

TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 23rd May 2018 at the Town Hall, Market Deeping. Cllr Stephenson presided over Cllr Mrs Sked, Cllr Miss Moran, Cllr Mrs Redshaw. The park keeper, deputy park keeper and the deputy Clerk were also in attendance.

1. Chairman's Welcome

Cllr Stephenson welcomed the members to the meeting.

2. Apologies for absence

Apologies were received and accepted from Cllr Broughton 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 21st March 2018

It was proposed by Cllr Mrs Redshaw, 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 Stephenson.

5. Clerks report on matters arising

Agenda item 87 -Jo Elliott had been instructed to complete the outstanding electrical work arising from the NAPIT Electrical Installation Condition Report, and this had now been done. The deputy clerk had again chased Ricoh, regarding the photocopier failing the latest PAT test, to request that an engineer visit.

Agenda item 93 – The Cemetery policy has been updated to reflect no increase in fees for 2018/19. Cllr Stephenson explained that we would normally keep fees lower than other local cemeteries but that we would increase them in line with Peterborough City Council increases and this will be considered in future years. Cllr Mrs Redshaw advised that there is spare space available at Etton cemetery should anyone want to consider this location.

6. 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 most items on the planner were up to date. There are 2 outstanding tasks arising from the last meeting - the fencing around the skip and the repairs to the large double doors on the shed. These will be moved to the winter 2018 planner as there is no immediate urgency. The stump grinding of the conifer has been booked for early June. The Park Keepers advised that the winter pansies are nearing the end of flowering and will be replaced shortly. They will also hire a skip for the paddock waste and put down weed killer in the cemetery. The lamp posts and flower posts will also be repainted in readiness for our entry into the South Kesteven Best Kept Neighbourhood Awards. Cllr Stephenson 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
8	New Cemetery	Maintain flowerboxes	1&2	Completed
9	New Cemetery	Stump grinding Conifer in 5 above	1&2	Arranged for June
10	New Cemetery	Fully enclose fencing around skip	1&2	Moved to Winter Schedule
11	New Cemetery	Repair shed large double doors	1&2	Moved to Winter Schedule

7. Correspondence

No	Received from	Date Received	Subject	Action
1	M G Skip Hire	01/05/2018	Price increase for skip hire	Noted although we generally order skips that are not subject to a price increase

The deputy clerk also advised the Committee that a Legionnaire's test had been carried out on the Town Hall on 22nd May and the results would be submitted in a report.

8. Omega reports: Review of performance for 2018/2019 (budget/expenditure/income)to include consideration of a 5 year budget plan.

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 then asked members to consider if there were any items that would be considered necessary for purchase within the next 5 years. Cllr Stephenson suggested that the Park Keepers consider replacement or devaluation of machinery. Cemetery land for the new housing developments was discussed and the deputy clerk was asked to write to SKDC regarding planned provision. It was agreed that this item would be left on the agenda for the next meeting.

Cemetery

9. Chairman's Cemetery Report

Cllr Stephenson's reported that the cemetery was looking in excellent condition. He had not had time to prepare a report but there were no urgent issues.

10. Update on CCTV in the cemetery

The deputy clerk reported that she had attended a meeting at the cemetery with JC Security and the park keepers and was awaiting a quote. They are meeting with Pro Storm security on 24th May to obtain a third quote.

11. For members to discuss adding an agreed maximum height of plinth into the cemetery policy.

Cllr Stephenson had met with Lorraine from Set In Stone at the cemetery to discuss the height of memorials. The cemetery policy states that they must be no higher than 2 feet 6 inches from the ground level. There had been much discussion with Lorraine regarding this and Cllr Stephenson had measured a number of memorials with her. Cllr Stephenson then proposed, Cllr Miss Moran seconded and it was **RESOLVED** unanimously that the cemetery policy would be altered to state that the maximum height of headstone of 2 feet 6 inches from the ground would be in addition to a maximum plinth height of 5 inches (one plinth only). The deputy clerk will amend the policy accordingly.

12. For members to receive feedback on the Paddock presentation results at the Lincolnshire Environmental Awards 22nd May 2018

Cllr Stephenson, Mrs Stephenson, a volunteer and her husband and the Clerk had attended the presentation to the judges in the morning, with Cllr Stephenson preparing and presenting an 8 minute talk on behalf of the Paddock entry. They had all then returned to attend the awards evening, and Cllr Stephenson was delighted to inform the committee that the Paddock had won their category. The trophy was shown to the committee and it was agreed that Cllr Stephenson would show the slides he had prepared prior to a Full Council meeting so that all council members could see the presentation.

Town Hall

13. Town Hall: update on the lease

No update received.

14. For members to receive a report on the provision of a television for the Chambers

The deputy clerk had obtained 3 quotes for an identical Sony Smart television, to include the fitting of wall mountings and possible wiring to enable an efficient wifi connection. There was much discussion as to which provider to use, and whether any hard wiring would be required or if the existing signal would be sufficient. The deputy clerk was asked to go back to the providers to establish their views on the best way to connect the Sony Smart TV to the wifi in the chambers. Nick Busley from InCtrl, the IT support company had confirmed that the existing laptop would need replacing to include one with an HDMI outlet for this purpose. Nick could provide a refurbished laptop for £165 but the committee felt a new laptop should be purchased that would then last longer. The deputy clerk will update the report with any additional information/costs and it will be presented to the next Full Council for approval.

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

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

There being no other business Cllr Stephenson thanked all for attending and the meeting was closed at 7.57pm.

The next meeting is scheduled for Wednesday 18th July 2018 at 7.30pm at the Cemetery, Market Deeping.

Chairman's signature.....

Date.....