



BARRY TOWN COUNCIL

CYNGOR TREF Y BARRI

Please reply to: TOWN CLERK

Your Ref:

When calling please ask for:

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY
PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF MEETING
OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE
OF BARRY TOWN COUNCIL WILL BE HELD ON A REMOTE BASIS ON
MONDAY 19 OCTOBER 2020 AT 7.00 PM. FOR THE PURPOSE OF
TRANSACTIONING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.
A FULL SET OF PAPERS CAN BE ACCESSED ON OUR WEBSITE VIA
WWW.BARRYTOWNCOUNCIL.GOV.UK

IF MEMBERS OF THE PUBLIC WISH TO ASK QUESTIONS, PLEASE SUBMIT
THESE TO THE CHIEF OFFICER (TOWN CLERK) PRIOR TO THE MEETING
AS DURING THIS EMERGENCY PERIOD, PUBLIC PARTICIPATION AT
COUNCIL MEETINGS IS LIMITED.

THE MEETING WILL BE HELD IN ACCORDANCE WITH THE PROVISIONS OF
THE LOCAL AUTHORITIES (CORONAVIRUS) (MEETINGS) (WALES)
REGULATIONS 2020 ALLOWING PARTIAL OR FULL REMOTE ATTENDANCE
OF COUNCIL MEMBERS.

A handwritten signature in blue ink that reads "Emily Forbes".

Emily Forbes
Chief Officer

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*

TOWN HALL, KING SQUARE, HOLTON ROAD, BARRY, CF63 4RW Tel: (01446) 738663 Email: info@barrytowncouncil.gov.uk	NEUADD Y DREF, SGWAR Y BRENIN, HEOL HOLTON, Y BARRI, CF63 4RW Ffôn: (01446) 738663 Ebo: info@barrytowncouncil.gov.uk
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3. **To approve the minutes of the Halls, Cemeteries & Community Facilities Committee held on 6 July 2020**
(Pages 776 - 782)
4. **Budget Monitoring Report September 2020** (To Follow)
(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)
5. **Draft Halls, Cemeteries and Community Facilities Committee Estimates for 2021/22** (To Follow)
6. **Cemetery Fees and Charges 2021/22** (Pages 783 - 788)
7. **Pioneer Hall Charges 2021/22** (Pages 789 - 790)
8. **Covid-19** (Pages 791 - 793)
9. **Facilities Update** (Pages 794 - 796)
10. **Transfer of Exclusive Right of Burial (1163-1193 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 **1163 - 1193** inclusive, granting the Transfer of Exclusive Right of Burial to those named on each transfer request.
11. **Grants of Exclusive Right of Burial (13742 - 13779 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 **13742 - 13779** inclusive, granting the Exclusive Right of Burial to those named on the interment form.
12. **Date of Next Meeting**

The next meeting of the Halls, Cemeteries & Community Facilities Committee is scheduled for 11 January 2021
13. **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

14. **Cemetery**

(Pages 797 - 806)

- a) Graves Matters
- b) Ground conditions
- c) Roads

15. **Facilities**

(Page 807)

- a) Cemetery Lodge

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

MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 6 JULY 2020

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

ALSO PRESENT: Amanda Evans – Facilities and Cemeteries Manager
Rhian Burns – Administrator
Councillor S Hodges – Observer
Councillor H Payne – Observer
JV Tree Services
Jeff Ball - Gates and Railings

A213. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Nugent-Finn.

A214. **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.

A215. **TO APPROVE THE MINUTES OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 2 MARCH 2020**

RESOLVED: That the minutes of the Halls, Cemeteries and Community Facilities Committee's meeting held on 2 March 2020 be approved and signed as a correct record.

The Chair requested that Agenda Item 8a be brought forward for discussion with the invited guests.

A 216. **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 217. **CEMETERY**

a. Fence and trees

The representatives from JV Tree Services noted that there were two options for dealing with the Leylandii Cypress trees on the boundary of Merthyr Dyfan Cemetery – they could be reduced in height, thinned out or removed entirely. They advised that in their opinion the best course of action financially, for safety and for the biodiversity of the area would be to remove the Leylandii Cypress row and replant native species.

They advised that if the height were reduced the trees would still grow rapidly from the lower branches and become unbalanced. As the trees had been planted so closely they were dependent on each other for support and thinning out the trees would leave them at a much higher risk of falling. They noted that here was a high target rate on all sides of the trees and that their advice may be different if they were situated on open remote farmland for example.

