

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 10 JUNE 2014**

PRESENT

Committee Chair Cllr. D. Pritchard, Vice Chair Cllr. T. Bartlett,
Cllr. T. Adams, Cllr. J. Frosdick, Cllr. Y. Nolan, Cllr. M. Saunders, Cllr. A. Yiasimi
Ms. J. Chance (Town Clerk)
Mrs. J. Warner (Deputy Town Clerk)

1. **ELECTION OF COMMITTEE VICE CHAIR**

It was unanimously **AGREED** that Cllr. T. Bartlett be elected Vice Chair of the committee.

2. **MINUTES OF THE MEETING HELD ON 29 APRIL 2014**

The minutes of the meeting held on 29 April 2014, which were **APPROVED** by full council on 19 May 2014, were signed by the Chair of the committee.

3. **DECLARATIONS OF INTEREST**

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

4. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

5. **PUBLIC PARTICIPATION**

There were no members of the public present.

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

6.1 Cemetery Lodge

There was no progress in respect of the paperwork for the planning application. It was therefore **AGREED** that the Cemetery Lodge be put on the market as soon as possible.

6.2 Surplus roof tiles

Cllr. Bartlett will visit the cemetery and take photos of the tiles in preparation of them being placed on ebay.

6.3 Cemetery Chapel

It was noted that the heating costs are being calculated in order that at the next meeting the fees can be set for the hire of the chapel during the winter months (October to March inclusive).

6.4 Manhole cover

It was noted that emergency works had been carried out to replace a broken manhole cover.

6.5 Garden of Remembrance

It was noted that Cromer in Bloom are preparing a design for the Garden of remembrance.

6.6 Cemetery procedures

It was **AGREED** that spot checks on the depths of graves and inspection of nameplates on coffins on arrival at the cemetery will be carried out for a twelve month trial period and then reviewed.

6.7 Risk Assessment and Cemetery Inspection Sheet

Draft documents were circulated and **APPROVED**. It was **AGREED** to purchase a first aid kit and hand sanitiser which will be stored in the chapel.

6.8 Other Cemetery Matters (for information only)

It was noted that the inspection of graves and labelling of unauthorised items is on-going. The first items will be removed in July.

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

There were no matters to report.

8. **GARDEN ALLOTMENT SITE**

The Clerk advised that the search for permanent allotment land is still on-going.

9. **STREET LIGHTING**

The Clerk advised that the majority of the responses received were in favour of switching off street lights after midnight. It was **AGREED** to instruct the Clerk to meet with the contractor to obtain a schedule of works and costings. Once the programme has been agreed, a press release will be issued.

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

10.1 Bench and Tree Policy

It was noted that the tree policy conflicts with the Town Council Environmental Policy. It was **AGREED** to defer this to the next meeting for full consideration. The Clerk was instructed to circulate both policies with the agenda for the meeting.

11. **FLAGPOLES**

11.1. Alternative Christmas Tree

The design for the 2014 Alternative Christmas Tree was circulated and it was **AGREED** to permit the tree to be installed around the flagpole from 25 November 2014 to 16 January 2015. It was noted that there will be no flag flying during this period.

11.2 Flagpoles

It was noted that the flags are snagging and tearing on the flagpole fixings. The Deputy Clerk advised that Freewheel UK had visited and are to advise what can be done to rectify the problem.

A request had been received to fly the German flag on 21 June 2014 for a wedding. This was declined as it is the Duke of Cambridge's birthday on that day thus the Union flag will be flown. It was also noted that the flying of flags at North Lodge for individuals is not in the flag policy. It was suggested that the Twinning Association be approached to see whether the German Flag could be flown on their flagpoles. It was further noted that the flag policy is the responsibility of the Promotions and Development Committee.

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

There was no further correspondence to report.

13. **DATE OF THE NEXT MEETING** – 7pm on 29 July 2014

14. **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.

15. **QUOTATIONS FOR VARIOUS WORKS**

Quotations for the following works were considered:

Keyholding and Alarm Response Service – The Clerk explained that following numerous call outs the alarm system has been tested and the motion sensors replaced with door sensors. Advice was given that for safety reasons staff should not be attending call outs thus a quotation was obtained from a security company. It was **AGREED** that as the works to the system seem to have resolved the false alarms, no action will be taken at present. This will be monitored and reviewed as necessary.

PAT Testing – Three quotations were presented to members. It was **AGREED** to accept the quotation of £200 from Cromer Electrical.

Garden of Remembrance – The Clerk advised that two quotations had been received for works to the walls and one quotation is still awaited. It was **AGREED** to carry this forward to the next meeting. It was noted that a faculty will be required for the work.

There being no further business, the Chairman closed the meeting at 8.11pm

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Signed

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Dated