



**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 TO BE HELD HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW REMOTELY ON MONDAY 13 MARCH 2023 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.**

**From 1 May 2021 The Local Government and Elections (Wales) Act 2021** makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

Yours faithfully

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

Emily Forbes  
Chief Officer (Town Clerk)

**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 meeting of the Halls, Cemeteries & Community Facilities Committee held on 3 October 2022**  
(Pages 73-79)

5. **Budget Monitoring Report to 31 January 2023** (Pages 80-81)

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

6. **Updates** (Pages 82-84)

7. **Transfer of Exclusive Right of Burial (1357 - 1397 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 **1357 – 1397** inclusive, granting the Transfer of Exclusive Right of Burial to those named on each transfer request.

8. **Grants of Exclusive Right of Burial (13895 - 13949 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 **13895 – 13949** 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 and Community Facilities Committee is agreed at the Annual Meeting scheduled to be held on Tuesday 16 May 2023.

10. **Exclusion of Press and Public – if needed**

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. **Surge Pool Repairs** **(Page 85)**

12. **Staff Room** **(Pages 86-90)**

**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 for inspection; electronic copies to Barry & District News and Barry Library.

**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 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 31. 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 .....



**FOR INFORMATION ONLY**

**ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE -3 OCTOBER 2022**

<b>MINUTE NO.</b>	<b>ACTION TO BE TAKEN</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE ACTION TO BE CARRIED OUT</b>	<b>PROGRESS</b>
A20(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)	DCO		
A20(2)	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%.	DCO		Completed
A21	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.	DCO		Completed
A22	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.	DCO		Completed
A26	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.	FCM		Completed

A27	That the biodiversity timeline is referred to for future projects that may impact wildlife at Merthyr Dyfan Cemetery and Cemetery Approach Gardens.	WBPO		
A30 (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	FCM		Completed
A30(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.	FCM		Plans complete
A30(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.	FCM	Oct-22	Completed
A31(2)	That members authorise the Facilities and Cemeteries Manager to contact the agreed contractor and arrange for the first survey to be carried out.	FCM	Nov-22	Completed

<b>HALLS, CEMETERIES &amp; COMMUNITY FACILITIES COMMITTEE</b>	<b>13 MARCH 2023</b>	<b>AGENDA ITEM: 5</b>
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## **BUDGET MONITORING REPORT JANUARY 2023**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Budget Monitoring Report to 31 January 2023 (1 page)

### **Purpose of Report**

To provide members with the Committee's income and expenditure in the 2022/23 financial year as at the end of January 2023.

### **Background Information**

On the following page is the budget monitoring report to 31 January 2023, indicating actual income and expenditure up to the end of month ten in the 2022/23 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 £57,850.

The main overspends are listed below for ease of reference:

All/Salaries	£ 1,632
MD Cemetery/PPE	£ 1,600
All/Electricity & Gas	£ 2,344
MD Cemetery/Property Maintenance	£ 10,000
MD Cemetery/Plant and Equipment Maintenance	£ 1,000
MD Cemetery/Vehicle Maintenance	£ 1,000
MD Cemetery/Haulage & Fuel costs	£ 3,829
Special Projects/Mindfulness Garden	£ 9,000
Special Projects/New Kubota Ride on Mower	£ 12,750
Special Projects/New Rival Electric Commercial Mower	£ 26,958
Special Projects/Cemetery Lodge Windows	£ 5,773

<b>Total</b>	<b>£ 75,886</b>
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### **Recommendation**

Members are requested to receive the budget monitoring report for January 2023 noting the projected net overspend (deficit for the year) of £57,850 in 2022/23.



<b>HALLS, CEMETERIES &amp; COMMUNITY FACILITIES COMMITTEE</b>	<b>13 March 2023</b>	<b>AGENDA ITEM: 6</b>
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## **Cemetery and 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 with an update since the last meeting on 3 October 2022

### **Detailed Information**

- 1) The Tree Survey has been completed for Merthyr Dyfan Cemetery with 8 trees being identified as a concern and which are either already being actioned by our Cemetery Team or are planned in to be actioned by a Tree surgeon and with all works being completed within this financial year.
  
- 2) The Events and Engagement team has sent out “The Best Picture” competition but unfortunately there has been no response to date. I have asked them to extend the end date and have asked for this to be sent back out and re-advertised
  
- 3) The Lightening Protection test has been completed for the Chapel and everything is in order
  
- 4) Planning permission has been sought for the Flag-poles at the Cemetery and we have received the initial acknowledgement from the Vale Council.
  
- 5) Planning permission has been sought for the moving of the Flag-pole from the Memo to King Square however, we have not received any communication to date.
  
- 6) Planning permission has been sought for the re-purposing of the old Air-Raid shelter to a Remembrance and Mindfulness Garden and we have received the initial acknowledgement from the Vale Council and we are waiting on the licence to manage this area from the Vale of Glamorgan Council before works can commence.

- 7) We have continued with the Heritage Headstones programme and another 17 will be made safe by the end of this financial year
- 8) Although we have had a few delays, The Headstone Programme, (whereby every headstone within Merthyr Dyfan Cemetery has received a memorial test) is looking to be completed by April 2023.
- 9) I have successfully put in another application for a further 30 free tree saplings to Woodland Trust and these will be arriving this month.

These will be used to replace the 19 Saplings that we lost from last year's allocation and allow us to plant within the newer sections of the Cemetery.

- 10) Signage for better waste management is now visible within our facilities and I have looked at introducing a new cleaning schedule in the Community Centre. Once the new Facilities Team Leader is in place, I will work with them to roll this out into the Pioneer Hall and we will then look at improving the Hirer forms.
- 11) An application has been submitted for Merthyr Dyfan Cemetery to retain it's Green Flag and Heritage award again this year. I have been informed that new for this year (and as a request from us last year) if retained, the Heritage award will come with a flag; however, currently we only have two flag- poles on which we fly the Green-Flag and Barry Town Council flag
- 12) I have been working with Lapidier (Council's Technical experts) in updating our Cemetery map. This will include all new sections MM, NN, PP & RR and include amendments that have been identified by the Cemetery Team as not being correct, ensuring that we comply with legislation.
- 13) I have tired to contact the Vale of Glamorgan Council with regards to renewing the Porthkerry SLA which is due this year. This should be straightforward as we will not be looking to change its current contract, however, prices will need to be increased in line with inflation and I will provide them with a cost to update the Porthkerry Cemetery Maps to comply with legislation
- 14) Tours of the Cemetery are starting back up and we welcome our first one of 2023 will a Riot Tour planned in for the end of March. We also see the start of the Candle-lighting Services for 2023 on Mothers' day 19 March at Merthyr Dyfan Chapel from 10am
- 15) All Fire Risk Assessments have been completed for Councils buildings and the last of the Action points are being completed in readiness for our next Audit.
- 16) Questionnaires have been sent out to all Funeral Directors and Memorial Masons and I will look to ensure that this is continued on an annual basis

## **Recommendation**

- That members of the Hall, Cemeteries & Community Facilities Committee note the content of the report.
  
- That members of the Hall, Cemeteries & Community Facilities Committee consider which flags are to be flown/used or possible an area for another Flag-pole considered if we are successful in retaining both Green Flag and Heritage Flag.