

## TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 24<sup>th</sup> January 2018 at the Town Hall, Market Deeping. Cllr Stephenson presided over Cllr Lester and Cllr Brookes. The park keeper, deputy park keeper and the deputy Clerk were also in attendance.

### **68. Chairman's Welcome**

Cllr Stephenson welcomed the members to the meeting

### **69. Apologies for absence**

Apologies for absence were accepted from Cllr Mrs Redshaw, Cllr Shelton, Cllr Mrs Sked and Cllr Miss Moran.

### **70. To receive declarations of interest under the Localism Act 2011**

There were no declarations of interest made

### **71. Minutes from meeting held on Wednesday 22<sup>nd</sup> November 2017**

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

### **72. Clerks report on matters arising**

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

- The clerk had emailed Set in Stone on 24 November 2017 regarding loose memorials, and Set in Stone had replied that the dowels used were of the required length and quality. They did however offer to come and discuss any remaining issues regarding loose memorials and the deputy clerk was asked to arrange such a meeting at the cemetery.
- The overhanging branches in the Paddock/Spinney area had been cut back.
- The flat memorial had been reinstated by the park keepers.
- The bill for the redecoration of the front of the Town Hall had now been paid.

### **73. 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. The park keepers had spread 16 tonnes of gravel on the cemetery drive and had also replanted the hedge bordering the paddock. The new chipper had been purchased and was working well. Cllr Stephenson 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

#### 74. Correspondence

No	Received from	Date Received	Subject	Action
1	Resident	22 December 2017	Complaint regarding rose bush in cemetery and Clerk's response	Cllr Stephenson complemented the clerk on her sensitive response to the complaint.
2	Next of kin	12 January 2018	Email of thanks to Council for waiving fees.	Noted.

#### 75. 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 there had been 3 scattering, 5 burials, 3 reservations and 1 burial of cremated remains since the last committee meeting.

## Cemetery

### **76. Chairman's Cemetery Report**

Cllr Stephenson informed the members that a lorry had reversed over the path in the cemetery and onto the grass and had caused deep furrows on the grass and damage to the path. Much time had been spent repairing this damage. The railway sleepers had been positioned and the park keepers had inserted posts to keep them in place. The cemetery keeper had painted the posts to match. All were pleased with the new chipper. The Town Hall door had been adjusted and a handle had been attached by the Park Keeper. The movement of the door was now much improved.

8.25 The park keeper and deputy park keeper left the meeting.

### **77. Update on CCTV in the cemetery**

The deputy clerk informed the members that a meeting had been arranged for 1<sup>st</sup> February at the cemetery with a CCTV company to explore available options.

## Town Hall

### **78. Town Hall: update on the lease**

No update received.

### **79. For members to receive the quote for the work arising from the electrical inspection report.**

This was discussed and it was proposed by Cllr Lester, seconded by Cllr Stephenson and **RESOLVED** unanimously to accept the quote from Elliot Electrical Services.

### **80. For members to receive details of possible projectors for the Chambers – Cllr Brookes**

Cllr Brookes felt that a 'short throw' projector would be most suitable for the Chambers, and more cost effective than installing a very large TV screen. Due to the range of possibilities, Cllr Brookes suggested, and all agreed, that we should ask suppliers to visit the Town Hall and provide a quote. The deputy clerk was asked to contact 3 suppliers to provide quotes for consideration. A discussion was also had regarding public access to wifi and the deputy clerk was asked to contact our current IT provider to enquire whether this could be achieved with our existing setup.

### **81. For members to receive information on the hanging baskets for the Town Hall.**

The deputy clerk advised members that plantscape had now reached the final year of their contract and the cost for the 4 baskets outside the Town Hall would remain the same for this year at £120.00. All agreed that in future years the park keepers could manage the hanging baskets to save on costs and to ensure they were in place in good time.

### **82. For members to discuss the purchase of a cabinet to store the refreshments and to decide the next steps**

Members agreed that due to Cllr Mrs Redshaw not being at the meeting, this item would be placed on the next agenda

There being no other business the Chairman thanked all for attending and the meeting which was closed at 8.50pm.

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

**Chairman's signature.....**

**Date.....**