

CEMETERY COMMITTEE

Local Government Act 1972 section 101

Committee members:

Cllr Stewart Committee Chairman Cllr Baker Cllr Pearce

Cllr Truelove Cllr Whittaker Cllr Wilson Cllr Janney

Minutes of a Cemetery Committee meeting of Epworth Town Council held on **Tuesday February 12th 2019 at 7pm at Cemetery Lodge.**

The following paragraphs were taken as read:

This Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded.

Public Participation session: Residents are invited to give their views and question the Town Council on issues on this agenda or, issues for future consideration. **(Members of the public are reminded that each presentation should take no more than three minutes).**

1. **To record** the names of members present. Cllr Stewart Committee Chairman; Cllrs Baker, Janney, Truelove, Whittaker & Wilson.
The clerk C Maguire was in attendance.
2. **Apologies** for absence were received from Cllr Pearce.
3. **To receive** declarations of interest (*existence and nature with regard to items on the Agenda Localism Act 2011*). Cllr Stewart personal interest item 6, topsoil.
4. **To receive notification of dispensations** approved by the clerk with reference to items on the agenda (*Code of Conduct and Localism 2011*). None requested.
5. **Provision of new storage facilities** (to receive information on prices from the clerk and resolve next step): points noted: new 8 x 12 “centurion” multiple lock container £1400.00 delivered. Clerk provided with details of company to contact. Query new or second-hand; requirement for screening; Cllrs to measure existing shed NOTE: has asbestos roof clerk to obtain price for removing.
6. **Purchase of top soil:** to discuss possible suppliers and resolve purchase. Points noted: Cllr Stewart can supply top soil (with some stone) FOC delivery £35.00: clerk to contact alternative providers.
7. **Chapel of Rest refurbishment** – to discuss final requirements prior to arrangements for open day:
2 lampshades required (Cllr Janney to source).
Door “sticking” badly – joiner required to shave edge and provide new door handle on inside.
Windows inside need cleaning – clerk to organise.
Joiner to box in electrics
Carpet lifting – clerk to ask contractor back to re-stick
Door mat required (to full council)
Risk Assessment: fire extinguishers; Emergency lighting (clerk to enquire with current provider of fire safety equipment and JR Cockin re electrics);
Additional luminous safety signage – plug in versions?
Torch required (clerk to obtain)
Cleaning – to be arranged when required.
Pictures – committee felt to be inappropriate
Flowers – on order from Gravels
Screens to be left as they are – fire retardant paint
Light bulbs – clerk to check with electricians

- 8. Memorial Inspections** – to resolve procedures, date for inspection, draft of letter (where required) and any other necessary arrangements.
Policy required – lay down or stake memorials? Risk management.
Ministry of Justice guidance
Decision on whether to lay down or stake should be taken by the professional opinion of the persons carrying out the safety inspection; either safe to stake or lay down. **RESOLVED** to full council
Clerk to look at pro forma notices and letters on web-site for Wyre Valley Town Council
- 9. To receive the current Risk Assessment** document in relation to the Cemetery for discussion and amendment:
Points noted:
PAT testing certified not qualified electrician
ADD smoke alarms (installed) required for Chapel of Rest
Lone working policy – Personnel Committee item
A161 access risk – notice obtained Mr Fotherby to install
Emergency access; by key and access code
2nd floor access – change to “all upper floors”
Drug paraphernalia Remove “to children”
Snow & Ice “at own risk” clerk to make all amendments to form and represent to committee.
- 10. Silent Soldier:** to resolve “exact” position and instruct clerk to arrange base and fitting. Councillors to check site, small concrete base required, clerk to ask Mr Fotherby.
- 11. Council structure discussion paper:** committee discussion prior to item going to full council
Committee **RESOLVED** decision to be looked at by New Council not comfortable making decision now.
- 12. To resolve** items for facebook. Soldier (when ready)
- 13. To record** the closure of the meeting at 8.10pm

cm 19.02.19