

TOWN HALL AND CEMETERY COMMITTEE

Minutes of the meeting of Market Deeping Town Council's Town Hall and Cemetery Committee held on Wednesday 18th September 2019 at 7.30pm in the Town Hall. Cllr Lester presided over Cllr Miss Collins, Cllr Broughton, Cllr Mrs Redshaw, Cllr Miss Moran, Cllr Hembrow, the Park Keeper and the Deputy Park Keeper. The Town Clerk and the Deputy Town Clerk were also in attendance.

35 Chairman's Welcome

Cllr Lester welcomed members to the meeting.

36 Apologies for absence

Apologies for absence were received from Cllr Mrs Sked and Cllr Shelton.

37 To receive declarations of interest under the Localism Act 2011

There were declarations of interest made by Cllr Hembrow.

38 Minutes from meeting held on Wednesday 17th July 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.

39 Clerk's report

The Clerk informed the members of the following:

- i. The PAT testing has been completed on 19th August, including servicing of the emergency lighting.
- ii. The stair lift was serviced on 16th August.
- iii. The fire extinguishers and inspection took place on 9th September.
- iv. Cllr Hembrow has provided a cost guideline for a replacement socket connection for the clock. Members agreed that the work is to be financed by the Planning & Highways Committee under street furniture. The electricity supply will continue to be allocated to the TH&C Committee budget.
- v. The Clerk has enquired about arrangements for legionella testing of the water following the purchase of the Town Hall and is awaiting a cost estimate for this from SKDC.
- vi. There have been 0 burials, 1 scattering of ashes in the Spinney and 0 interments of cremated remains since the last meeting.

40 Update on work activity taking place in the cemetery

The Park Keeper reported that things were now mostly up to date in the cemetery. The weed killing and strimming had been undertaken in the Old Cemetery and the repair had been done to the wooden door on the Park Keepers store. The Paddock had also been strimmed. The gravel drive was due to be redone and discussions had taken place with the neighbouring property owner for this to be carried out as per the Town Council's pre standing arrangement. Cllr Lester reported that he had received a complaint regarding the divots and uneven ground and members recognised that this was an issue throughout the cemetery. Cllr Lester requested that the Park Keepers tackle the divots in one area at a time and also spend some time removing the dead flowers. The Park Keeper informed the members that the recent incidence of vandalism had been reported to 101. Cllr Lester thanked the Park Keeper for his report, commented on how much improved the cemetery looked and expressed his thanks to all the staff involved for their hard work.

41 Correspondence

No	Received from	Date Received	Subject	Committee Response
1	Cemetery of the Year	06/09/2019	Notification that the finalists of the Cemetery of the Year competition have been adjudicated.	Noted.
2	Art in Glass	July 2019	A recommendation, from the repairer of the windows, for 2 fixed bars to support the office window and prevent future bowing of the leaded lights.	Members agreed to seek a quotation for the recommended work and agreed an allowed budget of £500. Members agreed that the Clerk would approve the work to be undertaken.
3	Scholes Funeral Services	11/09/2019	Request to site a headstone before interment.	Members RESOLVED unanimously to agree to the request.
4	DUFC via MDTC Cllr	11/09/2019	A request to hire the chambers has been received by Deeping United Football Club for the purpose of holding their meetings.	Cllr Mrs Redshaw requested that the Clerk write to the Club to find out more information. Cllr Broughton stated that he would be happy to open up & close up the Town Hall to facilitate the clubs request.
5	Resident	17/09/2019	Has permission to site a commemorative bench in the Cemetery but has concerns over the recent incidence of vandalism. Also concerned over scratch marks to a headstone.	Members recognised the concerns but were not able to give assurances that vandalism to the bench would not occur. The Park Keepers, when present in the cemetery, would endeavour to keep a watchful eye but could not be responsible for the safety and condition of the bench at all times. Members advised the Clerk to contact the resident and apologies for the distress caused.

42 Omega reports: Review of budget/expenditure/income

The Clerk had provided members with a copy of the omega report prior to the meeting. The Clerk informed the members that last year's over spend for the 'security' line of the cemetery budget was due to the increased cost of the annual service of the linked security system currently in place. Members agreed to allocate additional resources in the following year's budget to allow for this.