The practicalities of replacing the fencing were discussed with it being advised by the fencing contractor that this would be virtually impossible to replace the fence along the current boundary. JV tree services also advised that should any of the trees fail they would likely pull out the fencing if they fell.

JV Tree Services noted that changes in weather conditions and the increase in the severity of storms meant that they were increasingly seeing otherwise healthy trees failing due to this. They also advised that trees have a finite lifespan and all trees will need to be replaced at some point. The species of trees they suggested replacement with were all smaller, native species such as Hawthorne, Rowan and Crab Apple.

It was noted that Members attending the meeting remotely had not been able to fully hear the advice given due to technical issues.

JV Tree Services advised that they could supply a list of advantages and disadvantages to each of the options which could be presented for public consultation. Members agreed that it was important to gather feedback from the public and requested JV Tree Services attend a meeting of Full Council in order to agree a way forward with the involvement of all Councillors.

RESOLVED: That JV Tree Services be invited to attend a future meeting of Full Council in order to agree a way forward with the involvement of all Councillors.

A218. **INCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That the press and public were able to attend for the remainder of the meeting.

JV Tree Services and Fencing contractor left the meeting. Councillor Rowlands left the meeting.

The Chair requested that the update report be discussed prior to the Budget Monitoring Report June 2020 being received

A219.

UPDATE REPORT

Members were provided with an update on developments and changes made since the last meeting of the Halls, Cemeteries and Community Facilities Committee met on 2 March 2020.

Members discussed the report and the recommendations. It was felt that the recommended increase in the speed limit from 5mph to 10mph was not desirable and that the 5mph speed limit should be maintained.

RESOLVED:

1. **That the historic notice boards be installed at Merthyr Dyfan Cemetery in order to prevent them becoming damaged whilst in storage and that these are highlighted through the press and a possible event when regulations allow.**
2. **That Welsh Government regulations are followed in respect of the number of mourners allowed at graveside and in the chapel.**
3. **That the 5mph speed limit at Merthyr Dyfan Cemetery be reinforced with signage and stencilling on the road.**
4. **That this speed limit be reviewed in one years' time.**
5. **That narrower roads be identified with a view to blocking them to car traffic.**
6. **That an information board be placed outside the Philadelphia Cemetery and a talk be held there when regulations allow.**
7. **That a report be submitted to the next meeting of Halls, Cemeteries and Community Facilities (to be reviewed on 20 September) outlining feedback from staff and members of the public on the Councils' actions in response to the Covid-19 pandemic.**

A 220.

BUDGET MONITORING REPORT JUNE 2020

Members received the Committee's income and expenditure in the 2020/21 financial year as at the end of June 2020. It was noted that the main reason of the overspend was due to Covid-19 additional expenditure of circa £9,000 with an associated loss of income projected to be circa £26,000.

Members requested clarification on what some of the budget heading covered and felt it would be useful to have a separate budget heading for Covid-19 related expenses in order to better understand the costs.

RESOLVED:

1. That the schedule of payments for June 2020 noting the projected overspend of £35,015 in 2020/21.
2. That a separate budget heading be included for costs relating to Covid-19.

A 221. **SUSPENSION OF STANDING ORDER 3(aa)**

RESOLVED that Standing Order 3(aa) be suspended for a period of thirty minutes.

A 222. **DATE OF NEXT MEETING**

RESOLVED: That the date of the next meeting of the Halls, Cemeteries and Community Facilities Committee will be reviewed on 20 September 2020.

A 223. **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.

A224. **CEMETERY**

b. Ground conditions

Members were provided with an update on the ground conditions on new sections at Merthyr Dyfan Cemetery in order to allow for a temporary hold on three depth graves.

RESOLVED:

1. That the costings for a geological survey of the area be investigated.
2. That test holes further up the section be dug in order to identify whether it will be possible to offer three depth graves there in the future.
3. That it be identified whether there is another area of the cemetery where it would be possible to offer three depth graves in the meantime.

c. Road works

Members received an update on the proposed repair works to the roads at Merthyr Dyfan Cemetery.

RESOLVED: That the Facilities and Cemeteries Manager be given authorisation to make the necessary arrangements for the necessary roadworks to take place at a cost of £13,313.90.

A 225.

CEMETERY LODGE

Members received an update on the Merthyr Dyfan Cemetery Lodge.

RESOLVED: That a business plan be prepared including costings for the preferred option.

