

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 1 JUNE 2015 AT 7.00PM**

**PRESENT:** Councillor Evans (Chairperson) plus Councillors Brooks, R Curtis, Kuhnell and N Hodges.

**ALSO PRESENT:** Angie Norman – Deputy Town Clerk  
Rebecca Blackwell – Administrator  
Councillor S Hodges

A194. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Sword.

A195. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

A196. **TERMS OF REFERENCE**

**RESOLVED:** that the Terms of reference be received and noted.

A197. **TO APPROVE THE MINUTES OF THE AMENITIES COMMITTEE'S MEETING HELD ON 2 FEBRUARY 2015**

Members asked for an update on the sundial. The Deputy Town Clerk advised that it is ready for delivery and that the Cemetery are awaiting the next delivery of concrete to put the foundations in ready for delivery.

**RESOLVED:** That the minutes of the Amenities Committee's meeting held on 2 February 2015 be approved and signed as a correct record.

A198. **CEMETERIES**

a) Merthyr Dyfan Cemetery

Members were advised that only one tender had been received and it was not opened on the planned day. The Deputy Town Clerk advised that she had been in contact with Lapidier and they advised that they will ask three further companies to tender for the Chapel works and it is anticipated that these will be received by 12 June 2015.

**RESOLVED:** that officers await further tenders and another date for opening will be arranged.

b) Bios-urn

Members of the Halls, Cemeteries and Community Facilities committee gave consideration to the costing provided by officers in respect of the Bios Urns. They were asked to agree to charging a fee of £62.49 (Plus VAT) for the provision of a Bios Urn to be planted in Merthyr Dyfan Cemetery.

They were advised that there had been further interest in the Bios-urns and it had been suggested that when people purchase the urns in advance a letter of conditions should be given at that time. Members were concerned about space and said that when space has run out then the scheme should end but at the current time there is a considerable amount of space available. The Deputy Town Clerk told members that a detailed map of all Bios-urn interments would be drawn up to ensure a record of their positions is created. Councillor Curtis was concerned about the expiry date of the tree seeds and that they can only survive for a number of years, the Deputy Town Clerk advised that she had been told by the company that the seeds do not have an expiration date and that the staff will be observing the germination process.

**RECOMMENDATION:-**

That Full Council be asked to approve the introduction of a fee for the public for the purchase of the Bios Urns at a cost of £62.49 (plus VAT), with an option to have different seeds other than those listed, where possible.

A199. **UPDATE REPORTS ON BUILDING MAINTENANCE AND IMPROVEMENTS**

**RESOLVED** that members receive and note the report.

A200. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (789-818 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 789-818 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A201. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13400-13429 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 13400-13429 inclusive, granting the exclusive right of burial to those named on the interment form.

A202. **BUDGET MONITORING REPORT**

**RESOLVED:** That members receive the budget monitoring report for April 2015 noting the projected net under-spend of £145 in 2015/16.

A203. **SCHEDULE OF PAYMENTS – JUNE 2015**

**RESOLVED:** that members are requested to approve the schedule of payments for June 2015 (Interim) consisting of direct debits and cheque numbers 1223 to 1266 inclusive, in the amount of £61,686.96 that are enclosed on the following pages.

A204. **DATE OF NEXT MEETING**

**RESOLVED** that the next meeting of the Halls, Cemeteries and Community Facilities Committee is scheduled for 7 September 2015.

The meeting ended at 7.20pm.

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 7 SEPTEMBER 2015 AT 7.00PM**

**PRESENT:** Councillor Evans (Chairperson) plus Councillors Brooks, Kuhnell and N Hodges.

**ALSO PRESENT:** Angie Norman – Deputy Town Clerk  
Rebecca Blackwell – Administrator  
Councillor S Hodges

A205. **APOLOGIES FOR ABSENCE**

None

A206. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

A208. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 1 JUNE 2015**

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 1 June 2015 be approved and signed as a correct record.

A209. **CEMETERIES**

a) Merthyr Dyfan Cemetery Chapel

The Deputy Town Clerk updated the committee on the work that the contractors had carried out. She advised them of an email received from Alex of Lapidier which explained that Camileri have stripped the roof and fixed the new roofing felt and battens. The lead flashing and gutters had been renewed. One timber gutter was rotten and had to be replaced and that the next stage was to raise the scaffolding over the new felt and battens in order to access the tower. When the scaffolding is dropped back to eaves level then the roof can be slated. He advised that he was not aware of any issues having become apparent with the Tower. The Chapel roof works are on schedule to be finished near the end of September, where the necessary works inside can be done to improve the look of the Chapel.

**RESOLVED:** that members of the Halls, Cemeteries and Community Facilities Committee receive and note the report and the update given on the evening.

b) Up-Lighting of Cemetery Chapel

The Deputy Town Clerk advised the committee that three trees may need to be removed from the entrance of the cemetery as it blocks the view of the chapel from cemetery Approach. Members discussed a site visit of the cemetery to access the trees. Councillor Kuhnell suggested that LED bulbs be installed to help save money and for environmental reasons, members agreed.

**RESOLVED:**

- 1) That a site visit be arranged for October or members to inspect which trees may need to be felled for the purpose of the up lighting of the chapel.
- 2) That once the newly appointed technical adviser is in place the up-lighting of the Chapel be looked into and that approximate costs are obtained from Lapidier before a request is put to the Finance, Policy and General Purposes committees for the provision of a budget for such a project being made in the 2016/17 budget.

c) Installation of Sun Dial

The Deputy Town Clerk passed around a print out of how to read a sun dial and advised that this would be placed near the sundial to help members of the public read it.

**RESOLVED:** that members of the Halls, Cemeteries and Community Facilities Committee receive and note the information within the report.

d) Promotion of the Cemetery

Members discussed the various options of promoting the cemetery and agreed that once the Chapel roof is finished and the interior is freshened up then photos can be taken of the interior and exterior ready for inclusion in and promotional leaflets. The history and the size of the cemetery should also be included within the leaflets.

**RESOLVED:** that following the completion of the repair works to the chapel roof, two draft brochures/leaflets be produced by officers, including the history and size of the chapel.

e) Proposal to Offer Memorial Plaques as Part of the Sale of a Bios Urn.

Members discussed the options provided and considered the best option to be option 3 as this allows the Council to offer more services other than plaques for the cemetery. Councillor Kuhnell questioned the shape of the plaques if there are other options

available, within the report it showed a picture of what they have to offer which included smaller rectangle and oval options.

**RESOLVED:**

1. That option 3 – “Print-a-plate” be approved as the way forward in respect of this Council providing plaques to accompany Bios Urns and that the service be offered to outside organisations such as funeral directors and other burial authorities.
2. That should members of the public wish to opt for an alternative plaque purchased from a recognised sources then this be permitted within the rules of the cemetery.

A210. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (819-830 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 819-830 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A211. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13430-13442 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 13430-13442 inclusive, granting the exclusive right of burial to those named on the interment form.

A212. **BUDGET MONITORING REPORT**

**RESOLVED:** That members receive the budget monitoring report for July 2015 noting the projected net overspend of £580 in 2015/16.

A213. **DATE OF NEXT MEETING**

**RESOLVED** that the next meeting of the Halls, Cemeteries and Community Facilities Committee is scheduled for 16 November 2015.

A214. **EXCLUSION OF PRESS & 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.

A215.

**THEFT OF HAND MOWER FROM MERTHYR DYFAN CEMETERY**

Members were made aware of a recent theft at Merthyr Dyfan Cemetery.

The Deputy Town Clerk advised members that the staff would feel more comfortable if CCTV was installed to cover the garage area and that it was monitored externally from the cemetery. Discussion continued and the Deputy Town Clerk was asked to investigate the price of CCTV to include night vision and the options of monitored and un monitored systems.

**RESOLVED:** that officers obtain quotes for the installation of CCTV at Merthyr Dyfan Cemetery with a further report being submitted to committee for consideration.

The meeting ended at 7.45pm.

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 16 NOVEMBER 2015 AT 7.00PM**

**PRESENT:** Councillor Evans (Chairperson) plus Councillors Bertin and N P Hodges.

**ALSO PRESENT:** Angie Norman – Acting Town Clerk  
Rebecca Blackwell – Administrator  
Councillor S A Hodges

A216. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor R Curtis and Brooks.

A217. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

A218. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 7 SEPTEMBER 2015**

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 7 September 2015 be approved and signed as a correct record.

A219. **DRAFT HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE ESTIMATES FOR 2016/17**

Members discussed the draft Halls, Cemeteries and Community facilities Committee estimates for 2016/17 and agreed that the budgets are realistic.

The Acting Town Clerk advised that she would like to add a new heading into the Cemetery Budget for the provision of new vehicles. She explained that in the past money had to be sought from reserves which usually meant that the council could not afford vehicles to fit the required specifications. Officers feel that the Cemetery van is currently not fit for purpose, therefore an alternative would need to be explored in the future and with the possibility of the Council taking on more services this needs to be taken into account. Having this budget heading would make the purchase of one more effective. The Acting Town Clerk advised that she will speak with the Responsible Finance Officer and ask him to provide some figures for a report which will be presented at the next committee meeting.

Members mentioned the budget for the cemetery roads, Councillor N Hodges said that he had noticed repairs had been carried out recently

and that there are areas that need repairing, he also commented that the roads within the new extension look really good and that concrete is the way forward. The Acting Town Clerk advised that roads are being repaired as and when needed but attention is required elsewhere and that the roads would be a priority in 2017/18.

The Acting Town Clerk asked about having the Chapel listed once the up-lighting works and Cemetery Approach have been completed. Members were in agreement but advised to get major works finished before exploring this option as with listed buildings getting the listing can create problems with future renovations.

Councillor N Hodges asked for an update on the Green Flag application. The Acting Town Clerk advised that Robyn had been working very hard on the project and that the draft so far will be submitted to the meeting on 30 November 2015 for consideration.

**RECOMMENDATION:** that the draft estimates for 2016/17 be recommended to the Finance, Policy and General Purposes Committee meeting being held on 18 January 2016 as confirmation of the Halls, Cemeteries & Community Facilities Committee requirements for the 2016/17 financial year, subject to the report on the additional heading for the provision of Cemetery Vehicles.

A220.

**CEMETERY FEES AND CHARGES 2016/17**

Members were requested to give consideration to the proposed increase in the fees and charges for 2016/17 financial year and it was:-

**RECOMMENDED:**

1. That the increase to the Cemetery Fees and charges for 2016/17 be recommended to the meeting of Finance, policy and General Purposes Committee to be held on 18 January 2016.
2. That the Vale of Glamorgan Council are advised of the proposed increase to the Porthkerry Cemetery fees and in particular the increase in the excavation charge (the excavation charge is a non-negotiable charge)

A221.

**PIONEER HALL CHARGES 2016/17**

Members were requested to give consideration to the proposed increase to the charges for the Pioneer Hall for the 2016/17 financial year and it was:-

**RECOMMENDATION:** that the increase to the Pioneer Hall charges for the 2016/17 financial year be recommended to the meeting of Finance, Policy and General Purposes Committee to be held on 18 January 2016.

A222. **PROPOSED FUTURE PROJECTS TO BE UNDERTAKEN IN THE PIONEER HALL**

Members considered the proposed future projects to be undertaken in the Pioneer Hall in 2016/17. The proposal was to replace the current light fittings for LED fittings and to fit occupancy sensors in the store rooms and washrooms.

**RECOMMENDATION:** that a recommendation be made to the Finance, Policy and General Purposes Committee that an additional amount of £3,000 be added to the property maintenance expenditure head for 2016/17 for the replacement of all the remaining light fittings to LED fittings and the installation of occupancy fittings in the washrooms and back store rooms.

A223. **PROPOSED FUTURE PROJECTS TO BE UNDERTAKEN IN MERTHYR DYFAN CEMETERY**

Members discussed the possible installation of cctv within the Merthyr Dyfan Cemetery yard and garage. The Acting Town Clerk advised that all key areas would be covered. Members were happy with the report on cctv and the up-lighting of the Cemetery Chapel. Councillor N Hodges asked if there were any other projects in the pipeline. The Acting Town Clerk advised that there is a Water Ecology Project for which there is money within the budget already, she also mentioned the possible installation of solar panels to the garage roof. She advised that the closing dates for business grants for solar panels end next year so the Council could still apply for the grant in an attempt to cover those costs.

**RECOMMENDED:**

1. That a recommendation be made to the Finance, Policy and General Purposes Committee that a sum of £3,500 be placed into the 2016/17 budgets for the installation of cctv in Merthyr Dyfan Cemetery to cover the internal and external areas of the garage area.
2. That a recommendation be made to the Finance, Policy and General Purposes Committee that a sum of £7,000 be placed into the 2016/17 budgets for the installation of in-ground lights, the removal of three trees and the reduction of two trees in Merthyr Dyfan Cemetery to up-light the chapel.

A224. **FUTURE STAFFING AT CEMETERY APPROACH**

Members discussed and agreed that there should be an additional member of staff to maintain Cemetery Approach once completed. The report suggested a part-time member of staff but members proposed to

make the position full time as then they can also help at the Cemetery when needed. The Acting Town Clerk advised that the new member of staff will be trained through the ICCM if needed.

Whilst discussing Cemetery Approach the provision of cctv within Cemetery Approach to protect the buildings and surrounds was raised. Members asked whether this could be connected to the system being proposed for installation at Merthyr Dyfan Cemetery.

**RECOMMENDED:**

1. That a recommendation be made to the Personnel Committee that the staffing needs for Cemetery Approach be considered with a recommendation to the Finance, Policy and General Purposes Committee in respect of any increase to the salaries budget for 2016/17.
2. that officers look into the possibility of having the cctv installed into Cemetery Approach with a view to a further sum being added to the draft estimates for 2016/17 to allow for this.

A225. **SCHEDULE OF PAYMENTS FOR NOVEMBER 2015**

**RESOLVED:** that the schedule of payments for November 2015 consisting of direct debits and cheque numbers 1466 to 1497 inclusive, in the amount of £110,888.27 be approved, subject to the paperwork being in order.

A226. **DATE OF NEXT MEETING**

**RESOLVED:-** to note that the next meeting of the Halls, Cemeteries and Community Facilities Committee is scheduled to be held on 30 November 2015.

The meeting ended at 7.58pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 30 NOVEMBER 2015 AT 7.00PM**

**PRESENT:** Councillor Evans (Chairperson) plus Councillors R Curtis, N P Hodges and Kuhnell.

**ALSO PRESENT:** Angie Norman – Acting Town Clerk  
Rebecca Blackwell – Administrator  
Councillor S A Hodges

A226. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Bertin and Brooks.

A227. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

A228. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 16 NOVEMBER 2015**

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 16 November 2015 be approved and signed as a correct record.

A229. **CEMETERIES**

Members were provided with an update on projects currently being undertaken in Merthyr Dyfan and Porthkerry Cemeteries.

a) **Technical Advisors Report**

The Acting Town Clerk updated members on the Chapel, advising that the Chapel has been dried out and is now ready to be sealed and painted.

b) **Green Flag Application**

The Acting Town Clerk advised members that whilst compiling the Green Flag Application a question was raised regarding the safety around the pond. Members discussed fencing of the pond but as the pond is shallow they did not feel that a fence was needed but a sign could be placed near the pond to make members of the public aware of the potential danger around the pond and that a risk assessment is carried out.

Discussions moved to Pesticides within the Cemetery, Councillor R Curtis mentioned that there is new EU legislation which raises public health concerns and worries over the environmental impacts chemical weed control methods may be having and suggested that the Council investigate instigated weed control and this should be added to the Green Flag Application. He also mentioned that Hedgehogs should be added to the report and that a habitat is created for them along with more log piles for beetles. Councillor Kuhnell raised the issue of a lack of nectar producing plants within the cemetery and this should be addressed. The Acting Town Clerk advised that when the fruit trees are planted this will attract more bees but there will be an addition of nectar producing plants within the years to come.

Councillor N Hodges moved the report so far and asked that his thanks be passed onto Robyn for the hard work so far.

The Acting Town Clerk advised that as there is no committee meeting before the report has to be submitted a copy will be sent to all members for their information and comments when the report is ready.

**RESOLVED:-**

- a. That members of the Halls, Cemeteries and Community Facilities Committee receive and note the Technical Advisors report
- b. That a notice be placed alongside the pond in Merthyr Dyfan Cemetery and a risk assessment be carried out.
- c. That Members of the Halls, Cemeteries and Community Facilities Committee receive and note the content of the Draft Green Flag Application, noting that the application is not yet complete, but it is anticipated the application will be ready for submission in January 2016.
- d. That officers investigate "Instigated Weed Control" and that details of this be included in the Green Flag report.
- e. That once the application is completed a draft will be sent to all members of the Halls, Cemeteries & Community Facilities Committee for their comments prior to submission.

A230.

**ADDITIONAL BUDGET TO REPLACE CEMETERY PLANT**

Members were requested to give consideration to the introduction of an additional budget head within the Council's 2016/17 budget to provide for the replacement of cemetery plant machinery over a period of years.

**RESOLVED:-** That a recommendation be made to the Finance, Policy and General Purposes Committee that a sum of £10,000 be placed into a new expenditure heading on an annual basis with effect from 2016/17 to create a new Plant and Machinery Replacement Reserve to provide funds to assist in the replacement of cemetery plant in years to come, subject to this figure being either reduced or increased in future years if considered necessary.

A231.

**CONFIRMATION OF PROPOSED FUTURE PROJECTS TO BE INCLUDED IN THE 2016/17 DRAFT ESTIMATES**

Members were requested to confirm the decisions made by the Committee at its meeting held on 16 November 2015 in respect of costs to be included in the draft estimates for 2016/17.

**RESOLVED:-**

1. That a recommendation be made to the Finance, Policy and General Purposes Committee to be held on 18 January 2016, that the following be included in the draft estimates for 2016/17:-
  - A 2% increase to the cemetery fees and charges for the 2016/17 financial year
  - A 2% increase to the Pioneer Hall charges for the 2016/17 financial year
  - An additional sum of £3,000 be added to the property maintenance expenditure head for 2016/17 for the replacement of all the remaining light fittings to LED fittings and the installation of occupancy fittings in the washrooms and the back store rooms
  - An additional sum of £7,000 be placed into the 2016/17 draft estimates for the installation of in-ground lights and the removal of three trees and the reduction of two trees within the grounds of the cemetery to enhance the view of the chapel from Cemetery Approach.
2. That a recommendation be made to the Finance, Policy and General Purposes committee that a sum of £3,500 be placed into the 2016/17 draft estimates for the installation of CCTV in Merthyr Dyfan Cemetery to cover the internal and external areas of the garage area and that an additional sum of £3,000 be placed in the draft estimates for the installation of CCTV in the Cemetery Approach Gardens on completion.

3. That a recommendation be made to the Personnel Committee that the staffing needs for Cemetery Approach be considered with a recommendation to the Finance, Policy and General Purposes Committee, that a full-time employee be budgeted for within the salaries budget in the draft estimates for 2016/17 for the purpose of maintaining Cemetery Approach and assisting with the cemetery (This was referred to a meeting of personnel on 23 November 2015).

A232. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (831-852 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 831-852 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A233. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13443-13462 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 13443-13462 inclusive, granting the exclusive right of burial to those named on the interment form.

A234. **BUDGET MONITORING REPORT OCTOBER 2015**

Members were requested to give consideration to the Committee's income and expenditure in the 2015/16 financial year as at the end of October 2015 and consider transferring unspent funds from two Merthyr Dyfan Cemetery expenditure headings to the Cemetery Improvement Reserves at the end of the year, namely Merthyr Dyfan Cemetery/Cemetery Tree works and Merthyr Dyfan Cemetery/Cemetery Road Maintenance.

**RESOLVED:** that

1. Members are requested to receive the budget monitoring report for October 2015 noting the projected net underspend of £2,239 in 2015/16.
2. A recommendation be made to the Finance, Policy and General Purposes Committee that any unspent amounts in the MD cemetery/Treework expenditure heading and the MD Cemetery/Cemetery Roads Maintenance expenditure heading be transferred to the Cemetery Improvement Reserve at year end.

A235. **DATE OF NEXT MEETING**

**RESOLVED:-** That the date of the next meeting be scheduled for Monday, 1 February 2016.

A236. **EXCLUSION OF THE 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.

A237. **CASUAL WORKERS AT MERTHYR DYFAN CEMETERY**

Members were asked to give consideration to the recruitment of a further casual worker to provide cover for weekend staff as and when required. Following discussions Members agreed to the recommendation noting that there would be no guarantee of hours and that will be made clear, the casual position will be reviewed after three months of appointment.

**RESOLVED:-** That members of the Halls, Cemeteries & Community Facilities Committee agree to a recommendation being made to the Personnel Committee that an offer be made to the young man who recently worked in the cemetery on the 'Job Fit' programme, on a casual basis to provide cover for the Pioneer Hall and Cemetery as and when required, with the position being reviewed within three months of appointment.

