



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE IS TO BE HELD AT 7.00 PM ON MONDAY, 8 MARCH 2021 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

THE MEETING WILL BE HELD ON A REMOTE BASIS IN ACCORDANCE WITH THE PROVISIONS OF THE LOCAL AUTHORITIES (CORONAVIRUS) (MEETINGS) (WALES) REGULATIONS 2020.

Yours faithfully

A handwritten signature in cursive script that reads 'Emily Forbes'.

Emily Forbes
Chief Officer

AGENDA

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

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

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

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

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

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

4. **To approve the minutes of the Extraordinary meeting of the Halls, Cemeteries & Community Facilities Committee held on 11 January 2021**

(Pages 881 - 886)

5. **Budget Monitoring Report** **(Pages 887 - 888)**

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

6. **Trees/Fence update** **(Verbal)**

7. **Transfer of Exclusive Right of Burial (1212 - 1221 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 **1212 – 1221** inclusive, granting the Transfer of Exclusive Right of Burial to those named on each transfer request.

8. **Grants of Exclusive Right of Burial (13788 - 13799 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 **13788 - 13799** inclusive, granting the Exclusive Right of Burial to those named on the interment form.

9. **Date of Next Meeting**

The next meeting of the Halls, Cemeteries & Community Facilities Committee will be agreed at the Annual Meeting scheduled to be held on 18 May 2021

10. **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

11. **Enhanced Services** **(Pages 889 - 892)**

12. **Trees** **(Pages 893 - 896)**

13. **Philadelphia Plaque** **(Pages 897 - 898)**

Distribution

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

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

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY, 11 JANUARY 2021 AT 7.00 PM

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

ALSO PRESENT: Amanda Evans – Facilities and Cemeteries Manager
Rhian Burns – Administrator
Councillor S Hodges – Observer
Councillor Payne (arrived at 19.16) - Observer
Councillor Wilkinson - Observer

A248. **APOLOGIES FOR ABSENCE**

None were received.

A249. **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.

A250. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

RESOLVED: That the Well-Being of Future Generations (Wales Act 2015 be received and noted

A251. **TO APPROVE THE MINUTES OF AN EXTRAORDINARY MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE'S MEETING HELD ON 14 DECEMBER 2020**

RESOLVED: That the minutes of the Extraordinary Meeting of the Halls, Cemeteries and Community Facilities Committee's meeting held on 14 December 2020 be approved and signed as a correct record.

A252. **BUDGET MONITORING REPORT DECEMBER 2020**

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

Councillor Johnson queried whether there were any further business rates grants available that could be applied for due to loss of income for the Pioneer Hall and Cemetery Approach Community Centre.

The Facilities and Cemeteries Manager noted that she had been advised by the Deputy Chief Officer that there was nothing at present but that Members would be informed by email if any grants were to become available.

RESOLVED: That the budget monitoring report for December 2020 be received, noting the projected net overspend (deficit for the year) of £20,720 in 2020/21.

A253.

HALLS UPDATE

The Facilities and Cemeteries Manager advised that she had secured funding from the Vale of Glamorgan Council for play equipment to be installed around the Cemetery Approach Community Centre.

Members advised that this had been raised previously and that it had been agreed by committee members that the Cemetery Approach Gardens were not an appropriate area for play equipment due to the proximity to the Cemetery. Members agreed that the Chair would discuss proposals for equipment with the Facilities and Cemeteries Manager to agree a way forward.

The Facilities and Cemeteries Manager also advised that the Welsh Government Guidelines regarding community buildings were being closely monitored and adhered to.

RESOLVED:

- 1. That the verbal update be received and noted.**
- 2. That the Chair meet with the Facilities and Cemeteries Manager to discuss what equipment would be suitable for the Cemetery Approach Gardens.**

A 254.

CEMETERIES UPDATE

The Facilities and Cemeteries Manager noted that the number of burials being carried out at Merthyr Dyfan and Porthkerry Cemeteries was consistent with previous years and that there was no increase due to the Coronavirus pandemic.

She advised members that one of the Trainee Cemetery Operatives had left on Friday 8 January 2020 and that recruitment for a new trainee would begin shortly.

The Facilities and Cemeteries Manager noted that a new butterfly garden had been installed at Merthyr Dyfan Cemetery which, it was hoped, would improve the biodiversity of the site.

The Facilities and Cemeteries Manager advised that a number of requests had been received from residents of the White Farm housing

estate, neighbouring Merthyr Dyfan Cemetery, for pruning to be carried out on trees situated within the cemetery. The Facilities and Cemeteries Manager noted that she felt it would be beneficial to put together an information leaflet to distribute to residents outlining the Council's obligations regarding the maintenance of trees on Council property in order that it is clear what requests should be fulfilled.

The Facilities and Cemeteries Manager advised that any issues relating to the Health and Safety of trees within the Cemetery boundary were dealt with immediately but that the requests received had been for trees to be pruned to provide more light to resident's garden.

