

TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 21st March 2018 at the Town Hall, Market Deeping. Cllr Lester presided over Cllr Mrs Sked, Cllr Miss Moran, Cllr Mrs Redshaw and Cllr Shelton. The park keeper, deputy park keeper and the deputy Clerk were also in attendance.

83. Chairman's Welcome

Cllr Lester welcomed the members to the meeting

84. Apologies for absence

Apologies were received and accepted from Cllr Stephenson.

85. To receive declarations of interest under the Localism Act 2011

There were no declarations of interest made

86. Minutes from meeting held on Wednesday 24th January 2018

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

87. Clerks report on matters arising

The Clerk had issued the members with a report prior to the meeting:

- The clerk and park keepers reported on the meeting with Set in Stone that took place in the cemetery on 8th February regarding loose memorials. The park keepers were satisfied that the correct dowels and fixing materials had been used to secure the headstones Set in Stone had erected. The deputy clerk had copied the installation regulations for future reference. It was concluded that the loose memorials had been erected by another stone mason.
- Jo Elliott had been instructed to complete the outstanding electrical work arising from the NAPIT Electrical Installation Condition Report, and will complete the work at the beginning of April.
- The deputy clerk reported that the photocopier had failed the latest PAT test and an engineer had been called to attend to it.

88. Update on work activity taking place in the cemeteries (Old & New), and to review progress to date of works planner (via a verbal update from the park keeper) and agree next steps if required

The park keeper informed the members that everything was up to date and the tasks on the winter work planner had all been completed. Cllr Lester enquired about stump grinding of the conifer (item 5) that had recently been removed and the park keepers will obtain a quote for the work which can then be submitted to Full Council for approval. The fencing around the skip would also benefit from some gates to fully enclose the skip area. The park keepers felt they were able to make gates but will also obtain a quote for consideration. The park keepers advised that repairs were needed to the large double doors on the shed as the bottom part had rotted. They will purchase a metal plate to place over the worn area to maintain security of the shed. Cllr Lester then asked if there were any questions, and there were none.

Number	Location	Activity	Priority 1. H & S 2. Assist Productivity (Staff) 3. Part of project work (Where Consultation / Engagement has taken place)	Time-scales
			Cemetery	
1	Spinney	Repaint fencing	1&2	Completed
2	New Cemetery	Repaint benches and gates	1&2	Completed
3	New/Old Cemetery	Gravel drive and pathways	1&2	Completed
4	Old Cemetery	Topiary	1&2	Completed
5	New Cemetery	Remove conifer	1&2	Completed
6	Cemetery Driveway	Rake over as required	1&2	Completed
7	New Cemetery	Repair laid down memorial	1&2	Completed
	New Cemetery	Maintain flowerboxes	1&2	Completed

Cllr Miss Moran entered the meeting at 8.10pm.

The park keepers left the meeting at 8.13

89. Correspondence

No	Received from	Date Received	Subject	Action
1	Next of kin	30 th January 2018	Email of thanks to the Council for a service conducted in the Spinney	Noted.

90. Omega reports: Review of performance for 2017/2018 (budget/expenditure/income)

The Deputy Clerk had provided members with the income and expenditure forms prior to the meeting. Members were asked if they had any questions. There were none. The deputy clerk reported that income from burials and cremations had been higher than forecast.

Cemetery

91. Chairman's Cemetery Report

In Cllr Stephenson's absence, Cllr Lester had visited the cemetery and informed the members that it was in very good condition and looking excellent. There were just the points regarding stump grinding, the shed doors, and gates for the skip area above to be auctioned.

92. Update on CCTV in the cemetery

The deputy clerk had previously presented a report to the committee. The committee discussed this and agreed that CCTV was required in the cemetery. However, due to the costs involved they requested that 2 further quotes be obtained. The deputy clerk will contact 2 further companies accordingly.

93. For members to discuss the review of the cemetery policy and the cemetery fee schedule.

The cemetery fee schedule was discussed at some length and it was eventually proposed by Cllr Mrs Sked, seconded by Cllr Miss Moran and **RESOLVED** unanimously to keep the fees at their current rate for 2018/2019.

The cemetery policy was discussed, and it was then proposed by Cllr Miss Moran, seconded by Cllr Mrs Redshaw and **RESOLVED** unanimously to proceed with the current policy for a further year, and set a review date of 12 months.

Town Hall

94. Town Hall: update on the lease

No update received.

95. For members to receive an update on the door lock on the Council Chambers and to consider replacing the toilet door lock

The deputy clerk reported that the park keepers had serviced the lock on the Council Chambers and this was now working correctly so no further action was required. Councillors also agreed that although some keys did not work, no replacement lock was required on the toilet door lock at this time.

96. For members to receive details of possible projectors for the Chambers

The deputy clerk had previously presented a report with details of consultations with 3 suppliers and had received quotes from 2 – one verbal and one written. All providers had agreed that a TV would be cheaper to purchase, generate fewer running costs and would perform more functions than a projector. After much discussion, it was proposed by Cllr Shelton and **RESOLVED** unanimously to proceed with the quote from Deeping Television Video and Audio for a Sony 58 inch LED Smart TV with wall mounting and fitting and set up of Laptop to TV at £1316.98. It will be submitted for approval to the next Full Council.

97. For members to discuss the purchase of a cabinet to store refreshments - Cllr Mrs Redshaw

Cllr Mrs Redshaw advised that she was looking into this and will report back at the next meeting.

There being no other business Cllr Lester thanked all for attending and the meeting was closed at 8.43pm.

The next meeting is scheduled for Wednesday 21st March 2018 at 8pm in the Town Hall, Market Deeping

Chairman's signature.....

Date.....