The meeting ended at 7.35pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 1 FEBRUARY 2016 AT 7.00PM**

**PRESENT:** Councillor Kuhnell (Vice-Chair) plus Councillors Bertin, Brooks, R Curtis and N P Hodges

**ALSO PRESENT:** Mark Sims – Responsible Finance Officer  
Robyn Walsh – Administrator  
Councillor S Hodges - Observer

A238. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Evans and Sword.

A239. **DECLARATIONS OF INTEREST**

None were received.

A240. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 30 NOVEMBER 2015**

**RESOLVED** that the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 30 November 2015 be approved and signed as a correct record.

A241. **CEMETERIES**

**Bios Urns – One Year On**

Members of the Halls, Cemeteries & Community Facilities Committee were provided with a report detailing how the Bios Urns had been received by members of the public.

Members were informed that Officers consider the Bios Urns to be a successful project and urged members of the Committee to agree to the continuation of the Bios Urns in Merthyr Dyfan Cemetery for the foreseeable future.

Members agreed the report was encouraging and was proving to be an excellent use of the land.

Councillor R Curtis noted that it was imperative to maintain the promotion of the service.

Councillor N Hodges added that it may be beneficial to issue a press release.

The Responsible Finance Officer informed members that at present Council make a small profit as a vendor of the Bios Urns. However, the price may have to be reviewed after the first twelve have been sold.

**RESOLVED:**

1. That a press release in respect of the Bios Urns is issued.
2. That the report in respect of the Bios Urns is noted and Council continue to promote the provision of Bios Urns in Merthyr Dyfan Cemetery for the foreseeable future.

A242. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (852 – 864)**

**RESOLVED** that in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 852-864 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A243. **GRANT OF EXCLUSIVE RIGHT OF BURIAL (NONE)**

None received.

A244. **BUDGET MONITORING REPORT DECEMBER 2015**

Members were provided with the Committee's income and expenditure in the 2015/16 financial year as at the end of December 2015.

**RESOLVED** that the budget monitoring report for December 2015 noting the projected net underspend of £1,632 in 2015/16 be received and noted.

A245. **DATE OF NEXT MEETING**

**RESOLVED** that the date of the next meeting be scheduled for Monday, 4 April 2016.

The meeting ended at 7.15 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 4 APRIL 2016 AT 7.00PM**

**PRESENT:** Councillor Evans (Chairperson) plus Councillors Brooks, N P Hodges and Kuhnell (Vice-Chair)

**ALSO PRESENT:** Mark Sims – Responsible Finance Officer  
Rebecca Blackwell - Administrator  
Councillor S Hodges - Observer  
Councillor Johnson - Observer

A246. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor R Curtis

A247. **DECLARATIONS OF INTEREST**

None were received.

A248. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 1 FEBRUARY 2016**

**RESOLVED** that the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 1 February 2016 be approved and signed as a correct record.

A249. **CEMETERIES**

**Staff Training**

Members read the report and were happy with the contents. Councillor Kuhnell was concerned that there was a lack of Health and Safety training on the schedule. The Responsible Finance Officer advised that he would look into why this was.

Discussions moved to a recent complaint made about a grave within Merthyr Dyfan Cemetery that had collapsed when a grave nearby had been re-opened. The Chair passed around the letters received by the complainant and the reply sent from the Acting Town Clerk. He advised members that he had consulted with the Acting Town Clerk and it had been agreed she should do what was necessary to put the grave right to the cost of the Council as it was a Council error. Councillor S Hodges questioned why this was raised as part of the staff training item.

The Chair felt it was necessary as staff should have gone the extra mile to put the grave right immediately and suggested that Customer Service training might be required.

Councillor Brooks suggested that all Cemetery Staff members should have refreshers on the Cemetery procedures to ensure they are carrying out their duties correctly.

The photographs and letters were passed around.

**RESOLVED:** that members receive and note the report.

A250. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (865-873 INCLUSIVE)**

**RESOLVED:** that in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 865-873 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A251. **GRANT OF EXCLUSIVE RIGHT OF BURIAL (13462- 13485 INCLUSIVE)**

**RESOLVED:** 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 13462-13485 inclusive, granting the exclusive right of burial to those named on the interment form.

A252. **BUDGET MONITORING REPORT 1 APRIL 2015 – 29 FEBRUARY 2016**

Members were provided with the Committee's income and expenditure in the 2015/16 financial year as at the end of February 2016.

**RESOLVED:** that the budget monitoring report for February 2016 be received, noting the projected net overspend of £3,320 in 2015/16.

A253. **DATE OF NEXT MEETING**

**RESOLVED** that the date of the next meeting is to be agreed at the annual meeting of Council due to be held on Tuesday 10 May 2016.

The meeting ended at 7.10 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 6 JUNE 2016**

**PRESENT:** Councillor Evans (Chairperson) plus Councillors Brooks, R Curtis, N P Hodges, Kunnell (Vice-Chair) and Sword.

**ALSO PRESENT:** Mark Sims – Responsible Finance Officer  
Rebecca Blackwell – Administrator

A254. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Williams

A255. **DECLARATIONS OF INTEREST**

None were received.

A256. **TERMS OF REFERENCE**

**RESOLVED:** that the Terms of Reference for the Halls, Cemeteries and Community Facilities Committee be received and noted.

A257. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 4 APRIL 2016**

**RESOLVED** that the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 4 April 2016 be approved and signed as a correct record.

A258. **CEMETERIES**

**Green Flag**

The Acting Deputy Town Clerk advised members that no feedback had been given on the day of the inspection, however an update should be received in July on whether the Council have been successful. The Chair advised that the presentation was good and Councillor N Hodges wished to express his thanks to Robyn for completing the report. He also suggested that if we are successful in obtaining the Green Flag then a planning application should be submitted for two flag poles as he believes we should be flying the Council flag at the Cemetery.

**RESOLVED:**

1. That members of the Halls, Cemeteries and Community Facilities Committee give thanks to Robyn Walsh for her hard work on the application
2. That if successful in receiving the Green Flag Award, officers submit Planning Applications for two flag poles to be installed at the cemetery, one for the Green Flag and one for the Town Council Flag.

**Sanctum Panorama**

Members approved of the idea but asked if planning permission would be required due to size. Councillor Brooks expressed concern about the Babies Garden and suggested that more should be done to it. Councillor Kuhnell asked if the vaults would have the same rules attached to them in regard to the lease of 70 years.

**RESOLVED:**

1. That Council officers instruct the Technical Advisers to investigate the Sanctum Panorama circular memorial vault further.
2. That Council officers submit a report on costings for the proposed idea and landscaping to a future meeting.

**Rainwater Harvesting System**

Councillor N Hodges expressed his concerns with the report as it was not what he had expected. He suggested standalone water butts not something that would be connected to buildings with pipes. He also wishes to move away from the installation of more taps throughout the cemetery. He advised that officers should not proceed with the report.

**RESOLVED:** that members of the Halls, Cemeteries & Community Facilities Committee receive and note the report and instruct officers to not proceed with the plans.

A259.

**UPDATE REPORTS ON BUILDING MAINTENANCE PROJECTS AND IMPROVEMENTS**

Councillor R Curtis asked whether the lights that will light up the chapel will be LED as that would save the council money to run. The Acting Deputy Town Clerk advised that he was not sure on this but will check. Councillor N Hodges advised that he would be happy with the addition of solar panels within the cemetery. Councillor Brooks wished to request an update on the Philadelphia Cemetery since it had been some time since it was discussed. The Acting Deputy Town Clerk

advised that the Cemetery Staff attend the cemetery regularly and have not reported back with any issues.

**RESOLVED:** that members of the Halls, Cemeteries and Community Facilities committee receive and note the report.

A260. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (874-898 INCLUSIVE)**

**RESOLVED:** that in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 874-898 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A261. **GRANT OF EXCLUSIVE RIGHT OF BURIAL – NONE**

None received.

A262. **BUDGET MONITORING REPORT 1 APRIL 2016 – 30 APRIL 2016**

Members were provided with the Committee's income and expenditure in the 2016/17 financial year as at the end of April 2016.

**RESOLVED:** that the budget monitoring report for April 2016 be received, noting the projected net underspend of £63 in 2016/17.

A263. **SCHEDULE OF PAYMENTS FOR JUNE 2016 (INTERIM)**

**RESOLVED:** that members approve the schedule of payments for June 2016 (interim) consisting of direct debits and cheque numbers 1793 to 1827 inclusive, in the amount of £33,246.15.

A264. **DATE OF NEXT MEETING**

**RESOLVED** that the date of the next meeting of the Halls, Cemeteries and Community Facilities Committee is scheduled for Monday, 5 September 2016.

A265. **EXCLUSION OF THE PRESS & PUBLIC**

In accordance with section 1(2) of the Public Bodies (Administration 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.

A266. **CASUAL WORKERS AT MERTHYR DYFAN CEMETERY**

Members discussed the report at length and advised that they were not happy with the current situation and that it must be reviewed in three months once the status of the part time employee is confirmed.

**RESOLVED:** that officers provide an update at the next meeting of the Halls, Cemeteries and Community Facilities committee scheduled to be held on Monday, 5 September 2016 and a review of the current situation be provided.

The meeting ended at 7.40 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 5 SEPTEMBER 2016**

**PRESENT:** Councillor Evans (Chairperson) (Arrived at 7.03 pm) plus Councillors Brooks, N P Hodges and Kuhnell (Vice-Chair).

**ALSO PRESENT:** Councillor S Hodges - Observer  
Angie Norman – Acting Town Clerk  
Robyn Walsh – Administrator

It was agreed that Councillor Kuhnell (as the Vice-Chair) would chair the meeting in the absence of the Chairperson, Councillor Evans.

A267. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Williams

A268. **DECLARATIONS OF INTEREST**

None were received.

A269. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 6 JUNE 2016**

**RESOLVED** that the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 6 June 2016 be approved and signed as a correct record.

A270. **CEMETERIES**

a. **Petition received regarding Summer Closing Times**

Members were informed of a petition regarding the summer closing times that had been submitted to the office via email on 19 June 2016.

The petition had been signed by 67 individuals supporting the request that consideration should be given to the bereaved, and that the closing time should be extended.

The Acting Town Clerk made members aware of a recent incident at Merthyr Dyfan Cemetery, whereby an individual attended the cemetery and attempted to take their own life. Thankfully there were cemetery staff present and being trained in first aid they were able to assist while the emergency services were called. She explained that although these types of

incidents were extremely rare, these were factors that needed to be considered if the cemetery is to be un-manned during the requested extended hours.

7.03 pm – Councillor Evans arrived.

Members discussed the request and agreed that it was not unreasonable, but further consideration would need to be given to cost, security and staffing implications and requested that a further report be submitted at a later date addressing these factors.

Members agreed that a decision should be made by summer 2017 thus enabling adjustments to the 2017/18 budget to take extra costs into account if any were incurred.

As a way forward, members requested that the Acting Deputy Town Clerk write to the person acting on behalf of those who signed the petition, informing them that Council are considering their request, but are unable to make a decision until they have received further information in respect of the following factors; cost, security and staffing implications and that Council will aim to have a decision in place by summer 2017.

**RESOLVED:**

1. That a report be submitted to a future meeting of the Halls, Cemeteries & Community Facilities Committee to address the following factors; cost, security and staffing implications in respect of potentially extending the summer opening times.
2. That the Acting Deputy Town Clerk write to the person acting on behalf of those who signed the petition, informing them that Council are considering their request, but are unable to make a decision until they have received further information in respect of the following factors; cost, security and staffing implications and that Council will aim to have a decision in place by summer 2017.

**b. Green Flag Feedback**

Members were informed of the feedback in respect of the Green Flag Award.

The Acting Town Clerk circulated a copy of the Clerks & Council's Direct Magazine which contained an editorial based on Merthyr Dyfan Cemetery successfully receiving the Green Flag Award.

Members agreed that Council should be aiming to ensure all “good news” stories are publicised in this way.

Councillor N Hodges commented that the feedback report was extremely useful and contained some good ideas for the future.

**RESOLVED** that once the new Town Clerk is in situ, the Deputy Town Clerk give consideration to the feedback report and work with cemetery and office staff to bring forward suggestions on how to enhance the Council’s application for the Green Flag Award 2017/18.

**c. Lighting up of Chapel**

Members were advised of a proposal to “Light up the Chapel” as part of a series of events around the UK to help promote Ovarian Cancer.

Members welcomed the proposal and noted they would be happy to support the event.

**RESOLVED:**

1. That the report be received and noted.
2. That Councillors (where possible) be encouraged to take part in the event to “Light up the Chapel” on 15 November 2016 to help promote the awareness of Ovarian Cancer in Leslie Woolcock’s name.

A271. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (899 – 915 INCLUSIVE)**

Members were requested to give authority for the Council’s Common Seal to be applied to Transfer Deeds numbered 899 – 915 inclusive.

**RESOLVED** that in accordance with Standing Order 27(a), authority be given for the Council’s Common Seal to be applied to Transfer Deeds numbered 899 – 915 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A272. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13486 – 13511 INCLUSIVE)**

Members were requested to give authority for the Council’s Common Seal to be applied to Deeds of Exclusive Right of Burial numbered 13486 – 13511 inclusive.

**RESOLVED:** 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 13486 - 13511 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A273.

**BUDGET MONITORING REPORT**

Members were provided with the Committee's income and expenditure in the 2016/17 financial year as at the end of July 2016.

The Acting Town Clerk informed members of a leak that had been identified and repaired at Section "O" of Merthyr Dyfan Cemetery. She advised that Officers were unable to identify leaks until an unusually high bill was received and it seemed to be the same section every time. She advised that the cemetery operatives had suggested they may be able to rectify the problem in-house thus keeping costs down.

Councillor Evans suggested that the water usage be monitored and Officers should record the meter readings to identify unusually high usage so problems can be rectified quicker.

**RESOLVED:**

1. That the Acting Town Clerk makes arrangements for the water meter readings at Merthyr Dyfan Cemetery to be recorded to enable quicker identification of potential water leaks.
2. That the budget monitoring report for July 2016 noting the projected net under-spend of £6,805 in 2016/17 be received and noted.

A274.

**DATE OF NEXT MEETING**

**RESOLVED** that the date of the next meeting of the Halls, Cemeteries and Community Facilities Committee is scheduled for 21 November 2016.

A275.

**EXCLUSION OF PRESS & 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 advisable in the public interest that the press and public are excluded from the remainder of the meeting.

A276.

**UPDATE REPORTS ON BUILDING MAINTENANCE PROJECTS AND IMPROVEMENTS**

Members were provided with an update report on the building maintenance projects and improvements.

The Acting Town Clerk advised that at present there was no budget set for the proposed Topo Survey as outlined in the report provided by Lapidier and advised that members may wish to source funds from the Cemetery Improvement Fund or make provision in the 2017/18 budget.

Members agreed that there was no immediate rush to complete the Topo Survey and so agreed that provision should be made in the 2017/18 budget.

**RESOLVED:**

1. That consideration is given to the Topo Survey contained within the report produced by Lapidier at the budget meeting of the Halls, Cemeteries & Community Facilities Committee to be held on 21 November 2016 for inclusion within the 2017/18 budget.
2. That the report be received and noted.

A277.

**INTRODUCTION OF TALKING BINS ON BARRY ISLAND**

Members were informed of a suggestion in respect of working with the Vale of Glamorgan Council to install new rubbish bins at Barry Island.

Members were advised that recently in the press there had been an issue reported surrounding the rubbish that is being left at Barry Island Beach and suggested ways in which this could be improved.

Officers suggested a possible way to work with the Vale of Glamorgan Council to improve the rubbish problem on Barry Island and encourage children to throw their rubbish away in a bin, which in turn could prevent so much rubbish being left on the beach.

The suggestion being, "Talking Rubbish Bins". The bins are described as being friendly-looking, fun characters that speak when rubbish is deposited in them.

The Acting Town Clerk advised that she had met with Colin Smith of the Vale of Glamorgan Council who was also enthusiastic about the bins and felt that they would fit in with a new project that they have started on Barry Island. Colin suggested that due to the size of the bins being half that of the standard double bins currently on the Island, dependent on this Council's decision there could be two located on the western end ramp near to the square (near Marco's Café) and two on the ramp at the Eastern end of the promenade.

Members agreed it was an excellent idea to encourage children to dispose of rubbish.

Councillor N Hodges queried if the bins vocals could be personalised to include both Welsh and English, to which the Acting Town Clerk responded that they could.

Councillor Evans queried where the Barry Town Council logo could be placed and the Acting Town Clerk responded that there would be various options for logo placement.

**RECOMMENDATION:**

To a meeting of Full Council that Barry Town Council work in partnership with the Vale of Glamorgan to purchase and install four talking bins on Barry Island at a cost of £1,980 + VAT and that authorisation be given to officers to continue discussions with Colin Smith to implement this scheme.

A278.

**HANDHELD HEADSTONE RISK ASSESSMENT SYSTEM**

Members were provided with information in respect of an electronic memorial inspection system which could potentially replace the current manual procedure.

The Acting Town Clerk advised that the introduction of this electronic system would reduce staff time which would be beneficial should Council increase their remit through reshaping of services.

**RECOMMENDATION:**

To a meeting of the Finance, Policy & General Purposes Committee that provision is set aside for the implementation of the BACAS Memorial Risk Assessment Program to the value of approximately £2,545.

A279.

**CASUAL WORKERS**

Members were provided with an update regarding the casual workers currently working at the Cemetery and Pioneer Hall.

The Acting Town Clerk informed members that a weekend worker had left due to ill health and that the vacancy would be advertised from Tuesday, 6 September 2016.

Councillor Brooks noted that she was not happy to employ staff based on zero hour contracts and if it could be demonstrated within a Feasibility Study that there was a need she would be more happy to employ someone to contracted hours.

The Acting Town Clerk responded that she could compile a report based on the current working hours of zero hour contract staff and submit this to a meeting of the Personnel Committee for their consideration. She noted that without the pool of casual workers, the cemetery and other facilities would not have been able to operate as efficiently this year due to other members of staff sick and annual leave.

Members discussed and agreed that within the report to be submitted to the Personnel Committee, factors should be included such as the current structure at the Cemetery, the current need, average working hours of casual workers and the potential work that may be required of staff in the future.

**RESOLVED** that the Acting Town Clerk submit a report to the Personnel Committee based on the current structure at the Cemetery, the current need, average working hours of casual workers and the potential work that may be required of staff in the future.

A280.

#### **SANCTUM PANORAMA COLUMBARIA**

Members were provided with further information in respect of the purchase and installation of a Sanctum Panorama Columbaria in Merthyr Dyfan Cemetery.

Councillor N Hodges referring to the suggested 20 year lease contained within the report queried what procedure would be put in place for after this period?

The Acting Town Clerk responded that the 20 year lease was still higher than other organisations offered and explained that the lease was capped at 20 years to ensure tracking of family members to renew the lease was easier for staff. She explained that currently Council offer a 70 year lease on purchased graves and steps were in place to gradually reduce this period.

Members discussed and agreed that if the lease is to be set at 20 years, family members should be given the option to re-purchase the lease at a reduced rate after this period and this should be noted for future reference.

Members discussed the potential selling price and agreed a 20% profit margin was still an extremely competitive price when compared with prices from other organisations. They noted that the sale of the columbaria should be monitored and the future pricing should be adapted to reflect the selling trend.

**RECOMMENDATION:**

1. That officers be authorised to instruct the Councils Technical Advisers to prepare an application to the Vale of Glamorgan Council Planning Department for the installation of the Sanctum Panorama Columbaria, subject to the Finance, Policy & General Purposes Committee agreeing finance being available from the Cemetery Improvement Fund for this project.
2. That once the application is prepared it be submitted to a future meeting of the Committee showing the layout and landscaping of the site.
3. That the Sanctum Panorama Columbaria is offered using the following pricing structure:-

Cost of 20 year lease	- £228
Cost of placement of each set of ashes within niche	- £114
Cost of inscribed plaque	- £108

Total cost of first ashes interment **- £450**

Cost of placement of each set of ashes within niche	- £114
Cost of inscription	- £54

Total cost of second ashes interment **- £168**

**TOTAL COST OF INTERMENT OF TWO ASHES PLUS TWO INSCRIPTIONS (no more than 80 letters):-**

**£618**

4. That it be noted that if the lease is to be set at 20 years, family members should be given the option to re-purchase the lease at a reduced rate after this period and this should be noted for future reference.
5. That the sale of the columbaria should be monitored and the future pricing should be adapted to reflect the selling trend.

The meeting ended at 8 pm

Signed .....Date .....

**BARRY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 21 NOVEMBER 2016**

**PRESENT:** Councillor Evans (Chairperson) plus Councillors Brooks, N P Hodges and Kuhnell.

**ALSO PRESENT:** Councillor S Hodges - Observer  
Angie Norman – Deputy Town Clerk  
Becky Blackwell – Administrator

A281.       **APOLOGIES FOR ABSENCE**

None received.

A282.       **DECLARATIONS OF INTEREST**

None were received.

