



**BARRY TOWN COUNCIL  
CYNGOR TREF Y BARRI**

**PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE TO BE HELD REMOTELY ON MONDAY 17 JANUARY 2022 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.**

**From 1 May 2021 The Local Government and Elections (Wales) Act 2021** makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

Yours faithfully

Mark Sims  
Deputy Chief Officer

**AGENDA**

- 1. Apologies for absence**
- 2. To receive declarations of interest under the Council's Code of Conduct**  
(Note Members seeking advice on this item are requested to contact the Monitoring Officer at least 72 hours before the meeting)

To Note: Councillor Johnson has been granted Dispensation to allow him to speak and vote on future matters appertaining to any community facilities owned or run by Barry Town Council, by virtue that he is a Vale

of Glamorgan Council Trustee for the Alexandra Gardens Community Association.

3. **Well-being of Future Generations (Wales) Act 2015** (To note)

*Halls, Cemeteries and Community Facilities members will note that this Act sets out the requirement for a public body to act in a manner which seeks to ensure **that the needs of the present are met without compromising the ability of future generations to meet their own needs.***

*In order to act in that manner, a public body must take account of the following things:*

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;*
- (b) the need to take an integrated approach, by considering how—*
  - i. the body's well-being objectives may impact upon each of the well-being goals;*
  - ii. the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;*
- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;*
- (d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;*
- (e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.*

4. **To approve the minutes of the meeting of the Halls, Cemeteries & Community Facilities Committee held on 8 November 2021**  
(Pages 480-492)

5. **Budget Monitoring Report to 31 December 2021** (Pages 493-495)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

6. **Projects & Achievements 2017-2022** (Pages 496-499)

7. **Facilities update** (Pages 500-501)

8. **Transfer of Exclusive Right of Burial (1284-1300 inclusive)**

That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered **1284-1300** inclusive, granting the Transfer of Exclusive Right of Burial to those named on each transfer request.

9. **Grants of Exclusive Right of Burial (13846-13855 inclusive)**

That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Deeds of Exclusive Right of Burial numbered **13846-13855** inclusive, granting the Exclusive Right of Burial to those named on the interment form.

10. **Date of Next Meeting**

The next meeting of the Halls, Cemeteries and Community Facilities Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 17 May 2022.

11. **Exclusion of Press and Public**

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting

12. **Fencing** (Pages 502-505)

13. **Honey** (Pages 506-510)

14. **Merthyr Dyfan Cemetery** (Pages 511-518)

15. **Porthkerry** (Page 519)

16. **Barry Sea Cadets** (Pages 520-521)

17. **EPC Surveys** (Pages 522-530)

## **Distribution**

Email notification of electronic papers to all Barry Town Councillors (22). A full copy of the agenda and papers for this meeting (with the exception of confidential items) will be available at the Town Council Offices and at Barry Library for inspection; electronic copies to Barry & District News

**This document is available in large print and other formats upon request/Cewch y ddogfen hon mewn pring bras a ffor matiau eraill drwy holi.**

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 8 NOVEMBER 2021, AT 7:00 PM**

**PRESENT:** Councillor N Hodges (Chairperson), together with Councillors Aviet, Clarke, Nugent-Finn, Richardson (arrived at 19:24) and Johnson.

**ALSO PRESENT:** Mark Sims – Deputy Chief Officer  
Beth Hillier – Sustainable Barry Project Officer  
Hannah Linton – Trainee Administrator  
Councillor S Hodges – Observer

The Chair advised that agenda item 6 would be discussed after agenda item 16 Future Projects 2022-23.

A 315. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Rowlands.

A 316. **DECLARATIONS OF INTEREST**

A declaration was received from Councillor Johnson for agenda item 8 due to being a member of the by virtue that he is a Vale of Glamorgan Council Trustee for the Alexandra Gardens Community Association.

A 317. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

**RESOLVED** that the Well-being of Future Generations (Wales) Act 2015 be received and noted.

A 318. **TO APPROVE THE MINUTES OF A MEETING OF HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 6 SEPTEMBER 2021**

Councillor Richardson noted on page 409 that an additional sentence to be added to her comment, that being 'could be deemed responsible in the event of any incident that occurred on the premises as we are the building's owners, and subsequently we could be subjected to negative press.'

**RESOLVED:**

- 1) That the minutes be amended to include the additional sentence on Councillor Richardson's comment on page 409.
- 2) That the minutes of the meeting of Halls, Cemeteries and Community Facilities Committee held on 6 September 2021 be approved and signed as a correct record once amendment had been made.

A 319.

**BUDGET MONITORING REPORT SEPTMEBER 2021**

A report was provided to members with the Committee's income and expenditure in the 2021/22 financial year as at the end of September 2021.

**RESOLVED that the Budget Monitoring Report for September 2021/22 be received and noted.**

A 320.

