

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 23 JULY 2019**

PRESENT

Committee Chairman Cllr. D. Pritchard,
Cllr. T. Adams (from item 18), Cllr. T. Bartlett, Cllr. M. Bossingham, Cllr. H. Cox,
Cllr. M. Hayhurst, Cllr. D. Russell.

Mrs J. Chance PSLCC (Town Clerk)
Mrs. J. Warner PSLCC AICCM (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 02 JULY 2019**
The minutes of the meeting held on 02 July 2019 were **APPROVED** and signed by the Committee Chairman.
2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**
Cllr. Pritchard declared an interest as RBL Poppy Wreath organiser.
3. **APOLOGIES FOR ABSENCE**
Apologies were accepted from Cllr. Adams (late) & Cllr. Leeds (RNLI).
4. **PUBLIC PARTICIPATION**
There were no members of the public present.
5. **CEMETERY NO 2 SITE**
 - 5.1 Delegated Powers
Also refer item 5.5.
 - 5.2 Unauthorised items on graves
The scheduled inspection was postponed due to bad weather. It was **AGREED** that the Clerk and Admin Assistant will draw up a 6 weekly schedule of inspection dates and members will help if they are available
 - 5.3 Parking
Several alternative suggestions were made. It was **AGREED** that the Clerk will look into various options including trees, shrubs and low-level ornate fencing. It was also **AGREED** to install lockable drop-down posts at the end of the driveway spurs to stop people driving across the grass. The maintenance contractor and grave digger will be given keys to the posts.
 - 5.4 Loose cover on driveway
There was no update.
 - 5.5 Exclusive Rights of Burial and Memorial Fees
Following recent queries in respect of memorial fees it was **AGREED** to charge a flat fee for memorials with immediate effect (see attached).

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

Cemetery Maintenance – A member of the public has advised that the cemetery is in the best condition he has seen for years.

Commonwealth War Graves Commission – The signage has been ordered. It was noted that the CWGC is also looking for people to look after war graves.

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

There were no matters to report.

7. **GARDEN ALLOTMENT SITE**

It was noted that an unofficial inspection had taken place and the majority of the plots are in excellent condition.

8. **STREET LIGHTING**

There were no matters to report.

9. **FLOODLIGHTING**

There were no matters to report.

10. **STREET FURNITURE & ASSETS**

10.1 Annual inspection

It was noted that after chasing for several quotes for the repairs identified, only one quotation was received. It was **AGREED** to accept the quotation of £1005.

It was suggested that at a future meeting, members consider whether to hold on file a list of contractors who can be called on for various works.

10.2 Ownership of benches

In the absence of Cllr. Adams, it was **AGREED** to carry this item forward to the next meeting.

10.3 Happy to Chat bench

Members were in receipt of an email from Co-operative Funeral Services who would like to install a 'Happy to Chat' bench in Cromer. Members **AGREED** to support this idea but asked for confirmation that the Co-op will supply and maintain the bench. It was suggested that the Churchyard would be the best location.

10.4 Signage near Jaymic

It was **AGREED** to carry this item forward to the next meeting.

10.5 Other Street Furniture Matters (for information only)

There were no other matters to report.

11. **FLAGPOLES**

11.1 Any Flagpole Matters (for information only)

It was noted that works to the flagpole at North Lodge will take place this week.

12. **NORTH LODGE**

12.1 External Works

An update was given in respect of the recent press reports. It was noted that confirmation is awaited that the works will be completed within the next two weeks. The Clerk is arranging a meeting with Cliveden.

12.2 Security of building

There was no update.

12.3 Heating Controls

There was no update.

12.4 Any other North Lodge Matters (for information only)

There were no other matters to report.

13. **WAR MEMORIAL**

13.1 War Memorial

A meeting is being arranged re the shelter coat and on-going maintenance. Following a recent press article about people sitting on the memorial, it was **AGREED** to arrange for temporary fencing to be erected on Carnival Day to stop people from climbing the memorial and to arrange for new signage with additional wording.

13.2 Poppy Wreaths

There was no update.

13.3 Commemorations & Events sub-committee

Cllr. Cox advised that she is liaising with Halsey House to hold an event for the residents on 15 September 2019 to commemorate Battle of Britain Day. It is hoped to share the workload for the 80th anniversary in 2020.

14. **CORRESPONDENCE AND OTHER MATTERS**

14.1 Welcome to Cromer Signs

Members were in receipt of a quotation for the replacement of the signs. Cllr. Cox advised that Walk Cromer would like to share the cost of the new signs. It was **AGREED** to accept the quotation from Viewtec Signs. It was also **AGREED** to accept a quotation of £439 for the refurbishment of the Suffield Park sign.

