

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 THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON TUESDAY 20 JANUARY 2026 AT 7:00PM

PRESENT: Councillor N Hodges (Chairperson) together with Councillors Aviet, Clarke (Town Mayor Ex-Officio), E J Goodjohn and McKinney.

ALSO PRESENT: Rachel Honey-Jones – Chief Officer
Thomas Thorne – Cemeteries Manager
Kathryn Thomas – Office Manager
Councillor S Hodges – Observer
Councillor Payne – Observer

A209. APOLOGIES FOR ABSENCE

Councillors Hennessy and Iannucci-Williams.

A210. DECLARATIONS OF INTEREST

None were received.

A211. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

A212. TO APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING OF THE HALLS, CEMETERIES AND COMMUNITY FACILITIES COMMITTEE HELD ON 18 NOVEMBER 2025

The Deputy Chief Officer/ RFO will follow up with the Vale of Glamorgan the proposed increase in Porthkerry Cemetery fees and in particular the excavation fees.

RESOLVED: that the minutes of the meeting of the Halls, Cemeteries and Community Facilities Committee held on 18 November 2025 be approved and signed as a correct record.

A213. BUDGET MONITORING REPORT TO 31 DECEMBER 2025

Members were provided with a report outlining the Committee's income and expenditure in the 2025/26 financial year as at the end of December 2025.

There is an overspend of £27,984.00 due to money spent on Security and Tree Maintenance however the Deputy Chief Officer / RFO is currently working on the budgets. This overspend has reduced from previously considered by committee which was originally an overspend of £45,000.

RESOLVED: That the budget monitoring report to 31 December 2025 be received noting the projected net overspend of £27,984 in 2025/26.

A214. TRANSFER OF EXCLUSIVE RIGHT OF BURIAL

RESOLVED: that the Transfer of Exclusive Right of Burial (1655 – 1661 inclusive) be granted to those named on each transfer request.

A215. GRANTS OF EXCLUSIVE RIGHT OF BURIAL

RESOLVED: that the Grants of Exclusive Right of Burial (14084 – 14092 inclusive) be granted to those named on the interment forms.

A216. CEMETERIES UPDATE

The Cemeteries Manager presented the report to the committee.

Three quotations for Cemetery Plant Machinery have been received for the long-term hire of replacement plant machinery and we are waiting on a costs from each on the purchase of our existing machinery, which will be used to offset the cost of the new hire arrangements.

The Green Flag application has been sent.

Councillor N Hodges asked if the assessors were planning on a site visit around the Cemetery this year?

The Cemeteries Manager said he believed so.

Councillor N Hodges said he would be happy to attend and provide additional information if required.

Other updates included Health Surveillance tests for all Cemetery and Facilities staff, there are some minor actions that need to be taken as a result, but most members of staff passed all tests.

Bench Installations – now moving into the third phase, we will continue to purchase new benches in the next financial year.

Memorial Testing, after the success of last year's memorial testing, we have continued to follow the same procedure, we have significantly more memorials to test this year, but with three members of staff qualified as memorial testers have sufficient capacity.

The previously agreed tree felling work is still ongoing. This work should be completed in the coming months, at which point the committee will need to make a decision with regards to what is going to replace the felled trees.

Currently liaising with the Vale of Glamorgan's Local Nature partnership with regards to grant funding to support improvements in both Merthyr Dyfan Cemetery, and Cemetery Approach Gardens. We continue to seek assistance from a temporary gravedigger / Cemetery operative as a result of the ongoing staffing pressures.

The Chief Officer confirmed that the advert has gone out for 2 new gravediggers and is hoping that by April 2026 we should be up to full complement of staff

RESOLVED: That the report be received and noted.

A217.

FACILITIES UPDATE

The Chief Officer gave members an update on Facilities including how successful the new online booking system has been for our Community Halls. We have taken twice as many bookings through the new system.

There are still a number of significant issues at Town Hall including a broken toilet, broken lights and sockets and the heating in the Chamber. In addition to these issues, the staircase leading to the first floor is currently out of use due to rain coming from the ceiling.

The Chief Officer and the Facilities Team Leader have contacted the Vale of Glamorgan daily to report these issues, but nothing has been resolved.

The Leader of the Council has contacted Lorna Cross (Senior Manager in the responsible department) at the Vale of Glamorgan.. The Chief

Officer is genuinely concerned that the ceiling could cave in and cause significant injury. We have the Mayor Coffee Morning at the end of January, so ideally need to have this resolved before then.

Staff and visitors are currently using the lift to go up and down stairs, but it has been temperamental in the past and the significantly increased use of it may cause it to break down.

We had a Health & Safety Audit this week via Peninsula – out of all of the sections there were only 3 issued raised as red – all of these can almost immediately turn green as very minor issues

RESOLVED: That the report be received and noted.

A218. OUTCOME OF PUBLIC CONSULTATION

On 6 November 2025, a notice was placed on the Council's website and on social media channels to inform the public of the proposed name changes at the Cemetery, and invite any feedback.

No feedback was received from the public, and no objections were raised to the proposed name changes.

It is therefore proposed that the following name changes be approved by members:

- The existing plaque planter currently located with the Garden of Remembrance will be renamed **Western Planter**
- The plaque planter located near the 'newer' Garden of Remembrance area will be renamed **Eastern Planter**
- The 'newer' Garden of Remembrance area will be renamed **Marble Garden**

RESOLVED

- That members receive and note the report
- That members approve the existing plaque planter currently located with the Garden of Remembrance will be renamed **Western Planter**
- That members approve the plaque planter located near the 'newer' Garden of Remembrance area will be renamed **Eastern Planter**
- That Members approve the 'newer' Garden of Remembrance area will be renamed **Marble Garden**

A220. NEW PRICE BROCHURE

Members were presented with a proposed price brochure which sets out the cemetery fees in a much more user-friendly way.

RESOLVED:

- That members receive and note the report
- That members approve the use of the new price brochure

A221. HALLS MARKETING CAMPAIGN

Members were presented with a proposed marketing campaign for the Cemetery Approach Community Centre and Pioneer Hall, with the aim of increasing bookings, raising awareness and generating additional income.

RESOLVED:

- That the report be received and noted
- That members approve the budget request of £1,000 for each hall be allocated within the current budget setting for 2026/27, as a new heading of Marketing.

A222. DATE OF NEXT MEETING

RESOLVED: that the next meeting of the Halls, Cemeteries and Community Facilities Committee will be held on Monday 2 March 2026.

Meeting Closed at: 19:20

Signed (Chairperson) Dated