The meeting ended at 8.42 pm

Signed Date

DRAFT

ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 7 JULY 2020

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A 217	That JV Tree Services be invited to attend a future meeting of Full Council in order to agree a way forward with the involvement of all Councillors.	FCM	29/07/2020	Completed
A 219 (1)	That the historic notice boards be installed at Merthyr Dyfan Cemetery in order to prevent them becoming damaged whilst in storage and that these are highlighted through the press and a possible event when regulations allow.	FCM	July	Completed
A 219 (2)	That Welsh Government regulations are followed in respect of the number of mourners allowed at graveside and in the chapel.	FCM		On-Going
A 219 (3)	That the 5mph speed limit at Merthyr Dyfan Cemetery be reinforced with signage and stencilling on the road.	FCM		Completed
A 219 (4)	That this speed limit be reviewed in one years' time.	All	Jul-21	In Progress
A 219 (5)	That narrower roads be identified with a view to blocking them to car traffic.	FCM		Completed
A 219 (6)	That an information board be placed outside the Philadelphia Cemetery and a talk be held there when regulations allow.	FCM/Chair		In Progress
A 219 (7)	That a report be submitted to the next meeting of Halls, Cemeteries and Community Facilities (to be reviewed on 20 September) outlining feedback from staff and members of the public on the Councils' actions in response to the Covid-19 pandemic.	FCM	Sept	completed
A 220 (2)	That a separate budget heading be included for costs relating to Covid-19.	RFO		In-Progress
A 224 (b) (1)	That the costings for a geological survey of the area be investigated.	FCM		completed
A 224 (b) (2)	That test holes further up the section be dug in order to identify whether it will be possible to offer three depth graves there in the future.	FCM	July	Completed
A 224 (b) (3)	That it be identified whether there is another area of the cemetery where it would be possible to offer three depth graves in the meantime.	FCM	July	Completed

A 224 (c)	That the Facilities and Cemeteries Manager be given authorisation to make the necessary arrangements for the necessary roadworks to take place at a cost of £13,313.90.	FCM	July	Completed
A 225	That a business plan be prepared including costings for the preferred option.	FCM	2020/2021	in progress

HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE	18 OCTOBER 2020	AGENDA ITEM: 6
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CEMETERY FEES AND CHARGES 2021/22

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Current and Proposed fees for Merthyr Dyfan Cemetery (3 pages)
B. Current and Proposed fees for Porthkerry Cemetery (1 page)

Purpose of Report

The purpose of this report is to request that Members give consideration to, and review the cemetery fees and charges for the financial year 1 April 2021 to March 2022.

The Council's decision with regards to Porthkerry Cemetery will be forwarded to the Vale of Glamorgan Council advising them of the proposed increase for their Cabinet's consideration.

Background

On 16 September 2020 the Office for National Statistics advised that the Consumer Prices Index (CPI) 12-month rate was 0.2% in August 2020, down from 1.0% in July. Falling prices in restaurants and cafes, arising from the Eat Out to Help Out Scheme, resulted in the largest downward contribution (0.44 percentage points) to the change in the 12-month inflation rate between July and August 2020. In May 2020 the Consumer Price Index (CPI) rate of the United Kingdom for 2020 was expected to be between 1.4 percent and 1.9 percent, according to forecasts from three different institutions, the Office for Budget Responsibility, the International Monetary Fund, and the National Institute of Economic and Social Research.

Members are requested to consider an increase of either 1.0% or 2.0% 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.

Based on the projected out-turn as per the Budget Monitoring Reports to September 2020 an increase of 1.0% should generate an additional £1,080 of income with an increase of 2.0% generating a further £2,160. Please note that due to Covid-19 and other factors income from Memorial Fees and Other Cemetery Income are projected for year at 50% of budget with Hire of Chapel projected for year at nil as the Chapel is being used as second staff room due to splitting into two teams re Covid-19. Officers have factored in a scenario for 2021/22 being the same as 2020/21 so not to overestimate income if Covid-19 restrictions still apply that will affect the Council's operations next year.

Please find attached a schedule of the current and proposed price list for Merthyr Dyfan and Porthkerry Cemeteries.

Recommendation

1. Members are requested to consider and agree the proposed fees and charges for the 2021/2022 financial year.
2. That a recommendation be referred to the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020.
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 charges (the excavation charge is a non-negotiable charge).

Proposed Prices for Merthyr Dyfan Cemetery 2021 / 2022

BARRY TOWN COUNCIL - CYNGOR TREF Y BARRI.