A283.       **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 5 SEPTEMBER 2016**

The Deputy Town Clerk updated members on the action sheets attached to the minutes and advised that with regard to A270(a)(1) and A279, the Deputy Town Clerk is gaining further information from staff and an update will be provided to both Halls, Cemeteries and Community Facilities Committee and Personnel Committee respectively. Also the Deputy Town Clerk advised that she had begun working on A270(b)(1).

The Chair via Councillor N Hodges, asked for an update on A270(c) The Lighting up of the Cemetery Chapel. The Deputy Town Clerk advised that the event had been well attended and should they wish to hold another similar event the Town Council could help with this.

**RESOLVED:**

That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 5 September 2016 be approved and signed as a correct record.

A284.

**DRAFT HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE ESTIMATES FOR 2017/18**

Members were provided with the Draft Estimates for 2017/18.

Members discussed the draft estimates, with the Deputy Town Clerk advising members that the Public Works Loan Board is due to come to an end and for future loans Council's will be required to apply directly to the National Assembly.

**RECOMMENDATION:**

That the draft estimates for 2017/18 be submitted to the Finance, Policy and General Purposes Committee meeting due to be held on 16 January 2017 as confirmation of the Halls, Cemeteries and Community Facilities Committee requirements for the 2017/18 financial year, subject to any additional items they may wish to include.

A285.

**CEMETERY FEES AND CHARGES 2017/18**

Members discussed the proposed Cemetery Fees and Charges. The Deputy Town Clerk drew their attention to the new proposed fee for the assignment (transfer) of the Exclusive Right of Burial (production of 'sealed' copy of Probate and no further assent) as this was an outcome of training and further information received via email. Members agreed to the additional charge being included.

Discussions continued with regard the services that are available at the Cemetery and it was felt that more promotion is needed. Councillor N Hodges said that he was happy with the 2% increase and capping the charges as previously agreed and that he was happy with officers using discretion where needed and updating the Committee after.

**RECOMMENDATION:**

1. That Members agree to the proposed fees and charges for 2017/18 financial year.
2. That a recommendation be made to the meeting of Finance, Policy and General Purposes Committee to be held on 16 January 2017 of the proposed Cemetery Fees and Charges 2017/18.
3. 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 charge (the excavation charge being a non-negotiable charge)

A286. **PIONEER HALL CHARGES 2017/18**

Members were provided with an update of the Pioneer Hall Charges 2017/18.

Councillor Brooks asked about the party package and the 4 hours allocated time for hire, she believed that four hours is a long time for a party booking and felt that this could be reduced. The Deputy Town Clerk advised members that discussions have taken place with regard to having two parties a day on weekends with the parties being limited to 3 hours, although a feasibility study will have to take place with regard to staffing and cost effectiveness. The Deputy Town Clerk advised that the Town Clerk will be taking forward a comprehensive report to Personnel which takes this discussion into account.

Councillor N Hodges wished to raise a point about the hourly charges, he said that they are the same for weekday and weekends. He asked is this something that can be a premium on weekends. The Deputy Town Clerk advised that this can be looked into and reviewed for the Pioneer Hall Fees for the following year.

**RECOMMENDATION:**

1. That members agree to the proposed hire charges for the Pioneer Hall for the 2017/18 financial year.
2. That a recommendation be made to the meeting of Finance, Policy and General Purposes Committee due to be held on 16 January 2017 of the proposed Pioneer Hall Charges for 2017/18.
3. That a review of the weekend hire charges be reviewed with the inclusion of a premium charge for such hours.

A287. **PROPOSED FUTURE PROJECTS TO BE UNDERTAKEN IN THE PIONEER HALL**

Members were provided with the information relating to replacing the roof at the Pioneer Hall.

Members discussed that the roof is the original 1947 roof and had previously been repaired over the years. The Deputy Town Clerk advised that it is an asbestos roof, of the 'safe' kind, hence the high valuation from the Council's technical advisers. She also advised that a tender process would take place for the replacement of the roof, subject to the works being agreed within the 2017/18 budgets.

The Deputy Town Clerk also advised that currently the repairs that have taken place cost anywhere between £200 - £300 per repair which can happen between 2/3 times a year, replacing the roof as a whole will reduce the need of repair and costs over time making a saving to the Council. She also suggested that when the recommendation goes to Finance, Policy and General Purposes committee that the original report provided to the Halls, Cemeteries and Community Facilities Committee is placed on the agenda, which contains the full and detailed information.

**RECOMMENDATION:**

1. That the members of the Halls, Cemeteries and Community Facilities agree to a request being made to the Finance, Policy and General Purposes Committee that a sum of £45,000.00 be added to the 2017/18 budgets for the replacement of the roof at the Pioneer Hall.
2. That a copy of the report provided to the Halls, Cemeteries and Community Facilities Committee be included in the Finance, Policy and General Purposes Committee agenda.

A288.

**PROPOSED FUTURE PROJECTS TO BE UNDERTAKEN IN MERTHYR DYFAN CEMETERY 2017/18**

Members were provided with a list of requests of future projects to be undertaken in Merthyr Dyfan Cemetery 2017/18.

Members discussed each item at length with the following points being made:-

1. Tree Tagging Programme and Survey

The Deputy Town Clerk advised that the Council have a digital mapping service for the identification of the cemetery trees and that the digital mapping be amendable in house rather than having a paper map. This would also aid the process of obtaining quotes from Tree Surgeons in future. She also advised that she felt the amount requested is reasonable as past surveys have cost in the region of £3,000 just for a survey. Members agreed with the Deputy Town Clerk.

**RECOMMENDATION:**

That a sum of £5,500 be included in the 2017/18 budgets for Merthyr Dyfan Cemetery.

2. Improvements to Mess Room

Members were provided with the information with regard to the poor condition of the flooring within the mess room.

The Deputy Town Clerk advised that the floor had not been updated since the building was built and that the floor is in urgent need of replacing. Councillor Kuhnell advised that the building was renovated as a whole eight years ago and it was even suggested that the building be demolished and re built. The Deputy Town Clerk advised that the building was only re painted and no further building work had been done to the mess room. Councillor Brooks advised that it was the Public Toilets that had been updated and agreed that the mess room should be improved. The Deputy Town Clerk advised that the building is in good condition and felt that an update to the floor was needed along with a new kitchen area and repaint and that the technical advisers had not raised any concern in respect to the overall condition of the building.

### **RECOMMENDATION:**

That a sum of £2,500 be placed in the Property Maintenance & Improvements heading of 2017/18 budgets for improvement works to the cemetery staff mess room and office.

### **3. Cemetery Roads**

Members were provided with a map of the Cemetery and information regarding the Cemetery Roads.

Members discussed the Cemetery roads at length and within the discussions members talked about the condition of the roads and how many are in need of repair and complete renovation. The Deputy Town Clerk advised that she will discuss the possibility of the roads being constructed in concrete and how would concrete behave with tree roots.

Councillor Brooks asked that a figure be put forward, the Deputy Town Clerk suggested that she will speak with the Council's Technical Adviser and then meet with the Chair of Halls, Cemeteries and Communities Facilities Committee and the committee member of the opposition with a recommendation being made to the Finance, Policy and General Purposes Committee for an appropriate sum to be added to the 2017/18 budget for the repair of the roads.

Councillor S Hodges asked to address members, stating that the smaller paths be looked at with a view to blocking them off from cars as the cars using them are churning up the verges. Also she stated that a lot of the narrower roads are not suitable for vehicle access and suggested that boulders be placed to stop cars from using them.

The Chair summarised the points discussed and advised that members would be happy for the Deputy Town Clerk to obtain quotes for the

works which will then be discussed with Councillors Evans and N Hodges.

**RECOMMENDATION:**

1. That members of the Halls, Cemeteries and Community Facilities Committee agree, in principal, the inclusion of funding in the 2017/18 budgets for road improvements in Merthyr Dyfan Cemetery.

2. That once costings have been received from the Council's technical advisers in respect of the road improvements, the Deputy Town Clerk meet with the Chair and Councillor N Hodges to consider the costings and agree on an appropriate sum to be added to the 2017/18 budget for the repair of the roads in Merthyr Dyfan Cemetery.

4. Topographical Survey of Cemetery

Members were provided with information regarding the Topographical Survey of the Cemetery.

The Deputy Town Clerk advised that it would be of considerable help to have this for the functionality of the Cemetery as the paper based maps are outdated and not correct in some instances. She explained that if there were a digital map of the cemetery, it can be monitored in house and be kept up to date.

Councillor Kuhnell suggested that a drone picture of the cemetery would be a nice thing to own. Councillor N Hodges advised that someone has already done this.

**RECOMMENDATION:**

That members agree to a request being made to the Finance, Policy and General Purposes Committee for the inclusion of a sum of £6,500 for the creation of a Topographical Survey and mapping of all individual graves on that survey to replace the outdated map of the cemetery currently held on file.

\*\*\*

Further discussions continued regarding the mapping of the cemetery and members agreed that this is needed for the functionality of the Cemetery.

Members then began to discuss the budgets in which the money can come from for the projects being discussed. Councillor S Hodges suggested that when this committee asks Finance, Policy and General Purposes Committee for such money, where possible an addition should be requested to current budgets, such as tree and roads in an attempt to reduce the amounts being requested.

Councillor N Hodges agreed and stressed that the money will be spent on Council assets and can only benefit the Council and the public that use the Cemetery. Councillor Brooks asked if they could be dealt with in order of priority. The Deputy Town Clerk advised that they are all on the same level of priority with the exception of the Installation of Photovoltaic cells.

5. Installation of Photovoltaic cells on roof of cemetery garage

The Deputy Town Clerk advised that a local company offers grants for photovoltaic cells and this may be an avenue that could be pursued. She advised that the cells would generate enough electricity for the cemetery, cemetery buildings and cemetery approach when completed and feed back into the grid. However, the Council may not see a return on the investment for a period of at least 10 years.

Members discussed the budget heading for all of the projects and agreed that all projects are a priority for the Cemetery.

**RECOMMENDATION:**

That members give consideration to a request being made to the Finance, Policy and General Purposes Committee for the inclusion of a sum of £6,500 for the installation of Photovoltaic Cells on the roof of the cemetery garage.

A289. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (915 - 923 INCLUSIVE)**

Members were requested to give authority for the Council's Common Seal to be applied to Transfer Deeds numbered 915 - 923 inclusive.

**RESOLVED:**

That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 915 - 923 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A290. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13511 - 13532 INCLUSIVE)**

Members were requested to give authority for the Council's Common Seal to be applied to Deeds of Exclusive Right of Burial numbered 13511 - 13532 inclusive.

**RESOLVED:**

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 13511 - 13532 inclusive, granting the exclusive right of burial to those named on the interment form.

A291.

### **PORTHKERRY CEMETERY – REMAINING BURIAL SPACE**

Members were provided with information regarding the remaining burial land within Porthkerry Cemetery.

The Deputy Town Clerk advised that there has been an appointment of a new officer at the Vale of Glamorgan Council, Mr Dave Nevett and he had contacted the Deputy Town Clerk following the provision of the report to him, advising that a capital bid had been submitted and agreed that there is a problem with the lack of burial land.

The Deputy Town Clerk also advised members that she had provided the Vale of Glamorgan officers with the suggestion of a columbarium for the potential of an additional 96 interments of cremated remains.

Members were requested to consider covering the cost of the replacement of benches within Porthkerry Cemetery as the Vale of Glamorgan officers advised that there was no money to cover the repairs.

Members discussed the replacement of the benches and decided that it would be something that the Council would not consider as it is out of this Council's remit.

#### **RECOMMENDATION:**

1. That members receive and note the information provided in relation to the remaining burial space at Porthkerry Cemetery.
2. That a response be sent to the Vale of Glamorgan Council with regard to the replacement benches, explaining that it is not within the remit of Barry Town Council to replace or repair the benches in Porthkerry Cemetery as part of the service level agreement as the cemetery is in Rhose which falls outside of Barry Town Council's boundaries.

A292.

### **MEMBERSHIP OF NATIONAL ASSOCIATION OF MEMORIAL MASONS (NAMM)**

Members were provided with an update from the Deputy Town Clerk in relation to a recent conference she attended.

Members had a brief discussion with regard to the new membership of NAMM and they decided that it would be beneficial to this Council to become members.

## **RECOMMENDATION:**

1. That members of the Halls, Cemeteries and Community Facilities Committee agree to the Council becoming a corporate member of NAMM for the benefit of the training and knowledge that they can bring to the Council and its activities as a burial authority, subject to agreement of the Finance, Policy and General Purposes Committee.
2. That members agree to the introduction of six monthly meetings with memorial masons to enable discussions on both parties working practices to ensure smoother running of the burial services provided.

A293.

### **INSTITUTE OF CEMETERY AND CREMATORIUM MANAGEMENT (ICCM) SUMMARY OF FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2016**

Members were provided with a copy of the Institute of Cemetery and Crematorium Management Summary of Financial Statement for the Year Ended 31 March 2016.

## **RESOLVED:**

That members of the Halls, Cemeteries and Community Facilities Committee receive and note the financial statement provided by the ICCM.

A294.

### **DATE OF NEXT MEETING**

**RESOLVED** that the date of the next meeting of the Halls, Cemeteries and Community Facilities Committee is scheduled for 14 February 2017.

A295.

### **EXCLUSION OF PRESS & 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.

A296.

### **RECENT INCIDENT AT MERTHYR DYFAN CEMETERY**

Members were made aware of an incident that occurred at Merthyr Dyfan Cemetery.

The Deputy Town Clerk advised members that she had been in contact with the police for advice. The advice given was taken on board with the relevant action being taken.

**RESOLVED:** That members of the Halls, Cemeteries and Community Facilities Committee receive and note the report noting that the Cemetery foreman will keep a log of future incidents.

The meeting ended at 8.30 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 13 FEBRUARY 2017**

**PRESENT:** Councillor Evans (Chairperson) plus Councillors Aviet (Arrived 7.10pm), Bertin, Brooks and Kuhnell.

**ALSO PRESENT:** Councillor Johnson - Observer  
Angie Norman – Deputy Town Clerk  
Becky Blackwell – Administrator

A297. **APOLOGIES FOR ABSENCE**

None received.

A298. **DECLARATIONS OF INTEREST**

None were received.

A299. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 21 NOVEMBER 2016**

The Deputy Town Clerk updated members on A292 (2) advising that the first meeting is scheduled for Wednesday, 22 February 2017.

Councillor Johnson asked for an update on A291 (2). The Deputy Town Clerk advised that no response had been received in relation to this matter.

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 21 November 2016 be approved and signed as a correct record.

A300. **OUTCOME OF BUDGET REQUEST TO FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE**

Members were provided with the outcomes of the budget request made to the Finance, Policy and General Purposes Committee.

The Deputy Town Clerk advised that all of the requests were approved apart from the request to install Photovoltaic cells on the roof of the cemetery garage as Finance, Policy and General Purposes Committee had requested more information.

**RESOLVED:** That the report be received and noted, noting that the projects had been approved at the meeting of Full Council on Monday, 6 February 2017, as per the recommendation from the Finance, Policy & General Purposes Committee.

A301.

**BURIAL COSTS FOR CHILDREN**

Members were provided with a report informing them of the outcome of a recent campaign to abolish funeral charges for children. Members discussed the report noting that several burial authorities have already reduced or removed their fees for such interments. Torfaen have abolished their charges and Swansea has pledged to scrap their fees. Councillor Johnson asked how many children's burials are undertaken in Merthyr Dyfan Cemetery. The Deputy Town Clerk advised that she had not had the opportunity to look into this in detail in time for the meeting but that she would be more than happy to prepare a detailed report for the next committee for discussion. Councillor Brooks advised that she would like to see the fees for children's burials abolished at Barry Town Council, a sentiment that was supported by other members of the committee.

**RESOLVED:**

1. That Members of the Halls, Cemeteries and Community Facilities Committee receive and note the report.
2. That the Deputy Town Clerk provides a report on infant and child funerals that have taken place in Merthyr Dyfan Cemetery over the past three years, with a view to possibly removing or reducing the cost of such burials.

A302.

**PORTHKERRY CEMETERY – REMAINING BURIAL SPACE**

Members were provided with an update on the remaining burial space in Porthkerry Cemetery and the outcome on an officer bid for funding to extend the cemetery at Porthkerry by Vale of Glamorgan Officers.

The Deputy Town Clerk updated members with regard to the situation at Porthkerry Cemetery advising them that she remains in contact with Dave Knevett of the Vale of Glamorgan Council. She advised that an officer bid had been made at the Vale of Glamorgan Council in respect of the extension, but that unfortunately it had not been successful. However, Mr Knevett advised that he was not deterred and that he would try again and in the meantime he was gaining support for the extension. She advised that she was in the process of meeting with Vale officers to discuss what could be done in Porthkerry Cemetery to find more burial space as the cemetery stands at the moment.

Members asked what if anything had come of previous discussions with other Community & Town Councils within the Vale of Glamorgan

in respect of a Vale Cemetery. The Deputy Town Clerk also advised that this had been put on hold due to the LDP not being approved at its early stages. She informed members that the Town Clerk was due to have a meeting with the Clerks of the Vale of Glamorgan Council and that she would ask her to raise the topic of burial land further.

**RESOLVED:**

1. That members of the Hall, Cemeteries and Community Facilities Committee receive and note the report.
2. That the Deputy Town Clerk keeps members of the Halls, Cemeteries and Facilities Committee informed of any future progress at Porthkerry Cemetery.

A303. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (924-934 INCLUSIVE)**

Members were requested to give authority for the Council's Common Seal to be applied to Transfer Deeds numbered 924 - 934 inclusive.

**RESOLVED:**

That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 924-934 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A304. **BUDGET MONITORING REPORT**

Members were provided with the budget monitoring report for 1 April 2016 – 30 January 2017.

**RESOLVED:** that the budget monitoring report for January 2017 noting the projected net underspend of £29,038 in 2016/17.

A305. **DATE OF NEXT MEETING**

**RESOLVED** that the date of the next meeting of the Halls, Cemeteries and Community Facilities Committee is scheduled for 3 April 2017.

The meeting ended at 7.30 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 3 APRIL 2017**

**PRESENT:** Councillor Evans (Chairperson) plus Councillors Aviet, Brooks, N Hodges and Kuhnell (arrived at 7.05pm).

**ALSO PRESENT:** Angie Norman – Deputy Town Clerk  
Becky Blackwell – Administrator

A306. **APOLOGIES FOR ABSENCE**

None received.

A307. **DECLARATIONS OF INTEREST**

None were received.

A308. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 13 FEBRUARY 2017**

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 13 February 2017 be approved and signed as a correct record.

A309. **MERTHYR DYFAN CEMETERY**

a) **Switching off of gas Supply to Merthyr Dyfan Chapel**

Members were provided with a report regarding the switching off of the gas supply to the Chapel at Merthyr Dyfan Cemetery due to the heating system no longer being in use.

**RESOLVED:** that the gas boiler be removed from the cemetery chapel along with all the radiators linked to this system and a new unvented electrical system be installed for the supply of the hot water only along with a small electric wall heater in the cost of approximately £2,000/£2,500.

b) **Roads Scheduled for Works in 2017/18**

Members were provided with a report for the schedule of works for the roads within Merthyr Dyfan Cemetery following the Finance, Policy and General Purposes Committee's decision to only allocate part of the funding requested via the annual budget setting process.

The Deputy Town Clerk advised that the two roads identified as the most important, were those used most frequently and that tarmac will be used rather than concrete to ensure the longevity of the roads.

Councillor N Hodges advised that in the future traffic management must be investigated. The Deputy Town Clerk suggested that more bollards could be installed to deter vehicles from using the grass verges and damaging them.

Councillor Brooks suggested the development of an app to be used for the Cemetery.

**RESOLVED:** that members receive and note the report, noting that the triangular area detailed on the attached map to the agenda is considered to be a priority with regard road works along the area adjacent to R/S and T/Q subject to sufficient funds being available.

A310. **PORTHKERRY CEMETERY – REMAINING BURIAL SPACES UPDATE**

Members were provided with an update with regard to Porthkerry Cemetery.

The Deputy Town Clerk advised that the Vale of Glamorgan had visited Porthkerry Cemetery in her absence and removed the trees agreed within the report which has allowed space for cremated remains and full burials.

**RESOLVED:** That the members of the Halls, Cemeteries and Community Facilities Committee receive and note the information contained within the report, with further updates being provided by the officer as and when available.

A311. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (924 -935 INCLUSIVE)**

**RESOLVED:** that in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered **923-935** inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A312. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13533 – 13557 INCLUSIVE)**

**RESOLVED:** 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 **13533 – 13557** inclusive, granting the exclusive right of burial to those named on the interment form.

A313. **BUDGET MONITORING REPORT**

Members were provided with the Committee's income and expenditure in the 2016/17 financial year as at the end of February.

**RESOLVED:** that members receive the budget monitoring report for February 2017 noting the projected underspend of £40,103 in 2016/17.

