

## TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 27<sup>th</sup> January 2016 at 8.00 pm at Market Deeping Town Hall. The Chair, Cllr Stephenson, presided over Cllrs Lester, Cllr Brookes, Cllr Fraylich, Cllr Mrs Redshaw and Mrs Sked.

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

Cllr Stephenson welcomed all to the meeting. There were no apologies for absence or declarations of interest.

### 2. Minutes from meeting held 25<sup>th</sup> November 2015

Members resolved by unanimous vote that the minutes of the meeting held on 25<sup>th</sup> November 2015 were a true and correct record. It was proposed by Cllr Lester and seconded by Cllr Mrs Redshaw that they be signed accordingly.

### 3. Matters arising

The fire proof box had been purchased and was in use in the office

### 4. Correspondence

TH&C Correspondence 27 <sup>th</sup> January 2016				
No	Received from	Date Received	Subject	Committee Response
1	Resident	8/12/15	Request to reserve a plot from non MD resident who lived in MD for many years	Cllr Stephenson went through the cemetery rules and reasons why they have been set. It was proposed by Cllr Stephenson, seconded by Cllr Fraylich and all agreed that the clerk would write to the resident explaining the reasons for the rules and that internment of ashes would be available but no reservations allowed

### 5. Chairman's Cemetery Report

The display board for the paddock has now been installed after being in the shed for a while. It was installed by Cllr Stephenson with the help of his volunteers. Some information had been placed inside it and Cllr Stephenson asked Cllr Mrs Redshaw if she would be able to write an article on the history of the paddock, which she agreed to do. Cllr Stephenson hoped that the display would be changed regularly. The dog signs needed replacing since they had been creosoted over and Cllr Stephenson showed the committee an example of a poster which he would also like to be changed regularly. Cllr Lester asked if the heading could be a little larger.

Cllr Stephenson had been asked by Cllr Broughton about a tree stump in the Spinney. He wanted to remove it and then fill the hole with soil. After a discussion it was decided that the trunk should be kept as a feature in the Spinney to help wildlife. £200 worth of plants had been planted in the paddock and there was now one foot of water in the pond. Cllr Stephenson will remove some of the nettles from near the pond. Ivy had been removed from two of the trees.

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

The clerk went through the budgets explaining where there was evidence of overspend. Many of these items had either been posted incorrectly or there had been no budget set in the financial year 2015/2016. Budgets have been set for these items in 2016/2017 financial year. Cllr Stephenson enquired about the cost of the skip and Cllr Brookes asked which items were placed in the skip. Cllr Stephenson explained that most of the rubbish was from AOS.

8.30pm Cllr Fraylich left the meeting

Cllr Mrs Sked mentioned the heating in the administration office and that the stone floor made it cold. After a discussion it was agreed that the clerk would get some quotes for a floating floor with timber flooring and return them to the next meeting

## **7. Review of progress against winters work planner**

No's. 11-13 on the works planner were discussed since they affected the cemetery. A local resident was mentioned and Cllr Stephenson updated Cllr Brookes on the work that is done on the cemetery drive with this resident. Cllr Brookes thanked him for the information. Cllr Stephenson thanked the park keepers for their help in the paddock when the volunteers were working. The material for the hedge laying in the paddock would soon be delivered and currently there had been a car using the cemetery parking spaces. This belonged to a local resident having work done to their property so it was agreed that Cllr Stephenson would visit the resident to let them know that access would be required to the paddock for this delivery and it could be anytime.

## **8. To discuss any future plans for the town hall and cemetery and to consider a communications plan for consultation/engagement if required**

It was agreed that the committee would bear in mind any work that may need doing could need to be consulted with the public

## **9. For the committee to agree who will write some articles for a newsletter and on which subject (town hall and cemetery)**

Cllr Lester proposed, Cllr Stephenson seconded and all agreed that Cllr Stephenson would write some articles on the cemetery and the walks that are on the website. Cllr Mrs Redshaw was asked to write an article on the library opening

## **10. To inform the committee re damp area in administration office and decide next steps**

The committee was informed about the damp area and Cllr Lester said that he believed it to be due to water rising from the ground. If a floating floor was installed then a membrane could be put in. It was agreed by Cllr Mrs Redshaw, seconded by Cllr Brookes that Cllr Lester would inform the clerk of the type of floor required and she would arrange quotes.

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

No update had been received

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

Cllr Brookes gave an update. He had looked at previous minutes and found that a decision had been made by the council in the past to enquire about the community asset scheme but no information had been received. Cllr Stephenson felt that if the council enquired too much then they may lose the use of the Town Hall. At present Bourne Town Hall is under consultation to discuss its future and Cllr Brookes was asked to check on the develop of that. It was agreed to keep this item on the agenda.

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

The clerk had made enquiries with Shotbowl and was waiting for the chains to be brought into the office so that they can be taken to see if they can be repaired

## **14. Update on the asset register**

The paintings in the chambers had been valued and the clerk was waiting for the report. The clerks had a list of items which would be added to the asset register

## **15. Update on the risk assessments process for the town hall and cemetery**

The risk assessment for the town hall has been completed and the clerk agreed to have the cemetery risk assessment completed by the next meeting

There being no other business the meeting closed at 9.05pm. The next meeting was scheduled for Wednesday 16<sup>th</sup> March at 8pm to be held in the Town Hall, Market Deeping.