

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 15 NOVEMBER 2016**

PRESENT

Committee Chair Cllr. D. Pritchard,
Cllr. J. Frosdick, Cllr. Y. Nolan, Cllr. C. Robb
Cllr. D. Roberts was in attendance

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

1. **MINUTES OF THE MEETING HELD ON 18 OCTOBER 2016**

The minutes of the meeting held on 18 October 2016 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**

It was **AGREED** to accept apologies from Cllr. Bartlett (family commitment) and Cllr Russell (holiday). It was noted that Cllr. Adams would be late arriving to the meeting due to work commitments.

4. **PUBLIC PARTICIPATION**

There was none.

5. **CHURCH FLOODLIGHTS**

It was noted that Cllr. Russell is liaising with Cromer Electrical in respect of various issues. The Chairman will circulate the emails from Cllr. Russell. The Clerk will provide a summary of the Church Floodlighting project ready for the next committee meeting. It was also suggested that members consider whether to set up a maintenance contract.

Cllr. Frosdick will monitor the lights for a week to check the timings. This will be referred to the next CTC meeting in order that any actions can be agreed.

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

6.1 **Delegated Powers**

Permission was granted for a nickname to be engraved on the front of a headstone providing the full name is engraved on the reverse.

Concern was raised that the delegated powers only relate to interments and sometimes other issues arise which require an urgent response. It was **AGREED** that the delegated powers are widened to cover other matters within the cemetery. This will be reviewed after six months.

6.2 **Cemetery Maintenance Inspection**

It was noted that an inspection will take place next week.

6.3 Repair of memorials

A letter was received from a family member in respect of a reinstated memorial. The contents of the letter were noted.

It was noted that the memorials in both cemeteries have now been reinstated at a total cost of £19,950 from the budgeted £50,000.

It was **AGREED** that the Clerk make tentative enquiries in respect of a new contract for reinstatement of laid memorials.

6.4 Sunken Graves

The Clerk advised that the specification is being prepared and is almost ready to go out to tender.

6.5 Chapel Tower

The Clerk advised that Mr. Margaron is preparing a specification for the works.

6.6 Tablet Area

Concern was raised in respect of the angle at which the new tablet area is being prepared. It was **AGREED** that the Chairman and Clerk will inspect the area and this will be dealt with by delegated decision.

6.7 Tree

Concern was raised that some of the branches on one of the chestnut trees look like they may fall. It was **AGREED** to arrange for this to be inspected as a matter of urgency.

6.8 Any other Cemetery No 2 matters (for information only)

The Chairman advised that he had written to the press as instructed at the last meeting. However, one of the key sentences had been edited.

It was noted that Cllr. Harris is preparing a business plan for the chapel.

Concern was raised at the possible disposal of the bier and it was felt that this needs full consideration before any decision is made.

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

There were no matters to report.

8. **GARDEN ALLOTMENT SITE**

The Clerk advised that some plots are yet to be reallocated. The allotment inspection is due and will be carried out when time permits.

9. **STREET LIGHTING**

9.1 Replacement Street Lighting

It was noted that the project is progressing well and that the new column on Corner Street will be the first to be connected.

9.2 Any other Street lighting matters (for information only)

There were no other matters to report.

10. **STREET FURNITURE & ASSETS**

10.1 Mill Road Bus Shelter

It was noted that there are still no secondhand shelters available. The new shelter suggested by some members would cost £6890. Following discussion it was **AGREED** to recommend that the shelter be demolished and not replaced.

10.2 Any other street furniture matters

There were no other matters to report.

11. **FLAGPOLES**

It was noted that Mr. Margaron is to supply a replacement halyard.

12. **WAR MEMORIAL**

12.1 Grant Funding

Members were pleased to learn of a generous bequest towards the project. It was noted that there will be a Tree of Remembrance and a fundraising stall at the Christmas Festival. Thanks were given to the Deputy Clerk for her work in preparing the Tree of Remembrance.

12.2 War Memorial

It was noted that during the Remembrance Service, the Chairman laid a poppy wreath on behalf of the working group.

13. **CREMATORIUM**

It was noted that the Chairman and the Clerk continue to attend the monthly site meetings. The Clerk advised that the removal of the spoil heap had been discussed with Westerleigh but it would cost £7,800. It was suggested that other methods of removing the heap are considered. The Clerk was asked to contact NCC Highways and NN Railway to ask whether the soil would be of any use to them.

14. **BUDGET**

Members considered the draft committee budget and amendments were recommended to put forward to the Policy & Resources Committee.

15. **CORRESPONDENCE**

There was no correspondence to report.

16. **DATE OF THE NEXT MEETING** – 7.00pm, 10 January 2016

There being no further business, the meeting was closed at 9.00 pm.

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Signed

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Dated