Exclusive Right of Burial (Includes Cemetery Improvement Fee of £53 for 2020/21 (keep at £53 for 2021/22))

Residents of Barry		2020 / 2021			2021 / 2022 Increase of 1.0%			2021 / 2022 Increase of 2.0%		
1	In any earthen grave 7' x 4' (70 years)			£565			£571			£577
2	In any earthen cremated remains grave 4' x 3' (70 years)			£322			£325			£328
3	In a walled grave or vault 7' x 4' (70 years)			£1,248			£1,260			£1,273
4	In a walled grave or vault 7' x 8' (70 years)			£1,770			£1,788			£1,805
5	Reclaimed earthen grave 7' x 4' (25 years)			£235			£237			£240
Non - Residents of Barry										
1	In any earthen grave 7' x 4' (70 years)			£1,589			£1,607			£1,625
2	In any earthen cremated remains grave 4' x 3' (70 years)			£860			£869			£878
3	In a walled grave or vault 7' x 4' (70 years)			£3,631			£3,667			£3,704
4	In a walled grave or vault 7' x 8' (70 years)			£5,195			£5,247			£5,299
5	Reclaimed earthen grave 7' x 4' (25 years)			£598			£604			£610
Interment Fees										
Residents of Barry										
1	In Graves for which an Exclusive Right of Burial has been granted.									
a	For an interment in an earthen grave.	1 Depth	2 Depth	3 Depth	1 Depth	2 Depth	3 Depth	1 Depth	2 Depth	3 Depth
I	Below Eighteen Years (Charged to WG MOU)	£267	£448	£622	£270	£452	£628	£272	£457	£634
II	Eighteen years and over	£391	£565	£741	£395	£571	£748	£399	£576	£756
b	For an interment in a bricked grave or vault.									
I	Any interment in a bricked grave 7' x 4' or vault			£395			£399			£403
II	Any interment in a bricked grave 7' x 8' or vault			£637			£643			£650
c	For any interment of cremated remains in any earthen grave.									
				£222			£224			£226
d	For any interment of cremated remains in the Garden of Remembrance.									
				£140			£141			£143
e	To scatter ashes in the newly created Scatter Garden.									
				£47			£47			£48
f	For an interment of a body part in an earthen grave (up to £50 at officers discretion).									
g	For every 1 inch or part thereof in width excavated for a grave which is to admit a coffin or casket having a greater width than 2' 6".									
				£72			£73			£73
h	Cancellation Fee - 50% of original fee (For re-opened graves only).									
i	To provide a test dig for one depth									
				£201			£203			£205
	To provide a test dig for two depth									
				£291			£294			£297
2	In Graves for which an Exclusive Right of Burial has NOT been granted									
a	For an interment in an earthen grave									
I	Below Eighteen Years (Charged to WG MOU)			£267			£270			£272
II	Eighteen years and over			£391			£395			£399
b	For every 1 inch or part thereof in width excavated for a grave which is to admit a coffin or casket having a greater width than 2' 6".									
				£72			£73			£73
c	Cancellation Fee - 50% of original fee (For re-opened graves only).									
Non - Residents of Barry										
1	In Graves for which an Exclusive Right of Burial has been granted.									
a	For an interment in an earthen grave.	1 Depth	2 Depth	3 Depth	1 Depth	2 Depth	3 Depth	1 Depth	2 Depth	3 Depth
I	Below Eighteen Years (Charged to WG MOU)	£801	£1,344	£1,866	£809	£1,357	£1,885	£817	£1,371	£1,903
II	Eighteen years and over	£1,173	£1,695	£2,223	£1,185	£1,712	£2,245	£1,196	£1,729	£2,267
b	For an interment in a bricked grave or vault.									
I	Any interment in a bricked grave 7' x 4' or vault			£1,185			£1,197			£1,209
II	Any interment in a bricked grave 7' x 8' or vault			£1,911			£1,930			£1,949
c	For any interment of cremated remains in any earthen grave.									
				£666			£673			£679
d	For any interment of cremated remains in the Garden of Remembrance.									
				£420			£424			£428
e	To scatter ashes in the newly created Scatter Garden.									
				£142			£142			£144
f	For every 1 inch or part thereof in width excavated for a grave which is to admit a coffin or casket having a greater width than 2' 6".									
				785			£218			£220
g	Cancellation Fee - 50% of original fee (For re-opened graves only).									

