

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 24 FEBRUARY 2015**

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)
Project Manager Mr. G. Margarson

1. **MINUTES OF THE MEETING HELD ON 20 JANUARY 2015**

The minutes of the meeting held on 20 January 2015, which were **APPROVED** by full council on 23 February 2015, were signed by the Chair of the committee.

2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

There were no declarations of interest.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllr. Nash due to illness and Cllr. Harris due to a prior engagement.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

It was **AGREED** to rearrange the agenda and bring forward the item in respect of the flagpole.

5. **FLAGPOLES**

5.1 Repairs to Flagpoles

Members were in receipt of a report from the Project Manager. Following discussion, It was **AGREED** that in view of the need to protect public money, that the Clerk be instructed to obtain an independent report.

5.2 Old Flagpole

It was noted that the Clerk had received two responses to the advertisement for the remains of the old flagpole. Nothing more was heard from either enquirer. It was **AGREED** to instruct the contractor to dispose of the flagpole.

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

6.1 Delegated Powers

It was noted that delegated powers had been used to approve the use of two plots at the rear of Section G for the interment of ashes.

6.2 Cemetery Lodge

It was noted that the sale of Cemetery Lodge is still progressing.

6.3 Garden of Remembrance

The Clerk reported that she is in receipt of two quotations and advised that it has been a very difficult process. It was **AGREED** to instruct the Clerk to ask the contractor what could be included within the budget of £500 by substituting the trees with shrubs.

6.4 Unauthorised items on graves

A date is to be set to remove the unauthorised items from graves. Once the date is confirmed other members will be invited to help.

6.5 Maintenance Contract & Handyman Contract

It was noted that the maintenance contract has been reviewed and revised. It was **AGREED** to continue with a rolling contract for the cemetery maintenance. The grave digging contract will be advertised for tender.

6.6 Crematorium

It was noted that a revised date for the site visit is still awaited.

6.7 Bin Stores

Photos showing the proposed sites for the new bin stores were circulated. It was **AGREED** to instruct the contractors to progress this but move them 12-18 inches further away from the edge of the driveway. It was **AGREED** to delegate to the Committee Chairman, the Clerk and Deputy Clerk, the purchase of suitable signage for the bin stores.

6.8 Molehills

It was noted that concern has again been raised in respect of the number of molehills which are now also appearing near the entrance to the cemetery. It was **AGREED** that members inspect the damage when next at the cemetery and that notices are erected to warn people of uneven ground.

6.9 Other Cemetery Matters (for information only)

There were no other matters to report.

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

There was nothing to report.

8. **GARDEN ALLOTMENT SITE**

There was nothing to report.

9. **STREET LIGHTING**

9.1 Turning off lights after midnight

It was stressed that letters need to be issued as soon as possible to the residents in the streets affected by the first phase of the switch off. It was **AGREED** that members will hand deliver them to the residents this weekend. A press release will be issued after the weekend.

10. **STREET FURNATURE & ASSETS**

10.1 Sign on A148

It was noted that the sign is yet to be relocated.

11. **WAR MEMORIAL**

11.1 War Memorial Restoration Fund

It was noted that a meeting has been held with the bid writer and that the Committee Chairman and the Clerk attended a meeting at NNDC re the commemoration of WW1.

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

There was no correspondence to report.

13. **DATE OF THE NEXT MEETING** – 7pm on 14 April 2015.

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 WORKS**

Quotations were considered for the soakaways at the cemetery chapel, the garage door and the bat survey and for each it was **AGREED** to accept the lowest quotation.

There being no further business, the Committee Chair closed the meeting at 8.15pm

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Signed

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Dated