Members agreed that it would be useful for a leaflet to be drafted outlining the Council's position. They also requested the Facilities and Cemeteries Manager report of the scale and type of requests at the next meeting of the Halls, Cemeteries and Community Facilities Committee meeting.

RESOLVED:

1. That the verbal update be received and noted.
2. That the Facilities and Cemeteries Manager draft a leaflet to be distributed to neighbouring residents outlining the Council's obligations with regard to trees within the Cemetery boundary.
3. That a report be provided at the meeting of the Halls, Cemeteries and Community Facilities Committee meeting to be held on Monday 8 March 2021.

A 255. **TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1194 - 1211 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 1194 - 1211 inclusive, granting the transfer of Exclusive Right of Burial to those named on each transfer request.

A 256. **GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13780 - 13787 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 13780 - 13787 inclusive, granting the Exclusive Right of Burial to those named.

A 257. **DATE OF NEXT MEETING**

RESOLVED: The next meeting of the Halls, Cemeteries & Community Facilities Committee is scheduled for 8 March 2021.

A 258.

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.

A259.

GRAVE MATTERS

Members received a report as requested from the extraordinary meeting held on 14 December 2020. The Facilities and Cemeteries Manager advised Members that she had received feedback from One Voice Wales, the ICCM and other local burial authorities.

A detailed discussion took place where Members raised a number of concerns. It was suggested that Barry Town Council could offer enhanced grave maintenance work and the Facilities and Cemeteries Manager was requested to investigate the feasibility of such a scheme.

Members determined that following this, it may be necessary to develop a policy regarding third party contractors undertaking work in the cemetery in conjunction with the Finance, Policy and General Purposes Committee Members.

RESOLVED:

- 1. That the Facilities and Cemeteries Manager investigate the feasibility of an ‘in-house’ enhanced grave maintenance scheme to be carried out by Barry Town Council staff.**
- 2. That a report be submitted to the next meeting of the Halls, Cemeteries and Community Facilities Committee meeting to be held on Monday 8 March 2021.**
- 3. That the ban on the use of power tool by members of the public (or those contracted by members of the public) at Merthyr Dyfan and Porthkerry Cemeteries be upheld.**

A260.

TREES

Members received an update on the proposed tree works to take place at Merthyr Dyfan Cemetery.

RESOLVED:

- 1. That the report be received and noted.**

2. That a virement in the sum of £2,445 be made from the Cemetery Improvement Reserve to the Special Projects/Cemetery Treework budget to cover the increase in hire costs.
3. That the Cemetery Team remove the branches and soil currently situated at the access points to allow the work to commence.

The meeting ended at 8.25 pm

SignedDate

DRAFT

FOR INFORMATION ONLY

ACTION SHEET - EXTRAORDINARY HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE - 11 JANUARY 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A 253 (2)	That the Chair meet with the Facilities and Cemeteries Manager to discuss what equipment would be suitable for the Cemetery Approach Gardens.	FCM		Completed
A254 (2)	That the Facilities and Cemeteries Manager draft a leaflet to be distributed to neighbouring residents outlining the Council's obligations with regard to trees within the Cemetery boundary.	FCM	Mar-21	Completed
A 254 (3)	That a report be provided at the meeting of the Halls, Cemeteries and Community Facilities Committee meeting to be held on Monday 8 March 2021.	FCM	Mar-21	Completed
A 259 (1)	That the Facilities and Cemeteries Manager investigate the feasibility of an 'in-house' enhanced grave maintenance scheme to be carried out by Barry Town Council staff.	FCM	Mar-21	Completed
A 259 (2)	That a report be submitted to the next meeting of the Halls, Cemeteries and Community Facilities Committee meeting to be held on Monday 8 March 2021.	FCM	Mar-21	Completed
A 259 (3)	That the ban on the use of power tool by members of the public (or those contracted by members of the public) at Merthyr Dyfan and Porthkerry Cemeteries be upheld.	FCM		Completed
A 260 (2)	That a virement in the sum of £2,445 be made from the Cemetery Improvement Reserve to the Special Projects/Cemetery Treework budget to cover the increase in hire costs.	DCO	Jan-21	Completed
A 260 (3)	That the Cemetery Team remove the branches and soil currently situated at the access points to allow the work to commence.	FCM	Jan-21	Completed

BUDGET MONITORING REPORT FEBRUARY 2021

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report to 28 February 2021 (1 page)

Purpose of Report

To provide members with the Committee's income and expenditure in the 2020/21 financial year as at the end of February 2021.

Background Information

On the following page is the budget monitoring report to 28 February 2021, indicating actual income and expenditure up to the end of month eleven in the 2020/21 financial year.

In addition, the projected out turn for the current financial year is provided highlighting anticipated overspends and under-spends on various budget headings currently projecting a net overspend for the year of £5,855.