**CEMETERY FEES AND CHARGES 2022/23**

The Deputy Chief Officer provided the report to request that members give consideration to, and review the Cemetery fees and charges for the financial year, 1 April 2022 to March 2023. The Council's decision with regards to Porthkerry Cemetery would be forwarded to the Vale of Glamorgan Council to advise them of the proposed increase for the Cabinet's consideration. He also noted that the percentages would be increasing and the costing should match and suggested a 3% or 5% increase.

Councillor Johnson noted he would be happy to increase the Cemetery fees by 3% in line with inflation.

Councillors Clarke and Nugent-Finn seconded the suggestion of a 3% rise.

The Chair queried the Columbarium's 20-year lease and noted the burial plot lease is 70 years, he noted that increasing the lease years may encourage people to use the Columbarium and to move away from the 20-year lease in the future.

The Deputy Chief Officer suggested that Council look into other Cemetery facilities across the UK with similar cremated remain structures to see what the lease years are.

Councillor Johnson agreed with the Deputy Chief Officer and noted that the short lease on the Columbarium may be the reason behind the small amount of interments into the structure. He also suggested that a report be provided to a future meeting of the next Halls, Cemeteries and Community Facilities Committee.

The Chair recommended suggesting the same increase of 3% to the Vale of Glamorgan Council for the Porthkerry Cemetery fees and charges 2022/23.

Councillor Johnson agreed with the suggestion of a 3% increase for Porthkerry Cemetery and noted a wider discussion was needed with the Vale of Glamorgan Council over future burials.

The Deputy Chief Officer stated that the improvement fee is only included in the increased price for Merthyr Dyfan Cemetery.

Councillor Johnson commented that Barry Town Council manage Porthkerry Cemetery and the Vale of Glamorgan Council as owners could also look into an improvement fee moving forward.

**RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that an increase of 3.0% be made to the cemetery interment fees, exclusive rights of burial fees and memorial fees with NO increase to the other burial fees e.g. Babies Memorial Garden plaques, Garden of Remembrance plaques and Octagonal Planter plaques, Sanctum Panorama Columbaria, searches, duplicate deeds, transfer deeds, use of chapel etc.**

**RESOLVED:**

- 1) That the Vale of Glamorgan Council is advised of the proposed increase in the Porthkerry Cemetery fees and in particular the increase in the excavation charges (the excavation charge is a non-negotiable charge).
- 2) The Facilities and Cemeteries Manager be requested to investigate with other cemeteries and provide a report on costings relating to the Columbarium Sanctum Panorama to a future meeting of the Committee.

A 321.

**PIONEER HALL & CEMETERY APPROACH COMMUNITY CENTRE CHARGES 2022/23**

The purpose of the report was to request members give consideration to, and review the hire charges at, the Pioneer Hall and the Cemetery Approach Community Centre for the financial year, 1 April 2022 to March 2023.

The Chair agreed with the proposal of no increase to the fees for the hire of the Pioneer Hall and the Cemetery Approach Community Centre.

Councillor Clarke and Nugent-Finn agreed with no increase to the fees.

**RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that no increase be made to the prices at the Pioneer Hall and the Cemetery Approach Community Centre thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children's Party package to £60.**

A 322.

**MERTHYR DYFAN CEMETERY – ENVIRONMENTAL IMPACT AND SUSTAINABILITY PROJECT REPORT**

The purpose of this report was to provide information to members regarding the current processes and biodiversity of Merthyr Dyfan Cemetery and recommend areas for development and potential future projects.

The Sustainable Barry Project Officer noted that the report took a holistic view and stated how the Town Council can manage resources and events at Merthyr Dyfan Cemetery. She continued to illustrate the suggestions within the report for the future of Merthyr Dyfan Cemetery and the long term view of what Merthyr Dyfan Cemetery could provide to Barry in regards to its biodiversity. The Sustainable Barry Project Officer stated that any suggestions can be noted in a report for recommendations going forward and suggested herself, that the Cemetery could provide a biodiversity champion within the team members.

Councillor Clarke queried whether a report could be completed to include comparisons over the last 15 years on the Merthyr Dyfan Cemeteries biodiversity, which can show whether it has become better, worse or stayed the same. He also stated that a report such as this can provide information regarding what biodiversity is no longer at the cemetery which can now be replaced in the future.

The Sustainable Project Officer noted that the current biodiversity survey did not have a clear representation on what Merthyr Dyfan Cemetery's biodiversity currently stands, the report was completed over one site visit and noted, for a clear representation the site visit would consist over a few days across all areas of the Cemetery.

Councillor Clarke questioned the Sustainable Barry Project Officer on what she thought would be best suggestion for a quick non-expensive option to go ahead with currently/straight away.