		2020 / 2021	2021 / 2022 Increase of 1.0%	2021 / 2022 Increase of 2.0%
h	To provide a test dig for one depth	£603	£609	£615
	To provide a test dig for two depth	£873	£882	£890
2	In Graves for which an Exclusive Right of Burial has NOT been granted			
a	For an interment in an earthen grave			
I	Below Eighteen Years (Charged to WG MOU)	£803	£809	£817
II	Eighteen years and over	£1,173	£1,185	£1,196
b	For every 1 inch or part thereof in width excavated for a grave which is to admit a coffin or casket having a greater width than 2' 6".	£216	£218	£220
c	Cancellation Fee - 50% of original fee (For re-opened graves only).			
Memorial Fees				
	For the right to erect any memorial, not exceeding 4' 7" high x 3' wide, on a full grave where an Exclusive Right of Burial has been granted:	£219	£221	£223
	For the right to erect any memorial, not exceeding 2' 3" high x 2' wide, on a cremated remains grave where an Exclusive Right of Burial has been granted:	£185	£187	£189
	For the right to erect a tablet, in front of a main memorial, not exceeding 24" x 18", on any grave where an Exclusive Right of Burial has been granted:	£139	£140	£142
	To carry out any additional inscription in relation to any form of memorial.	£94	£95	£96
	Permit to place a small wedge memorial in a location within the cemetery in consultation with the Cemetery Supervisor	£43	£43	£44
	The right to erect a small kerb-set on cremated remains plot (36"x18")	No charge	No charge	No charge
The overall height of 4' 7" or 2' 3" includes the base and is the size of the monument above the concrete headstrips on new sections or above a foundation slab on older sections.				
Babies Memorial Garden / New Cremated Remains Octagon Planter (Section EE)				
	Purchase of a plaque, including inscription 7.5" x 5", (12" x 3") and an aluminium flower container (70 years) including VAT.	£432	£432	£432
Old Garden of Remembrance Cremated Remains Octagon Planter (Section H.O.P)				
	Purchase of a plaque, including inscription 6" x 3" and an aluminium flower container (70 years) including VAT.	£240	£240	£240
Sanctum Panorama Columbaria (Summer 2017)				
	Cost of 20 year lease	£228.00	£228.00	£228.00
	Cost of placement of each set of ashes within niche	£114.00	£114.00	£114.00
	Cost of inscribed plaque (to include up to 80 letters) including VAT.	£129.60	£129.60	£129.60
	Cost of first ashes interment	£471.60	£471.60	£471.60
	Cost of placement of each set of ashes within niche	£114.00	£114.00	£114.00
	Cost of additional inscription to existing plaque including VAT.	£64.80	£64.80	£64.80
	Cost of second ashes interment	£178.80	£178.80	£178.80
Any plaques requiring more than 80 letters will incur an additional fee of £1.80 (including VAT) per letter. Artwork can be provided at an additional fee dependent on design.				
Other				
	A search for an entry of burial in the register books. (Each application)	£10	£10	£10
	A certified copy of an entry of burial in the register books.	£10	£10	£10
	Providing a duplicate burial deed (typed).	£10	£10	£10
	For the assignment (transfer) of the Exclusive Right of Burial	£30	£30	£30
	For the exhumation of human remains from an earthen grave.	£1,169	£1,169	£1,169
	For the exhumation of human remains from a bricked grave or vault.	£2,080	£2,080	£2,080
	For the exhumation of an urn containing cremated remains from any grave.	£289	£289	£289
	For the exhumation of cremated remains from the garden of remembrance	£320	£320	£320
	For the use of Chapel	£77	£77	£77
	Capping fee for any earthen grave.	£188	£188	£188
	For Purchase of Ornamental Tree and Plaque	£155	£155	£155

	<u>2020 / 2021</u>	<u>2021 / 2022 Increase of 1.0%</u>	<u>2021 / 2022 Increase of 2.0%</u>
For Purchase of Bios Urn (options available for different seeds) including VA	£75	£75	£75
For Purchase of Print-a-Plate UK Plaque (for Bios Urn etc.) including VAT.	£36	£36	£36
Entries into Book of Remembrance	Please refer to separate literature	Please refer to separate literature	Please refer to separate literature
<u>THE GROUNDS ON WHICH CONSIDERATION CAN BE GIVEN FOR THE WAIVING OF NON RESIDENTS FEES WILL BE AS FOLLOWS AND THAT THIS DECISION BE MADE BY THE RELEVANT OFFICER</u>			
<u>1. FORMER INHABITANTS OF BARRY WHO HAVE MOVED AWAY TO SEEK CARE OR TREATMENT FOR A CONDITION THAT IS NOT AVAILABLE IN BARRY.</u>			
<u>2. SOMEONE WHO HAS MOVED OUT OF BARRY TO LIVE WITH OR NEAR RELATIVES FOR CARE NO LONGER THAN FOUR YEARS PRIOR TO DEATH, WITH THE EXCEPTION OF EXCEPTIONAL CIRCUMSTANCES WHICH WILL BE DETERMINED BY OFFICERS.</u>			

Proposed Prices for Porthkerry Cemetery 2021 / 2022

BARRY TOWN COUNCIL - CYNGOR TREF Y BARRI.