A314. **DATE OF NEXT MEETING**

The date of the next meeting will be determined by Council at its Annual Meeting due to be held on Tuesday, 15 May 2017.

A315. **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.

A316. **BURIAL COSTS FOR CHILDREN**

The Deputy Town Clerk advised members that recent news had superseded the report provided by way of the Welsh Labour Leader abolishing costs of interments fees for Children in Wales but advised that full details of the policy are not yet available.

Members agreed that this supports what the Council wanted to achieve and that it should be effective immediately. They also discussed the age limits and agreed that children up to the age of 18 will be included.

Councillor N Hodges suggested that it is described within the fees and charges as 'Children and Young People' so as to not confuse matters. He also suggested that a letter be sent to the Vale of Glamorgan Council encouraging them to abolish the fees for the burial of Children within Porthkerry Cemetery.

Members also discussed that if the amount received from the Welsh Government is below our current prices then this Council should absorb the difference.

**RECOMMENDATION:**

1. That in light of the recent announcement by the First Minister regarding the abolition of burial fees for children in Wales that members receive and note the report.
2. That members agree that the age limit of the abolition of the fees will be 18 years of age.

3. That this council absorb the difference, if any, from the amount that will be received from the Welsh Government to that charged by this Council.

A317.        **REPAIRS TO CEMETERY LODGE**

Members were provided with a report to advise them of urgent repairs that are needed to the Cemetery Lodge.

Members agreed to the content within the report and advised that the officer arrange for any necessary works to the Lodge to be carried out as a matter of urgency.

**RESOLVED:** that Contactor B is instructed to carry out the works to the Cemetery Lodge as a matter of urgency.

The meeting ended at 7.30 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 5 JUNE 2017**

**PRESENT:** Councillor N P Hodges (Chair), Andrews, Aviet (Vice-Chair), Johnson, Richardson and Rowlands.

**ALSO PRESENT:** Angie Norman – Deputy Chief Officer  
Becky Blackwell – Administrator  
Councillor S Hodges – Observer

Before the meeting started there was a minutes silence for the attack in London.

A1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Bailey.

A2. **DECLARATIONS OF INTEREST**

None were received.

A3. **TERMS OF REFERENCE**

**RESOLVED:** that the Terms of Reference be received and noted

A3. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 3 APRIL 2017**

Councillor Johnson asked for clarification on the action sheets as minute number A316 stated that a letter was to be sent to the Vale of Glamorgan Council advising them of the abolishment of burial costs for children but the action was not on the action sheet. The Deputy Chief Officer advised that the Vale of Glamorgan Council do not receive the interment cost for burials, these are paid to Barry Town Council and therefore there had been no requirement to write to the Vale of Glamorgan Council.

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 3 April 2017 be approved and signed as a correct record.

A4.

**MERTHYR DYFAN CEMETERY**

a) Projects for 2017/18

Members were provided with a report outlining the projects expected to take place during 2017/18. The Deputy Chief Officer took members through the report and explained the tender process for new Councillors.

Councillor Richardson requested a site visit to the mess room at the Cemetery. The Deputy Chief Officer advised that Councillors can visit the Cemetery at any time during the week and that the Cemetery Foreman would be happy to show them around the buildings.

**RESOLVED:** that Members of the Halls, Cemeteries and Community Facilities Committee receive and note the above information.

b) Update from Technical Adviser

Members were provided with an update from the Council's Technical Advisers, Lapidar Ltd with regard to the projects being undertaken.

Councillor Johnson asked if the Pioneer Hall would be closed during the repair works to the roof. The Deputy Chief Officer advised that as the repairs are to the outside then this should not affect the hire of the hall. If there was going to be any disruption hirers would be advised with plenty of notice.

**RESOLVED:** that members receive and note the report.

A5.

**TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (936-950 INCLUSIVE)**

**RESOLVED:** that in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered **936-950** inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A6.

**GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13558-13568 INCLUSIVE)**

**RESOLVED:** 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 **13558-13568** inclusive, granting the exclusive right of burial to those named on the interment form.

A7. **BUDGET MONITORING REPORT FOR APRIL 2017**

Members were provided with the Committee's income and expenditure in the 2017/18 financial year as at the end of April 2017.

The Deputy Chief Officer advised members that the JCB is due a service soon and may need repair works which have not been budgeted for.

**RESOLVED:** that members receive the budget monitoring report for April 2017 noting the projected net under-spend of £70 in 2017/18.

A8. **SCHEDULE OF PAYMENTS FOR JUNE 2017 (INTERIM)**

Members were provided with the schedule of payments for June 2017 (interim) consisting of direct debits and cheque numbers 2271 to 2357 inclusive, in the amount of £53,354.19.

A9. **DATE OF NEXT MEETING**

The date for the next meeting is scheduled for Monday 11, September 2017.

A10. **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.

A11. **COST OF TRANSFER OF EXCLUSIVE RIGHT OF BURIAL**

Members were provided with a report with regard to the transfer of burial cost.

Councillor Johnson stated that he agreed with the reasons for the reduction in cost but would need an idea of cost and how many people it would effect.

The Administrator gave an overview of the transfer process; amount of transfer deeds carried out and advised that she believed if the fee was lower more people would carry out the transfer of deeds.

Councillor Johnson said that he was happy to accept the reduction in the fees to start immediately but would like a report to show the impact it would have on the numbers of people carrying out transfer deeds.

Councillor Andrews made a suggestion that the probate fee should be £20 and not increased to £30. Members agreed.

**RESOLVED:**

1. That a report is submitted to the next meeting of the Halls, Cemeteries and Community Facilities Committee outlining the impact of transfer of burials.
2. That members of the Halls, Cemeteries and Community Facilities Committee accept the proposed amendment to the costs in relation to the reassignment of future Exclusive Rights of Burials, with immediate effect, which are as follows:-
  - For the assignment (transfer) of the Exclusive Right of Burial (Production of “sealed” copy of Probate and no further assent) £20
  - For the assignment (transfer) of the Exclusive Right of Burial £30

A12.

**CEMETERY LODGE REPLACEMENT OF RADIATORS**

Members were provided with a report regarding an issue in respect of the heating system within the Cemetery Lodge.

The Deputy Chief Officer advised members that the heating system within the lodge has not been fit for purpose for a number of years and that the tenants cannot use certain radiators within the lodge.

Councillor Johnson agreed with the report and suggested that quotes are obtained ready for discussion at the Finance, Policy and General Purposes Committee scheduled to be held in July. He also queried the budget for the works. The Deputy Chief Officer advised that the money for the repair work could be taken from the Cemetery Property Maintenance budget but as this budget head is usually spent to capacity, it would be wise to recommend the cost to the Finance, Policy and General Purposes Committee and ask that the funds for the repair works be taken from the general reserves.

**RESOLVED:** that members of the Halls, Cemeteries and Community Facilities Committee authorise the Deputy Chief Officer to obtain a further two quotes for the works detailed within the report and once received a request be made to the Finance, Policy and General Purposes Committee to approve expenditure of the best value quote received for the works to be done as a priority before the Winter months.

The meeting ended at 8.20 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 11 SEPTEMBER 2017**

**PRESENT:** Councillor N P Hodges (Chair), Andrews, Aviet (Vice-Chair), Johnson, Richardson and Rowlands.

**ALSO PRESENT:** Angie Norman – Deputy Chief Officer  
Rhian Burns – Administrator  
Councillor S Hodges – Observer

A13. **APOLOGIES FOR ABSENCE**

None were received.

A14. **DECLARATIONS OF INTEREST**

None were received.

A15. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 5 JUNE 2017**

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 5 June 2017 be approved and signed as a correct record.

A16. **CEMETERIES**

Members were provided with a report outlining the projects expected to take place during 2017/18. The Deputy Chief Officer took members through the report.

Councillor S Hodges queried whether the plan was for all the benches in the cemetery to be repaired. The Deputy Chief Officer responded that the benches were being placed into red, amber and green categories in terms of condition and that those in the red category would be replaced first. The Deputy Chief Officer added that any benches in a reasonable condition could be repaired as a temporary measure until they could be replaced.

Councillor Hodges questioned what would happen to memorial plaques which were installed on the benches in situ. The Deputy Chief Officer responded that they would be transferred onto the new benches.

Councillor Andrews asked how many benches there were in the cemetery. The Deputy Chief Officer advised that a topographical

survey was being carried out currently and the benches would be mapped onto this.

Councillor Johnson queried the timescale of the road repairs. The Deputy Chief Officer advised that a meeting was scheduled with the Technical Advisors in the next week to decide what could be repaired within this year's budget and that an update would be available after this meeting had taken place.

Councillor Johnson asked for further details regarding the disposal of chemicals from the cemetery. The Deputy Chief Officer advised that the Green Flag report had raised an issue of a number of chemicals – some which were now illegal – still being stored at the cemetery. She further advised that these had now been removed by an outside contractor and disposed of in the correct manner. Councillor N Hodges queried the cost of this and the Deputy Chief Officer advised the cost was £215.26.

Councillor Richardson queried what weed killer was now being used at the cemetery and the Deputy Chief Officer responded that a professionally recognised safe product was now being used.

Councillor Johnson queried whether there was an artist's impression of the proposed scatter garden. The Deputy Chief Officer advised that there was not one available yet but described the outlined plans.

Councillor S Hodges noted that as grass needs to be kept longer in scatter gardens it would be useful to be mindful of this in the planning stages with regards signage.

The Deputy Chief Officer advised Members that the arrangements had been made for the Green Flag presentation at the cemetery on 13<sup>th</sup> September and that all Councillors were invited.

**RESOLVED:** That the report be received and noted.

A17.

### **PIONEER HALL**

Members were provided with a report outlining the projects expected to take place during 2017/18. The Deputy Chief Officer took members through the report and drew members attention to the feedback forms received from hirers of the hall.

Councillor N Hodges advised members that the Pioneer Hall was now fully booked until the end of 2017 which was indicative of its popularity and good value. He commented that one area which could be improved was the toilet facilities which were beginning to look careworn. The Deputy Chief Officer suggested that the toilet facilities and the hot water heating system should be considered as a future improvement to the Pioneer Hall.

Councillor Andrews asked for an update on the situation with the roof repairs. The Deputy Chief Officer advised that this work needed to be done as a matter of priority as during the recent bad weather the roof had leaked and caused staining on the ceiling. Councillor Andrews queried whether the work being carried out would have any impact on party bookings. The Deputy Chief Officer advised that as the work was being carried out on the exterior of the building it should have no impact on party bookings.

Councillor Johnson asked if it would be possible to get a yearly breakdown of the feedback from party hires. The Deputy Chief Officer confirmed that this would be possible.

**RESOLVED:**

1. That members of the Halls, Cemeteries and Community Facilities Committee receive and note the report and feedback forms.
2. That a report be submitted to the next meeting of the Committee in respect of funding for improvements to be made to the toilet facilities in the 2018/2019 budgets.
3. That an annual report detailing feedback from hirers be presented to the committee.
4. That 'Silly String' and similar products be banned from use in the Pioneer Hall.

A18. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (951-965 INCLUSIVE)**

**RESOLVED:** that in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered **951-965** inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A19. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13569-13598 INCLUSIVE)**

**RESOLVED:** 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 **13569-13598** inclusive, granting the exclusive right of burial to those named on the interment form.

A20. **BUDGET MONITORING REPORT FOR APRIL 2017**

The Deputy Chief Officer advised members that a large proportion of the budget allocated for equipment had been spent due to the need for this equipment during the summer months.

**RESOLVED:** that members receive the budget monitoring report for July 2017 noting the projected net under-spend of £3,289 in 2017/18.

A21.

**SCHEDULE OF PAYMENTS FOR SEPTEMBER 2017**

Members were provided with the schedule of payments for September 2017 consisting of direct debits and cheque numbers 2497 to 2524 inclusive, in the amount of £16,383.31.

**RESOLVED:** that members approve the schedule of payments for September 2017 consisting of direct debits and cheque numbers 2497 to 2524 inclusive, in the amount of £16,383.31.

A22.

**TREE CHARTER**

The Deputy Chief Officer brought members attention to a new scheme “Charter for Trees, Woods and People” that has been established and requested that members agree to sign up to the charter.

**RESOLVED:**

1. That members of the Halls, Cemeteries & Community Facilities Committee agree to sign up to the Charter for Trees, Woodlands and People and that once registered and the relevant information and booklets have been received, the Community Development Officer be requested to take this forward as part of future events of the Council.
2. That once the booklets have been received one be placed in the Pioneer Hall for signing and one in the Cemetery (with notification being placed in the local press advising of their whereabouts and encouraging people to sign them).
3. That as part of the role of the Community Development Officer, she work with local organisations and help them, where needed, to achieve funding for tree planting/woodland projects via the Charter.
4. Following registration to the Charter for Trees, Woodlands and People this Council apply for a “Legacy Tree” to be planted in either the new extension area of Merthyr Dyfan Cemetery or in the newly developed Cemetery Gardens.

A23.

**REQUEST FOR FUNDING FROM JANE HUTT**

The Deputy Chief Officer advised members of a request received from Jane Hutt AM on behalf of Barry Mosque. A discussion took place surrounding this request.

**RESOLVED:**

1. That the Committee authorises the Deputy Chief Officer to write to Jane Hutt AM in response to her request advising that Council are prohibited by statute to provide funding of the fabric of a religious building.
2. That the Deputy Chief Officer meet with the Iman of Barry Mosque to open a dialogue with regards their requirements/expectations for burials at Barry cemetery

A24.

**IMPACT OF CHANGE OF TRANSFER OF EXCLUSIVE RIGHT OF BURIAL FEES**

Members were provided with an update on the impact of the change of fees structure in respect to the transfer of burial cost.

Councillor N Hodges noted that more time would be required to allow for a more accurate overview of the impact of the change to the fee structure.

Councillor Johnson queried whether a full year with the revised fees should be given to assess the success of the fee change.

**RESOLVED:** that members receive and note the above report and agree to a further comparison report being provided in September 2018 in order to get a better comparison.

A25.

**DATE OF NEXT MEETING**

The date for the next meeting is scheduled for Monday 20, November 2017.

The meeting ended at 7.55 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 20 NOVEMBER 2017**

**PRESENT:** Councillors N P Hodges (Chair), Andrews, Aviet (Vice-Chair), Johnson, Richardson and Rowlands.

**ALSO PRESENT:** Angie Norman – Deputy Chief Officer  
Rhian Burns – Administrator  
Councillor S Hodges – Observer

A26. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Bailey.

A27. **DECLARATIONS OF INTEREST**

Councillor Johnson declared a pecuniary interest in Agenda Items 6 and 7 (Pioneer Hall Charges 2018/2019 and Proposed Future Projects to be undertaken in Pioneer Hall) and advised he would leave the room during this part of the meeting.

A28. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 11 SEPTEMBER 2017**

The Deputy Chief Officer gave Members an update on the outcome of the meeting chaired by Jane Hutt she attended with GVS, Race Relations and Manzoor Ahmed of the Barry Mosque to discuss the possibility of holding Muslim burials at Merthyr Dyfan Cemetery.

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 11 September 2017 be approved and signed as a correct record.

A29. **DRAFT HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE ESTIMATES FOR 2018/19**

Members were provided with draft estimates for 2018/19.

**RECOMMENDED:** To a meeting of the Finance, Policy and General Purposes Committee being held on 15 January 2018 as confirmation of the Halls, Cemeteries & Community Facilities Committee requirements for the 2018/2019 financial year subject to any additional items they may wish to include.

A30.

**CEMETERY FEES AND CHARGES 2018/2019**

Members were provided with a report requesting that they give consideration to, and review the cemetery fees and charges for the financial year 1 April 2018 to March 2019.

A discussion took place surrounding the proposed increases and it was felt that the prices were appropriate. Councillor Johnson noted that he welcomed the introduction of free interments for under 18's.

At this point the Deputy Chief Officer raised the issue of continuing to offer three depth graves and outlined some of the concerns from staff surrounding digging to the depth required. Members requested a report be provided at the next meeting to allow for a broader discussion.

**RECOMMENDED:** To a meeting of the Finance, Policy and General Purposes Committee being held on 15 January 2018 that the proposed fees and charges for the 2018/2019 financial year be agreed.

**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.
2. That an agenda item be added to the next meeting of the Halls, Cemeteries and Community Facilities meeting on Monday 11 February to discuss the issue of three depth graves.

A31.

**PIONEER HALL CHARGES 2018/2019**

Members were provided with a report requesting that they give consideration to, and review the hire charges for the financial year 1 April 2018 to March 2019.

A discussion took place surrounding the price increases and it was felt that the Pioneer Hall was still very competitively priced when compared to other facilities locally and a small price increase to £54 for the party packages would be appropriate.

Councillor Andrews queried why the hall was being closed during the repairs to the roof as it had previously been advised that a closure was not necessary. The Deputy Chief Officer noted that this had become necessary due to there being asbestos in the roof space. Councillor Johnson requested that letters be sent to residents of Beryl Road to advise them of the upcoming work.

**RECOMMENDED:** to a meeting of the Finance, Policy and General Purposes Committee being held on 15 January 2018 that the proposed fees and charges for the 2018/2019 financial year be agreed with the price of the children's party package being increased to £54.

**RESOLVED:** that the residents of Beryl Road be informed of the upcoming work being undertaken on the Pioneer Hall roof.

A32.

**PROPOSED FUTURE PROJECTS TO BE UNDERTAKEN IN PIONEER HALL**

Members were provided with a report outlining projects for consideration in the Pioneer Hall, for which funding will need to be considered in the 2018/19 budget. The Deputy Chief Officer highlighted some safety concerns with regards the scalding risk from the over sink water heaters currently in place in the toilets. It was also noted that the aluminium style gates detailed in the report would have an emergency release bar fitted to allow for faster evacuation through the side fire door.

**RECOMMENDED:**

1. To a meeting of the Finance, Policy and General Purposes Committee being held on 15 January 2018 that the toilets and sinks at the Pioneer Hall be replaced and that the above sink water heaters be removed and a new water heating system be provided to a budget of £3000.
2. To a meeting of the Finance, Policy and General Purposes Committee being held on 15 January 2018 that the two side gates at the Pioneer Hall are replaced with aluminium gates to a budget of £2600.

A33.

**PROPOSED FUTURE PROJECTS TO BE UNDERTAKEN IN MERTHYR DYFAN CEMETERY**

Members were provided with a report outlining projects for consideration at Merthyr Dyfan Cemetery, for which funding will need to be considered in the 2018/2019 budget. The Chief Officer gave members further information on the proposed plans for landscaping around the Sanctum Panorama. Councillor S Hodges noted that the plans should be mindful that a second Sanctum Panorama could be sited there in future.

A discussion took place about the proposed scatter area. It was felt that this would be a good use of an area of land that is not suitable for burials. It was noted that there would be ongoing work involved with maintaining the grass used in the area for the scattering of cremated remains and that good signage would be important.

The issue of the provision of a staff toilet and hand washing facilities at Porthkerry Cemetery was raised and the options for chemical and eco toilets were discussed. It was felt that the option of the chemical toilet would be most practical due to difficulties involved with having cemetery staff emptying a composting toilet. Members requested that the Deputy Chief Officer liaise with the Vale of Glamorgan Council to discuss the possibility of sharing the cost at Porthkerry Cemetery as the owners of the site.

**RECOMMENDED:**

1. To a meeting of the Finance, Policy and General Purposes Committee being held on 15 January 2018 that £4,500 be included in the 2018/19 budgets for landscaping work to be carried out in the area surrounding the Sanctum Panorama.
2. To a meeting of the Finance, Policy and General Purposes Committee being held on 15 January 2018 that a sum of £3,500 be included in the 2018/19 budgets for the introduction of a scatter garden.
3. To a meeting of the Finance, Policy and General Purposes Committee being held on 15 January 2018 that a sum of £6,000 be included in the 2018/2019 budgets for the creation of a pathway to the bios urn area.
4. To a meeting of the Finance, Policy and General Purposes Committee being held on 15 January 2018 that a sum of £25,000 be included in the 2018/2019 budgets for repairs to be carried out on side roads.
5. To a meeting of the Finance, Policy and General Purposes Committee being held on 15 January 2018 that an annual sum of £5,000 be placed in a Cemetery Roads Renewal Reserve in order to ensure funds are available for larger road repairs when required in future years.

**RESOLVED:** that the Deputy Chief Officer contacts the Vale of Glamorgan Council to discuss the need to provide a toilet at Porthkerry Cemetery with a view to them sharing the cost of a chemical portable toilet.

A34.

**UPDATE ON CURRENT PROJECTS**

Members received a report updating them on current projects being undertaken.

Councillor Johnson provided members with two additional updates from the Vale of Glamorgan Cabinet meeting that had taken place that day. He noted that the capital bid to extend Porthkerry Cemetery had been rejected on the grounds of insufficient funding due to the bid

scoring low on corporate priority. Councillor Johnson highlighted that this bid had also been rejected by the previous administration and suggested it may be worth raising at the next Community Liaison Committee for broader discussion. The second update concerned the proposed plans for a community hall at Cemetery Approach which had been approved.