The Sustainable Barry Project Officer noted that reptiles and amphibians in regards to the rock pool would be a quick and non-expensive option which would create a new habitat in the wet area which helps the Cemeteries biodiversity. She noted that the Cemetery could utilise the rock material that had been dug up for burial plots for the rock pool base with the sheeting material being inexpensive to purchase.

Councillor Clarke suggested it was important to look into when it would be best for different animals/species and create a calendar of when works in different areas should be completed.

The Sustainable Project Officer agreed with Councillor Clarke's suggestion of a calendar which indicates the best time of year for what animals/species.

Councillor Johnson stated that the report provided was good and interesting and agreed with Councillor Clarke's suggestion. He noted that the budget would need to be looked at and could work together with Sustainable Barry Working Party in collaboration as this would help different projects and funding. Councillor Johnson also noted that the Sustainable Barry Project Officer can contact different Nature Partnerships for help with creating a timetable and costings for different projects.

The Chair continued to note that in 25-30 years, Merthyr Dyfan Cemetery may no longer be a working Cemetery. With that, he also stated that he visited a closed/full Cemetery which continued now as a Cemetery 'Park' that volunteers and organisations maintain without disturbing the headstones. The Chair suggested a plan to be produced for Merthyr Dyfan Cemetery to continue once closed/full to remain a Cemetery Park, so that the land won't be disturbed and built on. He also pointed out the suggestion in the report of Solar Panels, and noted that it was a great idea but would have to be utilised and not take over areas within Merthyr Dyfan Cemetery.

Councillor Johnson concurred and suggested obtaining costings and timescales for the potential Solar Panel project.

The Deputy Chief Officer suggested contacting Lapitar to create a report on costings and viability within the Cemetery and the existing structure.

The Chair noted that there were no headings under the budget report for this type of project.

Councillor Johnson suggested placing a bid to the Finance, Policy and General Purpose Committee for this project and noted that the Committee had time to put the request forward without rushing decisions.

Councillor Nugent-Finn stated that there would surely be funding available for a Solar Panel project and noted she would be happy to look into funding options for this project.

**RESOLVED:**

- 1) That the Sustainable Barry Project Officer create a biodiversity action plan as to when projects would be best to complete with costings for the projects; Rock Pool, Bee Bank, Solar Panels and Recycling Bins, and report to the next Halls, Cemeteries and Community Facilities Committee on 17 January 2022.**
- 2) That Councillor Nugent-Finn look into funding options for the Solar Panel project.**

A 323. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1266-1283 INCLUSIVE)**

**RESOLVED** that the Transfer of Exclusive Right of Burial (1266-1283 inclusive) were granted to those named on each transfer request.

A 324. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13827-13845 INCLUSIVE)**

**RESOLVED** that the Grants of Exclusive Right of Burial (13827-13845 inclusive) were granted to those named on the interment forms.

A 325. **DATE OF NEXT MEETING**

**RESOLVED** that the next meeting of Halls, Cemeteries & Community Facilities Committee is scheduled for 17 January 2022 at 7pm.

A 326. **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

A 327. **CEMETERY FENCING**

A report was provided to members of the Halls, Cemeteries & Community Facilities Committee with an update as to the complaint from the resident at St. Teilo Avenue.

The Chair began the discussion by noting a number of the members and Council Team had a site visit and viewed the improvements that had already happened at the site. He also highlighted that the report obtained the costings to remove the external fencing to be replaced.

Councillor Johnson suggesting asking the Ward Councillors their opinion on this matter.

The Chair concurred and suggested recommending to defer the decision for local members to make their opinion known.

**RESOLVED** that the decision on the Cemetery Fencing be deferred for the Ward Members to make their opinions known on this matter.

A 328.

### **HERITAGE NOTICE BOARD**

The chair noted that two boards were provided in the report, one being the timeline board and the other being the plaque to honour Jimmy Wilde, the 5<sup>th</sup> famous plaque board to be erected in Merthyr Dyfan Cemetery. He noted a few corrections on the boards need amending but agree with the quotes provided on the boards.

Councillor Johnson offered to proof read the Welsh translations on both the timeline board and Jimmy Wilde's plaque.

The Chair concurred and noted that Hook Signs seemed to be the best option for creating the boards, he continued to query whether the discount for plaques on the report could be added to future plaque that will inevitably be needed.

The Deputy Chief Officer stated that Hook Signs usually ordered in the plaques for our famous notice boards, and noted that the Committee might be able to have the plaques ordered in bulk before printing to obtain the discount provided on the report.

The Chair agreed that the plaque boards should be ordered in bulk for future use if possible, and also request about the repair costs for the boards.

#### **RESOLVED:**

- 1) That the Committee agreed to order plaques from Hook Signs and enquire whether they can be ordered in bulk and stored.**
- 2) That the Committee enquire the costings for repairs from Hook Signs.**

A 329.