Exclusive Right of Burial	2020 / 2021			Proposed 2021 / 2022			Proposed 2021 / 2022		
In any earthen grave 7' x 4' (70 years)			£512			£517			£522
In any earthen cremated remains grave 4' x 3' (70 years)			£269			£272			£274
Interment Fees									
In Graves for which an Exclusive Right of Burial has been granted.									
For an interment in an earthen grave.	1 Depth	2 Depth	3 Depth	1 Depth	2 Depth	3 Depth	1 Depth	2 Depth	3 Depth
Below Eighteen Years (Charged to WG MOU)	£379	£560	£765	£383	£566	£773	£387	£571	£780
Eighteen years and over	£505	£710	N/A	£510	£717	N/A	£515	£724	N/A
For any interment of cremated remains in any earthen grave.			£268			£271			£273
For every 1 inch or part thereof in width excavated for a grave which is to admit a coffin or casket having a greater width than 2' 6".			£72			£73			£73
Cancellation Fee - 50% of original fee (For re-opened graves only).									
To provide a test dig for one depth			£260			£263			£265
To provide a test dig for two depth			£366			£370			£373
Memorial Fees									
For the right to erect any monument, not exceeding 4' high x 3' wide, on a full grave where an Exclusive Right of Burial has been granted:			£215			£221			£223
For the right to erect any monument, not exceeding 2' 3" high x 2' wide, on a cremated remains grave where an Exclusive Right of Burial has been granted:			£182			£187			£189
For the right to erect a tablet, not exceeding 18" x 12", on any grave where an Exclusive Right of Burial has been granted:			£137			£140			£142
To carry out any additional inscription in relation to any form of memorial.			£92			£95			£96
Other									
Search for, and a certified copy of an entry of burial in the register books.			£11			£11			£11
Providing a duplicate burial deed.			£11			£11			£11
For the assignment (transfer) of the Exclusive Right of Burial (Production of 'sealed' copy of Probate and no further assent).			£21			£21			£21
For the assignment (transfer) of the Exclusive Right of Burial via a Statutory Declaration or further assent.			£32			£32			£32
For the exhumation of human remains from an earthen grave.			£1,227			£1,227			£1,227
For the exhumation of an urn containing cremated remains from any grave.			£303			£303			£303
Capping fee for any earthen grave.			£192			£192			£192

NON RESIDENTS OF THE VALE OF GLAMORGAN ARE SUBJECT TO TRIPLE FEES ON ALL OF THE ABOVE. THIS MAY BE WAIVED AT THE DISCRETION OF THE CHIEF OFFICER / DEPUTY CHIEF OFFICER IN RELATION TO FORMER RESIDENTS OF THE VALE OF GLAMORGAN

HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE	18 OCTOBER 2020	AGENDA ITEM: 7
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PIONEER HALL & CEMETERY APPROACH COMMUNITY CENTRE CHARGES 2021/22

Report Author

Mark Sims, Deputy Chief Officer

Purpose of Report

The purpose of this report is to request that Members give consideration to, and review the hire charges at, the Pioneer Hall for the financial year 1 April 2021 to March 2022 and agree the implementation of charges for the newly finished Cemetery Approach Community Centre.

Background

The Pioneer Hall is available for hire from 8am until 12.00 midnight, seven days a week, excluding bank holidays.

Current Price List for 2020/2021 (from 1 April 2020)

8.00am – 5.00pm	£10.00 per hour
5.00pm – 12 midnight	£20.00 per hour
Children’s Party package	£60.00
(For 3 hours including the use of the bouncy castle and play equipment)	
Regular bookings receive 10% discount	
Staff discount 10%	

On 16 September 2020 the Office for National Statistics advised that the Consumer Prices Index (CPI) 12-month rate was 0.2% in August 2020, down from 1.0% in July. Falling prices in restaurants and cafes, arising from the Eat Out to Help Out Scheme, resulted in the largest downward contribution (0.44 percentage points) to the change in the 12-month inflation rate between July and August 2020. In May 2020 the Consumer Price Index (CPI) rate of the United Kingdom for 2020 was expected to be between 1.4 percent and 1.9 percent, according to forecasts from three different institutions, the Office for Budget Responsibility, the International Monetary Fund, and the National Institute of Economic and Social Research.

Officers would suggest that Members consider **NO INCREASE** 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, as detailed below.

