

## TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 22<sup>nd</sup> November 2017 at the Town Hall, Market Deeping. Cllr Stephenson presided over Cllr Lester and Cllr Miss Moran. Cllr Brookes, the park keeper, deputy park keeper and the Clerk were also in attendance.

### 50. Chairman's Welcome

Cllr Stephenson welcomed the members to the meeting

### 51. Apologies for absence

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

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

There were no declarations of interest made

### 53. Minutes from meeting held on Wednesday 20<sup>th</sup> September 2017

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 Stephenson

### 54. Clerks report on matters arising

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

- The relatives for those memorials which were itemized as loose during the topple testing were gradually getting them repaired
- The CCTV and the stair lift in the Town Hall had had the annual service

Cllr Stephenson informed the members that he was concerned about the number of memorials in the new cemetery that were getting loose. It was mentioned that it is the dowel that goes into the memorial that is short and working loose. The Clerk was asked to inform the local memorial masons that this Council did not believe these dowels were fit for purpose and that longer dowels should be used.

### 55. 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. The last cut of the winter had been done and the topiary in the cemetery had been completed. The chipper was coming for a trial period of two days next week and Cllr Stephenson stated that they would then need to decide if they purchased it immediately or wait until the next financial year. Cllr Lester enquired about the painting of the benches and was informed that they were on the winter works planner which the park keepers were now working from. Cllr Stephenson asked if the signs could be removed before the fencing and gates were painted. He then asked if there were any questions, which 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	
2	New Cemetery	Repaint benches and gates	1&2	
3	New/Old Cemetery	Gravel drive and pathways	1&2	
4	Old Cemetery	Topiary	1&2	
5	New Cemetery	Remove conifer	1&2	
6	Cemetery Driveway	Rake over as required	1&2	
7	New Cemetery	Maintain flowerboxes	1&2	

**56. Correspondence**

No correspondence had been received

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

The Clerk had provided the members with the income and expenditure forms prior to the meeting and went through the items. Members were asked if they had any questions. There were none

**58. Precept planning for 2018/2019: For members to discuss any additional items required and to agree the budgets**

Cllr Lester mentioned to the members that since large items of equipment were purchased for the cemetery, it would be wise to precept a certain amount each year for their replacement. It was proposed by Cllr Lester, seconded by Cllr Miss Moran and **RESOLVED** unanimously to put £1,500 in the cemetery budget for equipment replacement. Cllr Lester also mentioned about CCTV in the cemetery and John Eve Field. A discussion took place regarding the antisocial behavior in the cemetery and it was agreed that the Clerk would get a quote for CCTV cameras to be installed in the cemetery and John Eve Field. Cllr Brookes informed the members that it was felt that the projector used in the Town Hall was no longer fit for purpose and suggested that the members look into purchasing a short throw projector. After a discussion, it was proposed by Cllr Lester, seconded by Cllr Stephenson and **RESOLVED** unanimously to put £3,500 in the Town Hall budget for a projector. Cllr Brookes also mentioned that signage may be required in the entrance to the Town Hall and it was agreed to look into this matter.

## Cemetery

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

Cllr Stephenson informed the members that he had agreed to a burial of a Deeping St James resident due to special circumstances. The railway sleepers had been delivered to the paddock. The gap in the fence near the cemetery had been repaired. Members were shown photographs of European cemeteries, so that they could understand why the area by the park keepers shed had been allocated for Sanctums.

### 60. **Update on work required for an overhanging tree in the paddock/spinney**

The Clerk informed the members that the work was still outstanding. The park keeper agreed to chase it up

### 61. **Update on the disposal of the waste grass in the paddock**

The grass had been cleared for this year, but there was still no long term solution.

### 62. **For members to receive a quote to restore a headstone in the new cemetery and to decide on the next steps**

Members had received a quote prior to the meeting and the Clerk explained the reasons as to why the Council would have to deal with this matter. Cllr Stephenson informed the members that although he didn't wish the cemetery to look untidy, he did not want to set a precedent. After a discussion it was proposed by Cllr Lester, seconded by Cllr Miss Moran and **RESOLVED** unanimously that the park keeper would see if the memorial could be stuck back and if not, the memorial mason would be asked to repair it.

### 63. **For members to discuss the antisocial behaviour in the Cemetery and Spinney and to decide the next steps**

This item had been discussed earlier under agenda item 58

8.45pm the park keeper and deputy park keeper left the meeting

## Town Hall

### 64. **Update on the external decorating of the Town Hall**

The Clerk informed the members that the external decorating had been repainted. It was proposed by Cllr Miss Moran, seconded by Cllr Lester and **RESOLVED** unanimously to pay the decorators bill

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

No update received

### 66. **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

### 67. **For members to discuss the Hire of Chambers Fee schedule**

Members had received a draft hire of chambers schedule prior to the meeting. After a discussion, it was proposed by Cllr Miss Moran, seconded by Cllr Stephenson and **RESOLVED**

unanimously to offer the use of the Chambers for free to charity groups and to charge other groups £15 per hour or part thereof. These new fees would come into place from January 2018.

There being no other business the Chairman thanked all for attending and the meeting which was closed at 9.05pm.

The next meeting is scheduled for Wednesday 24<sup>th</sup> January 2017 at 8pm in the Town Hall, Market Deeping

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

**Date.....**