Main highlights of the budget monitoring report are:

Salaries underspend of £39,506

Equipment overspend of £15,000 (purchase of fixture and fittings for CACC to be funded from Acquisition Reserve)

COVID-19 Expenditure (overspend as no budget) of £14,463 (Actual spend of £14,053 for first eleven months with projection of further £410 for remainder of year)

Loss of income projected to be £30,566. This is after receiving £5,087 from Welsh Government relating to loss of income for first quarter for the Pioneer Hall. It is not known if Welsh Government are providing any additional funding for loss of income for remainder of 2020/21.

Recommendation

Members are requested to receive the budget monitoring report for February 2021 noting the projected net overspend (deficit for the year) of £5,855 in 2020/21.

Budget Monitoring Report to 28th February 2021.

Gross Expenditure								
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	11 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Salaries	1	371,225	303,215	28,504	39,506	371,225	331,719	39,506
Personal Hygiene Facilities	2	1,500	1,225	0	275	1,500	1,225	275
Personal Protective Equipment / Clothing	2	2,450	1,159	341	950	2,450	1,500	950
Cleaning Products	2	1,100	399	201	500	1,100	600	500
Rates	3	13,283	12,456	0	827	13,283	12,456	827
Water	4	3,050	2,268	100	682	3,050	2,368	682
Electricity	5	7,570	3,534	1,411	2,625	7,570	4,945	2,625
Gas	6	1,250	697	353	200	1,250	1,050	200
Telephone / Alarm Line	6	950	568	40	342	950	608	342
Property Maintenance and Improvements	7	31,490	29,361	3,752	-1,623	31,490	33,113	-1,623
Equipment	9	6,000	17,175	6,023	-17,198	6,000	23,198	-17,198
Plant & Equipment Maintenance	10	10,500	7,960	1,540	1,000	10,500	9,500	1,000
Internet Broadband	21	716	865	125	-274	716	990	-274
Horticulture	8	800	29	500	271	800	529	271
Vehicle Maintenance	11	1,200	467	733	0	1,200	1,200	0
Haulage and Fuel	12	3,375	2,730	395	250	3,375	3,125	250
Vehicle Tax and Insurance	13	549	535	0	14	549	535	14
Philadelphia Cemetery	14	500	0	500	0	500	500	0
Interest on PWLB Loan	15	2,899	2,647	252	0	2,899	2,899	0
Capital Repayment on PWLB Loan	16	16,921	13,692	3,229	0	16,921	16,921	0
Treework Maintenance	17	6,195	3,955	0	2,240	6,195	3,955	2,240
Cemetery Roads Maintenance	18	3,000	0	1,000	2,000	3,000	1,000	2,000
Memorial Safety Advertising	19	250	0	0	250	250	0	250
Subscriptions	20	850	625	0	225	850	625	225
New Play Equipment	11	3,000	95	905	2,000	3,000	1,000	2,000
Cemetery Fencing	3	27,000	6,835	20,165	0	27,000	27,000	0
Cemetery Roads Improvement	4	20,000	13,527	0	6,473	20,000	13,527	6,473
Cemetery Benches	5	2,000	1,916	0	84	2,000	1,916	84
Cemetery Treework	6	20,000	0	22,445	-2,445	20,000	22,445	-2,445
COVID-19 EXPENDITURE	1	0	14,053	410	-14,463	0	14,463	-14,463
Total Expenditure		559,623	441,988	92,924	24,711	559,623	534,912	24,711

Gross Income								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	11 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Interment Fees	1	75,141	65,023	0	-10,118	75,141	71,285	-3,856
Exclusive Right of Burials	2	27,557	26,734	0	-823	27,557	29,030	1,473
Memorial Fees	3	23,616	14,902	0	-8,714	23,616	16,009	-7,607
Transfer of Exclusive Right of Burials	4	1,800	1,500	0	-300	1,800	1,650	-150
Hire of Chapel	5	770	0	0	-770	770	0	-770
War Graves	6	78	78	0	0	78	78	0
Cemetery Lodge Rent	7	5,465	4,818	0	-647	5,465	5,398	-67
Other Miscellaneous Income	8	2,000	1,587	0	-413	2,000	1,587	-413
Cemetery Improvement Fee *	9	2,000	2,332	0	332	2,000	2,597	597
Grants Receivable	10	0	1,625	0	1,625	0	1,625	1,625
Porthkerry Agreement	3	10,781	12,888	0	2,107	10,781	12,888	2,107
Lettings	1	26,826	5,188	0	-21,638	26,826	5,188	-21,638
Lettings - Old Pioneers Club via Grant	2	1,270	0	0	-1,270	1,270	0	-1,270
Total Income		175,304	134,343	0	-40,961	175,304	144,738	-30,566

Net Expenditure								
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	11 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Total Net Expenditure		384,319	307,645	92,924	24,711	384,319	390,174	-5,855

Our net budget for the year is £384,319 with actual expenditure for the 11 months to 28 February 2021 of £307,645 and committed expenditure of £92,924.

Our projected out-turn for the year is to be overspent by £5,855 (£24,711 less expenditure with £30,566 less income).

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