



**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 10 JULY 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**

**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 note the Terms of Reference for the Halls, Cemeteries and Community Facilities Committee. (Page 91)**
- 5. **To approve the minutes of the meeting of the Halls, Cemeteries & Community Facilities Committee held on 13 March 2023 (Pages 92-96)**
- 6. **Budget Monitoring Report to 31 May 2023 (Pages 97-98)**

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

7. **Transfer of Exclusive Right of Burial (1398 – 1425 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 **1398 – 1425** inclusive, granting the Transfer of Exclusive Right of Burial to those named on each transfer request.

8. **Grants of Exclusive Right of Burial (13950 – 13976 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 **13950 – 13976** inclusive, granting the Exclusive Right of Burial to those named on the interment form.

9. **Annual Update Report on Cemeteries and Facilities (Pages 99-103)**

10. **Update Report on Cemeteries and Facilities (Pages 104-105)**

11. **Date of Next Meeting**

The next meeting of the Halls, Cemeteries and Community Facilities Committee is scheduled to be held on Monday 2 October 2023.

12. **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

13. **Flag Pole Costs (Page 106)**

14. **Famous Notice Board (Page 107-108)**

15. **Best Picture Competition (Page 109-115)**

**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.**

## **B) HALLS, CEMETERIES & COMMUNITY FACILITIES COMMITTEE**

### **UNDER DELEGATED POWERS**

1. To monitor the administration of the day to day running of the Pioneer Hall, cemeteries and community facilities under the control of the Council.
2. To be responsible for the maintenance of the vehicles, in connection with the Council's services.
3. To implement the works programme of the Council in respect of the Pioneer Hall, Cemeteries and Community Facilities.
4. To carry out all of the Council's statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority.
5. To review the fees in respect of the Cemeteries and Pioneer Hall, subject to not exceeding an increase above the Consumer Price Index (CPI).
6. To control budgets for the Halls, Cemeteries and Community Facilities within the parameters of its budgets, subject to a financial limit on virements of £1,000.
7. To consider any item as appropriate within the Scheme of Delegation

### **BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

1. To consider public representations relating to the provision of services provided by the Council in respect of the Halls, Cemeteries and Community Facilities and to make recommendations where appropriate.
2. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations.
3. To make recommendations regarding the purchase of vehicles in connection with the Council's services.
4. To make recommendations on any increase in the fees in respect of the Cemeteries and Pioneer Hall which exceed the CPI.
5. To make recommendations on the expenditure of monies in respect of services/purchases of goods or equipment etc. for the Halls, Cemeteries and Community Facilities which exceed its budget allocation.
7. To feed into the annual budget setting cycle

**BARRY TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE HALLS, CEMETERIES AND COMMUNITY**  
**FACILITIES COMMITTEE HELD ON MONDAY 13 MARCH 2023 AT 7PM**

**PRESENT:** Councillor N Hodges (Chairperson) together with, Councillors Aviet, 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 32. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Dancey and E Goodjohn

**A 33. DECLARATIONS OF INTEREST**

None were received.

**A 34. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

**A 35. TO APPROVE THE MINUTES OF THE MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 3 OCTOBER 2023**

The Facilities and Cemeteries Manager advised that the Porthkerry Cemetery Fees had been agreed by the Vale of Glamorgan Council and have been distributed to Funeral Directors and Monumental Masons

**RESOLVED** that the minutes of the meeting of the Halls, Cemeteries and Community Facilities Committee held on 3 October 2023 be approved and signed as a correct record.

**A 36. BUDGET MONITORING REPORT TO 31 JANUARY 2023**

Members were provided with a report outlining the Committee's income and expenditure in the 2022/23 financial year as at the end of January 2023.

The Facilities and Cemeteries Manager advised that there had been new safety equipment purchased and the change from red diesel to white meant there had been an increase in costs.

Councillor Johnson asked what the reason behind the change from red diesel to white diesel was. The Facilities and Cemeteries Manager advised that it was a Welsh Government Decision in which the Council had to comply with and the duty is higher on the fuel.

Councillor Johnson also asked that the £9,000 put aside for the mindfulness garden at Cemetery Approach, can that be placed into next years budget. The Facilities and Cemeteries manager advised that the Council are awaiting Planning Permission and that the project will go into 2023/24.

Councillor Hennessy asked for a breakdown on the £10,000 Property Maintenance budget, the Facilities and Cemeteries Manager advised that the Deputy Chief Officer had received no questions prior to the meeting and that she would be happy to request a breakdown of cost to be sent out if it is required. The Chair noted that it would have included the re-decoration of the Chapel, Fire Risk Assessments, plus other costs.

