

TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 22nd May 2019 in the Town Hall, Market Deeping. Cllr Lester presided over Cllr Miss Collins, Cllr Broughton, Cllr Miss Moran, Cllr Mrs Sked. Cllr Hembrow, the Park Keeper, the Assistant Park Keeper, the Clerk and the Deputy Clerk were also in attendance.

1 Chairman's Welcome

Cllr Lester welcomed the members to the first Town Hall and Cemetery meeting of the new Council.

2 Apologies for absence

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

3 To receive declarations of interest under the Localism Act 2011

There were no declarations of interest made.

4 Minutes from meeting held on Wednesday 17th April 2019

It was proposed by Cllr Lester, seconded by Cllr Miss Moran and **RESOLVED** unanimously that the minutes be signed as a true and accurate record and they were duly signed by Cllr Lester.

5 Clerk's report

The Clerk has entered the Market Deeping Cemetery into the Cemetery of the Year competition under the new Council Category. The Clerk reported that there continues to be a problem with young people gathering in the cemetery and smashed glass bottles. Damage has also been done to the Spinney bench. Cllr Sked requested that all incidences be reported and logged through the 101 service. The Clerk asked whether the Councillors wish to further explore the options for CCTV in the Cemetery and Cllr Moran agreed to enquire once again with SKDC as to the possibility and practicality of linking in with their CCTV system currently in the town.

6 Update on work activity taking place in the cemetery

The Park Keeper reported that things were mostly up to date in the cemetery. Both Park Keepers had been starting work earlier in order to keep on top of the grass cutting and litter picking. However, the Park Keeper's recent annual leave coincided with a spell of wet and warm weather which has meant that growth has been considerable and extra efforts were being made to address this. Cllr Lester commended the Park Keepers on how good and how much improved the cemetery looked but during a recent visit to the cemetery he had noticed a few things that he would like to see attended to. Cllr Lester enquired as to whether the Works Planner was still being used as a way of managing workload. He was informed by the Clerk that as the Park Keepers had been employed for a number of years, the Planner had been withdrawn as the Committee were satisfied that the Park Keepers were fully trained and able to address tasks as necessary. The Park Keepers stated that they were largely aware of the issues raised by Cllr Lester and steps would be taken to address these matters.

7 Correspondence

No	Received from	Date Received	Subject	Committee Response
1	Resident	16/05/2019	Following the committees' refusal to allow reservation of a grave plot for a family member other than a spouse, the resident will submit a request for a bench.	Noted.

2	Resident	30/04/2019	Request for photocopies of graveyard plans	To be permitted subject to the receipt of the appropriate request forms and providing that the Town Councils policies and the legal requirement regarding data protection are adhered to.
3	Resident	22/05/2019	Request to waive the triple fee for the nonresident spouse of a resident to be interred at the same time as the resident.	It was RESOLVED unanimously that if one plot is to be taken and the plot is opened up once only, then the triple charge for the non resident would be reduced to a double charge. If two individual plots are requested then the triple fee for the non resident would be applied.

8 Omega reports: Review of budget/expenditure/income

The Clerk had provided members with a copy of the omega report prior to the meeting. Members were asked if they had any questions. There were none.

9 For Members to consider digital agenda packs

It was proposed by Cllr Broughton and seconded by Cllr Sked and **RESOLVED** that Members would continue to receive paper agenda packs.

10 For Members to consider archiving

Cllr Lester informed the Committee that he had spoken to Cllr Redshaw with regards to the archiving of the Town Council documents. It was considered that the ideal space to house the archived documents would be upstairs adjacent to the Council Chambers. It was proposed by Cllr Broughton, seconded by Cllr Sked and **RESOLVED** unanimously that a dedicated archive be created and that Cllr Redshaw, who has the most experience and knowledge in this matter, be granted this task.

Town Hall

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

The Clerk informed the Committee that South Kesteven District Council is still undergoing a restructuring of their Legal Department and that there has been no further progress to date. Cllr Lester requested that the District Councillors for Market Deeping continue in to push this matter forward.

12 For members to receive information on the proposed Town Hall renovation

Cllr Lester thanked Cllr Moran for the work that had been undertaken so far, and put forward that it was now appropriate to undertake a more wide ranging exercise to gauge the opinions of all Councillors, Committee Chairs and users of the Town Hall. A list of potential changes and a schedule of works could then be drawn up and put before a Working Party to move things forward. Cllr Lester suggested that Councillors channel their ideas through the Clerk's Office. Cllr Collins stated that the

transfer of ownership of the Town Hall would obviously need to be signed and sealed before anything was allowed to happen.

13 For Members to review the fees charged for the hire of the Council Chambers

Cllr Redshaw had asked the Clerks to remind all Councillors that it was necessary to book the Chambers through the Clerks. The Committee **RESOLVED** not to increase the fee for hire of the Chambers, (non Council related, non charitable organisations), but to leave it at £15 per hour or part thereof until it's consideration at the next annual review of charges. The Council's Hire of Chambers Policy document will be reviewed at the next meeting of the Committee.

14 For Members to receive an update on the repair to the ground floor Town Hall window.

The Clerk informed the Committee that Art in Glass had been instructed to carry out the repair, to include the reinforcing bars, and a response was awaited.

15 For Members to consider the provision of an electricity supply to a Saturday Market Stall

Cllr Broughton raised concerns regarding the health and safety implications of allowing the use of a lighting column to supply electricity and was concerned that the Council would be setting a precedent for requests from other stall holders if this was to be allowed to continue. He also questioned how the electricity used would be charged for and how it would be allocated if 2 or 3 stalls wish to use the electricity. Cllr Moran stated that it would be SKDC that paid and the Clerks could take a metre reading on a Friday and a Monday morning to determine the usage. Cllr Broughton stated that market traders would normally bring their own generators if they required a power source and that this should be a requirement. Cllr Lester was also concerned regarding the health and safety matters and also the issue of Council liability in the event of an accident. Cllr Lester stated that no copies of public liability insurance or PAT testing certificates had been received from the trader in question. It was proposed by Cllr Broughton and seconded by Cllr Lester not to allow market traders to use electricity from the lighting column. This motion was rejected. Cllr Hembrow reiterated the concerns regarding Health and Safety. It was proposed by Cllr Lester, seconded by Cllr Collins and **RESOLVED** that the Council make arrangements with South Kesteven District Council and insist that the District Council, as providers of the market, ensure a suitably qualified person is present to connect/disconnect the electricity supply to the market stall.

Cemetery

16 Chairman's Cemetery Report

Cllr Lester, as the new Chairman of the Town Hall and Cemetery Committee, commended the Park Keepers and the Cemetery Keeper on their excellent work in the Cemetery and stated that he considered it to be a fantastic Council asset and hoped that it would continue to be so.

17 For Members to consider whether to allow polycarbonate burial caskets in the cemetery

The Clerk informed the Committee that a local undertaker had enquired as to whether polycarbonate burial caskets would be allowed for use in the Cemetery, but no further information or details had, as yet, been received. Cllr Lester informed the Committee that there were 3 types of use for polycarbonate materials in relation to burials. Due to the absence of further information and their non biodegradable quality it was proposed by Cllr Lester, seconded by Cllr Moran and **RESOLVED** not to allow their use in the Market Deeping Cemetery.

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 17th July at 7.30pm at the Market Deeping Cemetery.

Chairman's signature.....

Date.....