

## TOWN HALL AND CEMETERY COMMITTEE

Minutes of a meeting of Market Deeping Town Council's Town Hall and Cemetery committee held on Wednesday 25<sup>th</sup> November 2015 at 8.10 pm at Market Deeping Town Hall. The Chair, Cllr Stephenson, presided over Cllrs Lester, Cllr Fraylich, Cllr Mrs Redshaw and Mrs Sked. It was proposed by Cllr Lester, seconded by Cllr Mrs Sked that Cllr Brookes be co-opted onto the committee.

### **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 23<sup>rd</sup> September 2015**

Members resolved by unanimous vote that the minutes of the meeting held on 23<sup>rd</sup> September 2015 were a true and correct record, and the minutes were signed accordingly.

### **3. Matters arising**

Cllr Stephenson mentioned that in agenda item 12 it had been ratified at full council to purchase 2 lawnmowers for the cemetery. It was agreed that since there were available funds that they should be purchased this financial year.

### **4. Correspondence**

None

### **5. Chairman's Report – including arrangements for mapping of cremated remains spaces**

Cllr Stephenson informed the committee that over the last few weeks he had been burning the wood behind the parkkeepers shed and most of it had now been done. Since the high winds last week many more branches had been added to the pile and now needed to be burnt. A tree in the Spinney had come down and the park keeper will cut it up. This had made more light in the area. The leaves had been an issue and had been collected but it would be preferred that they were allowed to mulch down and then placed on the Spinney as mulch. The compost bins needed to be turned up the right way, but they were not working well since the wrong items were being placed in them. Cllr J Sked suggested that signs were placed on them stating the items that could be put in them. The mapping of the new cemetery plots had been done and Cllr Stephenson agreed to work with the park keeper to get them marked out.

### **6. To discuss the budgets (2015/16) and year to date results**

The clerk went through the budgets for 2015/2016 for the Town Hall and after a discussion it was felt that where there had been expenses for the last two years with no budget that a budget should be included. Emergency repairs had always come out of reserves but since there had been no external repairs to the Town Hall in the last few years it was agreed that the building maintenance budget for 2016/2017 should be increased to £2000 and repairs /running costs for the same period should be increased to £500. This was proposed by Cllr Lester, seconded by Cllr Fraylich and unanimously agreed. Cllr Fraylich also proposed that if there were to be costs put beside supplies/materials and equipment then these should be given a budget for 2016/2017 of £136 and £100 respectively. The clerk would check to see if these items had been allocated incorrectly and allocate the budget if required. This was seconded by Cllr Mrs Redshaw and unanimously agreed. It was proposed by Cllr Lester to accept the Town Hall budget for 2016/2017, seconded by Cllr Mrs Redshaw and unanimously agreed.

The clerk went through the budgets for 2015/2016 for the Cemetery. After a discussion it was felt that the salary budget for 2016/2017 should be kept at £11775 so that the hours worked in the cemetery could be allocated accordingly. Cllr Lester proposed, Cllr Mrs Sked seconded and all agreed that the additional salary that had been allocated to the AOS budget should be removed and placed back onto the cemetery budget so that it was equal to 2015/2016 budget. Cllr Fraylich proposed, Cllr Brookes seconded and all agreed that the Cemetery budget for 2016/2017 should be accepted.

#### **7. Review of Cemetery grounds work planner**

Members agreed to consider the cemetery grounds work planner, review it with the parkkeeper and to return to the next meeting with tasks that need completing.

#### **8. Fire proof safe/locker: For members to discuss and agree to budget for a fire proof safe /locker as part of the councils disaster recovery programme.**

After a discussion it was agreed to purchase a fireproof box from Screwfix for £49.99

#### **9. To consider a request from the Credit Union to use the Chambers once a week**

After a discussion it was proposed by Cllr Mrs Sked , seconded by Cllr Lester and unanimously agreed that the Credit Union should be allowed to use the Chambers once a week on a trial basis on condition that it is not previously booked and it is at a time that the clerks are available in the Town Hall.

#### **10. Consideration to apply to LCC Archive to search records for Town Hall**

Cllr Mrs Redshaw explained the history of the Town Hall. Land had been given in 1824 to build a justice room. The Hall had been built in 1840 but in 1848 it was handed over to Kesteven County Council. In 1897 Squire Holland wrote on behalf of the council to request to buy the Town Hall. Over the years there have been a number of requests to purchase the building but they had been turned down. The Town Hall belongs to SKDC since in the past when the parish was offered the chance to buy it they were unable so it was passed to the District Council. The committee considered either transferring the property to the Town Council or registering it as a community asset. Cllr Brookes informed the committee that he believed that it may be possible to transfer the building to this council. Cllr Stephenson asked Cllr Brookes if he would look into this and report back to the next committee meeting, to which he agreed.

#### **11. To discuss the restoration of the Mayor's/Deputy Mayor's Chains**

Cllr Lester informed the committee that the ceremonial chains are tarnished and need some repair work. The consort chain had recently broken and temporarily been repaired. After a discussion it was agreed to enquire at Shotbowl and the company who made the chains to see if they can polish and repair them without taking the backing off and if so to get a quote.

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

No update had been received

#### **13. To consider the Asset register and check that this is up to date.**

Cllr Stephenson informed the committee that the paintings in the Town Hall were going to be valued for the register and that the clerks were continuing with the update.

#### **14. For members to agree the risk assessment process for the town hall and cemetery and agree next steps.**

The parkkeeper and clerks were gradually getting this completed.

#### **15. Precept planning for 2016/17. For members to agree the budgets and to discuss whether to include the cost of two lawn movers and a laptop, replacement defibrillator supplies, plus any additional costs for the cemetery.**

This had been discussed in agenda item 6. The named items had been discussed at the previous committee meeting and agreed at full council to be added to the budget.

#### **16. Personnel matters: consideration to go into closed session.**

There were no personnel matters

There being no other business the meeting closed at 9.15pm. The next meeting was scheduled for Wednesday 27<sup>th</sup> January 2016 at 8pm to be held in the Town Hall, Market Deeping.