**RESOLVED that the budget monitoring report for January 2023 be received noting the projected new overspend (deficit for the year) of £57,850 in 2022/23.**

**A 37. CEMETERY AND FACILITIES UPDATE**

Members were provided with a report to update since the last meeting on 3 October 2022.

Members were asked as part of the update that if the Heritage Award is retained, it will be awarded in the form of a flag and were asked which flags would they like flown at the Cemetery.

The Chair responded that he would like all three to be flown and that if successful in retaining the Heritage Award then Planning Permission should be sought for a third flag pole.

Councillor Payne asked where had 'The Best Picture' competition been promoted to. Suggesting that the Head of Governor Services be contacted instead of the school headteachers.

**RESOLVED:**

- 1. That the report be received and noted**
- 2. That should the Heritage Award be retained then costs for the erection of a third flag pole be explored, with all three flags being flown at Merthyr Dyfan Cemetery.**

**A 38 TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (1357-1397 INCLUSIVE)**

**RESOLVED that the Transfer of Exclusive Right of Burial (1357-1397 inclusive) be granted to those named on each transfer request.**

**A 39. GRANTS OF EXCLUSIVE RIGHT OF BURIAL (13895 - 13949 INCLUSIVE)**

**RESOLVED** that the Grants of Exclusive Right of Burial (13895 – 13949 inclusive) be granted to those named on the interment forms.

**A 40. DATE OF NEXT MEETING**

**RESOLVED:** That the date of the next Halls, Cemeteries and Community Facilities Committee will be agreed at the Annual Meeting schedule to be held on Tuesday 16 May 2023

**A 41. 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 42. SURGE POOL REPAIRS**

Members were provided with a report advising of quotes received to make repairs to the surge pool at Merthyr Dyfan Cemetery.

Members were happy to choose quote 1 within the report

**RESOLVED:** That members agree to appoint the contractor who provided quote (a) and instructed the Facilities and Cemeteries Manager to proceed with the works outlined within the report.

**A 43. STAFF ROOM**

Members were provided with a report which gave an update in relation to the staff mess room and its potential refurbishment or extension.

Councillor Hennessy suggested that the building be cladded in wood to have a better fit within the Cemetery.

The Facilities and Cemeteries Manager advised members that since the Deep Dive Review of the Cemetery Team, members are requested to put a hold on this project until the recommendations had been discussed.

**RESOLVED:**

- 1. That members note the options for reconfigurations / extension**
- 2. That members note the costs attached to the proposals which will require Council consideration at a later date**

- 3. That the project is put on hold until the Deep Dive Review of the Cemeteries Department / Team is further explored.**

Meeting Closed at 7.25pm

Signed ..... (Chairperson) Dated .....



FOR INFORMATION ONLY

**ACTION SHEET - HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE -13 March 2023**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
A37	That should the Heritage Award be retained then costs for the erection of a third flag pole be explored, with all three flags being flown at Merthyr Dyfan Cemetery.	FCM		Completed
A37	John Sparkes at the Vale of Glamorgan Board of Governors be contacted with regards the best picture competition	EET		Completed
A42	Contact the agreed contractor and agree to suge pool work to be completed	FCM		Completed

**BUDGET MONITORING REPORT MAY 2023**

**Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Budget Monitoring Report to 31 May 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 May 2023.

**Background Information**

On the following page is the budget monitoring report to 31 May 2023, indicating actual income and expenditure up to the end of month two in the 2023/24 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 underspend for the year of £6,828.

**Recommendation**

Members are requested to receive the budget monitoring report for May 2023 noting the projected net underspend (surplus for the year) of £6,828 in 2023/24.

