



# BARRY TOWN COUNCIL CYNGOR TREF Y BARRI

Please reply to: TOWN CLERK

Your Ref:

When calling please ask for:

AE/HCCF

9 December 2020

To: Councillors N P Hodges (Chair), Aviet, Clarke, Johnson, Nugent-Finn, Richardson (Vice-Chair), Rowlands and Wilkinson (Town Mayor – Ex-officio).

Dear Councillor

You are summoned to attend an Extra Ordinary meeting of the **Halls, Cemeteries and Community Facilities Committee on Monday 14 December 2020 commencing at 7.00 pm virtually** for the purpose of transacting the business specified below.

**The meeting will be held on a remote basis in accordance with the provisions of The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 to ensure that all councillors can hear the meeting and be heard at the meeting.**

Yours faithfully

Councillor Nic Hodges

Chair of Halls, Cemeteries and Community Facilities Committee

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

To Note: Councillor Johnson has been granted Dispensation to allow him to speak and vote on future matters appertaining to any community facilities owned or run by Barry Town Council, by virtue that he is a Vale of Glamorgan Council Trustee for the Alexandra Gardens Community Association.

*The Council welcomes correspondence in English or Welsh  
Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg neu'n Saesneg*

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

(To note)

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

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

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

4. **To approve the minutes of the Halls, Cemeteries & Community Facilities Committee held on 14 October 2020**

**(Pages 825-832)**

5. **Date of Next Meeting**

The next meeting of the Halls, Cemeteries and Community Facilities Committee will be held on 11 January 2021

**6. 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

**7. Merthyr Dyfan Cemetery (Pages 833-866)**

a) Graves Matters – Minute Number A250 (a) refers.

**Distribution**

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

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

## **BARRY TOWN COUNCIL**

### **DRAFT MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 19 OCTOBER 2020 AT 7.00 PM**

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

**ALSO PRESENT:** Amanda Evans – Facilities and Cemeteries Manager  
Mark Sims – Deputy Chief Officer  
Rhian Burns – Administrator  
Councillor S Hodges – Observer

A226. **APOLOGIES FOR ABSENCE**

None were received.

A227. **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.

A228. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 7 JULY 2020**

**RESOLVED:** That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 7 July 2020 be approved and signed as a correct record.

A229. **BUDGET MONITORING REPORT SEPTEMBER 2020**

Members received the Committee's income and expenditure in the 2020/21 financial year as at the end of September 2020.

**RESOLVED:** That the schedule of payments for September 2020 noting the projected net overspend (deficit for the year) of £29,405 in 2020/21.

A230. **DRAFT HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE ESTIMATES FOR 2020/21**

The Deputy Chief Officer advised that he took part in a webinar with the Society of Local Council Clerks (SLCC) during their Virtual National Conference 12-16 October 2020 on Budgeting in Uncertain Times. He noted that during the Q&A session many attendees had queried how a realistic budget for 2021/22 could be set due to the uncertainty of the

Covid-19 pandemic. The Deputy Chief Officer advised that the panel had advised adopting a pragmatic approach and setting two budgets setting out best and worst case scenarios for income and expenditure.

Members received two draft budgets as advised by the SLCC panel.

The Deputy Chief Officer advised that he had included no new special projects had been included in either budget with only a modest increase in cemetery fees and charges applied. He further advised that provision had been included for continuing with the Cemetery Roads project (year 2) and the Replacement Benches at the Cemetery rolling programme.

Members agreed that the scenario for the 2021/22 financial year was difficult to estimate at this point and hoped a better understanding of the situation could be reached by early next year.

**RECOMMENDED: To the Finance, Policy and General Purposes Committee meeting being held on 16 November 2020 that both draft estimates as outlined below be considered for the 2021/22 financial year**

- **Budget 1 with no Covid-19 allowances being a Total Net Expenditure of £383,704 or**
- **Budget 2 – with Covid-19 allowances of £ 11,000 additional expenditure for enhanced use of / additional PPE & Cleaning and Sanitisation Materials plus a reduction of budgeted income of £28,096 resulting in a Total Net Expenditure of £422,800.**

A231. **CEMETERY FEES AND CHARGES 2021/22**

Members reviewed and gave consideration to the cemetery fees and charges for the financial year 1 April 2021 to March 2022.

**RECOMMENDED: To the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that an increase of 2.0% 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: 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).**

A232. **PIONEER HALL CHARGES 2021/22**

Members reviewed and gave consideration to the hire charges at the Pioneer Hall for the financial year 1 April 2021 to March 2022 and agreed the implementation of charges for the newly finished Cemetery Approach Community Centre.

**RECOMMENDED:**

- 1. To the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that no increase be made to the prices at the Pioneer Hall thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children's Party package to £60.**
- 2. To the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that the same charges are applied for the Cemetery Approach Community Centre being £10 per hour for 8.00am – 5.00pm and £20 per hour for 5.00pm – 12 midnight (depending on times allowed as per agreement).**

**RESOLVED: That a price be considered at a later date relating to provision of children's party package once the cost of a bouncy castle and / or suitable play equipment is established.**

A 233. **COVID-19**

Members received an update relating to what worked well and where improvements have been identified during the current pandemic. The Facilities and Cemetery Manager noted that there had been a number of lessons learned during the first phase of lockdown, that contingency planning could now benefit from. She noted the actions that had been identified and put in place.

Councillor Rowlands noted that he had received some complaints from members of the public regarding the closure of the cemetery. He advised that there was confusion regarding the roles of Barry Town Council and the Vale of Glamorgan Council with regards the cemetery. He also noted that there had been a lack of clarity in Welsh Government policy regarding the closure of the cemetery. He advised that he felt it was important to keep the cemetery open if possible during any future lockdown periods.