### **FUTURE PROJECTS 2022-23**

#### **1) Kubota's**

The report was provided to members of the Halls, Cemeteries & Community Facilities Committee with proposals of projects to be considered in respect of the Cemeteries and Halls plans for 2022 – 2023.

The Deputy Chief Officer noted that the Kubota's had become more expensive to keep repairing with the ages ranging from 7 years to 16 years old, and queried whether the members wanted to agree to replace all 3 Kubota's at once or separately.

The Chair noted that the Halls, Cemeteries & Community Facilities Committee had only £21,000 in the Plant and Machinery Reserve and the total cost to have the 3 Kubota's replaced would be £25,000. He

suggested having the 3 Kubota's replaced and use most of the Plant and Machinery Reserve to help towards the cost and request £10,000 'new money' in the draft budget 2022/23.

The Deputy Chief Officer suggested replacing the oldest 16-year old Kubota now and consider replacing the second in 2024/5, this would leave a year in between the cost of the replacements. He noted that this would leave the reserves intact for other machinery replacement/repairs.

Councillor Johnson agreed to replacing the oldest Kubota using the Reserve and Recommend this to the Finance, Policy and General Purposes Committee. He also noted the need for a management plan for the assessment of Cemetery machinery for the Facilities and Cemeteries manager to complete, then to have an agreement in place to replace the next oldest Kubota in 2024/5.

**RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that an amount of £9,200 be released from the Plant and Machinery Reserve this financial year to purchase a Kubota G2160 Ride on Mower to replace the oldest Kubota ride on mower being part exchanged.**

**RESOLVED: That the Facilities and Cemeteries Manager undertake a comprehensive assessment of all cemetery equipment and produce a 10 Year Cemetery Equipment Replacement Plan to be submitted to a future meeting of the Committee for consideration and agreement to include replacing the other Kubota's in 2024/25 and 2026/27.**

## **2) Cemetery Roads and Paths Improvements**

The Chair noted that more areas of roads and paths around Merthyr Dyfan Cemetery needed improvements, with more funding needed to complete the improvements.

Councillor Johnson noted that included in the 2022/23 draft budget for Cemetery Roads Improvements was currently £20,000 and would need to be increased to £22,500.

The Chair agreed with the increase to £22,500 and that it be recommended to the Finance, Policy and General Purposes Committee.

**RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that the Special Projects/Cemetery Roads Improvements expenditure budget for 2022/23 be increased from £20,000 to £22,500.**

### 3) Bench Programme

The Chair stated that the current budget for the programme was £2,000 and suggested to the Committee of increasing the budget to £4,000 to help replace and create and accelerate the production of new benches.

**RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that the Special Projects/Cemetery Benches expenditure budget for 2022/23 be increased from £2,000 to £4,000.**

### 4) Chapel

The Chair noted that the costings needed to be confirmed for the inspection of the Chapel, which proved hard to make a decision on the recommendation from the report.

The Deputy Chief Officer suggested to members deferring the decision until the next Halls, Cemeteries & Community Facilities Committee meeting on Monday 17 January 2022 when costings have been obtained.

Councillor Johnson agreed that waiting for the costings for the inspection as it would provide a better idea of the amount to request in future budgets.

**RESOLVED that the decision on the Chapel inspection be deferred until costings are obtained for the next Halls, Cemeteries & Community Facilities Committee being held on 17 January 2022.**

A 330.

### **DRAFT HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE ESTIMATES FOR 2022/23**

Members were provided with the draft estimates for 2022/23.

Councillor Johnson noted the difference in the salaries for the Cemetery compared to the previous year 2020/21, also noted the salaries for the Cemetery Approach Community Centre had decreased from the previous year.

The Deputy Chief Officer explained that the difference between to the increase and decrease was that the position of Gardener was originally inputted with the budget for Cemetery Approach Community Centre, when in fact the Gardener worked more with the Cemetery and made more sense to incorporate the Gardener salary with the Cemetery budget.

Councillor Johnson asked for a note to be added to the report to explain the reasoning's behind the differences in budgets.

The Deputy Chief Officer ensured he would include a note to present to the Finance, Policy and General Purposes Committee.

**RECOMMENDED: To the Finance, Policy and General Purposes Committee meeting being held on 22 November 2021 as confirmation of the Halls, Cemeteries & Community Facilities Committee requirements for the 2022/2023 financial year.**

**RESOLVED that the Deputy Chief Officer include a note regarding the adjustments in the Cemetery Approach Community Centre/Salaries and the MD Cemetery/Salaries in the draft budget for 2022/2023.**

A 331. **PORCHKERRY CEMETERY UPDATE**

The Chair noted that an update was still required from the Vale of Glamorgan Council as to what they would like to continue with and also stated he defends the triple costings for the Porthkerry fees.