**Budget Monitoring Report to 31st May 2023**

Gross Expenditure								
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	2 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Salaries	1	467,435	65,060	402,375	0	467,435	467,435	0
Personal Hygiene Facilities	2	1,770	0	1,770	0	1,770	1,770	0
Personal Protective Equipment / Clothing	2	4,300	0	4,300	0	4,300	4,300	0
Cleaning Products	2	2,100	0	2,100	0	2,100	2,100	0
Rates	3	14,431	2,621	5,694	6,116	14,431	8,315	6,116
Water	4	3,685	0	3,685	0	3,685	3,685	0
Electricity	5	20,251	499	19,752	0	20,251	20,251	0
Gas	6	2,063	194	1,869	0	2,063	2,063	0
Telephone / Alarm Line	6	1,223	39	1,184	0	1,223	1,223	0
Property Maintenance and Improvements	7	44,000	2,265	41,735	0	44,000	44,000	0
Equipment	9	9,788	92	9,696	0	9,788	9,788	0
Plant & Equipment Maintenance	10	12,550	0	12,550	0	12,550	12,550	0
Internet Broadband	21	1,922	70	1,852	0	1,922	1,922	0
Horticulture	8	800	0	800	0	800	800	0
Vehicle Maintenance	11	3,080	0	3,080	0	3,080	3,080	0
Haulage and Fuel	12	10,100	1,115	8,985	0	10,100	10,100	0
Vehicle Tax and Insurance	13	641	0	641	0	641	641	0
Philadelphia Cemetery	14	500	0	500	0	500	500	0
Interest on PWLB Loan	15	852	0	852	0	852	852	0
Capital Repayment on PWLB Loan	16	10,464	0	10,464	0	10,464	10,464	0
Treework Maintenance	17	6,815	0	6,815	0	6,815	6,815	0
Cemetery Roads Maintenance	18	3,600	0	3,600	0	3,600	3,600	0
Memorial Safety Advertising	19	500	0	500	0	500	500	0
Subscriptions	20	688	0	688	0	688	688	0
Officers Travel	23	0	0	0	0	0	0	0
Cemetery Approach Gardens Property Maintenance	26	5,000	0	5,000	0	5,000	5,000	0
Bees at Cemetery	27	500	0	500	0	500	500	0
Miscellaneous	6	0	0	0	0	0	0	0
New Play Equipment	11	3,600	0	3,600	0	3,600	3,600	0
Cemetery Roads Improvement	4	22,500	0	22,500	0	22,500	22,500	0
Cemetery Benches	5	2,000	0	2,000	0	2,000	2,000	0
COVID-19 EXPENDITURE	1	0	0	0	0	0	0	0
Memorial Inspection Maintenance	1	10,000	0	10,000	0	10,000	10,000	0
Officers Travel and Subsistence	15	150	0	150	0	150	150	0
Community Groups Use of Hall (FOC)	16	1,800	72	1,728	0	1,800	1,800	0
<b>Total Expenditure</b>		<b>669,108</b>	<b>72,027</b>	<b>590,965</b>	<b>6,116</b>	<b>669,108</b>	<b>662,992</b>	<b>6,116</b>

Gross Income								
Description	Item No.	Budget	Income	Income	Balance	Budget	Year End	Projected
		12 Months	2 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
Interment Fees	1	94,574	12,349	0	-82,225	94,574	94,574	0
Exclusive Right of Burials	2	38,775	4,544	0	-34,231	38,775	38,775	0
Memorial Fees	3	24,445	2,830	0	-21,615	24,445	24,445	0
Transfer of Exclusive Right of Burials	4	1,770	150	0	-1,620	1,770	1,770	0
Hire of Chapel	5	770	0	0	-770	770	770	0
War Graves	6	78	0	0	-78	78	78	0
Cemetery Lodge Rent	7	5,912	990	0	-4,922	5,912	5,940	28
Other Miscellaneous Income	8	2,000	490	0	-1,510	2,000	2,000	0
Cemetery Improvement Fee *	9	3,600	300	0	-3,300	3,600	3,600	0
Assets Disposal Proceeds	10	0	0	0	0	0	0	0
Porthkerry Agreement	3	14,079	7,382	0	-6,697	14,079	14,763	684
Lettings	1	20,000	4,723	0	-15,277	20,000	20,000	0
Lettings - Old Pioneers Club via Grant	2	0	0	0	0	0	0	0
<b>Total Income</b>		<b>206,003</b>	<b>33,758</b>	<b>0</b>	<b>-172,245</b>	<b>206,003</b>	<b>206,715</b>	<b>712</b>

Net Expenditure								
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	2 Months	Expenditure		For Year	Projections	Variance
		£	£	£	£	£	£	£
<b>Total Net Expenditure</b>		<b>463,105</b>	<b>38,269</b>	<b>590,965</b>	<b>6,116</b>	<b>463,105</b>	<b>456,277</b>	<b>6,828</b>

Our net budget for the year is £463,105 with actual expenditure for the 2 months to 31 May 2023 of £38,269 and committed expenditure of £590,965.

Our projected out-turn for the year is to be underspent by £6,828 (£6,116 less expenditure with £712 more income).