**RESOLVED:**

1. That the report and further updates be received and noted.
2. That Porthkerry Cemetery be referred to the Vale of Glamorgan Community Liaison Committee.

A35. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (966 – 993 INCLUSIVE)**

**RESOLVED:** that in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered **966-993** inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A36. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13599-13604 INCLUSIVE)**

**RESOLVED:** 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 **13599-13604** inclusive, granting the exclusive right of burial to those named on the interment form.

A37. **BUDGET MONITORING REPORT FOR APRIL 2017**

Members received a report containing the Committee's income and expenditure in the 2017/18 financial year as at the end of October 2017

**RESOLVED:** that members receive the budget monitoring report for October 2017 noting the projected net under-spend of £36,707 in 2017/18.

A38. **SCHEDULE OF PAYMENTS FOR SEPTEMBER 2017**

Members were provided with the schedule of payments for September 2017 consisting of direct debits and cheque numbers 2571 to 2600 inclusive, in the amount of £29,804.40.

**RESOLVED:** that members approve the schedule of payments for September 2017 consisting of direct debits and cheque numbers 2571 to 2600 inclusive, in the amount of £29,804.40.

A39. **DATE OF NEXT MEETING**

The date for the next meeting is scheduled for Monday 11, February 2017.

A40. **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.

A41. **HERITAGE LOTTERY FUND APPLICATION – A GREAT PLACE**

Members were provided with a report detailing the joint application with the Vale of Glamorgan Council to the Heritage Lottery Fund – a Sense of Place. The Deputy Chief Officer outlined the timeline of the progress made on the application thus far. A discussion took place and members agreed they were supportive of the application.

**RECOMMENDED:**

1. To a meeting of Full Council on Monday 11 December that a match funding contribution of £8000 is committed to support 'Barry Making Waves' partnership project and included in the application to the Heritage Lottery Fund.
2. To a meeting of Full Council on Monday 11 December that a new special project line be included in the budget for 2018/19 (and future years if a phased approach to funding is taken)

**RESOLVED:** That representatives of the Barry Making Waves Project are invited to make a presentation to Group Leaders and the Chair of this Committee on 29 November 2017 at 6pm to brief them on the project prior to finalising the application for submission on 7 December 2017.

A42. **TREES ON SECTION DD**

The Deputy Chief Officer outlined the details of a complaint that had been received from a member of the public concerning trees on section DD at Merthyr Dyfan Cemetery. Members were satisfied that the complaint had been dealt with sufficiently and that the trees had been deemed healthy and safe to remain by a tree surgeon.

**RESOLVED:** That the Chief Officer write to the Complainant advising them that the Committee support and endorse actions.

A43.

**CHILDREN'S BURIAL COSTS - UPDATE**

Members received a report providing them with an update on progress by the Welsh Assembly Government on the abolition of children's burial costs in Wales. The Deputy Chief Officer outlined an issue raised by the Responsible Finance Officer surrounding the need to charge a nominal fee for the Exclusive Right of Burial. Councillor Johnson requested that clarity be sought on this issue and members agreed that it would be the wish of the committee to have no fee charged for burials of under 18's. Members further discussed the issue of the Memorandum of Understanding (MOU) being administered between the Welsh Government and local authorities who are not necessarily the burial authority and the process that will be introduced for Town and Community Councils to claim the relevant funding.

**RESOLVED:**

1. That a caveat be added to deeds of Exclusive Right of Burial for the interment of under 18's that, should, adult cremated remains be interred at a later date the full charge for Exclusive Right of Burial at that time would be levied.
2. That no fee be charged for the Exclusive Right of Burial for under 18's and it is investigated as to whether this Council can pay this charge until such time as further clarification on this matter is sought.
3. That a representative from the Welsh Government is invited to attend a future meeting of the Halls, Cemeteries and Community Facilities Committee.
4. That the issue of the Memorandum of Understanding be referred to a meeting of the Vale of Glamorgan Community Liaison Committee.

The meeting ended at 8.50 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 12 FEBRUARY 2018**

**PRESENT:** Councillors N P Hodges (Chair), Aviet (Vice-Chair), Johnson, Richardson and Rowlands.

**ALSO PRESENT:** Angie Norman – Deputy Chief Officer  
Rhian Burns – Administrator  
Councillor S Hodges – Observer  
Councillor H Payne - Observer

#### A44. **MINUTES SILENCE**

Councillor Richardson requested that before any business was transacted a minute silence be held to remember Councillor Andrews, whose funeral had taken place that day.

The Chair also advised Members that a suggestion of a collection had been made by officers and should anyone wish to make a donation they should contact the office.

#### A45. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Bailey.

#### A46. **DECLARATIONS OF INTEREST**

Councillor Johnson noted that he had been granted Dispensation to allow him to speak and vote on matters appertaining to 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.

#### A47. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 20 NOVEMBER 2017**

Councillor Rowlands queried whether there was any update available on the proposed increase in size of the Porthkerry Cemetery. The Deputy Chief Officer advised that the proposal had been rejected by the Vale of Glamorgan Council on grounds of no finance being available. Councillor Johnson noted that whilst the proposed increase was included on the Vale of Glamorgan Council's list of corporate projects, it had been deemed a low priority.

Councillor S Hodges queried how many burial spaces were left at Porthkerry. The Deputy Chief Officer advised that there were approximately 21 full burial plots and 65 cremated remains plots.

**RESOLVED: That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 20 November 2017 be approved and signed as a correct record.**

A48.

**CEMETERIES**

**Merthyr Dyfan Cemetery**

a) **Three Depth Graves**

Members received a report detailing the number of three depth graves purchased annually compared to one and two depth graves and the health and safety issues involved in offering three depth graves.

Members discussed the benefits and challenges surrounding the provision of three depth graves. Councillor Richardson queried whether more staff would be required to dig a three depth grave. The Deputy Chief Officer advised that five staff members were required to operate the shoring and dig the grave. She further noted that if the number of three depth graves increased that it might be necessary to increase staffing levels and purchase a second set of shoring.

Councillor Johnson advised that subject to the appropriate Health and Safety measures and risk assessments being in place, he was happy to propose that Barry Town Council continue to offer three depth graves at Merthyr Dyfan Cemetery.

**RESOLVED: That three depth graves continue to be offered subject to the appropriate health and safety considerations and risk assessment measures being in place.**

A49.

**COMPARISON OF BURIALS**

Members were provided with a comparison of burials for Merthyr Dyfan and Porthkerry Cemetery and a 2016/2017 comparison of chapel bookings. Councillor Johnson noted that the numbers of burials at Merthyr Dyfan Cemetery had remained consistent from 2016 to 2017 and queried why there had been a large increase in burials at Porthkerry Cemetery. It was suggested that this may have been caused by the expanding and ageing population of residents in Rhose.

Councillor N Hodges noted that the number of chapel bookings had reduced from 2016 to 2017. The Deputy Chief Officer advised that Park Funeral Directors now had use of the New Jerusalem Congregational Church in Barry which would account for the decrease in bookings. She also noted that the chapel was provided free of charge for interments of cremated remains organised directly with families, as a place for families to congregate prior to the interment of ashes.

Councillor N Hodges queried what could be done to increase bookings in the chapel. The Deputy Chief Officer suggested that once the scatter garden and landscaping were underway that she planned to draft a promotional editorial for the local press.

**RESOLVED: That the comparison of burials be received and noted.**

A50.

### **COMPARISON OF MATERIALS FOR ROAD IMPROVEMENTS**

Members were provided with a report containing a comparison between tarmacadam and concrete in relation to its future use for road improvements in Merthyr Dyfan Cemetery.

Councillor Johnson queried the difference in cost of tarmacadam and concrete roads and whether it would be financially viable to carry out all of the proposed road upgrades with concrete. The Deputy Chief Officer advised that concrete would be more expensive but that it had a much longer lifespan and that it may be possible to complete all of the proposed work using concrete within the current budget, but she would need to enter into discussions with the Council's Technical Advisor to establish this.

Councillor Payne noted that the concrete roads looked much better than the tarmacadam roads.

Members agreed that their preference would be to use concrete for future road repairs dependent on the cost

**RESOLVED: That the Deputy Chief Officer investigates whether it would be viable to carry out the road upgrades in 2018/2019 using concrete within the existing budget and submits a report detailing the outcome of her investigation to the next meeting of the Halls, Cemeteries and Community Facilities Committee meeting on 9 April 2018.**

A51.

### **PIONEER HALL**

#### 1. Comparison of bookings

Members received a comparison of bookings in the Pioneer Hall from 2016/2017. It was noted that the Rainbow Women's Group had increased bookings from 2016 – 2017.

Councillor Johnson requested an update on the work being carried out on the Pioneer Hall roof. The Deputy Chief Officer advised that the work had commenced and was on schedule.

**RESOLVED: That the Comparison of Bookings be received and noted.**

A52. **BUDGET MONITORING REPORT TO 31 DECEMBER 2017**

Members received a report containing the Committee's income and expenditure in the 2017/18 financial year as at the end of December 2017

**RESOLVED:** that members receive the budget monitoring report for December 2017 noting the projected net under-spend of £23,318 in 2017/18.

A53. **TECHNICAL ADVISORS UPDATE ON CURRENT PROJECTS**

Members received a report from Mike Newton of Lapidar on current projects.

The Deputy Chief Officer advised that as a result of the tree tagging programme it had been noted that there was a possibility that there were trees at Merthyr Dyfan Cemetery that had previously been thought to be outside the boundary. These trees would represent a very small increase in the overall number of trees at Merthyr Dyfan Cemetery but would need to be assessed as they have not had any work undertaken on them to date.

**RESOLVED:**

1. That the Deputy Chief Officer investigates the exact boundary of Merthyr Dyfan Cemetery and reports her findings to the next meeting of the Halls, Cemeteries and Community Facilities Committee meeting on 9 April 2018.
2. That the Technical Advisors update on current projects be received and noted.

A54. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (994 – 1013 INCLUSIVE)**

**RESOLVED:** that in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 994-1013 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A55. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13605–13620 INCLUSIVE)**

**RESOLVED:** 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 13605-13620 inclusive, granting the exclusive right of burial to those named on the interment form.

A56. **DATE OF NEXT MEETING**

**RESOLVED:**

That the date of the next meeting of the Halls, Cemeteries and Community Facilities meeting is scheduled for Monday 9, April 2018.

A57. **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.

A58. **MEMORANDUM OF UNDERSTANDING (MOU) IN RELATION TO CHILD BURIALS IN WALES**

Members were provided with an update in respect of child burials in Wales following receipt of the MOU from the Welsh Government.

The Deputy Chief Officer noted that the MOU had clarified that this Council would not be required to charge a nominal fee for Exclusive Right of Burial for children's burials. She outlined the proposed arrangements for child burials.

**RESOLVED:**

- 1. That if a child or young person (under the age of 18) is to be interred with no further interments in the future then there would be no charges levied, however, Barry Town Council as the land owner would retain ownership of the plot, similar to that of an unpurchased grave. However, unlike an unpurchased grave Barry Town Council would permit a headstone to be placed on the grave. This would be categorised as a 1 depth grave with no purchase of Exclusive Right of Deeds and therefore no charge would be levied at this stage. There would also be no charge for the permit to erect a headstone.**
- 2. That should the family wish to inter ashes into the grave at a later date (a full burial plot, when full, can usually accommodate 6 caskets of ashes) then they would be charged the rate for the Exclusive Right of Burial at the time of the interment of the first set of ashes. This would be charges as a purchase of Exclusive Right of Burial plus interment of ashes. There would also now be a charge to add an additional inscription on any headstone already in place or for the erection of a new headstone.**

3. That should the family wish to purchase the plot for the child or young person to be interred with the intention of the parents or siblings to be interred in the future, then there would be no interment fee or memorial permit fee for the child/young person being interred, but the Exclusive Right of Burial fee would apply. No interment or memorial fee appertaining to the child or young person would be charged at the time of interment but there would be a charge for the Exclusive Right of Burial (as it is the intention to inter other family members in the future). Any subsequent burials that are not of a child or young person would be subject to interment and memorial fees at the rate at the time of interment.
4. That the Deputy Chief Officer contacts the Vale of Glamorgan Council to discuss how the MOU will be implemented.

A59.

**EXPANSION OF SERVICE PROVISION AT PIONEER HALL**

Members received a report detailing a trial being carried out at the Pioneer Hall in order to maximise the full potential of the Pioneer Hall at weekends. She advised that office staff and caretakers had been asked to record any feedback from the public on the changes.

A discussion took place surrounding bookings at the Pioneer Hall. Councillor N Hodges noted that with increased bookings there would be greater wear and tear on the play equipment. Councillor Payne raised the possibility of providing a full party package with catering. It was noted that this could be a possibility in the future.

**RESOLVED:**

1. That the report be received, noting that officers will be implementing a trial period with effect from 1 May 2018 in respect of offering two party slots per day on weekends in order to maximise the use of the Pioneer Hall.
2. That a report be submitted to the September meeting of the Halls, Cemeteries & Community Facilities Committee following the trial period providing feedback on the trial period, with the interim report being provided at the June meeting.
3. That the Deputy Chief Officer be delegated to consider whether following the three month trial period the change in weekend bookings continues or reverts back to the previous system.

The meeting ended at 8.31 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY 9 APRIL 2018**

**PRESENT:** Councillors N P Hodges (Chair), Aviet (Vice-Chair), Johnson, and Richardson.

**ALSO PRESENT:** Angie Norman – Deputy Chief Officer  
Rhian Burns – Administrator  
Councillor S Hodges – Observer

A60. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Bailey and Rowlands.

A61. **DECLARATIONS OF INTEREST**

Councillor Johnson noted that he had been granted Dispensation to allow him to speak and vote on matters appertaining to 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.

A62. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 12 FEBRUARY 2018**

The Deputy Chief Officer advised members that the boundary of Merthyr Dyfan Cemetery had been confirmed as being at the outer fence. She proposed that this fence be removed in order to allow access for the purpose of carrying out future tree surveys and general maintenance. Members queried whether this would have any impact on the security of the site. The Deputy Chief Officer advised that the palisade style fencing would remain in place and as this was the same as the fencing around the remainder of the cemetery grounds provided the same level of security.

**RESOLVED:**

- 1. That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 12 February 2018 be approved and signed as a correct record.**
- 2. That the Deputy Chief Officer makes arrangements for the removal of the outer fencing.**

A63. **CEMETERIES**

- a) Merthyr Dyfan Cemetery**

i. Introduction of summer opening hours

Members were requested to give consideration to the introduction of summer opening hours in Merthyr Dyfan Cemetery.

Members noted that they were in favour of extended opening hours during the summer months.

**RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee on 16 April 2018 that the cemetery gates remain open until 7.00 pm five days a week and the tenant in the Cemetery Lodge be paid one hour overtime for those five days at a cost of £3,198.27 from April – October as per option 3 detailed in the report.**

ii. Bee Friendly Scheme

Members received a report informing them of a Welsh Government scheme “Bee Friendly” which has been launched to help pollinators in Wales.

The Deputy Chief Officer advised members that she would be meeting Martin Birch from Cardiff Bereavement Services who keep bees at Cathays Cemetery. She noted that she would be better placed to report costs and workloads involved following this.

Members agreed that they were in favour of the project, noting that it would have an impact on the type of planting taking place.

Members also felt that this project would be useful to improve engagement with local schools.

**RECOMMENDED: To a future meeting of Full Council that Barry Town Council signs up to the Bee Friendly Scheme and subsequently works towards an accreditation.**

**RESOLVED: That the Deputy Chief Officer meets with Martin Birch of Cardiff Bereavement Services to discuss the possibility of keeping bees at Merthyr Dyfan Cemetery and reports her findings, including costings back to a future meeting of the Halls, Cemeteries and Community Facilities Committee.**

b) **Porthkerry Cemetery**

i. Portable Toilet

Members received a report providing them with an update on the provision of a portable chemical toilet at Porthkerry

Cemetery. The Deputy Chief Officer advised members that the Vale of Glamorgan Council had agreed to pay half of the cost of hiring the portable chemical toilet.

**RECOMENDED: To a meeting of Finance, Policy and General Purposes Committee on 16 April 2018 that funds be drawn down from the Cemetery Improvement Fund up to the value of £1,560 to hire a portable toilet for use at Porthkerry Cemetery, with any costs being provided by the Vale of Glamorgan Council being deposited back into the Cemetery Improvement Fund once received.**

A64. **RECRUITMENT**

Members received a report providing them with an update on recruitment to a number of roles within the cemetery.

**RESOLVED: That the report be received and noted and officers actions endorsed.**

A65. **CHARTER FOR THE BEREAVED**

Members were provided with a report containing information regarding the Charter for the Bereaved launched by the Institute of Cemetery & Crematoria Management (ICCM) and asking that they consider signing up the Charter to ensure the service Barry Town Council provides as a burial authority is to the highest standard possible.

The Deputy Chief Officer advised that the Charter was primarily aimed at raising public awareness about how funeral arrangements can be made and the number of options available.

Councillor Johnson enquired whether there were any criteria required to qualify. The Deputy Chief Officer advised that more information would become available once the Charter had been signed up to.

**RESOLVED:**

- 1. That Barry Town Council sign up to the Charter for the Bereaved to ensure that they provide the best possible service to the bereaved whilst ensuring that they are appraised of their options when organising the funeral of a loved one.**
- 2. That the Deputy Chief Officer clarifies whether any additional costs will be involved and report back to a future meeting of Halls, Cemeteries and Community Facilities Committee.**

A66. **VISIT TO THORNHILL CREMATORIUM**

Members received an invitation to an after-hours, behind the scenes visit to Thornhill Crematorium from Cardiff Bereavement Services.

**RESOLVED:**

- 1. That an invite be extended to Members of the Halls, Cemeteries and Community Facilities Committee and the staff involved with the committee and that dependent on numbers wishing to attend the invitation be extended to other councillors and staff.**
- 2. That if enough Councillors are interested in taking up the invitation from Cardiff Bereavement Services the Deputy Chief Officer liaises with Martin Birch for a suitable date.**

A67. **PIONEER HALL – UPDATE OF ROOF WORKS**

Members received a report containing an update on the roofing works at Pioneer Hall.

**RESOLVED: That the report be received noting that £9,489 of the contingency funds for the project will be returned to the general reserves.**

A68. **TECHNICAL ADVISER SERVICES**

Members received a report advising them that the current contract period between Lapidier and Barry Town Council is due to expire on 31 August 2018.

**RESOLVED:**

- 1. That the Deputy Chief Officer be authorised to proceed with advertising for the position of architect/technical adviser with a start date of 1 September 2018.**
- 2. That Lapidier's contract be extended until such time they complete any projects that they may be involved with at the end of the agreed contract period.**

A69. **BUDGET MONITORING REPORT TO 28 FEBRUARY 2018**

Members received a report informing them of the Committee's income and expenditure in the 2017/18 financial year as at the end of February 2018.

Councillor Johnson noted that there was a budget line contained within the entire Council budget which covered the salary over-spend.

**RESOLVED:** Members are requested to receive the budget monitoring report for February 2018 noting the projected net over-spend of £34,148 in 2017/18.

A70. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1014 – 1024 INCLUSIVE)**

**RESOLVED:** that in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 1014-1024 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.

A71. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13621–13633 INCLUSIVE)**

**RESOLVED:** 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 13621-13633 inclusive, granting the exclusive right of burial to those named on the interment form.

A72. **DATE OF NEXT MEETING**

**RESOLVED:** That the date of the next meeting of the Halls, Cemeteries and Community Facilities meeting is scheduled for Monday 4, June 2018 subject to final approval of the draft schedule of meetings at the Council's Annual meeting on 15 May 2018.

A73. **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.

A74. **UPDATE ON MEMORANDUM OF UNDERSTANDING (MOU) IN RESPECT OF CHILD BURIALS IN WALES**

Members were provided with an update in respect of child burials in Wales following the Vale of Glamorgan Council discussing this at their recent Cabinet meeting .

**RESOLVED:** That the report be received noting that a draft Children's Burial Policy will be presented to committee once information has been received to enable it's completion.

A75.

**CEMETERY CHAPEL HEATING**

Members received a report advising them of an issue that has arisen in respect of the heating in the Cemetery Chapel. Members discussed the options in respect of maintenance, repair and possible upgrading of the heating system.

**RESOLVED:**

- 1. That officers arrange for the repair of the units currently in place and continue to monitor the heating provided by the units once repaired and if considered necessary a budget request be made to include a sum of £8,000.00 in the 2019/20 budgets to replace the current system with a fit for purpose system.**
  
- 2. That officers obtain two further reports on the condition and suitability of the heating units currently in place in order to consider whether the system should be scheduled for replacement in 2018/19 where no budget provision has been made.**

The meeting ended at 7.53 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY 4 JUNE 2018**

**PRESENT:** Councillors Charles (ex-officio), N P Hodges (Chair), Aviet, Johnson, Richardson (Vice Chair) and Rowlands (arrived 7.05).

