

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 29 APRIL 2014**

PRESENT

Chairman Cllr. D. Pritchard,
Cllr. T. Bartlett, Cllr. J. Frosdick, Cllr. Y. Nolan, Cllr. M. Saunders
Ms. J. Chance (Town Clerk)
Mrs. J. Warner (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 28 JANUARY 2014**

The minutes of the meeting held on 18 March 2014, which were **APPROVED** by full council on 14 April 2014, were signed by the Chairman of the committee.

2. **DECLARATIONS OF INTEREST**

Cllr. Bartlett declared an interest in respect of his membership of Cromer Preservation Society.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were considered and accepted from Cllr. Yiasimi (CSODS rehearsals).

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **CEMETERY (No 2 Site)**

5.1 Cemetery Lodge

There was no update.

5.2 Surplus roof tiles

There was no update.

5.3 Unauthorised Items on Graves

Members were in receipt of the draft labels which are to be attached to the unauthorised items. It was **AGREED** that three people will be present to record, label and photograph each item. It was **AGREED** to instruct the Clerk to issue a press release to advise that this will be progressed over the next few weeks. It was noted that the letters in respect of the baby graves have been drafted but not yet issued. Correspondence with families was noted.

5.4 Rules & Regulations

The Deputy Clerk reported on several issues which have arisen and require clarification in the rules and regulations. The Deputy Clerk advised that professional advice has been sought from the ICCM.

Metal caskets/coffins – It was **AGREED** that metal caskets and coffins should not be permitted at Cromer Cemetery. Only biodegradable caskets and coffins will be permitted.

Brick lined graves – It was **AGREED** that as only lead or lead alloy coffins are permitted in brick lined graves which would be against the above-mentioned ruling, brick lined graves will not be permitted.

Oversized caskets/coffins – It was **AGREED** that if necessary, the purchaser will have to purchase more than one grave to accommodate the large casket/coffin. The fees will be available on application.

5.5 Garden of Remembrance

It was noted that Cllr. Bond is working on the redesign of the garden. The Deputy Clerk advised that a request has been received for a plaque in the Garden of Remembrance area. It was **AGREED** that the purchaser should arrange this with Cromer Trophies and the design be subject to approval by the Town Council. An administration fee of £25 will be charged.

Concern was raised that the wall around the Garden of Remembrance needs to be inspected and repairs carried out as a matter of urgency.

5.6 Cemetery Fees 2014/15

It was **AGREED** to make no increase in the fees for 2014/15 and to decrease the fees for the hire of the Chapel. It was **AGREED** that from 01 April to 30 September the use of the chapel would be charged at £75 for parishioners and £150 for non-parishioners. The fees from 01 October to 31 March will be reviewed to take into account the costs of heating the chapel.

5.7 Other Cemetery Matters (for information only)

The Deputy Clerk advised that a request had been received to scatter a small amount of ashes in a grave upon which a new headstone is to be installed. The family have advised that the rest of the ashes are to be scattered elsewhere. Following discussion it was **AGREED** to permit a small handful of ashes and further **AGREED** that this is without precedent to any future requests.

6. **CEMETERY (No 1 site)**

There were no matters to report.

7. **GARDEN ALLOTMENT SITE**

There were no matters to report.

8. **STREET LIGHTING**

There were no matters to report.

9. **BUS SHELTERS, BENCHES & BINS**

9.1 Benches

It was noted that the maintenance contract had been stopped but that remedial works may be required. It was **AGREED** that all benches will be reassessed as part of the annual inspection of assets.

9.2 Annual inspection of assets

It was noted that the annual inspection of all street furniture is due. Inspection sheets will be issued to members of the committee.

10. **FLAGPOLES**

10.1. Old Flagpole

It was noted that the clerk is to meet with the engraver to arrange the plaque for the memorial. It was **AGREED** that the unveiling of the memorial for Vera Woodcock MBE will be on 17 May 2014 in the garden at North Lodge.

10.2 Churchyard Flagpole

The lockable box has been installed on the flagpole. It was noted that the first application has been received to fly the town flag for a special birthday. It was **AGREED** that a card be sent to the person for whom the flag is being flown to notify him/her that the flag is being flown in their honour. The card will be produced and printed 'in-house'.

11. **CORRESPONDENCE AND ANY OTHER MATTERS** (for information only)

11.1 War Memorial

The Chairman provided an update and advised that the notes from the meeting of the War Memorial Committee will be circulated in due course. A grant application is being submitted for funding towards the cost of the concert and raffle. Quotations for the repairs of the War Memorial are awaited.

11.2 North Lodge & North Lodge Park

It was **AGREED** that other issues need to be sorted out before taking any action in respect of the barbecue.

12. **DATE OF THE NEXT MEETING** – 7pm on 10 June 2014

13. **RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC**

It was **AGREED** that in view of the nature of the matters to be discussed, the public and press be excluded from the meeting.

14. **Quotations for various works**

Quotations for the following works were considered:

Hatch & Gate – Three quotations were presented to members. It was **AGREED** to accept the quotation of £320 from Dave's Property Services.

The Deputy Clerk left the meeting.

Railings at Cemetery No 1 Site – Three quotations were presented to members. It was **AGREED** to accept the quotation of £530 from Paul R Warner.

There being no further business, the Chairman closed the meeting.

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Signed

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Dated