

From 1 May 2021, the Local Government and Elections (Wales) Act 2021 sets out a statutory requirement that: As soon as reasonably practicable after a meeting of a community council, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out—

(a) the names of the members who attended the meeting, and any apologies for absence;

(b) any declarations of interest;

(c) any decision taken at the meeting, including the outcomes of any votes.

Barry Town Council meets this duty by publishing this information in the form of draft meeting minutes which will be displayed electronically within 7 working days after the meeting. It should be noted that these minutes are DRAFT and not agreed until the next meeting.

BARRY TOWN COUNCIL

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

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

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

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

A 315. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Rowlands.

A 316. **DECLARATIONS OF INTEREST**

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

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

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

A 318.

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

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

RESOLVED:

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

A 319.

BUDGET MONITORING REPORT SEPTMEBER 2021

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

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

A 320.

CEMETERY FEES AND CHARGES 2022/23

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

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

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

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

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

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

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

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

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

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

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

RESOLVED:

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

A 321.

PIONEER HALL & CEMETERY APPROACH COMMUNITY CENTRE CHARGES 2022/23

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

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

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

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

A 322.

MERTHYR DYFAN CEMETERY – ENVIRONMENTAL IMPACT AND SUSTAINABILITY PROJECT REPORT

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

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

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

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

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

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

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

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

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

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

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

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

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

Councillor Johnson suggested placing a bid to the Finance, Policy and General Purpose Committee for this project and noted that the

Committee had time to put the request forward without rushing decisions.

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

RESOLVED:

1) That the Sustainable Barry Project Officer create a biodiversity action plan as to when projects would be best to complete with costings for the projects; Rock Pool, Bee Bank, Solar Panels and Recycling Bins, and report to the next Halls, Cemeteries and Community Facilities Committee on 17 January 2022.

2) That Councillor Nugent-Finn look into funding options for the Solar Panel project.

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

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

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

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

A 325. **DATE OF NEXT MEETING**

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

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

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

A 327. **CEMETERY FENCING**

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

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

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

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

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

A 328.

HERITAGE NOTICE BOARD

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

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

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

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

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

RESOLVED:

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

FUTURE PROJECTS 2022-23

1) Kubota's

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

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

The Chair noted that the Halls, Cemeteries & Community Facilities Committee had only £21,000 in the Plant and Machinery Reserve and the total cost to have the 3 Kubota's replaced would be £25,000. He suggested having the 3 Kubota's replaced and use most of the Plant and Machinery Reserve to help towards the cost and request £10,000 'new money' in the draft budget 2022/23.

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

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

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

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

2) Cemetery Roads and Paths Improvements

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

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

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

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

3) Bench Programme

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

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

4) Chapel

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

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

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

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

A 330.

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

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

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

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

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

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

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

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

A 331.

PORThKERRY CEMETERY UPDATE

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

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

A 332.

MERTHYR DYFAN CEMETERY UPDATE

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

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

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

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

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

The Deputy Chief Officer noted that the areas of MM and NN are still proving difficult for the Cemetery Team, with the rocks now being lifting in sheets with and his last visit to the Cemetery resulted in the pin breaking on the machine due to the tough digging conditions. He noted that test digs have been suggested going forward to determine the depth of which the graves can be dug in the sections, and noted that section NN may need to be used for only one depth burials or be capped after the burial.

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

RESOLVED:

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

Meeting Closed at 8:26pm.

Signed (Chairperson) Dated