\* Cemetery Improvement Fee of £60 per new grave to be credited to the Cemetery Improvement Reserve at year end.

<b>HALLS, CEMETERIES &amp; COMMUNITY FACILITIES COMMITTEE</b>	<b>10 JULY 2023</b>	<b>AGENDA ITEM: 9</b>
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## **ANNUAL UPDATE REPORT ON CEMETERIES AND FACILITIES**

### **Report Author**

Amanda Evans, Facilities and Cemeteries Manager

### **Purpose of Report**

The purpose of this report is to provide Members of Full Council with an update on our Cemeteries and Facilities services and work programmes during 2022/2023 that has been referred from the Council's Annual Meeting held in May 2023 for discussion.

### **Background Information**

The Annual report is made up of all the updates and papers discussed in the Halls, Cemeteries & Community Facilities committee meetings from 10/05/22 the previous Annual meeting, up till 9/05/23 the current Annual meeting

### **Merthyr Dyfan Cemetery**

- **Bench Replacement Programme** – As previously agreed, we ordered 10 benches for 2022/2023 with a further 5 benches allocated for 2023/2024 as per our ongoing replacement bench programme. This is to facilitate improvement in the Cemetery. We have also placed three new benches in the newer sections within the Cemetery as well. These benches are made using recycled materials which shows our continued commitment to the environment.
- **Tree Planting** - We have received a further 30 saplings from the Tree Charter which are being used to replant the 19 saplings we lost from last year and the Soroptimist Tree which we also lost from last year which was planted in honour of their 100 years as a group. This will then allow a small stock surplus which can be planted within the newer sections and include native species such as Rowan, Silver Birch and Wild Cherry.
- **Replacement Fencing** - The new fence along the one side of the surge pool was broken and not secure. This has been replaced which once again secures the perimeter.
- **Roadworks** – As per our continued programme to ensure that all our roads meet with health and safety standards, roadworks which had been agreed to be carried out in 2022/2023 have now been fully completed.
- As part of this year's Inspection programme, further roads will be identified and a report submitted to the Halls, Cemeteries & Community Facilities Committee for their approval.
- **Chapel** – As part of the on-going Inspection programme, the Chapel underwent repairs in order to prevent water from entering and causing damp. As part of this work, the inside of the Chapel was re-decorated and the floors were re-

polished, which may have contributed to the increased uptake in requests for the use of the Chapel for Services.

- **Famous Notice boards and Heritage Notice board** – It was agreed that in support of informing our community of the history of some of our Cemetery Residents and in support of retaining a heritage status, we would create information boards in order to inform about and celebrate the lives and accomplishments of those who have passed away. A time-line board displaying some of the History of the Cemetery has gone down well with the judges and Barry Town community, with more planned for this year.
- As part of the Heritage time-line board a competition is currently being held by the events team for the best picture that captures the Covid-years and we are hoping to present this to the Halls, Cemeteries & Community Facilities committee at their next meeting.
- **Gareth Jones Plaque** – A bronze Plaque was donated to Barry Town Council from Canadian Ukrainians and has been erected within the Cemetery Chapel in remembrance of Gareth Jones and supports the important Heritage of the Cemetery.
- **Cemetery Tours and Community Services** – Last year saw the very successful tours of the Cemetery, which include war-graves tours of our fallen Hero's and The Race Riots History tour, with more already booked in for this year.
- The candle lighting services continue to prove to be very popular with the Towns Community and offer a welcomed day of remembrance and reflection.
- **Awards** - This year was the year that Merthyr Dyfan Cemetery secured "The Green Flag Heritage Award" for the second year running.
- We have also received a visit from the Green Flag/Heritage judges, who were both highly impressed with the site and the information which as discussed on the day by the Facilities and Cemeteries Manager Amanda Evans, Councillor Nic Hodges, tour guide for the race riots, and Ian Howells, volunteer and tour guide for the Commonwealth War Graves Commission (CWGC).  
Again in 2022/2023 we have been awarded with "The Green Flag Status" and "The Silver Award" in the Bereavement charter.  
All applications have been or will be submitted again this year.
- **Ministry of Justice** - We received two applications from the Ministry of Justice, one for an exhumation in Porthkerry Cemetery which was successfully carried out and the reinternment into another plot also at Porthkerry Cemetery and one for Merthyr Dyfan Cemetery which was also successfully completed.
- **Columbarium Leaflets for Funeral Directors** – In 2022 it was agreed that a leaflet was needed with regards to the Columbarium, due to its poor uptake.
- A leaflet was produced and distributed to our local Funeral Directors and a press release was sent out, along with social media exposure to promote this service.
- **Questionnaires** – This year saw the start of a questionnaire which was sent out to all Funeral Directors and Memorial Masons. Although we had no response from the Memorial Mason, so one must take from that, that they are happy with our current process. The Funeral Directors had a few suggestions, such as the use of Putlogs and more times being made available.
- We have introduced Putlogs (A two plank system that allows the coffin to sit on it whilst the service is taking place at the graveside), as an option for Funeral Directors and we are currently looking at the ways of working within the

Cemetery, from an external review that was carried out, bench making and a time and motion study.