**ALSO PRESENT:** Angie Price – Deputy Chief Officer  
Rhian Burns – Administrator  
Councillor Hawkins - Observer  
Councillor S Hodges – Observer  
Dale Edmonds - Observer

A76. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wilkinson.

A77. **DECLARATIONS OF INTEREST**

It was noted that Councillor Johnson had been granted Dispensation to allow him to speak and vote on 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.

A78. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 9 APRIL 2018**

The Deputy Chief Officer provided members with an update on the actions resolved at the previous meeting.

Councillor Johnson queried whether any progress had been made with signing up to the 'Bee Friendly' Scheme. The Deputy Chief Officer advised that this would be done once she had sought advice from Martin Birch from Cardiff Bereavement Services on how their bee keeping scheme had been implemented.

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 9 April 2018 be approved and signed as a correct record.

A79. **TERMS OF REFERENCE**

Members queried whether the ability to spend up to 25% of the allocated budget without referral to Full Council or Finance, Policy and General Purposes Committee should be added to the Terms of Reference. However, after further investigation it was noted that this power had only been discussed in relation to the Fairtrade and Shop Local Barry Advisory Committees.

**RESOLVED: That the Terms of Reference be received, noting that the ability to spend 25% of the allocated budget without approval by Full Council or the Finance, Policy and General Purposes Committee is not applicable to this Committee.**

A80.

**CEMETERIES**

**a) Merthyr Dyfan Cemetery**

**i. Tree Survey**

Members were provided with a report containing the results of a recent tree survey carried out in respect of the trees in Merthyr Dyfan Cemetery. The Deputy Chief Officer highlighted those trees which required removal due to safety concerns.

The Deputy Chief Officer also noted that the height of the conifer screen of around 120 trees on the boundary of the cemetery along St Teilo Avenue and St Andrew's Road was causing issues with the owners of neighbouring properties. She advised that the required work to remove the trees or to cap them to a more appropriate height would not be possible within the 2018/19 budget but that a three-year programme of work would be a better option.

Mr Del Edmonds, a resident of St Andrew's Road was invited to add any comments. He noted that he had lived on St Andrew's Road for 35 years and in that time the growth of the conifer screen had meant that after 7.00pm there was now no sunlight in the gardens of the houses along the street. He also noted that the residents had not requested that all the trees be removed but that they be brought down to a more manageable level, stating his concern that high winds may present a danger of a tree falling onto a neighbouring property.

The Deputy Chief Officer noted that the trees had not been deemed a risk in terms of safety in the recent report, but that she did recognise the issue of their height in relation to the neighbouring properties.

Councillor Johnson noted that whilst the removal of the trees identified as dangerous in the report should be prioritised it was important that the Council was mindful of its obligations as a good neighbour and should commence work on the conifers as soon as practicable.

Councillor Charles queried whether there were any laws regarding the management of overhanging branches.

The Deputy Chief Officer advised that she was not aware of any but would look into any legislation further.

Mr Edmonds noted that he was happy with the outcome of the discussion and would discuss the matter with the other residents.

**RECOMMENDED:** To a meeting of Finance, Policy and General Purposes on Monday 11 June that the Deputy Chief Officer is authorised to seek quotations/tenders from Arboriculturists/Tree Consultants in respect of a three-year contract to provide arboricultural services with a view to providing and implementing a tree removal and replacement programme, whilst also providing annual tree inspections.

**RESOLVED:** That the tree report be received and noted and that the Deputy Chief Officer be authorised to proceed with obtaining quotes for a Arboriculturist as discussed, subject to the outcome of the recommendation being submitted to the Finance, Policy & General Purposes Committee

ii. Repairs to wall outside Cemetery Office

The Deputy Chief Officer advised members that since the report had been issued the wall had been repaired at a cost of £630 and that she had been advised that the wall was in very good condition, considering its age, and it was unlikely that it would need to be replaced in the near future.

**RESOLVED:** That the Deputy Chief Officers update on the repairs to the wall be received and noted.

A81. **PIONEER HALL**

Members received a report providing them with an update on projects being undertaken at the Pioneer Hall.

i. Replacement Side Gates

Councillor Johnson noted the saving of £1500 on the side gates was welcomed by the Committee.

ii. Refurbishment of the toilets

The Deputy Chief Officer advised members that quotes were still being sought for the work and that further information would be provided once these had been received.

**RESOLVED: That the report be received and noted.**

A82.

**CHARTER FOR THE BEREAVED**

Members were provided with a report containing further information on the ICCM Charter for the Bereaved and what it would mean to the Council.

The Deputy Chief Officer noted that the Best Value Assessment Questionnaire outlined in the report would be a useful tool in gauging any gaps in service provision at the cemetery. Councillor Johnson added that the questionnaire would be useful in terms of future planning and budgeting.

The Deputy Chief Officer further noted that cemetery staff training would need to be considered as part of the Charter, specifically the Cemetery Operative Training (COTS) which is supplied by the ICCM.

**RESOLVED:**

- 1. That Members authorise the Deputy Chief Officer to request a Best Value Assessment Questionnaire at a cost of £310.00 (to be taken from cemetery subscription budget, but may result in the need for a virement later in the year) as a precursor to signing up to the Charter for the Bereaved in order to identify areas in which the Council would need to improve its burial services to enable ranking.**
- 2. That the Deputy Chief Officer investigate the training and associated costs for all cemetery staff and provide a detailed breakdown to committee at its November meeting in order to request an increase to the training budget specifically for the cost of training cemetery staff to an agreed standard.**
- 3. That a planned programme of training be set up to allow for all staff to receive the relevant Cemetery Operative Training (COTS) and on-site training over a number of years.**

A83.

**REQUEST FROM THE ROYAL BRITISH LEGION BARRY BRANCH**

Members received a request from the Royal British Legion, Barry Branch for use of the cemetery chapel.

The Deputy Chief Officer outlined the plans for the event. Councillor N Hodges noted that he would be happy to be involved with giving a torchlight tour of the cemetery.

**RESOLVED:**

1. That the request from the Royal British Legion, Barry Branch be approved.
2. That the Friends of the Cemetery would be happy to provide refreshments for the event.
3. That the Deputy Chief Officer investigate ways in which the chapel could be lit up in red for the event.

A84. **TECHNICAL ADVISER SERVICES**

Members received a report containing an update on projects that the Technical Adviser is currently undertaking on behalf of the Council.

**RESOLVED: That the report be received and noted.**

A85. **BUDGET MONITORING REPORT FOR APRIL 2018**

Members were provided with the Committee's income and expenditure in the 2018/19 financial year as at the end of April 2018.

Councillor Johnson noted that the predicted overspend was based on salary increases following job evaluations. He further noted that should the amount spent from the Cemetery budget should be proportionate across the entire budget with any additional funds taken from the Salary Contingency.

**RESOLVED: That the budget monitoring report for April 2018 be received, noting the projected net over-spend of £19,850 in 2018/19.**

A86. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1025 – 1039 INCLUSIVE)**

**RESOLVED: That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 1025-1039 inclusive, granting the transfer of exclusive right of burial to those named on each transfer request.**

A87. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (NONE ISSUED)**

**RESOLVED: That it be noted that no Exclusive Right of Burials had been recorded in this period.**

A88. **DRAFT POLICY ON CHILD BURIALS**

Members were provided with an updated draft policy in respect of child burials in Wales following recent clarification from the Welsh Assembly.

**RECOMMENDED: To a meeting of Finance, Policy and General Purposes that the policy be approved.**

A89. **DATE OF NEXT MEETING**

**RESOLVED: That the date of the next meeting of the Halls, Cemeteries and Community Facilities meeting is scheduled for Monday 3, September 2018.**

The meeting ended at 7.50 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY 3 SEPTEMBER 2018**

**PRESENT:** Councillors Charles (ex-officio), N P Hodges (Chair), Aviet, Johnson, Richardson (Vice Chair) and Rowlands (arrived 7.05).

**ALSO PRESENT:** Angie Price – Deputy Chief Officer  
Rhian Burns – Administrator  
Councillor Hawkins - Observer  
Councillor S Hodges – Observer

A90. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Nugent-Finn.

A91. **DECLARATIONS OF INTEREST**

It was noted that Councillor Johnson had been granted Dispensation to allow him to speak and vote on 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.

A92. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 4 JUNE 2018**

The Deputy Chief Officer provided members with an update on the actions resolved at the previous meeting.

Councillor Johnson advised that under also present "Del Edmonds" should read "Dale Edmonds". He also alluded to several errors in the minutes whereby Mr Edmonds had been named as "Edmondson".

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 4 June 2018 be approved and signed as a correct record, subject to the above amendments.

A93. **CEMETERIES**

a) **Merthyr Dyfan Cemetery**

i. **Inspection by Welsh Water**

Members received a report advising them of the outcome of a recent visit to Merthyr Dyfan Cemetery by Welsh Water.

The Deputy Chief Officer noted the options for replacement or removal of the taps.

Members agreed that they would prefer to maintain the current number of taps available.

**RESOLVED: That the Deputy Chief Officer be authorised to replace any taps that currently have a return valve function with non-return valve taps and that she consult with the Chair of the Halls, Cemeteries and Community Facilities Committee on the cost of this.**

ii. Progress of Road Works

Members received an update on the progress of the road resurfacing at Merthyr Dyfan Cemetery and also the outcome of consideration of resurfacing the roads with concrete as opposed to tarmac.

Councillor Johnson queried the timescale for the completion of the road works. The Deputy Chief Officer advised that it would take approximately six weeks to carry out.

Members were advised that a tender process had been carried out in respect of the cemetery road works scheduled within the 2018/19 budgets, but that only one tender had been received.

**RESOLVED:**

1. **That the report be received and noted.**
2. **That Members of the Halls, Cemeteries and Community Facilities Committee endorse officer's actions to only consider tarmac being used in the resurfacing of the roads in Merthyr Dyfan Cemetery.**
3. **That the Deputy Chief Officer liaise with the Chair of the Halls, Cemeteries and Community Facilities Committee to inspect the tender received and that the Councils Technical Adviser be asked to inspect it for accuracy and value. Subject to the outcome of this process the Deputy Chief Officer in consultation with the Chair of Halls to agree a way forward.**

iii. Update on Tree Works

Members received an update on the tree works at Merthyr Dyfan Cemetery.

The Deputy Chief Officer advised members that it was planned that the trunks remaining in the ground after the removal of trees could be carved to create sculptures throughout the cemetery.

**RESOLVED:** That the report be received, noting that the recommendation agreed at the meeting of the Halls, Cemeteries & Community Facilities Committee held on 4 June 2018 be submitted to a meeting of the Finance, Policy & General Purposes Committee on 24 September 2018 for consideration.

iv. Cemetery of the Year – Result of scoring

Members received the outcome of the Councils scoring against the average scores in the Cemetery of the Year 2018.

A discussion took place on whether any of the options in the Discussion Document “Increasing Cemetery Income” would be suitable for introduction at Merthyr Dyfan Cemetery.

**RESOLVED:**

1. That the outcome of the scoring in respect of the MAB Cemetery of the Year Awards 2018 be received, noting that Merthyr Dyfan Cemetery scores were excellent considering this was the first time they have entered the competition.
2. That the following options be considered as future services in Merthyr Dyfan Cemetery in the financial year 2019/20 with costs for these services being included in the Cemetery Fees and Charges budget report for the 2019/20 budget.
  - a. Allowing small kerb-sets on cremated remains memorials.
  - b. Introduction of small wedge memorials to be placed at appropriate locations.
3. That a ‘Little Library’ be created for the cemetery for the display of leaflets.

A94.

**PIONEER HALL**

**a) Update on works to Pioneer Hall**

i. **Refurbishment of the toilets**

Members received an update on recent projects planned for the Pioneer Hall.

Councillor Johnson queried when the works would commence. The Deputy Chief Officer advised that the plumber was currently on holiday and a date would be confirmed on his return.

Councillor Johnson queried whether there would be any impact on bookings. The Deputy Chief Officer advised that it was hoped that work would commence on a Wednesday and be completed on the Thursday morning when the hall was not in use.

**RESOLVED: That the report be received and noted.**

**b) Customer Feedback**

Members received customer feedback statistics for Pioneer Hall. Councillor N Hodges noted his thanks to the staff for their work in maintaining a high standard of cleanliness and customer service.

**RESOLVED: That the report be received and noted.**

A95.

**COMPARISON OF BURIALS**

Members were provided with the comparison of burials for July 2016–June 2017 and July 2017–June 2018. Councillor Johnson queried why the projected income for the Cemetery was lower when it appeared that a similar number of burials had taken place. The Deputy Chief Officer advised that the difference would be due to different types of burial with cremation now being a much more popular option.

**RESOLVED: That the comparison of burials be received and noted.**

A96.

**BUDGET MONITORING REPORT FOR JULY 2018**

Members received the Committee's income and expenditure in the 2018/19 financial year as at the end of July 2018.

**RESOLVED:** That the budget monitoring report for July be received noting the projected net over-spend of £20,239 in 2018/19.

A97. **SCHEDULE OF PAYMENTS FOR SEPTEMBER 2018 (INTERIM)**

Members received the schedule of payments for September 2018 (Interim) consisting of direct debits, BACS payments and cheque numbers 2871 to 2872 inclusive, in the amount of £29,707.76.

**RESOLVED:** That the schedule of payments for September 2018 (Interim) consisting of direct debits, BACS payments and cheque numbers 2871 to 2872 inclusive, in the amount of £29,707.76 be approved.

A98. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1040 – 1063 INCLUSIVE)**

**RESOLVED:** That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 1040-1063 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A99. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13634 - 13651)**

**RESOLVED:** 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 13634 - 13651 inclusive, granting the Exclusive Right of Burial to those named on the interment form.

A100. **DATE OF NEXT MEETING**

**RESOLVED:** That the date of the next meeting of the Halls, Cemeteries and Community Facilities meeting is scheduled for Monday 12, November 2018.

A101. **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.

A102. **MERTHYR DYFAN CEMETERY**

Members were provided with an update on the introduction of bees to Merthyr Dyfan Cemetery and associated costs.

**RECOMENDATION:** To a meeting of the Finance, Policy & General Purposes Committee that officers be authorised to proceed with the purchase of a shed and the erection of a fence and a bee hive area.

**RESOLVED:** That officers be authorised to proceed with the purchase of a shed and the erection of a fence and bee hive area, with the set up costs of approximately £2,000 being taken from the Cemetery Improvement Fund

A103.

**PORTHKERRY CEMETERY**

Members received a report informing them of an issue that had arisen in relation to memorials at Porthkerry as a result of the recent dry weather.

**RESOLVED:** That the Deputy Chief Officer continue to liaise with the Memorial Inspector and monitor the situation and where necessary arrange for soil top-ups to help resolve the issues. However, should the issues not resolve or become worse the Deputy Chief Officer contact Colin Smith of the Vale of Glamorgan to discuss ways in which the issues could be resolved.

A104.

**REPLACEMENT SHORING AND APPROPRIATE TRAINING**

Members were informed of the current state of the shoring used in the Cemetery and the need to replace it with updated fit for purpose equipment in line with Health & Safety and 1996 Construction Regulations.

A detailed discussion took place regarding the health and safety implications and costs involved.

**RESOLVED: -**

1. That an urgent action be prepared for the purchase of new, fit for purpose, shoring for Merthyr Dyfan Cemetery be purchased at a cost of £10,672.80 (plus VAT) as a matter of urgency to ensure the council is complying with the 1996 Construction Regulations in relation to excavation.
2. That an urgent action be prepared for the purchase of new, fit for purpose, shoring for Porthkerry Cemetery be purchased at a cost of £4,226.40 (plus VAT) as a matter of urgency to ensure the council is complying with the 1996 Construction Regulations in relation to excavation.
3. That the funds for 1 and 2 above be drawn down from the General Reserves.

4. That an urgent action be prepared requesting that the £20,000 currently in the “Plant and Machinery Reserve” be released along with up to the additional £10,000 earmarked for this budget at the end of 2018/19 (if required) to purchase a van suitable to transport the shoring to Porthkerry at an approximate cost of £25,000.
5. That the Deputy Chief Officer be given delegated powers to purchase the van, giving consideration to either a new, or nearly new second hand vehicle.
6. That Members authorise officers to sell the trailer.
7. That Members authorise officers to sell excess metal items to a local scrap dealer, including the current shoring.
8. That any income generated from the sale of the trailer and scrap metal be placed into the General Reserve budget.

The meeting ended at 8.25 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 12 NOVEMBER 2018**

**PRESENT:** Councillors Charles (ex-officio), N P Hodges (Chair), Aviet, Johnson, Nugent-Finn and Richardson (Vice Chair).

**ALSO PRESENT:** Angie Price – Deputy Chief Officer  
Rebecca Blackwell – Administrator  
Councillor S Hodges – Observer

The Chair advised members that the Council had been successful in obtaining a Bronze award standard in Charter for the Bereaved assessment process for Burial. Councillor Richardson asked if a photo could be taken of members with cemetery staff as she felt the award was very much as a result of the hard work of the cemetery staff.

A105. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Charles and Rowlands.

A106. **DECLARATIONS OF INTEREST**

It was noted that Councillor Johnson had been granted Dispensation to allow him to speak and vote on 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.

A107. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 3 SEPTEMBER 2018**

The Deputy Chief Officer provided members with an update on the actions resolved at the previous meeting.

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 3 September 2018 be approved and signed as a correct record.

A108. **DRAFT HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE ESTIMATES FOR 2019/20**

Members were provided with a report detailing the proposed draft estimates for 2019/20. The Deputy Chief Officer advised that a request had been made to increase the cemetery equipment budget to enable the purchase of new equipment that will reduce the risk of Hand, Arm Vibration injuries through adequate monitoring.

Councillor Johnson asked if it was possible to discuss agenda items 5, 6 and 7 prior to agreeing to the draft estimates. Members agreed.

Councillor Johnson also asked for clarification with regard to the figures within the draft estimates in relation to the projected out-turn figures. The Deputy Chief Officer was unable to provide an answer to the enquiry and suggested that he email his question to the Responsible Finance Officer for clarification.

A109.

### **CEMETERY FEES AND CHARGES 2019/20**

Members were provided with a report asking them to give consideration to and review the cemeteries fees and charges for the financial year 1 April 2019 to March 2020.

The Deputy Town Clerk advised members that Cardiff were proposing to increase their fees by 15% with Swansea increasing their fees by 13%.

Councillor Johnson advised ordinarily he would not like to see an increase in the fees but mentioned that the Cemetery does come at a cost and does not have an issue with increasing the fees to 5%.

Councillor Johnson also made reference to the increase in salaries and asked if it was a result of the recent Job Evaluation at the Cemetery. The Deputy Town Clerk advised that it was a combination of the Job Evaluation and recent recruitment within the Cemetery Team.

The Chair asked members if they were happy to move a 5% increase on the Cemetery Fees and Charges for both Merthyr Dyfan and Porthkerry Cemeteries.

**RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee to be held on 28 January 2019 requesting a 5% increase for Merthyr Dyfan Cemetery be agreed.**

#### **RESOLVED:**

- 1. That members agree to a 5% increase on the proposed fees and charges for the 2019/20 financial year.**
- 2. That the Vale of Glamorgan Council are advised of the proposed 5% increase in the Porthkerry Cemetery fees and in particular the increase in the excavation charges (the excavation charge is a non-negotiable charge)**

A110.

### **PIONEER HALL CHARGES 2019/20**

Members were provided with a report to request that members give consideration to, and review the hire charges at the Pioneer Hall for the financial year 1 April 2019 to March 2020.

**RESOLVED:** That members consider the proposed charges and approve an increase of 5%.

**RECOMMENDED:** That a recommendation be referred to the meeting of the Finance, Policy and General Purposes Committee to be held on 28 January 2019 requesting an increase of the proposed fees and charges by 5%.

A111.

**PROPOSED FUTURE PROJECTS TO BE UNDERTAKEN IN MERTHYR DYFAN CEMETERY**

Members were provided with a report to outline the proposals of projects to be considered in respect of the cemeteries as part of the 2019/20 budget.

1. Replacement Fencing

The Deputy Chief Officer advised members that she had hoped to have the quote prior to the meeting to advise members but unfortunately the quote had not yet been received. Councillor Nugent-Finn asked if further quotes would be received prior to the works being undertaken. The Deputy Chief Officer advised that it is common practice to obtain three quotes prior to any works going ahead and the quote that was requested was for estimation purposes only.

**RECOMMENDED:** That members of the Halls, Cemeteries and Community Facilities Committee make a request to the Finance, Policy and General Purposes Committee that an appropriate sum be made available in the 2019/20 budgets, subject to further information being provided by the Deputy Chief Officer at the meeting for replacement fencing from the rear gate to the Buttrills Field as detailed within the report.

2. Chapel Heating System

The Deputy Chief officer advised that the chapel heating system would need to be replaced due to the current units being too small to heat the space within the chapel.

