

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

MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON MONDAY 3 OCTOBER 2022, AT 7PM

PRESENT: Councillor N Hodges (Chairperson) together with, Councillors Aviet (arrived at 7.47pm), Dancey, E Goodjohn, Hennessy, Iannucci and McKinney

ALSO PRESENT: Amanda Evans – Facilities and Cemeteries Manager
Rebecca Blackwell – Office Team Leader
Councillor S Hodges – Observer
Councillor Johnson – Observer

A 15. APOLOGIES FOR ABSENCE

None were received.

A 16. DECLARATIONS OF INTEREST

None were received.

A 17. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

A 18. TO APPROVE THE MINUTES OF THE MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 11 JULY 2022

RESOLVED that the minutes of the meeting of the Halls, Cemeteries and Community Facilities Committee held on 11 July 2022 be approved and signed as a correct record.

A 19. BUDGET MONITORING REPORT TO 30 SEPTEMBER 2022

Members were provided with a report outlining the Committee's income and expenditure in the 2022/23 financial year as at the end of September 2022.

RESOLVED that the budget monitoring report for September 2022 be received noting the projected new overspend (deficit for the year) of £79,043 in 2022/23.

A 20. CEMETERY FEES AND CHARGES 2023/24

Members were provided with a report requesting members consideration to and review the cemetery fees and charges for the financial year 1 April 2023 to March 2024.

Members discussed the two options presented to them which were a 5% increase or a 10% increase to cemetery interment fees, exclusive right of burial fees and memorial fees only.

RESOLVED:

1. That members agree to a 5% increase to the fees and charges for the 2023/24 financial year
2. That the Vale of Glamorgan Council is advised of the proposed increase to the Porthkerry Cemetery Fees and in particular the increase in the excavation charges (the excavation charge is a non-negotiable charge)

RECOMMENDATION: To a meeting of the Finance, Policy and General Purposes Committee being held on 28 November that the Cemetery Fees and Charges be increased by 5%.

A 21. PIONEER HALL AND CEMETERY APPROACH CENTRE FEES AND CHARGES 2023/24

Members were provided with a report requesting members to 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.

Members discussed the report and agreed not to increase the charges for the Pioneer Hall or Cemetery Approach Community Centre.

RECOMMENDATION to a meeting of the Finance, Policy and General Purposes Committee being held on 28 November 2022 that a proposal of a zero increase to the fees and charges for the Pioneer Hall and the Cemetery Approach Community Centre.

A 22. DRAFT HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE ESTIMATES FROM 2023/24

Members were provided with the draft estimates for 2023/24.

As members had discussed both item 7 & 8 and agreed a way forward, members were happy to recommend their draft budgets to a meeting of Finance, Policy and General Purposes Committee.

RECOMMENDATION: To a meeting of Finance, Policy and general Purposes Committee being held on 28 November that the draft estimates for 2023/23 as confirmation of the Halls, Cemeteries and Community Facilities Committee requirements for the 2023/24 financial year.

A 23. UPDATE

Members were provided with a report listing the updates for the Committee since its last meeting held on 11 July 2022.

RESOLVED: That members receive and note the update.

A 24. TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1340 – 1356 INCLUSIVE)

RESOLVED that the Transfer of Exclusive Right of Burial (1340 - 1356 inclusive) be granted to those named on each transfer request.

A 25. GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13874 – 13894 INCLUSIVE)

RESOLVED that the Grants of Exclusive Right of Burial (13874 – 13894 inclusive) be granted to those named on the interment forms.

A 26. COMMUNITY CENTRE WASTE MANAGEMENT REPORT

Members were provided with a report containing information relating to potential changes to the management of waste at Barry Town Council managed community centres from the Sustainable Barry Working Party to the Halls, Cemeteries and Community Facilities Committee.

RESOLVED: That members agree to better signage being provided at both Pioneer Hall and Cemetery Approach Community Centre with an aim to improve recycling and reduce cross contamination.

A 27. MERTHYR DYFAN CEMETERY BIODIVERSITY AND WILDLIFE TIMELINE

Members were provided with a report providing information pertaining to the lifecycles of wildlife at Merthyr Dyfan Cemetery for consideration in decision making relating to works carried out.

Councillor Johnson asked if the timeline could be circulated to all members for reference.

RESOLVED:

1. That the report be received and noted
2. That the biodiversity timeline is referred to for future projects that may impact wildlife at Merthyr Dyfan Cemetery and Cemetery Approach Gardens.

A 28. DATE OF NEXT MEETING

Members discussed that there would possibly be a need for an extraordinary meeting of the Halls, Cemeteries and Community Facilities Committee in January 2023.

RESOLVED that the next meeting of the Halls, Cemeteries and Community Facilities Committee is scheduled to be held on Monday 13 March 2022

A 29. 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 30. INSPECTIONS

Members were provided with a report in relation to inspections which have been carried out by the Facilities and Cemeteries Manager.

- 1) It was felt that an extraordinary meeting for these quotes was not needed, however it was agreed that 3 quotes would be required if the work could not be carried out "In-house".

It was also suggested that the fence would benefit from a layer of varnish each year to preserve the wood from rot.

- 2) It was agreed that the current facilities for the Cemetery team was inadequate and required further discussions and that plans will be required for council to consider the best way forward
- 3) The Facilities and Cemeteries manager provide committee members with a third quote for replacement windows were provide to the Committee for consideration with a lead time of 2/3 weeks.

It was suggested that the third quote would be preferred due to the urgency of the matter as they provide a lead time of 2/3 weeks whilst the

other two quotes lead time were 12 weeks and an "Urgent action "should be raised with group leaders.

RESOLVED:

- 1. That the Facility and Cemeteries Manager request quotes for the repair/replacement of the fencing surrounding the surge pool with works expected to begin in Spring 2023**
- 2. That the Facility and Cemeteries Manager request plans for works in relation to an extension of the mess room at Merthyr Dyfan Cemetery and to be discussed at an Extraordinary Meeting of the Halls Cemeteries and Community Facilities Committee.**
- 3. That members suggest that quote 3 is accepted in terms of the replacement windows at the Cemetery Lodge and that this be dealt with under urgent action to ensure compliance with energy and safety standards.**

A 13. TREE CONSULTANTS

Members were provided with a report containing quotes to renew the on-going annual tree survey.

RESOLVED:

- 1. That members agree to appoint JV Trees as the Tree Consultants for Merthyr Dyfan Cemetery**
- 2. That members authorise the Facilities and Cemeteries Manager to contact the agreed contractor and arrange for the first survey to be carried out.**

Meeting Closed at 7.55pm

Signed (Chairperson) Dated