**RESOLVED that the report on Porthkerry Cemetery Update be received and noted.**

A 332. **MERTHYR DYFAN CEMETERY UPDATE**

The Chair began by congratulating the members, officers and all staff involved on the success of the three awards, with a Silver awarded by the Bereavement Charter, The Heritage Award for Merthyr Dyfan Cemetery and retaining the Green Flag status for Merthyr Dyfan Cemetery.

Councillor Johnson noted that the end of term for this Council was fast approaching and would be ideal to have all the improvements that have been made and what has happened in the time period since members of this committee were appointed listed.

The Chair interjected that the main point that should be highlighted was the hire of a Gardener for Merthyr Dyfan Cemetery and Cemetery Approach Gardens.

Councillor Nugent-Finn wanted to also praise the social media presence provided by the Council on the testing of memorial headstones, the Councillor noted it was lovely content shared and impressed with the social media presence and thanked the team.

The Chair queried the ground condition and the rocks that have been dug up in sections MM and NN, as the sections have been proving difficult for the Cemetery Team.

The Deputy Chief Officer noted that the areas of MM and NN are still proving difficult for the Cemetery Team, with the rocks now being lifting in sheets with and his last visit to the Cemetery resulted in the pin breaking on the machine due to the tough digging conditions. He noted that test digs have been suggested going forward to determine the depth of which the

graves can be dug in the sections, and noted that section NN may need to be used for only one depth burials or be capped after the burial.

The Chair also noted that the amount rock had increased the costings for the disposal with the two areas MM and NN.

**RESOLVED:**

- 1) That the report on Merthyr Dyfan Cemetery Update be received and noted.**
- 2) That the Memorial Inspections Policy re recommended to the meeting of the Finance, Policy and General Purposes Committee being held on 22 November 2021 for approval and adoption.**
- 3) That the Facilities and Cemetery Manager provide a summary of the Committee's achievements during the current administration term.**

Meeting Closed at 8:26pm.

Signed ..... (Chairperson) Dated .....

**FOR INFORMATION ONLY**

**ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE -8 NOVEMBER 2021**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A320	To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that an increase of 3.0% be made to the cemetery interment fees, exclusive rights of burial fees and memorial fees with <u>NO</u> increase to the other burial fees e.g. Babies Memorial Garden plaques, Garden of Remembrance plaques and Octagonal Planter plaques, Sanctum Panorama Columbaria, searches, duplicate deeds, transfer deeds, use of chapel etc.	DCO	16.11.21	Complete
A320(2)	The Facilities and Cemeteries Manager be requested to investigate with other cemeteries and provide a report on costings relating to the Columbarium Sanctum Panorama to a future meeting of the Committee.	FCM		In progress
A321	To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that no increase be made to the prices at the Pioneer Hall and the Cemetery Approach Community Centre thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children's Party package to £60.	DCO	16.11.21	Complete
A322	That the Sustainable Project Officer create a biodiversity action plan as to when projects would be best to complete with costings for the projects; Rock Pool, Bee Bank, Solar Panels and Recycling Bins, and report to the next Halls, Cemeteries and Community Facilities Committee on 17 January 2022.	SBPO	17.1.21	In progress
A328(1)	That the Committee agreed to order plaques from Hook Signs and enquire whether they can be ordered in bulk and stored.	FCM		complete

A328(2)	That the Committee enquire the costings for repairs from Hook Signs.	FCM		In progress
A329(1i)	To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that an amount of £9,200 be released from the Plant and Machinery Reserve this financial year to purchase a Kubota G2160 Ride on Mower to replace the oldest Kubota ride on mower being part exchanged.	DCO	16.11.21	Complete
A329(1ii)	That the Facilities and Cemeteries Manager undertake a comprehensive assessment of all cemetery equipment and produce a 10 Year Cemetery Equipment Replacement Plan to be submitted to a future meeting of the Committee for consideration and agreement to include replacing the other Kubota's in 2024/25 and 2026/27.	FCM		In progress
A329(2)	To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that the Special Projects/Cemetery Roads Improvements expenditure budget for 2022/23 be increased from £20,000 to £22,500.	DCO	16.11.21	Complete
A329(3)	To the Meeting of the Finance, Policy and General Purposes Committee to be held on 22 November 2021 that the Special Projects/Cemetery Benches expenditure budget for 2022/23 be increased from £2,000 to £4,000.	DCO	16.11.21	Complete
A329(4)	That the decision on the Chapel inspection be deferred until costings are obtained for the next Halls, Cemeteries & Community Facilities Committee being held on 17 January 2022.	FCM	11.01.22	In progress
A330	To the Finance, Policy and General Purposes Committee meeting being held on 22 November 2021 as confirmation of the Halls, Cemeteries & Community Facilities Committee requirements for the 2022/2023 financial year.	DCO	16.11.21	Complete
A332(2)	That the Memorial Inspections Policy re recommended to the meeting of the Finance, Policy and General Purposes Committee being held on 22 November 2021 for approval and adoption.	DCO	16.11.21	Complete
A332(3)	That the Facilities and Cemetery Manager provide a summary of the Committee's achievements during the current administration term.	FCM		Complete

**BUDGET MONITORING REPORT DECEMBER 2021**

**Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Budget Monitoring Report to 31 December 2021 (1 page)

**Purpose of Report**

To provide members with the Committee's income and expenditure in the 2021/22 financial year as at the end of December 2021.