- **Equipment** – We have Introduced into our fleet our first electric Mower - The Green Machine. This is also road-worthy so will be used on the Cemetery approach gardens as well as inside the Cemetery itself.
- **Flag poles** – We have just renewed our planning application for the two flag poles at Merthyr Dyfan Cemetery and we will be looking at a third one in order to fly the Heritage Flag which will be new for 2023, if we are successful.
- All staff at the Cemetery are now on the new 7pm summer rota and to date there are no issues to report.

### **Philadelphia Cemetery**

- The Limestone wall at the Philadelphia Cemetery has received repairs, as recommended, through the Closed Cemeteries on-going maintenance programme.

### **Porthkerry Cemetery**

- We continue to liaise and work with the Vale of Glamorgan Council in order to ensure that burial services can remain at Porthkerry Cemetery and therefore can be offered to the residents of Rhoose.
- A small amount of “Breathing space” has been given by the removal of shrubs and roots. The Vale can confirm that their Design and Construction team are presently looking at options for expanding the site but still no capital funds have been allocated for this.

We are currently waiting on the Vale of Glamorgan for the following:

New Contract for Porthkerry to run from April 2023 till March 2026

1. Tree Survey
2. Agree to costs for updating Porthkerry Cemetery maps
3. Health and Safety concerns with regards to uneven path and roads

### **Recruitment**

We are currently on hold with regards to more recruitment for the Cemetery team but have recently recruited to the post of Facilities Team Leader who joined us on 2<sup>nd</sup> May 2023

### **Health and safety**

- Tree Survey Completed along with all required actions recommended by the report
- Garden sets are still proving to be an issue as owners are not adhering to rules and regulations. This will be continued to be monitored.
- Our Memorial Inspection programme remains high on our agenda as we work towards ensuring all headstones are checked within the required timeframe with only the last 4 sections left to do out of the 40 sections. A review will then take

place to ensure that we have captured 100% of all memorials within the Cemetery.

- We have continued with the Heritage Headstones programme and another 17 will be made safe by the end of this financial year.
- All building Annual Inspections will take place and next steps either actioned or a report submitted to the Halls, Cemeteries & Community Facilities committee
- Chapel lighting, Security alarms, Smoke detectors, AC units and fire alarms are all in place, inspected and updated when needed
- We have replaced, as per the HAVS programme of work, all the push mowers in readiness for the spring /summer of 2023/2024.

## **Facilities**

- Fire Risk Assessments have been carried out on all buildings, with new emergency lighting, fire alarms, smoke detectors, log books, Information & signage, fire equipment all in place as needed and further reviews and improvements planned in to follow up this year.
- The two new defibrillators were installed to the outside of Cemetery Approach Community Centre and Pioneer Hall (Beryl Road) are being regular updated as required.
- Application for the Flag Pole to fly Barry Town Councils Flag at Town Hall is still awaiting to be "Signed-off", but we are confident that this will take place soon.
- At the end of 2022 and before the winter months set in, we replaced all the windows at the Lodge.
- The old air raid shelters new lease of life, to become a "Mindfulness and Remembrance Garden" project has gained great momentum with the design and licence signed off. We are hoping that the transformation will be completed by the end of spring.

## **Others**

- All Halls, Cemeteries & Community Facilities Committee members received an information pack on the Cemetery and Facilities and were invited to visit/walk all sites
- We continue to improve bio-diversity and have planted wild flowers at the Cemetery Approach Gardens again this year and along the pathway outside the Cemetery approach centre. We will also be choosing which shrubs will be planted at the front boundary, along the public pathway. Wild flowers have been planted along and in front of the new fencing in the Cemetery. Sunflowers, Bluebells and Fuchsias having been planted again at the front of the Cemetery. Dogwood has been planted around the pond to encourage wildlife and in particular, Ducks who will hopefully start nesting on the island, now there is more cover around it and it has been reported that three ducks are enjoying the pond facilities this year. Daffodils will continue to be planted along the avenues of the roads and paths, and recently we have discussed and looked at planting around the Chapel.
- We are also working with the Vale Council on a collect and cut grass cutting project to encourage further wildlife and we are looking at the "No Mow May" Campaign from 2023.