**RECOMMENDED:** That members of the Halls, Cemeteries and Community Facilities Committee make a request to the Finance, Policy and General Purposes Committee for the sum of £8,000 being placed into the 2019/20 budgets for the replacement of the current heating units in the cemetery chapel for more fit for purpose units.

### 3. Bench Programme

Members were provided with details of the bench programme within the report outlining the need of replacement benches and locations for new benches to prevent saturation of benches in any given area.

The Deputy Chief Officer advised that she would be purchasing five benches in 2018/19 in order to provide benches on the new sections within the cemetery. She also advised that a further 10 benches need to be purchased in 2019/20, to replace a number of the older benches within the cemetery.

**RESOLVED:** That members of the Halls, Cemeteries and Community Facilities Committee make a recommendation to the Finance, Policy and General Purposes Committee that 10 new benches be purchased from the Cemetery Improvement Fund in 2019/20 at a cost of £2,530.00 excluding VAT.

### 4. Increase to Annual Equipment Budget

Members were made aware that new equipment will need to be purchased on a rolling programme to replace old machinery to ensure that the risk of Hand, Arm Vibration Syndrome is reduced as far as is reasonably practicable.

**RECOMMENDED:** That members of the Halls, Cemeteries and Community Facilities Committee make a request to the Finance, Policy and General Purposes Committee to increase the annual 'Cemetery Equipment' budget from £3,000 to £4,000 to enable officers to purchase new equipment on a rolling programme in order to reduce the risk of HAV's to cemetery staff.

### 5. Funding for the Provision of Tree Consultant

The Deputy Chief Officer advised that as of yet quotes had not been obtained for the services but a suggested figure of £5,000 be placed into the Tree Maintenance budget for 2019/20 and advised that this figure could be reduced due to the uncertainty of possible costs for such a service. Councillor Johnson asked if it would be a one off increase. The Deputy Chief Officer advised that once the consultant was in place the future costs may be able to be reduced.

**RESOLVED:** That members of the Halls, Cemeteries and Community Facilities Committee give consideration to an additional sum of £5,000 being placed in the Tree Maintenance budget in 2019/20, for the purpose of engaging a Tree Consultant on a similar basis to that of the Council's Technical Adviser.

## 6. New Cemetery Services

Members were provided with information within the report of the new services being introduced within Merthyr Dyfan Cemetery.

Members were happy with the proposed cost of £45 for the scattering of ashes within the new scatter garden.

Councillor S Hodges asked if those scattering the ashes would be provided with a certificate to say where the ashes were placed. The Deputy Town Clerk advised that this was something that could be investigated.

**RECOMMENDED: That the following new services be added to the current fees and charges for Merthyr Dyfan Cemetery for consideration by the Finance, Policy and General Purposes Committee.**

- **To scatter ashes in the newly created scatter garden within Merthyr Dyfan Cemetery and that this be introduced with immediate effect. £45.00**
- **Permit to place a small wedge memorial in a location within the cemetery in consultation with the Cemetery Supervisor £40.00**
- **The right to erect a small kerb-set on cremated remains plot (36"x18") No Charge**

## A112. DRAFT HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE ESTIMATES FOR 2019/20

Members continued discussions relating to the draft Halls, Cemeteries and Community Facilities estimates for 2019/20.

Councillor Johnson queried the difference between the figures for the budget and projected out-turn for 2018/19 that was provided as part of agenda item 4 (total net expenditure budget: £252,296 and out-turn £289,897) and those in item 10 (total net expenditure budget: £319,446 and out –turn £344,058) for the same period.

**RECOMMENDATION: That the draft estimates for 2019/2020 be referred to the Finance, Policy and General Purposes Committee meeting scheduled to be held on 28 January 2019 as confirmation of the Halls, Cemeteries & Community Facilities Committee requirements for the 2019/2020 financial year.**

## A113. UPDATE ON WELSH WATER ENFORCEMENT ORDER

Members were provided with a report with an update on the situation in relation to the recent enforcement order served in respect of the non-return valve taps in Merthyr Dyfan Cemetery.

**RESOLVED:** That members receive and note the update on the works to replace taps within the cemetery as a result of the recent Enforcement Officer issued by Welsh Water.

A114.

**CEMETERY OF THE YEAR RESULTS**

Members were provided with a report to advise them of the results of the recent Cemetery of the Year Awards.

The Deputy Chief Officer advised members that the top three Cemeteries all have Crematoria as part of their facilities and suggested that this could be a factor as to why Merthyr Dyfan Cemetery didn't rank.

Councillor Johnson asked if it was possible to find out who came in bronze position as it seems to be awarded Gold, Silver, Silver with no bronze awards being noted.

**RESOLVED:**

- 1. That members of the Halls, Cemeteries and Community Facilities committee receive and note the report.**
- 2. That the Deputy Chief Officer is instructed to feedback to the awarding body of the Cemetery of the Year Awards asking if in future large cemeteries above 10,000 graves be considered in a separate category to those with Crematoria facilities.**

A115.

**VISIT TO THORNHILL CEMETERY AND CREMATORIUM**

Members were provided with an update about a request to visit Thornhill Cemetery and Crematorium.

The Deputy Chief Officer advised that a visit would be best placed in the new year as a visit this year would have to take place in the dark, which would not be suitable.

**RESOLVED:** That the Deputy Chief Officer contact Martin Birch of Cardiff Bereavement Services in the new year to request suitable 'after hours' dates to visit Thornhill Cemetery and Crematorium.

A116.

**COMPARISON OF TRANSFER OF EXCLUSIVE RIGHT OF BURIAL**

Members were provided with an update on the impact of the change in the fee structure in relation to the Transfer of the Exclusive Right of Burial.

**RECOMMENDED:** That members receive and note the report and make a recommendation to Finance, Policy and General Purposes

**Committee that a standard price of £30 for all transfers of Exclusive Right of Burials.**

A117. **UPDATE ON WORKS TO PIONEER HALL TOILETS**

Members were provided with an update in relation to the proposed works to the Pioneer Hall Toilets.

The Deputy Chief Officer advised that the works are due to start on Wednesday, 14 November and finish on Friday 16 November 2018.

**RESOLVED: That members receive the report noting that the Pioneer Hall will be closed for a period of three days to allow the works to the toilets to be carried out.**

A118. **BUDGET MONITORING REPORT OCTOBER 2018**

Members were provided with the Committee's income and expenditure in the 2018/19 financial year as at the end of October 2018.

**RESOLVED: That members receive and note the budget monitoring report for October 2018 noting the projected net over-spend of £24,612 in 2018/19.**

A119. **SCHEDULE OF PAYMENTS FOR NOVEMBER 2018**

Members were provided with the schedule of payments for November 2018 (interim) consisting of direct debits, BACS payments and cheque numbers 2883 to 2885 inclusive, in the amount of £41,852.30.

**RESOLVED: That members approve the schedule of payments for November 2018 (interim) consisting of direct debits, BACS payments and cheque numbers 2883 to 2885 inclusive, in the amount of £41,852.30.**

A120. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1062 – 1074 INCLUSIVE)**

**RESOLVED: That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 1062-1074 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.**

A121. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13652 – 13661 INCLUSIVE)**

**RESOLVED: 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 13652 - 13661**

inclusive, granting the Exclusive Right of Burial to those named on the interment form.

A122. **DATE OF NEXT MEETING**

**RESOLVED:** That the date of the next meeting of the Halls, Cemeteries and Community Facilities meeting is scheduled for Monday 14 January 2019.

A123. **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.

A124. **PROGRESS OF ROAD WORKS - MERTHYR DYFAN CEMETERY**

Members were provided with an update on the proposed repair works to the roads at Merthyr Dyfan Cemetery.

**RESOLVED:**

1. That members of Halls, Cemeteries and Community Facilities Committee endorse the actions of the Deputy Chief Officer and Chair of the Committee in appointing Tenderer No. 1 to undertake priority road works to areas 6 and 7 at a cost of £30,572.90, with a flat fee rate of £2,250 for the Technical Advisors services on the project, utilising the funds as outlined in the report.
2. That Cardiff Conservation Volunteers be contacted and asked if they would be interested in working with the council on a project to resolve the problem on areas 1-4 within the cemetery, thus reducing the need to have these areas resurfaced, subject to cemetery staff agreement to the Volunteer Group carrying out the works.
3. That the remaining areas 5 and 8 be considered further for works to be undertaken in 2020/21 and beyond, subject to funding being available.

A125. **REQUEST TO WAIVE NON-RESIDENT FEES**

Members were provided with a request to waive non-resident fees due to a letter being received by the Deputy Chief Officer.

The Chair advised that there is a policy in place which is followed by staff and officers, which allows officers to use discretion in relation to

those who move out of the area for care which cannot be obtained in Barry.

Members discussed the request at length and agreed that whilst the situation was a tragic one there is a policy in place which should be adhered to.

**RESOLVED: That the request to waive the non-resident fee be declined and that a letter is sent to the person requesting the waiver in the fees.**

A126.

**PIONEER HALL – FEEDBACK ON EXPANSION OF SERVICE PROVISION AT PIONEER HALL**

Members were provided with feedback on the expansion of service provision at the Pioneer Hall.

The Deputy Town Clerk advised members that the change to the service provision at the Pioneer Hall has been well received and there has been a significant increase in bookings since the change came into effect and also advised that no negative feedback had been received from hirers.

**RESOLVED: That members receive the information provided within the report, noting the increase in party bookings in the Pioneer Hall since the introduction of the two time slots, recognising that these are likely to increase in 2019, as this will be the first full year of the system being in place.**

The meeting ended at 8.30 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 14 JANUARY 2019**

**PRESENT:** Councillors N P Hodges (Chair), Aviet, Bailey, Johnson, Nugent-Finn and Richardson (Vice Chair).

**ALSO PRESENT:** Angie Price – Deputy Chief Officer  
Paul Duggan – Cemetery Supervisor  
Rhian Burns – Administrator  
Councillor S Hodges – Observer

A127. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Rowlands.

A128. **DECLARATIONS OF INTEREST**

It was noted that Councillor Johnson had been granted Dispensation to allow him to speak and vote on 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.

A129. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 12 NOVEMBER 2018**

The Deputy Chief Officer provided members with an update on the actions resolved at the previous meeting.

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 12 November 2018 be approved and signed as a correct record.

A130. **PROPOSED FUTURE PROJECTS TO BE UNDERTAKEN IN MERTHYR DYFAN CEMETERY**

Members received a report providing them with details of proposed future projects at Merthyr Dyfan Cemetery as part of the 2019/20 budget.

1. **Replacement Fencing**

The Deputy Chief Officer advised Members that she had inspected the fencing with Councillor N Hodges. During the inspection it was established that a considerable amount of the approximately 280 metres of metal palisade fencing was in poor condition and in need of replacement. She noted that it was likely that this fencing was the original fencing and that it backed

onto a number of properties. She further noted that a number of residents had complained about the condition of the fencing and that it presented a security and safety risk. The Deputy Chief Officer advised members that the anticipated cost for replacing the fencing is £24,500.

Councillor Johnson noted that the Council had a responsibility to be a good neighbour and properly maintain the fencing. He queried how the cost of £24,500 had been reached. The Deputy Chief Officer advised that this was a quote received from a supplier who had been used previously. She noted that the work would go out to tender before a contract was entered into and that this price was being used as an estimate in order to set a budget.

**RECOMMENDED: To a meeting of the Finance, Policy & General Purposes Committee on Monday 28 January that a sum of £24,500 be placed in the 2019/20 budgets for the replacement of the 280 metres of fence from the rear gate entrance to the corner of the Buttrills Playing Field.**

## 2. Tree Consultancy Service

The Deputy Chief Officer provided members with an update on expected costings for a Tree Consultant.

**RESOLVED: That Members of the Halls, Cemeteries and Community Facilities Committee revise the request for an additional sum of £5,000 to be included in the annual Tree Maintenance budget for 2019/20 to a sum of £2,000 based on quotes received from a number of Tree Consultants.**

A131.

## MERTHYR DYFAN CEMETERY

### a. BARRY ACTION FOR NATURE

Members were provided with a report asking them to give consideration to a request from Barry Action for Nature in respect of working together on possible future projects within Merthyr Dyfan Cemetery.

Following discussion Members recognised that a number of the activities proposed by Barry Action for Nature were already in progress or being discussed by the Committee and Cemeteries Manager for action in the near future. They considered that the community building on Cemetery Approach would provide the Council with opportunities in the future to engage with children and young people and that ideas were already being considered by officers in relation to this.

Members felt that taking into consideration that officers were already working towards many of the projects proposed Barry Action for Nature they would decline the offer from Barry Action for Nature and requested that the Deputy Chief Officer responds to the letter outlining the reasons discussed.

**RESOLVED:** That the Deputy Chief Officer responds to the letter from Barry Action for Nature declining their request for collaborative working and outlines the wildlife friendly projects and expenditure which have already taken place and those that are planned.

**RECOMMENDED:**

- 1. To a meeting of the Personnel Committee to be held on 18 March 2019 that it be investigated whether Councillors should have DBS checks.**
- 2. To a meeting of the Personnel Committee to be held on 18 March 2019 that safeguarding policies and DBS checks be put in place for any group working with Barry Town Council.**

**b. SUSPECTED WATER LEAK**

Members received a report advising them of a suspected water leak in Merthyr Dyfan Cemetery and the outcome of a recent visit by Welsh Water.

The Deputy Chief Officer noted that arrangements had been made for the Cemetery staff to dig an area within the cemetery to enable the plumber to attend and fit a stop cock in an attempt to identify the location of the leak. She outlined the work necessary once the area of the leak had been identified. She also advised members of issues with the drainage from the building that they may wish to consider having repaired at the same time should the leak be found to be under the pathway or Mess Room floor.

**RESOLVED:**

- 1. That the report be received noting that a 28-day notice had been served in respect of the water leak and that a virement from within the 208/19 budgets would be required for any associated costs.**
- 2. That Members endorse the actions taken by Officers to date in respect of arranging for investigation works to be carried out in order to identify the location of the leak.**
- 3. That subject to the outcome of the investigation works, if the leak is found to be underneath the path or Mess Room**

floor that subject to costs the works be undertaken to repair the drainage issues at the same time of undertaking the repairs to the leak.

A132. **BUDGET MONITORING REPORT**

Members were provided with the Committee's income and expenditure in the 2018/19 financial year as at the end of December 2018.

**RESOLVED:** That members receive and note the budget monitoring report for December 2018 noting the projected net over-spend of £42,950 in 2018/19 (£24,953 more expenditure with £17,997 less income) noting that a new cemetery vehicle was agreed to be purchased during the year at a cost of £18,150 being funded from the Plant and Equipment Reserve.

A133. **SCHEDULE OF PAYMENTS FOR JANUARY 2019 (INTERIM)**

Members were provided with the schedule of payments for January 2019 (interim) consisting of direct debits, BACS payments and cheque numbers 2891 to 2892 inclusive, in the amount of £39,164.74.

**RESOLVED:** That members approve the schedule of payments for January 2019 (interim) consisting of direct debits, BACS payments and cheque numbers 2891 to 2892 inclusive, in the amount of £39,164.74.

A134. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1075 – 1083 INCLUSIVE)**

**RESOLVED:** That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 1062-1074 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A135. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13662 – 13677 INCLUSIVE)**

**RESOLVED:** 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 13662 - 13677 inclusive, granting the Exclusive Right of Burial to those named on the interment form.

A136. **DATE OF NEXT MEETING**

**RESOLVED:** That the date of the next meeting of the Halls, Cemeteries and Community Facilities meeting is scheduled for Monday 4 March 2019.

A137. **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.

A138. **EXTENDING EXCLUSIVE RIGHT OF BURIAL**

Members were provided with a proposed policy on the purchasing of an Extension to Exclusive Rights of Burial.

Following discussion, it was agreed further information was required to the financial impact of the changes and a comparison of fees from other authorities in respect of this provision.

**RESOLVED:** That a report detailing the financial impact of the proposed changes be brought to the meeting of the Halls, Cemeteries and Community Facilities Committee on Monday 4, March 2019.

A139. **REQUEST FOR SPECIFIC WORDING ON MEMORIAL**

Members were provided with a request for specific wording on a memorial and the impact that wording may have on visitors to the cemetery.

Following considerable discussion Councillor Bailey proposed that the request from the Mason in respect of the wording be permitted to be inscribed. A further proposal was received from Councillor Aviet which Councillor Bailey was happy to accept. The motion was put to the vote, the result of which was that the motion was **CARRIED** by way of a majority vote.

For – 4  
Against – 2

**RESOLVED:** That the request from the Mason in respect of the wording be permitted to be inscribed.

The meeting ended at 8.05 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 4 MARCH 2019**

**PRESENT:** Councillors N P Hodges (Chair), Aviet, Bailey, Johnson, Nugent-Finn (Arrived at 7.03pm), Richardson (Vice Chair) and Rowlands.

**ALSO PRESENT:** Angie Price – Deputy Chief Officer  
Paul Duggan – Cemetery Supervisor  
Rhian Burns – Administrator  
Councillor S Hodges – Observer  
Councillor Wiliam – Observer (Arrived at 7.10pm)

#### A140. **APOLOGIES FOR ABSENCE**

Apologies were received Councillor Nugent-Finn (however, she subsequently arrived at the meeting at 7.03pm).

#### A141. **DECLARATIONS OF INTEREST**

It was noted that Councillor Johnson had been granted Dispensation to allow him to speak and vote on 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.

#### A142. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 14 JANUARY 2019**

The Deputy Chief Officer provided members with an update on the actions resolved at the previous meeting.

Councillor Nugent-Finn joined the meeting.

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 14 January 2019 be approved and signed as a correct record.

#### A143. **CEMETERIES**

##### i. **Request to place a marker on the grave space of Margaret Lindsay Williams**

Members received details of a request received in respect of placing a marker on grave space H 1534 for Margaret Lindsay Williams.

The Deputy Chief Officer advised Members that as the grave space had been purchased by the Williams Family it would not

be legally possible to erect a permanent marker without permission of a living grave owner, of which there was no record.

The Deputy Chief Officer further advised Members that the Green Flag application for 2019 had been for a Heritage Award for the first time and as such as this would enhance any future heritage applications.

Councillor N Hodges noted that it had been possible to erect a memorial marking the grave of an unknown sailor who died when the RMS Lusitania sank as the grave was an unpurchased plot and therefore still under ownership of Barry Town Council.

Councillor Bailey noted that he felt the idea of erecting a notice board nearby was the best compromise possible.

Members agreed that a list of subjects for information boards should be collated and discussed at a future meeting of the Halls, Cemeteries and Community Facilities Committee.

**RESOLVED:**

- 1. That an information board in respect of the Artist Margaret Lindsay Williams be erected on Section H within Merthyr Dyfan Cemetery.**
- 2. That once in place the person recruited to replace the Cemetery Manager be authorised to contact the Friends of the Cemetery and the resident who raised the request for a more robust plaque in respect of helping fund the project.**
- 3. That once in place the person recruited to replace the Cemetery Manager be authorised to seek costings in accordance with the Council's Financial Regulations.**
- 4. That to increase the awareness of the Heritage within Merthyr Dyfan Cemetery other renowned people buried within the cemetery be considered for similar projects in the future and that a programme be set up for such projects.**

**ii. Bee Keeping Policy**

Members received a draft Bee Keeping Policy prior to the bee hives becoming live in the spring of 2019. The Deputy Chief Officer noted that as the project was completely new it would be advisable to review the policy in one year's time rather than the standard two-year review period.

She also noted that the area outside the bee hives' compound would be a good place to site an information board.

Councillor N Hodges noted his thanks to the Deputy Chief Officer for driving the bee keeping project forward. He also suggested holding a future meeting of the Halls, Cemeteries and Community Facilities Committee at the Cemetery Chapel and visiting the bee hives prior to the meeting.

**RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee to be held on Monday, 25 March that the draft Bee Keeping policy be approved.**

iii. **Permitting dogs into Merthyr Dyfan Cemetery**

Members were asked to give consideration as to whether dogs should be permitted in Merthyr Dyfan Cemetery. They received a report containing feedback from comments received from members of the public on social media and also from cemetery staff.

The Cemetery Supervisor highlighted the staff's concerns around the proposal.

Councillor Johnson noted that whilst he felt the majority of dog owners would act in a responsible manner he felt the cemetery was an inappropriate space for dog walking.

Councillor Richardson echoed the concerns raised and also noted there may be issues around safeguarding for the cemetery staff if dogs were permitted into the cemetery.

Councillor S Hodges noted that there was an original copy of the by-laws for the cemetery held at the library and that these included the exclusion of dogs from the cemetery grounds. Advised that Councillor N Hodges would find this document and take a copy for the Council's records.

**RESOLVED:**

- 1. That the option of permitting dogs into Merthyr Dyfan Cemetery not be pursued any further at this time.**
- 2. That Councillor N Hodges locates the original by-laws at Barry Library and provides a copy to the Deputy Chief Officer.**

A144.