**Background Information**

On the following page is the budget monitoring report to 31 December 2021, indicating actual income and expenditure up to the end of month nine in the 2021/22 financial year.

In addition, the projected out turn for the current financial year is provided highlighting anticipated overspends and under-spends on various budget headings currently projecting a net **underspend** for the year of £29,846.

Main highlights of the budget monitoring report are:

Property Maintenance overspend of £3,510 (increased funerals at Porthkerry Cemetery requiring increased number of hires of mini-excavator)  
Internet Broadband overspend of £461 (improved bandwidth for cemetery office)  
Haulage and Fuel overspend of £750 (petrol price increases)  
External Security for Summer Closing of Gates overspend of £3,693 (no budget set)  
New Play Equipment overspend of £595 (no budget set for Cemetery Approach Community Centre)  
Community Groups FOC use of Cemetery Approach Community Centre overspend of £1,800 (cost of providing free use of Community Centre to Community Groups as required by Lease Agreement with VOGC)  
Covid-19 Expenditure underspend of £6,750

Interment Fees projected to receive £16,9966 more income than budget  
Exclusive Rights of Burial Fees projected to receive £9,127 more income than budget  
Memorial Fees projected to receive £12,351 more income than budget  
Lettings Fees projected to receive £4,960 more income than budget (noting that budget was set at 50% of pre Covid-19 income level)

## **Recommendation**

Members are requested to receive the budget monitoring report for December 2021 noting the projected net underspend (surplus for the year) of £29,846 in 2021/22.

**Budget Monitoring Report to 31st December 2021.**

Gross Expenditure								
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	9 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Salaries	1	401,977	280,598	121,379	0	401,977	401,977	0
Personal Hygiene Facilities	2	1,500	714	1,086	-300	1,500	1,800	-300
Personal Protective Equipment / Clothing	2	3,450	1,902	798	750	3,450	2,700	750
Cleaning Products	2	1,100	1,588	762	-1,250	1,100	2,350	-1,250
Rates	3	13,312	11,807	1,312	193	13,312	13,119	193
Water	4	4,050	1,584	2,466	0	4,050	4,050	0
Electricity	5	8,570	3,918	3,872	780	8,570	7,790	780
Gas	6	1,250	122	1,128	0	1,250	1,250	0
Telephone / Alarm Line	6	950	544	693	-287	950	1,237	-287
Property Maintenance and Improvements	7	31,490	25,727	9,273	-3,510	31,490	35,000	-3,510
Equipment	9	9,125	2,619	6,506	0	9,125	9,125	0
Plant & Equipment Maintenance	10	10,500	5,434	5,066	0	10,500	10,500	0
Internet Broadband	21	1,192	1,116	537	-461	1,192	1,653	-461
Horticulture	8	800	386	414	0	800	800	0
Vehicle Maintenance	11	1,200	1,497	303	-600	1,200	1,800	-600
Haulage and Fuel	12	4,375	3,536	1,589	-750	4,375	5,125	-750
Vehicle Tax and Insurance	13	552	555	0	-3	552	555	-3
Philadelphia Cemetery	14	500	110	390	0	500	500	0
Interest on PWLB Loan	15	2,077	1,141	936	0	2,077	2,077	0
Capital Repayment on PWLB Loan	16	16,921	8,460	8,461	0	16,921	16,921	0
Treework Maintenance	17	6,195	5,607	588	0	6,195	6,195	0
Cemetery Roads Maintenance	18	3,000	0	3,000	0	3,000	3,000	0
Memorial Safety Advertising	19	250	0	250	0	250	250	0
Subscriptions	20	850	405	220	225	850	625	225
External Security for Cemetery Gates	23	0	3,693	0	-3,693	0	3,693	-3,693
Memorial Inspection Maintenance Programm	24	16,000	3,491	12,509	0	16,000	16,000	0
New Play Equipment	11	1,000	335	1,260	-595	1,000	1,595	-595
Cemetery Roads Improvement	4	20,000	20,015	0	-15	20,000	20,015	-15
Cemetery Benches	5	2,000	1,766	0	234	2,000	1,766	234
New Kubota G2160 Ride on Mower	9	0	0	9,200	-9,200	0	9,200	-9,200
COVID-19 EXPENDITURE	24	11,000	474	3,776	6,750	11,000	4,250	6,750
Officers Travel and Subsistence	15	0	64	86	-150	0	150	-150
Community Groups use of CACC (FOC)	16	0	1,002	798	-1,800	0	1,800	-1,800
<b>Total Expenditure</b>		<b>575,186</b>	<b>390,210</b>	<b>198,658</b>	<b>-13,682</b>	<b>575,186</b>	<b>588,868</b>	<b>-13,682</b>

