

## TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 16<sup>th</sup> March 2016 at 7.40pm at Market Deeping Town Hall. In the absence of Cllr Stephenson (Chairman) Cllr Lester (Chairman of Market Deeping Town Council) presided over Cllr Brookes, Cllr Mrs Redshaw and Cllr Mrs Sked.

### 1. Chairman's Welcome, Apologies for Absence and Declarations of Interest

Cllr Lester asked members if it was their wish to commence this meeting ahead of the start time, and if any members of the public arrive that the meeting be suspended and reconvened after members had spoken with members of the public. Cllr Brookes objected and stated that the meeting should start at 8pm. Cllr Mrs Redshaw proposed that the meeting commence on the understanding if any members of the public arrive that the meeting be suspended and reconvened, seconded by Cllr Mrs Sked, members voted and resolved by majority vote (1 against) to commence the meeting.

Cllr Lester welcomed members to the meeting. Apologies for Absence were given by Cllr Stephenson and Cllr Fraylich. Members voted and unanimously resolved to accept the apologies. There were no Declarations of Interest.

### 2. Minutes from meeting held on the 27<sup>th</sup> of January 2016

Proposed by Cllr Mrs Redshaw and seconded by Cllr Brookes that the minutes be signed as a true and accurate record. Members voted and resolved by a unanimous vote that the minutes of the meeting held on the 27<sup>th</sup> of January 2016 were a true and correct record, and were duly signed by the Chairman.

### 3. Matters arising

None

### 4. Correspondence

TH&C Correspondence 16 <sup>th</sup> March 2016				
No	Received from	Date Received	Subject	Committee Response
1	Former resident of Market Deeping	01/03/16	Request to be buried in Market Deeping Cemetery	See agenda item 9

### 5. Chairman's Cemetery Report

Cllr Lester informed members of the following which had occurred since the last meeting:

- Two burials, three headstones and/or inscriptions
- The path in the Old Cemetery has been weed killed
- The path from the Old Cemetery to the new Cemetery has been joined up
- Gravel has been put down on the whole of the cemetery driveway
- Grass in the Old Cemetery has been cut once this year
- The railings in the Old Cemetery will be cleared at the bottom of weeds, once Oak Grove path has been completed
- The Laurel tree in the Old Cemetery will be pollarded since in the past drug paraphernalia has been found under it
- Topple testing will be done with the Deputy Clerk once Oak Grove has been completed
- There is one cremated remains grave space left so the Park Keepers will mark out new ones and number the spaces.

Cllr Lester asked the Clerk to report any evidence of anti social behavior to the 101 non emergency police number.

## **6. To review progress to date the expenditure against budgets for 2015/2016 for Town Hall and Cemetery**

The Clerk took members through the latest Omega report which shows income and expenditure until the end of February. The Clerk reminded members that the line item 4165 Hanging Baskets will be adjusted to show the true cost for the Town Hall and that this adjustment will be actioned before the year end.

## **7. Review of progress against the winter works planner, and capture new requirements for the summer works planner.**

Cllr Lester reviewed the planner with members specifically looking at tasks and actions relating to Town Hall and Cemeteries, he said he was very pleased to see the improvement works to date on the path between Oak Grove and the Cemetery. Cllr Lester also said he was pleased to see that the mounds of foliage had also been removed and that the area was looking neat. Cllr Lester suggested that Cllr Stephenson and committee members be involved in new requirements for the summer works planner and this will be an agenda item for the next committee meeting. Members discussed further and the following tasks/actions are to be included into the summer works planner:

- External fencing to hide storage areas in the Cemetery
- Explore the use of a lockable skip to prevent fly tipping
- Laying of new floor in the Town Hall administration office
- Allocation of hours per section of land to ensure that the whole team is covering the whole areas (Amenities and Open Spaces / Town Hall and Cemeteries)

## **8. To discuss any future plans for the town hall and cemetery and to consider a communications plan for consultation/engagement if required, to include the laying of a new floor in the administration office**

The Clerk updated members that work had commenced contacting suppliers with regards to laying a new floor and to obtain quotes. This work is required to improve the working conditions in the administration office due to damp and is part of the maintenance for the building. A discussion also took place regarding the use of a projector to be used in the chambers and it was agreed that the Clerk will investigate costs and report back to the next committee. The Clerk informed members that the electricity trip switch often trips during the working day affecting equipment that requires power. Members discussed and requested that the Clerk contacts an electrician to assess and review the electrics in the Town Hall.