43 Precept Planning for 2020/21

Members considered the current year's budget lines and made initial adjustments to be incorporated into the precept for the 2020/21 budget.

Town Hall

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

The Clerk informed the members that SKDC had requested the Town Council's solicitor's details. Members expressed concern regarding the proposed 'buy back' clause and wished to see careful consideration given to the legal wording of the contract. Members considered it essential that the buy back clause could only be applied if the Town Council or the Community had no further use for the building.

45 For members to receive an update on the Town Hall renovation and consider possible funding avenues.

Members agreed that discussions relating to the refurbishment of the Town Hall should take place after the building had been acquired.

Cemetery

46 Chairman's Cemetery Report

The Chairman, Cllr Lester, commended the Park Keeper's 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. Issues that still needed attention included the leveling of the ground, strimming around the headstones, the removal of dead flowers, the presence of ornaments and excess items on a number of graves, the weeding and grass cutting in the Old Cemetery and the re-gravelling of the driveway. The Park Keepers were aware of what needed to be done and in most instances measures were currently underway. Cllr Mrs Redshaw wished to highlight that the visits to the Commonwealth graves would take place one week before Remembrance and requested that particular attention be paid to the area surrounding the graves to ensure that they were presented at their best.

47 For members to respond to the request for information from the Valuation Office Agency

Members agreed to submit the information requested by the Valuation Office Agency. Cllr Lester requested that the Council's response be forwarded to him prior to submission. The Clerk agreed to do so.

48 For members to consider the quotes for metal and timber gates surrounding the skip area.

It was proposed by Cllr Bob Broughton, seconded by Cllr Hembrow and **RESOLVED** unanimously to accept the quotation for galvanized metal posts and timber clad, galvanized gates to be supplied and installed. Members requested the Clerks to arrange this forthwith.

49 For members to consider the digital mapping of the Cemetery.

The Clerk informed the members that the Clerk and the Deputy Clerk had met with a representative from a digital mapping company with a view to finding out further details regarding the cost and process involved in the digital scanning and mapping of the cemetery areas. Certain areas of the Cemetery had previously been scanned in 2016. The figures quoted (excluding VAT) by the company included:

- single payment of £750.00 for cemetery digital map (approx 1250 graves);
- single payment of £550.00 for scanning of the burial registers and maps (inc transport);
- single payment of £300.00 for the compatible Maplink software program;
- single payment of £170.00 for 2 hours of remote training for 2 people; and
- annual payment of £85.00 for technical support for Maplink.

The Clerk informed the members that while the existing burials program, due to it being not very user friendly was difficult to use, it was in fact due for a significant revamp next year. Members concluded that it would be prudent to wait until the existing program had been upgraded before making a decision to swap to a different system. It was proposed by Cllr Broughton, seconded by Cllr Hembrow and **RESOLVED** unanimously to authorise up to 4 hours remote training (at £50 per hour) on the existing system for both the Clerk and the Deputy Clerk.

50 For members to consider the security of the Cemetery

Members resolved that the costs involved in linking additional CCTV cameras to the SKDC monitored system were prohibitive. Cllr Broughton stated that, with winter approaching, incidences of unsociable behaviour and vandalism would naturally decline. Members agreed therefore that the item of security would remain on the agenda for periodic review.

8.45pm Cllr Miss Moran left the meeting.

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

Cllr Lester, following discussion with the former Chairman of the Town Hall & Cemetery Committee, confirmed that the original layout of the new cemetery had included two grass pathways, each leading to a bench. These pathways were still present. Recent burials had, however encroached on one of these pathways. Cllr Lester suggested that as a result, the effected pathway be reduced and maintained at a width of 900mm and any additional space resulting from this alteration in width be used for the interment of cremated remains. This was discussed and agreed by members.

There being no other business Cllr Lester thanked all for attending and the meeting was closed at 8.55pm. The next meeting is scheduled for Wednesday 20th November at 7.30pm in the Town Hall.

Chairman's signature.....

Date.....