Gross Income								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	9 Months	Income		For Year	Projections	Variance
		£	£	£	£	£	£	£
Interment Fees	1	73,050	71,783	0	-1,267	73,050	90,046	16,996
Exclusive Right of Burials	2	29,774	31,457	0	1,683	29,774	38,901	9,127
Memorial Fees	3	12,044	21,384	0	9,340	12,044	24,395	12,351
Transfer of Exclusive Right of Burials	4	1,800	2,040	0	240	1,800	2,490	690
Hire of Chapel	5	770	0	0	-770	770	0	-770
War Graves	6	78	78	0	0	78	78	0
Cemetery Lodge Rent	7	5,574	4,109	0	-1,465	5,574	5,480	-94
Other Miscellaneous Income	8	2,000	2,269	0	269	2,000	2,269	269
Cemetery Improvement Fee *	9	2,000	3,181	0	1,181	2,000	3,681	1,681
Grants Receivable	10	0	0	0	0	0	0	0
Porthkerry Agreement	3	13,146	13,146	0	0	13,146	13,146	0
Lettings	1	12,000	11,431	0	-569	12,000	16,960	4,960
Lettings - Old Pioneers Club via Grant	2	0	0	0	0	0	0	0
<b>Total Income</b>		<b>150,236</b>	<b>157,697</b>	<b>0</b>	<b>7,461</b>	<b>150,236</b>	<b>193,764</b>	<b>43,528</b>

Net Expenditure								
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	9 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
<b>Total Net Expenditure</b>		<b>424,950</b>	<b>232,513</b>	<b>198,658</b>	<b>-6,221</b>	<b>424,950</b>	<b>395,104</b>	<b>29,846</b>

Our net budget for the year is £424,950 with actual expenditure for the 9 months to 31 December 2021 of £232,513 and committed expenditure of £198,658.

Our projected out-turn for the year is to be underspent by £29,846 (£13,682 more expenditure with £43,528 more income).

\* Cemetery Improvement Fee of £53 per new grave to be credited to the Cemetery Improvement Reserve at year end.

**MAY 2017- 2022****Report Author**

Amanda Evans, Facilities and Cemeteries Manager

**Purpose of Report**

The purpose of this report is to provide Members of the Halls, Cemeteries & Community Facilities Committee with an update on the projects that have been completed whilst this Committee have been in term

**Background Information**

As requested please see below the completed projects & Achievements that have been carried out from May 2017 through to May 2022. This provides Members with a summary of achievements that have been completed from May 2017 through to January 2021 and then what has been agreed/signed off to be completed and pending discussions (in January) through to May 2022

2017

Repairs to staff flooring and new kitchen  
Extended Garden set area on Lawn burials from 36"x18" up to 36"x22"  
Topographical & tree tagging Survey completed  
Repair to roads  
New Information boards at the Main gate and Butterills entrance  
Safe disposal of illegal chemicals  
Sanctum Panorama Columbarium Introduced

2018

Introduction of a scatter garden  
Toilet Facility introduced at PorthKerry Cemetery  
Radiators replaced in the Lodge  
New roof at the Pioneer Hall  
Greenflag award obtained  
Toilets and sinks replaced at the Pioneer Hall  
Side Gates replaced at the Pioneer Hall  
Repair to roads continue  
Two parties on the weekend introduced at the Pioneer Hall  
Summer opening hours extended to 7pm  
Taps replaced at Merthyr Dyfan Cemetery  
Purchased a new van to transport Shoring  
Replaced shoring

Two new grave digger trainees and 1 Cemetery Team Leader (replace leaver) are recruited  
Inspections completed on all buildings

2019

Bee hives and Bee policy introduced  
Charter for the bereaved Bronze awarded  
Repairs to section AA headstrip

\*Please note change of Senior Managers - recruitment of Facilities and Cemeteries manager continued and Introduced new projects from August 2019

Havs – New forms introduced and a new replacement/maintenance programme introduced  
Pioneer Hall receives Wi-Fi  
Start of replacement Bench programme  
Start of Annual Tree surveys  
New lights for parties installed at Pioneer Hall  
Porthkerry Headstone Inspection programme completed  
Feedback forms and post box installed outside Cemetery Office  
Inspections completed on all buildings

