

TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery Committee held on Wednesday 17th July 2019 at the Market Deeping Cemetery. Cllr Lester presided over Cllr Miss Collins, Cllr Broughton, Cllr Mrs Sked, Cllr Redshaw and the Deputy Park Keeper. The Town Clerk and the Deputy Town Clerk were also in attendance.

18 Chairman's Welcome

Cllr Lester welcomed the members to the annual outdoor meeting in the cemetery and commented on how lovely the cemetery was looking.

19 Apologies for absence

Apologies for absence were received from Cllr Shelton, Cllr Hembrow and Cllr Miss Moran.

20 To receive declarations of interest under the Localism Act 2011

There were no declarations of interest made.

21 Minutes from meeting held on Wednesday 17th April 2019

It was proposed by Cllr Lester, seconded by Cllr Miss Collins 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. Cllr Redshaw thanked the members of the Committee for putting her forward for managing the archiving of the Town Hall historical records.

22 Clerk's report

The Deputy Clerk informed the members of the following:

- The repair to the Town Hall window would be completed during the week beginning 22nd July.
- Since the last meeting electricity meter readings have been taken before and after the Saturday Market to determine the level of usage by the stall holder. The clerk confirmed that the agreed quarterly charge levied to the stall holder would cover the expenses incurred.
- There have been 2 burials, 2 scattering of ashes in the Spinney and 1 interment of cremated remains since the last meeting.

23 Update on work activity taking place in the cemetery

The Deputy Park Keeper reported that things were now mostly up to date in the cemetery and most of the items raised at the last meeting had been addressed. Summer park maintenance was in full swing with grass cutting, spraying and looking after the baskets taking up a large proportion of the time. Both Park Keepers had been starting work at 6am in order to keep on top of things. The Deputy Park Keeper mentioned the re-siting of the donated bench that had previously been removed due to anti social behaviour. The resident that had made the donation had enquired whether it could be repositioned, after the school summer holidays, on the grass verge behind a particular headstone. This was agreed by members. Cllr Sked suggested that the bench be concreted in for security and this was also agreed. Cllr Lester commended the Park Keepers on how good and how much improved the cemetery looked and expressed his thanks to all the staff involved for their hard work.

24 Correspondence

No	Received from	Date Received	Subject	Committee Response
1	Cemetery	12/06/2019	Notification that the Cemetery has	Noted.

	of the Year		been given a score of 443 in the Cemetery of the Year competition. The deadline for entries is 31 st July after which those Cemeteries with the highest scores will be notified of a visit by an adjudicator.	
2	Resident	09/07/2019	Request for the Council to approach the owner of a reserved plot and enquire as to whether they would be prepared to swap reserved plots to enable the resident to be buried next to his daughter.	Members agreed to sensitively enquire as to whether the reservation was still required.
3	Horsegate Landscapes	10/07/2019	Quote received for the supplying and installation of 2 timber gates for the skip storage area.	Cllr Lester suggested that a further quotation be requested for metal posts and timber clad gates.

25 Omega reports: Review of budget/expenditure/income

The Deputy Clerk had provided members with a copy of the omega report prior to the meeting. Members were asked if they had any questions. Cllr Lester enquired as to the items included and the expenditure incurred for the 'security' line of the cemetery budget as this had gone over the amount allocated. The Deputy Clerk agreed to provide further details.

Town Hall

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

Cllr Broughton informed the Committee that Cllr Cooke, the Deputy Leader of South Kesteven District Council, had approved the acquisition of the Town Hall by Market Deeping Town Council. Contracts were in the process of being drawn up and it is likely that completion would take place in three months time. Cllr Lester thanked Cllr Broughton for the update.

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

Cllr Lester enquired as to whether any feedback had been received by the Clerks from Councillors wishing to put forward suggestions on what should be included in the renovation/improvement work. There had been no suggestions received. Cllr Redshaw stated that she would like to see the foyer de-cluttered and become much more of a tourist information point with better displays. Cllr Broughton suggested that, as both he and Cllr Hembrow had knowledge and experience in the building trade, together they draw up a schedule of works as a way of moving the renovations forward. Once this was completed sources of funding/grants could be investigated. Cllr Redshaw informed the Committee that she had recently placed in the foyer a plan of the original design for the Town Hall that was submitted by Pilkington in 1833. Cllr Broughton commented that this would be useful.

