SKDC for the annual cost of legionella testing of the water following the purchase of the Town Hall.
8. A request for further information has been sent to Deeping United Football Club following their enquiry into the hiring of the Town Hall Chambers. A response is awaited.
9. In addition to the regular Full Council and Committee meetings there has been 10 meetings for the Neighbourhood Plan, 2 meetings for the Youth Group, 2 Christmas Market meetings and 2 Remembrance meetings.
10. There have been 13 responses to the Christmas Tree Festival to be held in the Chambers.

57 Update on work activity taking place in the cemetery

The Park Keeper reported that things were now mostly up to date in the cemetery but unfortunately there had been damage to a further bench in the cemetery, as mentioned by the Deputy Clerk. The topiary work had been completed, the plants had been changed in the planters, including the new planter requested by Cllr Redshaw, and strimming work had been undertaken in the new cemetery. Also, the new timber-clad skip enclosure had been erected and the newly planted hedge was growing well. Work on the re-gravelling of the driveway still needed to be done but this would be undertaken once Cllr Broughton had returned from his holiday.

Cllr Lester thanked the Park Keeper for his report, commented on how good the cemetery looked and expressed his thanks to all the staff involved for their hard work.

58 Correspondence

No	Received from	Date Received	Subject	Committee Response
1	Art in glass	November 2019	A quotation of £220 has been received for the installation of 2 fixed bars to support the office window.	It was proposed by Cllr Mrs Sked, seconded by Cllr Lester and RESOLVED unanimously to accept the quotation and proceed with the work.

59 Omega reports: Review of budget/expenditure/income

The Clerk had provided members with a copy of the omega report prior to the meeting. Cllr Lester queried the cost of the high utility charges. The Deputy Clerk informed the members that the contract with the utility company was still ongoing but a new supplier would be sought for future contracts.

60 Precept Planning for 2020/21

Cllr Mrs Redshaw queried the budget line for the Mayoral chains but members agreed to retain this allocation going forward. Cllr Hembrow queried the need for 'repairs' and 'maintenance' to have two separate budget lines and asked that these be amalgamated. Following discussions members agreed to keep the lines separate at this time. Cllr Mrs Redshaw stated that the Finance & Personnel Committee would examine the figures and make any adjustments deemed necessary.

Cemetery

61 Chairman's Cemetery Report

The Chairman, Cllr Lester, commended the Park Keepers and the Cemetery Keeper for their excellent work in both the Old and the New Cemetery. There were still some tasks to be completed but the cemetery was looking lovely and he continued to be happy with the progress made. In particular, the topiary was looking lovely and the repairs to the shed doors were good. Issues that still needed attention included:

- the cleaning and repainting of the iron railings
- the leveling of the ground/divots
- the presence of ornaments and excess items on a number of graves, and
- the re-gravelling of the driveway.

Cllr Lester once again thanked the Park Keepers for their continued hard work.

7.55pm the Park Keepers left the meeting.

62 For members to consider and approve the requested information from the Valuation Office Agency.

The Deputy Clerk presented a draft response to the Valuation Office Agency's request for information for members to consider. Following discussions members agreed to the information being forwarded to the Agency without amendment.

63 For members to consider the addition of grave spaces in unfilled cemetery land.

Members discussed the options available for the strip of land, currently retained as an informal pathway, following the recent use of the section closest to the Cemetery Store for burials. It was proposed by Cllr Miss Moran, seconded by Cllr Lester and **RESOLVED**, with two abstentions, to continue to retain the remainder of the strip of land as an informal pathway. Cllr Lester suggested that greater supervision of the grave digger was required to ensure that spaces were dug where intended.

64 For Members to approve the amendments to the Hire of Chambers Policy and the Cemetery Burials Application Form.

Cllr Mrs Sked suggested that, as the Council was striving to be 'greener' and encourage more environmental awareness, the Hire of Chambers Policy also include wording to discourage the use of single use plastic bottles. It was proposed by Cllr Lester, seconded by Cllr Mrs Sked and **RESOLVED** unanimously to approve the tabled amendment to the Hire of Chambers Policy. It was further proposed by Cllr Mrs Redshaw, seconded by Cllr Hembrow and **RESOLVED** unanimously to approve the amendments to the Burial Application Form. Cllr Mrs Redshaw informed members that recyclable cardboard cups had been ordered for use after the Carols Around the Tree and would be used at all future Town Council events within the Town Hall.

65 For members to review the Town Council's Cemetery Policy.

It was proposed by Cllr Mrs Sked, seconded by Cllr Miss Moran and **RESOLVED** unanimously to approve the Town Council's Cemetery Policy without amendment.

66 For members to review the Town Council's Memorial Rose Garden Policy.

It was proposed by Cllr Miss Moran, seconded by Cllr Mrs Sked and **RESOLVED** with one abstention to approve the Town Council's Memorial Rose Garden Policy without amendment.

Town Hall

67 For members to receive an update on the lease/acquisition of the Town Hall

There was currently nothing to report on this matter.

68 For members to consider the replacement of the leaflet stands in the foyer with a wooden rack.

Following discussions it was proposed by Cllr Mrs Sked, seconded by Cllr Mrs Redshaw and **RESOLVED**, four votes in favour and one vote against, to remove and dispose of the leaflet stands within the Town Hall Foyer.

69 For members to review the Town Council's Policy on the Erection of Banners on the Town Hall.

The Deputy Clerk recommended that the size of the banner be limited to 2'6" wide to correspond with the existing fixings on the Town Hall. It was proposed by Cllr Mrs Redshaw, seconded by Cllr Mrs Sked and **RESOLVED** unanimously to approve the Town Council's Policy on the Erection of Banners on the Town Hall with this amendment.

There being no other business Cllr Lester thanked all for attending and the meeting was closed at 8.30pm. The next meeting is scheduled for Wednesday 22nd January 2020 at 7.30pm in the Town Hall.

Chairman's signature.....

Date.....