

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 11 AUGUST 2015**

PRESENT

Committee Chair Cllr. D. Pritchard, Committee Vice-Chair Cllr. T. Bartlett
Cllr. T. Adams, Cllr. J. Frostdick, Cllr. Y. Nolan, Cllr. J. Rattle,

Mrs. J. Chance MILCM (Town Clerk)
Mrs. J. Warner MILCM (Deputy Town Clerk)

In attendance: District Cllr. N. Pearce

1. **MINUTES OF THE MEETING HELD ON 30 JUNE 2015**

The minutes of the meeting held on 30 June 2015, which were **APPROVED** by Full Council on 06 July 2015 were signed by the Chair of the committee.

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

Cllr. Bartlett declared an interest in matters relating to Cromer Preservation Society.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllr. Russell due to holiday.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

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

5.1 Delegated Powers

It was noted that there had been no use of delegated powers.

5.2 Unauthorised items on graves

A date is to be set as soon as possible for the next phase of work.

5.3 Chapel

The condition survey of the chapel tower has been received and will be circulated to members. It was **AGREED** to instruct the Clerk to issue the tender documents for the works identified.

The specification for the interior works to the chapel is being drafted.

5.4 Fallen Tree

There was no update. The Clerk advised that she is still trying to contact the landowner.

5.5 Memorial Bench

It was noted that no reply had been received to the letter sent to the purchaser of the bench. It was **AGREED** to keep the file open for now to allow further time for reply.

- 5.6 Maintenance
There was no update.

5.7 Other Cemetery Matters (for information only)

Income from sale of Cemetery Lodge - It was noted that the Clerk and Cllr. Harris are to meet to draft a Capital Budget to present to Council.
Memorial Safety - The Deputy Clerk suggested that members consider bringing forward the memorial inspection at Cemetery No 2 site so that there is an up to date record of memorial stability before the works commence on the crematorium. It was **AGREED** to add this to the next agenda for consideration.

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

6.1 Memorial Inspection

It was noted that the tender document has been drafted ready to go out to tender.

6.2 Other Cemetery No 1 matters

There were no other matters to report.

7. **GARDEN ALLOTMENT SITE**

7.1 Dog Fouling

It was noted that the dog fouling signs are still awaited.

7.2 Allotment Land

Further information is awaited in respect of compulsory purchase of land. This will also be discussed by the Planning Transportation and Environment Committee.

8. **STREET LIGHTING**

8.1 Turning off lights after midnight

It was noted that the Clerk is working on the business plan.

9. **STREET FURNITURE & ASSETS**

9.1 Grit Bins

Cllr. Bartlett is continuing to carry out the inspection of the bins. The Clerk advised that she has found a supplier of green grit bins.

10. **FLAGPOLES**

10.1 Repairs to Flagpoles

It was noted that the halyard on the Churchyard flagpole has been replaced and lengthened but Cllr. Pritchard raised concern that the rope is like a sponge soaking up moisture. He will reassess this when it is dry.

10.2 Flagstones

It was noted that NNDC are looking into adding another flagstone.

11. **WAR MEMORIAL**

11.1 Grant Funding Applications

It was noted that a response is still awaited from the grant funders.

11.2 WW1 Memorial Update

Cllr. Pritchard reported on recent and future fundraising events and thanked all involved for their help.

12. **NORTH LODGE**

It was noted that the specification is ready to be issued in order that works can be carried out at the end of this financial year and early in the next financial year.

13. **CONTRACTS**

Bus shelter at bus station – It was noted that the tender documents have been issued. Once the tenders have been received there will be a tight deadline so that the works can be carried out in conjunction with the other works at the bus station. Thus, it was **AGREED** to hold a special meeting at 6.30pm on 01 September 2015 to open and consider the tenders.

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

Crematorium – It was noted that the Planning Inspector had upheld the appeal. Once the lease has been signed the first phase of monies will be received. It was suggested that the business relationship with Westerleigh should be maintained at arms-length and monitored by the Clerk. Cllr. Pritchard stressed that there has been a good working relationship to date.

15. **DATE OF THE NEXT MEETING** – 6.30pm, 01 September 2015
7.00pm, 15 September 2015.

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

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

District Cllr. Pearce left the meeting.

17. **CEMETERY MAINTENANCE CONTRACT**

It was noted that only one tender had been received and in view of the decision in respect of the crematorium it was **AGREED** to continue with a rolling contract at present.

18. **HANDYMAN CONTRACT**

It was **AGREED** to accept the tender from Cromer & District Funeral Services. The Clerk advised members of recent issues which had arisen. It was **AGREED** to continue to have regular meetings with the contractor and again stress to him that communication is essential. It has been made clear that only works within the agreed contract are to be carried out. Any extra works must be authorised by the Council.

There being no further business, the Committee Chair closed the meeting at 8.00pm

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Signed

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Dated