Proposed Price List for 2021/2022 (from 1 April 2021)

8.00am – 5.00pm	£10.00 per hour
5.00pm – 12 midnight	£20.00 per hour
Children’s Party package	£60.00
(For 3 hours including the use of the bouncy castle and play equipment)	
Regular bookings receive 10% discount	
Staff discount 10%	

Officers would suggest that Members agree 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). A price will need to be considered at a later date relating to provision of children’s party package as the cost of a bouncy castle and / or suitable play equipment will need to be researched.

Recommendations

1. Members are requested to consider the proposed hire charges and to amend or confirm as appropriate.
2. That a recommendation be referred to the Meeting of the Finance, Policy and General Purposes Committee to be held on 16 November 2020.

HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE	19 OCTOBER 2020	AGENDA ITEM: 8
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COVID -19 INTERIM LESSONS LEARNED PAPER

Report Author

Amanda Evans, Facilities and Cemeteries Manager

Purpose of Report

The purpose of this report is to provide Members of the Halls, Cemeteries & Community Facilities Committee with an update relating to what worked well and where improvements have been identified during the current pandemic.

Background Information

The pandemic has had a profound impact on the delivery of essential services across the UK, including those related to the management of the deceased.

We are aware that there remain concerns both about a 'second wave' and localised 'hot spots' of the virus developing. With these concerns in mind and on the request of Council I have put together an Interim report of an over view what went well and what could be done better, this is so we can learn lessons and be better placed to react and ready for any subsequent wave

Information has been gathered by a number of source these include the Cemetery Team, Office staff, Funeral Directors and members of the public.

Cemeteries and Facilities

There were a number of lessons learned during the first phase of lockdown, that our contingency planning can now benefit from. Funeral Directors were happy with the processes and communication throughout the period. The organisation responded quickly to national lockdown measures which included Office, Halls and Cemetery closures. We planned for a worst case scenario and ordered in extra grave lids, chains and locks. We hired an excavator located at Porthkerry before our hire company locked down. We had temporary markers made in readiness for introducing a number system to mark the graves if required and purchased of speed bracing to support digging large numbers. All non-essential work was put on hold and the Team commenced a working only when necessary approach, with separate break areas, having a Team A and a team B (Trainee Recruited), increased cleaning provision, hand-sanitiser stations installed, reducing numbers at funerals, stopping the use of the chapel and closing access to water, bins and toilets.

When the cemetery re-opened we kept the toilets closed to the public and we effectively used security to control public access on re opening. We implemented a rule of one person to a van (cemetery team used their own vehicles and the vans to

get to Porthkerry to dig and attend funerals). At the beginning of the period we struggled to obtain the required PPE and one day, we ran out of it; however, we resolved this by finding new procurement channels through support from VOG Council. There were some delays in ordering / delivery of some cleaning materials and all orders were sent to the Cemetery which some staff felt unsafe handling. The Facilities and Cemeteries Manager oversaw the Sexton role in case the Team Leader become ill, so not to take away from the digging team. We learned that more communication is required between the Administrator, Team Leader and Manager and that further mobile phones are required to support this. Through the height of the pandemic and changes, a number of staff Birthdays were missed (April to June) including some 50th and 60th birthdays; some Team members felt that they were excluded, particularly Cemetery staff.

As a whole the members of the public understood the decisions and actions taken by Council to help control the spread of the Covid-19 Virus however, a small amount of the public were left disgruntled by the closing of the Cemetery with one family in particular becoming difficult and after having received relentless and sometimes quite aggressive and threatening E-mails and Voice-mails they were, under our policy, redirected to the Ombudsman for all future complaints.

When we introduced a part re-opening of the Cemetery at Merthyr Dyfan (Please note we had no issues at all at the Porthkerry Cemetery in Rhose) there were again a small minority of the public who displayed their discontentment with the situation and in particular vehicles not being permitted, especially for those with mobility difficulties. As a result Council were provided with a grant which allowed the purchase of several wheelchairs of varying sizes in order to support us in this decision and for use in the future which was greatly received and appreciated by the public.

It also gave rise to us being able to Identify a Health and Safety issue within the Cemetery namely, the use of petrol mowers and we were able to put a stop to this bad practice which then enabled the Cemetery to become a safer haven for visitors and staff.

All the new equipment which assists against the Covid-19 situation and all the communication on the expectations of visitors to the cemetery were explained and welcomed by the same, with the exceptions of the use of bins which were still being used regardless.

After putting steps in place to safeguard both the Team and Public we then permitted their reuse.