28 For members to review the Hire of the Chambers Policy document

The clerk had provided members with a copy of the policy document prior to the meeting. The Deputy Clerk highlighted the differences between the current practices and the policy. Cllr Lester stated that policy should always inform procedure but recognised that discrepancies were occurring. It was proposed by Cllr Broughton, seconded by Cllr Sked and **RESOLVED** unanimously to amend the policy to allow email/phone bookings of the Chambers through the Clerks with a courtesy email sent

from the Clerks to the Chairman of the Town Hall and Cemetery committee. An amended policy document will be put to the members at the next meeting.

29 For members to receive an update on the provision of an external electricity supply on the Town Hall

Cllr Lester stated that there were no further developments on this matter but that it should remain as an agenda item and be included in the schedule of works to be undertaken.

30 For members to consider the displays and plaques in the Town Hall foyer

Cllr Redshaw requested that the plaques and pictures within the foyer and up the stairs be taken down and the information stands be replaced with new, more modern stands. It was decided that, as this may cause further damage and unsightliness this be looked into as part of the renovation and improvement work.

Cemetery

31 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 splendid and he was happy with the progress made since the last meeting.

32 For members to consider the digital mapping of the cemetery

The Deputy Clerk had distributed a promotional leaflet on the digital mapping of cemeteries prior to the meeting. Cllr Lester mentioned that this had been the subject of discussion at a previous Town Hall & Cemetery Committee meeting a few years ago and it was resolved to undertake this work, as documented in the minutes of previous meetings. It was proposed by Cllr Lester, seconded by Cllr Broughton and **RESOLVED** unanimously to invite a representative from the technology company to give a presentation on the possibilities and benefits afforded by the digital mapping of the cemetery.

33 For members to consider the security of the access to the cemetery

Cllr Mrs Sked expressed her concern regarding the possibility of unauthorised and illegal access to John Eve Park being possible via the access to the cemetery. Cllr Sked mentioned that previously there had been two bollards which would have deterred access and requested that these be reinstated. Cllr Broughton stated that the driveway to the cemetery was too narrow for caravans to drive down and, at the entrance to the driveway, a considerable difference in the ground levels would also deter attempts of access. Cllr Lester stated that the Council must continue to be vigilant and he was happy that all appropriate measures had been taken to protect Council owned land. However, as the driveway was privately owned, there was nothing further that the Council could do.

34 For members to consider the wording of the cemetery policy and application forms as a means of managing unauthorised items left on the grave

Cllr Lester informed the members that, whilst appreciating the sensitive nature of the issue, the fact was that the cemetery policy was not being adhered to in terms of what was, and what was not, permitted to be displayed and left on the graves and headstones. He informed the members that the policy states that extra items were only allowed for the 3 month period immediately after interment, following which non permitted items could be removed from the graves by the Park Keepers. This enables the efficient maintenance of the cemetery for the benefit of all. The current situation, with an abundance of extra items, is making the Cemetery Keeper's job all the more difficult. It was agreed that steps need to be taken to adhere to the policy. The Councillors recognised how incredibly difficult this would be for the loved ones of the deceased, but agreed that the clerk should sensitively write to the individual grave owners and request that additional items be removed from the graves.

A three month period of grace from the date of the letter would be permitted, following which the Park Keepers use their discretion, and store the additional items in their building. The Clerk informed the members that currently the actual application forms make no reference to the policy and the members agreed to amend the forms to draw attention to the cemetery policy at the point of application. Amended forms would be presented at the next meeting for approval. Cllr Redshaw enquired as to whether, following expiry of the lease, the plaques from the memorial roses were also stored in the Park Keepers shed prior to being returned to the applicant. Cllr Lester stated that yes they were, but he was aware that unfortunately, on occasion, this has not always been the case.

There being no other business Cllr Lester thanked all for attending and the meeting was closed at 7.45pm. The next meeting is scheduled for Wednesday 18th September at 7.30pm in the Market Deeping Town Hall.

Chairman's signature.....

Date.....