**BUDGET MONITORING REPORT JANUARY 2019**

Members were provided with the Committee's income and expenditure in the 2018/19 financial year as at the end of January 2019.

Councillor Johnson noted that a large amount of the overspend had been on the vehicle and shoring which had been required purchases in 2018/19.

**RESOLVED:** That members receive and note the budget monitoring report for January 2019 noting the projected net overspend of £35,726 in 2018/19 (£20,307 more expenditure with £15,419 less income) noting that a new cemetery vehicle was agreed to be purchased during the year at a cost of £18,150 being funded from the Plant and Equipment Reserve.

Councillors Aviet and Richardson left the meeting.

A145. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1084 – 1095 INCLUSIVE)**

**RESOLVED:** That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 1084-1095 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A146. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (NONE)**

No Grants of Exclusive Right of Burial were presented for consideration.

A147. **DATE OF NEXT MEETING**

**RESOLVED:** That the date of the next meeting of the Halls, Cemeteries and Community Facilities meeting is scheduled for Monday 14 May 2019.

A148. **SUMMER HOURS OPENING – MERTHYR DYFAN CEMETERY**

Councillor N Hodges noted that this item would be discussed during Part two of the meeting however he invited the members of the public present to comment on the matter should they wish before they were asked to leave.

A member of the public noted that she visited the cemetery every day and as she was at work during the day it was difficult to attend when the gates closed at 4.15pm. She requested that the later opening hours in summer months apply seven days a week from 1<sup>st</sup> April including bank holidays.

A149. **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.

A150.

**SUMMER OPENING HOURS – MERTHYR DYFAN CEMETERY**

Members received a report containing the costings for provision of staff to close the gates during the later summer opening times.

Paul Duggan left the meeting.

A detailed discussion took place where a range of options and costings were put forward.

**RECOMMENDED:**

1. To a meeting of the Finance, Policy and General Purposes Committee on 25 March 2019 that the main cemetery vehicular access gate and the gate at Buttrills Field continue to be locked at 4.00pm during weekdays and at 4.30pm at weekends and bank holidays.
2. To a meeting of the Finance, Policy and General Purposes Committee on 25 March 2019 that from 1 April – 31 September 2019 the pedestrian gate at the main entrance remain unlocked in order that the cemetery can be accessed by the public, with the cemetery opening times being advertised as 7.00pm.
3. To a meeting of the Finance, Policy and General Purposes Committee on 25 March 2019 that a rota be drawn up for Cemetery Staff to carry out random weekly 'spot checks' of the cemetery.
4. To a meeting of the Finance, Policy and General Purposes Committee on 25 March 2019 that this trial be reviewed at a meeting of the Halls, Cemeteries and Community Facilities committee in November 2019.
5. To a meeting of the Finance, Policy and General Purposes Committee on 25 March 2019 that in the event of any incident occurring at the cemetery whilst this trial is in place it be reviewed immediately.

A151.

**INCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That the press and public were able to attend for the remainder of the meeting.

Councillor N Hodges advised the members of the public of the outcome of the discussion and the decision made.

The meeting ended at 7.55 pm

Signed .....Date .....

**BARRY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 3 JUNE 2019**

**PRESENT:** Councillors N P Hodges (Chair), Aviet, Clarke, Johnson, Nugent-Finn, Richardson (Vice Chair) and Rowlands.

**ALSO PRESENT:** Mark Sims – Deputy Chief Officer  
Rhian Burns – Administrator  
Councillor S Hodges – Observer

A152. **APOLOGIES FOR ABSENCE**

None were received.

A153. **DECLARATIONS OF INTEREST**

It was noted that Councillor Johnson had been granted Dispensation to allow him to speak and vote on 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.

A154. **TERMS OF REFERENCE**

The Chair noted that no changes had been made to the Terms of Reference.

**RESOLVED:** That the Terms of Reference be received and noted.

A155. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 4 MARCH 2019**

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 4 March 2019 be approved and signed as a correct record.

A156. **BUDGET MONITORING REPORT APRIL 2019**

Members were provided with the Committee's income and expenditure in the 201/20 financial year as at the end of April 2019.

**RESOLVED:** That the budget monitoring report for April 2019 be received and noted.

A157. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1096 – 1104 INCLUSIVE)**

**RESOLVED:** That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 1096-1104 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A158. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13678 - 13699)**

**RESOLVED:** 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 13678-1104 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A159. **DATE OF NEXT MEETING**

**RESOLVED:** That the date of the next meeting of the Halls, Cemeteries and Community Facilities meeting is scheduled for Monday 9 September 2019.

The meeting ended at 7.05 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 2 SEPTEMBER 2019**

**PRESENT:** Councillors N P Hodges (Chair), Aviet, Clarke, Johnson, Richardson (Vice Chair) and Wilkinson.

**ALSO PRESENT:** Amanda Evans – Facilities and Cemeteries Manager  
Mark Sims – Deputy Chief Officer  
Rhian Burns – Administrator  
Councillor S Hodges – Observer

A160. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Nugent-Finn and Rowlands.

A161. **DECLARATIONS OF INTEREST**

It was noted that Councillor Johnson had been granted Dispensation to allow him to speak and vote on 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.

A162. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 3 JUNE 2019**

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 3 June 2019 be approved and signed as a correct record.

A163. **GREEN FLAG AWARD**

The Facilities and Cemeteries Manager advised members that the Green Flag application for Merthyr Dyfan Cemetery for 2019 had been successful.

**RESOLVED:** That the report be received and noted.

A164. **CEMETERY OF THE YEAR**

The Facilities and Cemeteries Manager advised members that the Cemetery of the Year entry had been submitted.

**RESOLVED:** That the report be received and noted.

A 165. **ICCM CHARTER FOR THE BEREAVED**

The Facilities and Cemeteries Manager advised members that Barry Town Council had been awarded Bronze Charter status by the Institute of Cemetery and Crematorium Management (ICCM).

She noted that a report had been received from the ICCM providing clear guidance on what needs to be completed to achieve a higher score in future years.

Councillor Johnson requested that the report be shared with the members of the Halls, Cemeteries and Community Facilities Committee.

**RESOLVED:**

- 1. That the report be received and noted.**
- 2. That the ICCM report be shared with members of the Halls, Cemeteries and Community Facilities Committee.**

A 166. **BUDGET MONITORING REPORT JULY 2019**

Members were provided with the Committee's income and expenditure in the 2019/20 financial year as at the end of July 2019.

**RESOLVED: That the budget monitoring report for July 2019 be received and noted.**

A 167. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1105 – 1116 INCLUSIVE)**

**RESOLVED: That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 1105-1116 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.**

A 168. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13700 - 13715)**

**RESOLVED: 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 13700-13715 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.**

A 169. **DATE OF NEXT MEETING**

**RESOLVED: That the date of the next meeting of the Halls, Cemeteries and Community Facilities meeting is scheduled for Monday 11 November 2019.**

A 170. **EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** 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 171.

**UPDATE ON SUMMER OPENING HOURS – MERTHYR DYFAN CEMETERY**

The Facilities and Cemetery Manager provided members with an update on the extended summer opening hours at Merthyr Dyfan Cemetery. She noted that there had been two incidents of vandalism at the Scatter Garden which had been reported to the police.

**RESOLVED:**

- 1. That the report be received and noted.**
- 2. That provision be made in the 2020/21 budget for the extended summer opening hours to continue.**

A 172.

**CEMETERIES**

**MERTHYR DYFAN CEMETERY**

i. Update on Benches

Members were provided with an update on the costings for the replacement of old benches in Merthyr Dyfan Cemetery.

**RESOLVED:**

- 1. That the benches be purchased from the company outlined in Option 3 of the report.**
- 2. That a virement of £673 be made from the Property Maintenance Budget to cover the additional cost required.**

ii. Update on Fencing

Members were provided with an update on the Fencing replacement programme.

**RESOLVED:**

- 3. That Members of the Halls, Cemeteries and Community Facilities Committee give consideration to the busy time of year and allow the Facilities and Cemeteries Manager to continue sourcing quotes.**

4. **That the quotes be submitted to a meeting of the Halls, Cemeteries and Community Facilities Committee on Monday, 11 November 2019.**

iii. Update on Trees

Members were provided with an update on the Tree Consultant quotations and the options were discussed. The Facilities and Cemeteries Manager advised that the company engaged to carry out the tree survey would not be able to carry out the necessary works as this would constitute a conflict of interest.

**RESOLVED:**

5. **That the first company on the report be engaged to carry out the tree survey.**
6. **That the fourth company on the report be engaged to carry out the necessary works.**
7. **That the Facilities and Cemeteries Manger be authorised to contact the agreed companies and make arrangements for the first survey to be carried out.**

iv. Update on Road Works

Members were provided with an update on the proposed repair works to the roads at Merthyr Dyfan Cemetery.

**RESOLVED:**

8. **That areas 4 and 5 as detailed in the report are repaired in the 2019/20 financial year.**
9. **That the inclusion of funding in the 2020/21 budgets for road improvements in Merthyr Dyfan Cemetery be agreed in principle.**
10. **That once quotations have been received from the Council's Technical Advisor in respect of the road improvements, the Facilities and Cemeteries Manager meet with the Chair of the Committee to consider the costings and submit a RECOMMENDATION to the Finance, Policy and General Purposes Committee meeting in November 2019 for an appropriate sum to be added to the 2020/21 budget for the repair of the roads in Merthyr Dyfan Cemetery.**

A 173.

**PIONEER HALL – PROVISION OF WI-FI**

Members received a request for Wi-Fi to be installed in Pioneer Hall. Members considered the options outlined in the report.

**RESOLVED: That Wi-Fi be installed in the Pioneer Hall using the package outlined in Option 1 in the report.**

A 174.

**PORTHKERRY CEMETERY – GROUND CONDITIONS**

The Cemetery and Facilities Manager advised members of an issue with ground conditions at Porthkerry Cemetery. She noted that she had scheduled a meeting with the Vale of Glamorgan Council to discuss the issue and would update members of the outcome of the meeting at the next meeting of the Halls, Cemeteries and Community Facilities Committee.

**RESOLVED: That the report be received and noted.**

The meeting ended at 8.06 pm

Signed .....Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 11 NOVEMBER 2019**

**PRESENT:** Councillors N P Hodges (Chair), Clarke, Johnson, Nugent-Finn and Richardson (Vice Chair).

**ALSO PRESENT:** Amanda Evans – Facilities and Cemeteries Manager  
Mark Sims – Deputy Chief Officer  
Rhian Burns – Administrator  
Councillor S Hodges – Observer

A175. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Aviet and Rowlands.

A176. **DECLARATIONS OF INTEREST**

It was noted that Councillor Johnson had been granted Dispensation to allow him to speak and vote on 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.

A177. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 2 SEPTEMBER 2019**

Councillor Johnson requested an update on the Wi-Fi installation at Pioneer Hall. The Facilities and Cemeteries Manager advised that the Wi-Fi would be installed on Wednesday, 13 November. Councillor Richardson queried whether it would be possible to upgrade the package in necessary. The Facilities and Cemeteries Manager confirmed this would be possible.

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 2 September 2019 be approved and signed as a correct record.

A178. **BUDGET MONITORING REPORT OCTOBER 2019**

Members were provided with the Committee's income and expenditure in the 2019/20 financial year as at the end of October 2019.

The Deputy Chief Officer outlined the reasons for the three main overspends. He advised that equipment had needed to be replaced in order to comply with HAVS regulations put in place to protect staff.

He also noted that as the new section in the cemetery contained a lot of rock this would have a detrimental effect on the machinery used for

digging graves. The Facilities and Cemeteries Manager advised that the amount of rock in the new section meant that the time taken to dig graves had doubled.

**RESOLVED: That the budget monitoring report for October 2019 be received and noted.**

A 179.

**DRAFT HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE ESTIMATES FOR 2020/21**

Members were provided with draft estimates for 2020/21. The Deputy Chief Officer advised that the projected income had been increased based on current usage of the cemetery.

The Deputy Chief Officer advised that the Pioneer Hall Wi-Fi would need to be added to the draft estimates at a cost of £400.

**RESOLVED: That the draft estimates for 2020/2021 be referred to the Finance, Policy and General Purposes Committee meeting scheduled to be held on 25 November 2019 as confirmation of the Halls, Cemeteries & Community Facilities Committee requirements for the 2020/2021 financial year noting the £400 addition for the provision of Wi-Fi at Pioneer Hall.**

A 180.

**CEMETERY FEES AND CHARGES 2020/21**

Members received the current and proposed fees and charges for Merthyr Dyfan Cemetery and Porthkerry Cemetery for the financial year 1 April 2020 to March 2021. The Deputy Chief Officer provided members with some examples of the fee increases at 1.7% and at 5%.

It was noted that the Cemetery was highly subsidised through the council tax precept. Councillor Johnson queried how the fees compared to other cemeteries in the area. The Deputy Chief Officer advised that previous comparisons with other local burial authorities saw the fees for Merthyr Dyfan Cemetery and Porthkerry Cemetery at the lower end of the pricing scale.

The Facilities and Cemeteries Manager advised that she had compared prices with Cardiff, Swansea and Bridgend and found they were all more expensive than Merthyr Dyfan and Porthkerry Cemeteries.

**RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee to be held on 25 November 2019 requesting a 5% increase for Merthyr Dyfan Cemetery be agreed.**

**RESOLVED:**

**1. That members agree to a 5% increase on the fees and charges for the 2020/21 financial year.**

**2. That the Vale of Glamorgan Council are advised of the proposed 5% increase in the Porthkerry Cemetery fees.**

A 181. **PIONEER HALL CHARGES 2020/21**

Members received the current and proposed hire charges at Pioneer Hall for the financial year 1 April 2020 to March 2021.

**RECOMMENDED:** That a recommendation be referred to the meeting of the Finance, Policy and General Purposes Committee to be held on 25 November 2019 requesting an increase of the proposed fees and charges by 5%.

**RESOLVED:** That members agree to the proposed increase on the fees for the 2020/21 financial year.

A 182 **UPDATE ON BEEKEEPING PROJECT**

Members were provided with an update on the bee keeping project at Merthyr Dyfan Cemetery. The Facilities and Cemeteries Manager advised that it had not been possible to capture a swarm over the summer. She requested that a 5 frame nucleus, containing food, eggs, larvae, capped brood, bees and a queen, be purchased at a cost of £195 in order to populate one of the bee hives that is currently dormant. She advised that this had been recommended by the volunteer bee keeper.

**RESOLVED:** That a 5 Frame Nucleus be purchased at a cost of £195 from the Property Maintenance Budget.

A183. **PROPOSED FUTURE PROJECTS TO BE UNDERTAKEN – CEMETERIES AND PIONEER HALL**

Members were provided with a report to outline the proposals of projects to be considered in respect of the cemeteries as part of the 2020/21 budget.

1. Awards 20/21

The Facilities and Cemeteries Manager advised members that she would be looking to maintain and improve the standing of Merthyr Dyfan Cemetery in the Cemetery of the Year award, the ICCM Charter and the Green Flag award. She noted that this would be done through feedback received from the organisations involved.

**RESOLVED:** That the updates on current projects and programme of improvements required be received and noted.

## 2. Improving Roads and Paths

The Facilities and Cemeteries Manager advised that the repairs to the two smaller areas of road outlined in the previous meeting of the Halls, Cemeteries and Community Facilities Meeting held on 2 September 2019 would begin on Wednesday, 20 November 2019. She provided members with a breakdown of costs for the other areas requiring repair adding to a total of £41,000.

Members requested that the Facilities and Cemeteries Manager provide a report to the meeting of the Finance, Policy and General Purposes Committee to be held on 25 November 2019 detailing the areas by cost and priority.

**RESOLVED: That members of the Halls, Cemeteries and Community Facilities Committee make a recommendation to the Finance, Policy and General Purposes Committee that road repairs be carried out in 2020/21 at a cost of £41,000 excluding VAT.**

## 3. Hand-Arm Vibration Syndrome (HAVS) at work

Members received an update on the HAVS standing, reporting, maintenance and renewal of equipment introduced in 2019/20. The Facilities and Cemeteries Manager advised that there was a strong maintenance programme in place. The Deputy Chief Officer noted that the replacement and maintenance of equipment was included in the proposed budget.

**RESOLVED: That members of the Halls, Cemeteries and Community Facilities Committee make a recommendation to the Finance, Policy and General Purposes Committee that an appropriate sum be made available in the 2020/21 budgets, for the replacement of equipment to comply with the HAVS Code of Practice from HSE.**

## 4. Bench Programme

Members were provided with an update on the bench programme. The Facilities and Cemeteries Manager advised that the purchase of a further ten benches would complete the programme. Members agreed that the programme should be completed over the course of two years.

**RESOLVED: That members of the Halls, Cemeteries and Community Facilities Committee make a recommendation to the Finance, Policy and General Purposes Committee that 5 new benches be purchased from the Cemetery Improvement Fund in 2020/21 at a cost of £2,000.**

## 5. Porthkerry

Members were advised that the Porthkerry Cemetery Service Level Agreement was due to expire in March 2020. The Facilities and Cemeteries Manager advised that it was felt the existing agreement was no longer fit for purpose and would require renegotiation with the Vale of Glamorgan Council. Members requested that the new agreement be reported to either a meeting of the Halls, Cemeteries and Community Facilities Committee, Full Council or Group Leaders before signing.

**RESOLVED: That once negotiations have taken place the new Porthkerry Cemetery Service Level Agreement be reported to either a meeting of the Halls, Cemeteries and Community Facilities Committee, Full Council or Group Leaders before signing.**

## 6. Halls

The Facilities and Cemeteries Manager advised members that she would be looking at ways to attract and increase new hirers to use the Pioneer Hall and the new community hall at Cemetery Approach (once completed).

**RESOLVED: That the information be received and noted.**

### A 184. PORTHKERRY CEMETERY UPDATE

The Facilities and Cemeteries Manager advised Members that the Vale of Glamorgan Council had sent an expert to examine the ground conditions at Porthkerry Cemetery. She also advised that a capital bid had been submitted to extend Porthkerry Cemetery and that she would notify Members if this was approved.

**RESOLVED: That the report be received and noted.**

### A 185. TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1116 – 1134 INCLUSIVE)

**RESOLVED: That in accordance with Standing Order 27(a), authority be given for the Council's Common Seal to be applied to Transfer Deeds numbered 1116 - 1134 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.**

### A 186. GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13716 - 13726)

**RESOLVED: 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 13716 - 13726**

inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A 187. **DATE OF NEXT MEETING**

**RESOLVED:** That the date of the next meeting of the Halls, Cemeteries and Community Facilities meeting is scheduled for Monday, 13 January 2020.

A 188. **EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** 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 189. **CEMETERIES**

1. New services to be introduced

Members received an update on two recommendations which failed to be moved forwards.

**RESOLVED:** That the following new service be added to the current fees and charges for Merthyr Dyfan Cemetery for consideration by the Finance, Policy and General Purposes Committee.

- **Permit to place a small wedge memorial in a location within the cemetery in consultation with the Cemetery Supervisor  
£40.00**

2. Famous Notice Board

Members were provided with an update on the Famous Notice Board for Elizabeth Phillips Hughes.

**RESOLVED:**

1. **That three notice boards be purchased for Merthyr Dyfan Cemetery to give information in Welsh and English on the following people –**

- **Margaret Lindsay Williams**
- **Gareth Jones**
- **Elizabeth Phillips Hughes**

2. **That the notice boards be supplied in wood.**

3. **That the notice boards be purchased from the company outlined in option three.**

3. Fencing Replacement

Members received an update on the fencing replacement programme at Merthyr Dyfan Cemetery.

**RESOLVED:**

1. **That the company outlined in Option A be contracted to supply and fit the fencing.**
2. **That the Facilities and Cemeteries Manager be authorised to make contact with the company.**

A 190. **OPENING HOURS AT MERTHYR DYFAN CEMETERY**

The Facilities and Cemeteries Manager advised Members of a request from a member of the public to extend the summer opening hours at Merthyr Dyfan Cemetery to the end of October. Members discussed the matter and it was felt that due to the low light conditions it would be unsafe for both members of the public and the lone staff member checking the cemetery before locking up to be present.

**RESOLVED: That the current closing time of 4.15 pm be maintained from 1 October – 31 March.**

A 191. **TREE SURVEY UPDATE**

The Facilities and Cemeteries Manager advised Members of the outcome of the tree survey and the estimated costs in carrying out the remedial works required. A detailed discussion took place and it was felt that this matter should be resolved as soon as possible and a way forward should be agreed through Urgent Action.

**RESOLVED:**

1. **That the Deputy Chief Officer identifies any possible virements that can be made within the 2019/20 budget in order to carry out the remedial works required.**
2. **That the matter be agreed by Urgent Action with Group Leaders.**

A 192. **PIONEER HALL**

1. Lights

Members were provided with an update on the condition of the rope lights at Pioneer Hall. Members agreed that these should be replaced in order to improve the party package provision.

**RESOLVED: That a new lighting system be purchased at a cost of £278.**

The meeting ended at 8.28 pm

Signed .....Date .....