2020 – (Covid)

Bench Programme continues  
Road repairs completed  
New contract for Porthkerry agreed  
Charter for the Bereaved Bronze awarded  
Green Flag awarded  
Flat roof section on Pioneer Hall fixed  
Letters and door to door with Residents, along with press coverage and a drop in consultation for the Leylandi trees on boundary to St Andrews road  
Several pathways have barriers placed either end to prevent car entry  
An extra Bee Nucleus is introduced  
Covid – Temporary closure of Cemeteries, community centre, Hall and closure of chapel, Risk assessments, Hand sanisters and notices along with all safe guarding measures put in place  
1 new Trainee grave digger is recruited (Replace sideways move)  
Replace fencing along St Telios  
Tree survey completed and actioned  
Barry Town Council take over the maintenance of Cemetery Approach Gardens  
Introduced a butterfly garden  
Contract for Chapel Lightening Rod agreed and test completed  
Inspections completed on all buildings  
Interment forms improved  
Members of the public and use of strimmers no longer permitted  
A three depth only section introduced

2021

Bench programme continues  
Repairs to roads continue  
Greenflag Awarded  
Heritage Award Obtained  
Charter for the bereaved moved from Bronze to a Silver award  
Removed LeyLandii along the back of St Andrews road  
Replace Fencing along the back of St Andrews road  
Installed Defibrillators at the Pioneer Hall and Community Centre  
Installed and unveiled 4 famous Notice Boards  
Tree survey completed  
Grassland management started - cut and Collect  
Information Board placed outside the Philadelphia  
Opened the Cemetery Approach Community Centre  
An In-house Enhance Service is offered  
Recruitment for 1 new Trainee grave digger (Replace leaver), 1 Gardner for Cemetery approach gardens and 2 new Part-Time Caretakers  
Produced and delivered Tree leaflets to residents  
Bouncy Castle removed from the party package on HS grounds  
Headstone Inspection policy updated  
First Harvester of Honey  
Communications and enforced No dogs, 5mph speed, Headstone programme  
Information Notice Board installed outside Cemetery Office  
Smart Meter installed at Pioneer Hall  
Approx. 690 tonnes of rock removed from the rock tip  
EPC's completed on all buildings  
Programme for memorial Inspections in place  
Chapel lightening Inspection completed  
Inspections completed on all buildings  
Introduced Wild flowers on Cemetery Approach Gardens and ensure it's upkeep  
Introduced a duck nest and Hedgehog house in Merthyr Dyfan  
All headstones over 1.5 m have been tested and a make safe programme in place  
More signs in the new sections to Inform what the Garden set rules and regulations are and Interment forms now show pictures of what plots should look like  
Replacement of oldest Kubota

2022

One (Jimmy Wilde) Famous Notice Board signed off to be installed  
Bench Programme continues  
Road repairs continues  
Replacement of the other two Kubota agreed  
Repairs to Chapel to be discussed  
Review of the Columbarium fees and lease term  
Philadelphia stone wall repairs  
Install Heritage timeline board

## **Recommendation**

That members of the Hall, Cemeteries & Community Facilities Committee note this report

<b>HALLS, CEMETERIES &amp; COMMUNITY FACILITIES COMMITTEE</b>	<b>17 JANUARY 2022</b>	<b>AGENDA ITEM: 7</b>
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## **FACILITIES UPDATE**

### **Report Author**

Amanda Evans, Facilities and Cemeteries Manager

**Attached:**           A.     Party Leaflet

### **Purpose of Report**

The purpose of this report is to provide Members of the Halls, Cemeteries & Community Facilities Committee with an update on Pioneer Hall and Cemetery Approach Centre.

### **Background Information**

Party package in place and going well and a few new hirers in place at both the Pioneer Hall and Cemetery Approach Community Centre

Latest changes are in place as from 26 December and all hirers have been informed

- Up to 50 outdoor and 30 indoor spectators can attend community sports events
- 2 metre social distancing will be required in offices and all public premises
- A maximum of 6 people can meet in public premises
- Licenced premises will need to take additional reasonable measures to protect customers and staff
- A maximum of 30 people can attend indoor events and a maximum of 50 people at outdoor events
- People attending weddings or civil partnership receptions or wakes should take a lateral flow test before attending

### **Recommendation**

That members make a note of this report.

# Cemetery Approach Community Centre

**Prices for 2021/22  
From April 1st 2021**

8:00am - 17:00pm	£10.00 per hour
17:00pm - 21:00pm	£20.00 per hour

Party Packages:  
£60.00

Party packages include 3 hours hire of the centre, which can be used for wakes, baby showers and discos. Book early to avoid disappointment!

**Contact Barry Town Council Offices to book on  
01446 738663**



**Caretakers  
Contact Numbers:  
07788971867  
07780728367**