- We have introduced a Polytunnel for the use of our Cemetery approach gardener to use and the Introduction of a water tank, next to the workshop/garage, will allow us to catch the rain water for the garden to use for topping up the Hedgehog water hole, along with the pond and any other areas, as required. The Heritage Headstone programme continues and a further 4 headstones have been made safe to date and preserved

### **Future Work Programme**

Further to the implementation of projects outlined above, the rest of the year will also focus on:

- Annual review of all equipment, in line with Health and Safety Hand Arm Vibration Syndrome (HAVS) controls
- ICCM Award, Green-flag Award and Green-flag Heritage Award Applications
- Review and update Cemetery plan and work schedules
- Review and update Risk Assessments, Manual Handling, PAT testing and COSHH Assessments
- New Starter/Role training and communication
- Annual Tree Survey
- Install a Flagpole for Barry Town Council flag on King Square
- Install a third Flagpole for Merthyr Dyfan Cemetery to fly the Heritage Flag
- Development of the small air-raid section on Cemetery Approach Gardens, to be completed by end of spring
- Work with the events team to agree School visits and Covid picture competition for the Timeline board
- Work with the New Well-Being Officer on Bird, Bat and Owl boxes
- Continue with the planting programme with the Gardner
- Grow, through stronger Advertising the Enhance services and Columbaria
- In new sections include signs, benches and bins
- Send out Questionnaires for 2023/2024 to Memorial Mason and Funeral Directors
- Review the ways of working for the Cemetery Team

### **Recommendation**

That members receive and note the annual report pertaining to cemeteries and facilities.



<b>HALLS, CEMETERIES &amp; COMMUNITY FACILITIES COMMITTEE</b>	<b>10 JULY 2023</b>	<b>AGENDA ITEM: 10</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 13 March 2023

### **Background Information**

- 1) Planning permission has been sort and given for the flag-poles at the Cemetery from the Vale Council and we will not need to reapply gain for the next 5 years
- 2) The launch of the Remembrance and Mindfulness Garden will be taking place on Wednesday 12 July
- 3) The Head-stone Inspection programme, whereby every headstone within Merthyr Dyfan Cemetery has received a memorial test, has now been completed. Spot checks will be completed over the summer to ensure all have been captured as part of diligence
- 4) All 30 free tree saplings have been received from the Woodland Trust and have been planted.
- 5) An Application has been completed and sent for the charter of the bereaved whereby we hope to retain the Silver standard again this year
- 6) The other heater unit in the Chapel has now been replaced so both are back up and running
- 7) I have contacted the Vale Of Glamorgan with regards to updating Porthkerry Cemetery maps, this has been agreed by them and the maps updated
- 8) I have now made contact with the Vale Of Glamorgan with regards to renewing the Porth-Kerry Contract, which has been agreed and signed.

- 9) A review of all the Cemetery forms will be taking place over the summer to ensure we have everything in place and that the team are happy on how to complete these.
- 10) Due to the unusual level of complaints received from visitors to Merthyr Dyfan Cemetery with regards to the long grass and in light of on-going absence issues etc, 2 agency staff had been contracted throughout the month of June to support the team and allow our high standards to return, this has been successful and as a result 1 will stay on whilst absence remains an issue. In addition our step up Sexton will have as of 10 July completed all his training and we are awaiting on a date for the Grave diggers to receive their COTS level 1 training.
- 11) Tours and Candle-lighting services have been very well received by the public once again and the next one scheduled in is a War Tour for 27 July
- 12) An email has been sent to the Vale of Glamorgan to inform them that we are back down to 4 full burial plots at Porthkerry Cemetery, after the removal of bushes, and from what I understand from them is that there is no capital monies for an extension identified and that they are still doing investigations
- 13) The Facilities Team Leader is now in post as of 2 May and has already fitted in well with the team. His Introduction has been completed, along with most of his training needed for this role.
- 14) We are going to start sending out feedback forms along with the hire forms to encourage communication between us and the hirers. Since moving over to QR codes for feedback in both the Pioneer Hall and Community centre, we have not received any information from the public/hirers using this method

### **Recommendation**

That members of the Hall, Cemeteries & Community Facilities Committee consider the report.