14.2 Events of National Mourning

It was **AGREED** that an action plan will be progressed by the Committee Chairman and Deputy Clerk and in view of the sensitivity this will be removed from future agendas.

14.3 Committee Terms of Reference

This was carried forward to the next meeting.

14.4 Other Correspondence (for information only)

There were no other matters to report.

15. **DATE OF THE NEXT MEETING** – 7.00pm, 27 August 2019

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

17. **Woodland Burial** – This item is commercially sensitive
The Clerk provided a brief update.

18. **Business Plan** – This item is commercially sensitive.
The Clerk provided an update.

Standing orders were suspended during the following item to allow the meeting to continue past 9pm.

19. **Chamber tables**

With the increase in the number of weddings, concern was voiced that the horseshoe tables are regularly having to be removed from the Chamber and are stacked up in the Clerk's and Deputy Clerk's offices. Whilst appreciating the heritage of the tables, it was felt that this does not look professional and raises health and safety issues. Members felt that the tables should not be sold but perhaps could be put into secure storage and good quality folding tables sourced for meetings until such time arises that there is better storage on site or the need to remove the tables for weddings is reduced.

It was **AGREED** to look into the possibility of the temporary removal and safe storage of the chamber tables and the purchase of good quality folding tables.

There being no further business, the Chairman closed the meeting at 9.15pm

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Signed

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Dated

CROMER TOWN COUNCIL CEMETERY
Fees, Payments and Sums fixed and settled under Section 15 of the Local Authorities
Cemeteries Order 1977

A residential discount will apply to interment fees set out below where the deceased person is an inhabitant of the Parish of Cromer. For the purpose of determining fees, an inhabitant of Cromer is a person who is listed on the current Register of Electors. Former inhabitants who, at the time of death, were resident in a retirement home outside of Cromer will be treated as inhabitants if they were a long-term resident of Cromer prior to moving into residential care. Purchase of Exclusive Rights of Burial is at one standard rate for all. The Purchase of Exclusive Rights of Burial will be waived if the Local Authority is responsible for the disposal of the body.

	Discount Fee	Full Fee
	£	£
<u>PART 1 – INTERMENT IN GRAVE SPACE</u>		
Exclusive Rights of Burial in Grave Space 99 years (flat fee)	660.00	
Exclusive Rights of Burial in Grave Space 30 years (flat fee)	330.00	
Optional 5 year renewal to 30 year Exclusive Rights (flat fee)	37.50	
Interment of coffin in grave space	175.00	350.00
Interment of ashes in grave space	100.00	200.00
Preparation of ground for burial at standard depth (flat fee)	350.00	
Additional cost for burial at depth greater than 6'	50.00	
Preparation of ground for interment of ashes (flat fee)	100.00	
Administration & registration fee (flat fee)	30.00	

<u>PART 2 – INTERMENT IN TABLET SPACE</u>		
Exclusive Rights of Burial in Tablet Space 99 years (flat fee)	262.50	
Exclusive Rights of Burial in Tablet Space 30 years (flat fee)	127.50	
Optional 5 year renewal to 30 year Exclusive Rights (flat fee)	22.50	
Internment of ashes in tablet space	100.00	200.00
Preparation of ground for interment of ashes (flat fee)	100.00	
Administration & registration fee (flat fee)	30.00	

<u>PART 3 – INTERMENT OF BABY OR CHILD</u>		
Internment of a stillborn child or child whose age at the time of death did not exceed 16 years		No charge
Purchase of Exclusive Rights of Burial in Baby Grave Area (flat fee)	25.00	
Purchase of Exclusive Rights of Burial for child who's age at time of death did not exceed 16 years	25.00	
The Town Council will bear the cost of the grave digging fees		No charge

PART 4 – MEMORIALS

New Headstone, tablet or vase (20 year licence) (flat fee)	300
Additional Inscriptions (flat fee)	150
Extension of memorial licence for additional 5 years (flat fee)	35

NOTE - Exclusive rights (refer above) must be purchased before permission for a memorial is granted is given unless already purchased at the time of interment.

PART 5 – OTHER ADMINISTRATION CHARGES – Flat fee no discounts

Search of Burial Register (non-refundable fee per search)	25.00	
Transfer of Rights / indemnity fee	25.00	
Scattering of ashes in Garden of Remembrance	25.00	50.00
Use of Chapel for funeral service	75.00	150.00