Councillor Johnson agreed with Councillor Rowlands and noted that it was important to balance the physical safety of the cemetery staff with the emotional needs of visitors. He added that it was important to notify the public that the cemetery would be remaining open through the two week 'Fire Break' period.

The Facilities and Cemetery Manager advised that members of the public had already been in touch to query this and that a statement would be issued on social media to advise the continued opening of the Cemetery through the two week Fire break.

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

A234.

**FACILITIES AND CEMETERIES UPDATE**

Members received an update on a number of ongoing projects and achievements at the cemetery and halls.

The Facilities and Cemeteries Manager advised that Merthyr Dyfan Cemetery had achieved Green Flag status and that it was hoped this could be achieved for Cemetery Approach Gardens. She also noted that it was hoped the Green Flag Heritage award would also be achieved. She also advised that the ICCM Charter for the Bereaved Bronze award had been achieved, noting an increase in points from 408 to 517 since 2019. She noted that the 14 points required to achieve Silver status in 2021 had been identified and work was underway to ensure these measures were in place.

The Facilities and Cemeteries Manager advised that the tree consultation would continue until the end of October. She noted that drop in sessions had taken place for members of the public to share their views. She also noted that all of the responses submitted thus far had been in favour of removal of the trees on the proviso that the boundary be replanted with native trees.

Councillor Rowlands advised that he and Councillor Bailey had spoken to a number of residents of St Andrews Road who were unable to obtain buildings insurance for their homes due to the proximity and size of the trees.

Councillor Richardson noted that she felt it was important to advertise that this Council was fully committed to the replanting scheme.

Members agreed that the proper process for public consultation on the trees had been taken.

The Cemeteries and Facilities Manager advised members of the other ongoing projects taking place at Merthyr Dyfan Cemetery.

Councillor Johnson requested an update on the bees. The Cemeteries and Facilities Manager advised that the bees would soon be going into hibernation and that she would provide members with an update in the spring.

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

A 235. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1163-1193 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 1163 - 1193 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A 236. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13742 - 13779 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 13742 - 13779 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A 237. **DATE OF NEXT MEETING**

**RESOLVED:** The next meeting of the Halls, Cemeteries & Community Facilities Committee is scheduled for 11 January 2021.

A 238. **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.

A239. **CEMETERY**

**a. Grave Matters**

Members were provided with an appeal that has come through from a company called "Grave Matters" in order that they may continue to operate within the cemetery.

**RESOLVED:** That the Facilities and Cemeteries Manager contact Grave Matters to advise that they are not able to use a strimmer at either Merthyr Dyfan or Porthkerry Cemetery.

**b. Ground Conditions**

The Cemeteries and Facilities Manager advised members that the Cemetery Team had outlined an issue with using NN section for three depth graves. She noted that a different section had been identified where three depth burials could take place had been identified.



Members agreed that this area should be used and that a geological survey was not necessary.

**RESOLVED: That section RR be used for three depth burials.**

**c. Roads**

Members were provided with an update on the blocking off of narrow roads at Merthyr Dyfan Cemetery. The Cemeteries and Facilities Manager advised that as the roads would still need to be accessible to vehicles for funerals and maintenance a removable style barrier would be necessary.

Members agreed with this approach and raised concerns regarding their visibility. The Cemeteries and Facilities Manager advised that signage and cones could be used to improve visibility and that their installation would be advertised on social media.

**RESOLVED: That ten drop down bollards be purchased at a cost of £530.**

A 240.

**CEMETERY LODGE**

Members received an update on the Merthyr Dyfan Cemetery Lodge.

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

The meeting ended at 8.12 pm

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

**ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 19 OCTOBER 2020**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A 241	<p><b>RECOMMENDED:</b> To the Finance, Policy and General Purposes Committee meeting being held on 16 November 2020 that both draft estimates as outlined below be considered for the 2021/22 financial year</p> <ul style="list-style-type: none"> <li>• Budget 1 with no Covid-19 allowances being a Total Net Expenditure of £383,704 or</li> <li>• Budget 2 – with Covid-19 allowances of £ 11,000 additional expenditure for enhanced use of / additional PPE &amp; Cleaning and Sanitisation Materials plus a reduction of budgeted income of £28,096 resulting in a Total Net Expenditure of £422,800.</li> </ul>	DCO	16/11/2020	Completed
A 242	<p><b>RECOMMENDED:</b> To the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that an increase of 2.0% 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.</p>	DCO	16/11/2020	Completed
A 242	<p>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).</p>	DCO	16/11/2020	Completed
A 243 (1)	<p><b>RECOMMENDED:</b> To the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that no increase be made to the prices at the Pioneer Hall thereby retaining the hourly charges as £10 per hour and £20 per hour respectively and the Children’s Party package to £60.</p>	DCO	16/11/2020	Completed

A 243 (2)	<b>RECOMMENDED:</b> To the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020 that the same charges are applied for the Cemetery Approach Community Centre being £10 per hour for 8.00am – 5.00pm and £20 per hour for 5.00pm – 12 midnight (depending on times allowed as per agreement).	DCO	Nov-20	Completed
A 243	That a price be considered at a later date relating to provision of children's party package once the cost of a bouncy castle and / or suitable play equipment is established.	DCO/FCM	2021/2022	on-going
A 250 a	That the Facilities and Cemeteries Manager contact Grave Matters to advise that they are not able to use a strimmer at either Merthyr Dyfan or Porthkerry Cemetery.	FCM	Oct-20	Completed
A 250 b	That section RR be used for three depth burials.	FCM	Oct-20	Completed
A 250 c	That ten drop down bollards be purchased at a cost of £530.	FCM	Oct-20	Completed