Since the lifting of lock-down, the team have worked hard to re-establish the high standards at the cemetery and its facilities and by putting in place measures that will best prepare us for the Autumn and Winter Months the Council have agreed to the Following:-

Actions required

- Another two contract phones to be made available, one for Team Leader and another for Admin Team support
- Stock piling of critical items such as PPE and cleaning materials is required in readiness for second wave
- Office Administrator to report directly to a Cemetery Manager during lockdowns to enable better communication
- Part time weekend workers will be asked to deputize if one of the team members become poorly
- One digging team will be required to work for a two-week period and then the second digging team work for a two work period throughout the Winter months to keep in Team A and Team B bubble and reduce risk of spreading infection whilst allowing enough time for whole team isolation should it be required
- Maintain adherence to the guidance of a maximum of 30 attendees at a funeral outside
- If this changes, and there are additional local or national lockdown measures introduced, we will close the Cemeteries again as required by legislation
- If full closure is necessary again, we will reinstate the Cemetery Contingency Plan put in place in the Spring.

Recommendation

That Members of the Halls, Cemeteries & Community Facilities Committee receive and note the update report

HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE	19 OCTOBER 2020	AGENDA ITEM: 9
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Facilities Update

Report Author

Amanda Evans, Facilities and Cemeteries Manager

Purpose of Report

The purpose of this report is to provide Members of the Halls, Cemeteries & Community Facilities Committee an update.

Awards 20/21

1. Again this year we have achieved the Green Flag award for Merthyr Dyfan Cemetery with the view to extending this next year to include the Cemetery approach. I have a meeting on 23rd October with the view to obtaining all the information on how you achieve a Heritage Status and will be focusing on these over the coming year
2. ICCM Charter have awarded us the Bronze award again this year. In 2019 we had been awarded 408 points, this year and despite Covid-19 we moved this forward to 517 which means that we are now only 14 points away from achieving the silver award and we will continue to work towards improving our standing.
The Personnel Committee agreed to commit to training which will see us gain a further 8 points and the Admin team and Facilities and Cemetery Manager are looking at a further 10-15 points with improved published communication and information, which we feel will be achievable with the introduction of the new website this year.

Trees

3. The Tree Consultation is well underway and will finish on October 31st 2020
A drop-in session was held on September 29th and the consultations were attended by Cllr Nick Hodges, Cllr Leighton Bowen, Cllr Michaela Richardson, a representative from JV Trees and the Facilities and Cemetery Manager, and although with continued increasing Covid-19 restrictions, members of the public attended in small numbers to provide us with their point of views.
The Tree report is available online and on request and we are still seeking feedback from the public on their views with regular reminders being relayed on our social media platforms.
Cllr Leighton Bowen has obtained said report and feedback forms in order to obtain more information from the Community of Barry and I have been in touch with the Tree Charter for their points of view

2021/2022

HAVS

4. Improve the current HAVS standing, reporting, maintenance and renewal of equipment 2019/20 & 2020/21.

The new forms, which were introduced to the Cemetery Team last year, are now embedded in the culture of the daily routine and ways of working at the Cemetery and, as discussed and agreed last year, an annual Maintenance program is now in place and, as per HSE guides, Lawnmowers and Strimmers will be replaced this year, followed by the Leaf Blowers and Hedge cutters 2021/2022

- Lawnmowers and strimmers to be replaced every 2 years
- Leaf blowers and hedge cutters to be replaced every 3 years

Bench Programme

5. The Benches roll out program will continue with a further £2,000 in 2021/22

Halls

6. Due to Covid-19 we have had to close our facilities but have continued with the maintenance program and have repainted areas in the Pioneer Hall and replaced soft play equipment. 2021/2022 will hopefully see us rebuilding this service. The new Hall is almost ready with only service providers waiting for the new address in order to finish completion. Once we know where we are with Covid-19 we can then look at recruitment for the caretaker role and start to build the service for this hall. In the meantime we are looking at how we can utilize these buildings whilst still adhering to the Welsh Government guidelines and safe use of community centres re. (Covid-19)

Improving Roads and Paths

7. Improvement to the roads and paths will continue with a further £20,000 in 2021/2022

Fence Replacement

8. The Fence replacement which runs the boundary to Merthyr Dyfan and St Andrews will be reviewed again, once the tree consultation has been completed and the outcome agreed

Famous Notice Boards

9. We will continue to grow this part of the Cemetery over the coming year and we are eager to announce these details to the community when Covid-19 allows

Recommendation

That members of the Halls, Cemeteries & Community Facilities Committee receive and note the updates provided