## **9. For members to discuss a letter received on the 1<sup>st</sup> of March 2016 regarding Market Deeping Town Council's Burial Policy for the Cemetery.**

Cllr Lester asked the Clerk to read out the correspondence from a gentleman who has strong links with the town. Members discussed and Cllr Lester remarked that reading the council's Burial Policy that some parts were not clear and members agreed for Cllr Lester to personally speak with Cllr Stephenson (Chair of Town Hall and Cemetery) Cllr Lester will also make contact with the gentleman who wrote the letter. Cllr Lester said that the Town Hall and Cemetery committee would have the final say regarding points raised in the correspondence.

## **10. To discuss whether the council should be registered with the Information Commissioners Office and decide the next steps.**

The Clerk read out a response from the Lincolnshire Association of Local Councils (LALC) who advises councils. After a short discussion the Clerk was instructed to contact LALC with points of clarification, for example is the registration appropriate to the Proper Officer, or and/or councillors and to report back at the next meeting.

## **11. To receive an update on the lease of the Town Hall.**

No update had been received from District council. Cllr Mrs Redshaw gave members a report detailing the historical events surrounding the Town Hall, dating back to 1840 and moving forward into the 20<sup>th</sup> century. Information given by Cllr Mrs Redshaw included the arrangements for the use of the Town Hall in the past and who was involved.

## **12. Update on transferring the Town Hall to the Town Council (Cllr Brookes.)**

Cllr Brookes informed members of a new change in the law which has come in recently to allow the transfer of assets to the community, known as a Community Asset Transfer. A discussion took place and a reference was made to the current situation in Bourne regarding the Town Hall building. Members agreed to monitor the situation in Bourne and for this to remain as an agenda item at the next meeting.

**13. Update on the restoration of the Mayor's/Deputy Mayor's Chains.**

Currently waiting a price from Shotbowl for the re gilding of the chains. Members also discussed the Deputy Mayor's chains to be mounted on black velvet at a cost of £20, proposed by Cllr Mrs Sked, seconded by Cllr Brookes members voted and unanimously resolved to mount the chains.

**14. A request from the Deepings Heritage Group to use the Town Hall Chambers all day on the 10<sup>th</sup> of September 2016, and for members to discuss if there will be charges.**

Cllr Mrs Redshaw asked if members had any objections to the Deepings Heritage Group using the chambers on the 10<sup>th</sup> of September 2016 (Saturday) and that she (Cllr Mrs Redshaw) would open and close the building and enquired with members if there would be any costs. Cllr Brookes stated that he had no objections and said he believed that there was no policy for the hire of the chambers. A short discussion took place and members agreed that a policy is required for the hiring of the chambers. Cllr Mrs Sked proposed, seconded by Cllr Brookes for the Deepings Heritage Group to use the chambers on the 10<sup>th</sup> of September 2016 with no charge. Members voted and passed by majority vote (1 abstention) for the Deepings Heritage Group to use the chambers.

**15. Update on the risk assessments process for the Town Hall and Cemetery**

The Clerk updated members and informed them that risk assessments had been conducted for:

- Town Hall
- Old Cemetery
- New Cemetery

There being no other business the meeting closed at 8.50pm. The next meeting was scheduled for Wednesday 25<sup>th</sup> May 2016 at 8pm to be held in the Town Hall, Market Deeping.