Minutes of a Meeting of the

Cemetery Maintenance and Land Acquisition Group

held at Thornton Cemetery

on Monday, 24th July, 2017 at 5:30 pm

PRESENT

The Mayor (Councillor C. A. Sharp)

Councillors: M. P. Rickard (Chairman) T. Davies

W. D. Elliott BA QTS B. T. Jenkins A. H. Miles

Councillor Mrs. L. E. Turner was in attendance.

Mr. P. Johnson, Cemetery Supervisor, and the Town Council Secretary, Ms. F. K. Galliford, were also in attendance.

Before the meeting Councillor T. Davies had explained to the Mayor, Chairman of the Group and the Clerk that he might have to withdraw from membership of the Cemetery Maintenance and Land Acquisition Group as he was seeking advice from the Monitoring Officer as to whether he had a personal and/or prejudicial interest in this matter. Councillor Davies was attending this meeting in a strictly observational capacity.

72. APOLOGIES:

Apologies for absence were received from the Deputy Mayor, Councillor R. D. Gray, and Councillor Mrs. Y. G. Southwell.

73. CHAIRMAN’S REMARKS:

The Chairman, Councillor M. P. Rickard, welcomed everyone to the meeting.

He explained that a programme of works had been carried out at the Cemetery over the past few years. The purpose of this meeting was for Members to inspect the Cemetery grounds and buildings so that at the next meeting there would be an opportunity to have an in-depth discussion not only on the acquisition of additional land for the Cemetery but also on what work was needed to improve and maintain the existing buildings, so any financial recommendations could be submitted for consideration at January’s Precept meeting.

74. SITE INSPECTION OF CEMETERY:

Members walked around the Cemetery grounds, closely examining their surroundings and all the buildings, including those in the compound.

The Chairman asked the Cemetery Supervisor to name each burial Section so that Members could identify each Section in the Cemetery.

In the compound the Cemetery Supervisor asked whether it would be possible to obtain a container to store machinery.

The Cemetery Supervisor explained that the shed is used by the Cemetery Staff for recycling purposes. The Cemetery Supervisor drew Members’ attention to the shed door which was in poor condition.

A Member referred to the cost of replacing the shed and felt that it would be more cost effective to replace the shed with a container.

It was RECOMMENDED THAT:

(i) the Clerk obtains costings for the purchase of

two containers for use in the Compound – one

to replace the existing shed and a new container

to store machinery;

(ii) discussion on all the Cemetery buildings be

referred to the next meeting of the

Cemetery Maintenance and Land Acquisition

Group.

Members left the compound and continued with their inspection of the Cemetery.

A Member suggested that the land in M Section could be levelled, a contractor employed to turf the area and the graves opened when necessary.

It was noted that M Section - the last available land for interments – is being used. The Cemetery Supervisor said that he would shortly be able to advise as to how many grave spaces are left in M Section.

It was further RECOMMENDED THAT:

(iii) discussion on the acquisition of additional

land for the Cemetery be on the Agenda for

the next meeting of the Cemetery Maintenance

and Land Acquisition Group;

(iv) discussion on the levelling and turfing of land

in M Section be referred to the next meeting of

the Cemetery Maintenance and Land Acquisition

Group.

75. TO CONSIDER QUOTATIONS FOR REPLACING THE CHAPEL ROOF:

The Clerk advised that, in accordance with this Council’s Standing Order 31c.(v), she had opened the quotations for the Chapel Roof that afternoon with the Mayor in attendance.

It was noted that only one quotation was received with a 50-year material guarantee and the Company’s minimum 20-year guarantee.

It was RECOMMENDED THAT:

(i) the Milford Haven Town Council accepts the quotation

from Proseal Roofing Limited in the sum of £5,250

plus VAT for the replacement of the Chapel Roof,

Thornton Cemetery, and £750 plus VAT for scaffolding;

(ii) as no budget provision has been made to carry out

this work, the work will have to be funded from this Council’s Reserves.

76. OFFER FROM A COUNCILLOR TO VOLUNTARILY ASSIST WITH GENERAL MAINTENANCE AT THE CEMETERY:

The Chairman advised that Councillor B. T. Jenkins had offered to assist with general maintenance duties at the Cemetery on a voluntary basis.

The Clerk had contacted the Council’s insurers and had been informed that Councillors were insured in the same way as a member of staff. Depending on the duties, Councillor Jenkins had to be supplied with the same safety items as a member of staff. The Cemetery Supervisor had to instruct Councillor Jenkins in the safe use of any machinery used, and Councillor Jenkins had to sign a declaration saying that he had received safety training.

It was RECOMMENDED THAT Councillor Jenkins’ kind

offer be accepted, subject to the above stipulations.

77. CLERK’S REPORT:

(a) Town Council Insurance Policy

The Clerk said that as part of the Insurance renewal, the Cemetery buildings had been valued. She had received notification on Friday, 21st July, 2017, of the reinstatement value of the buildings and an invoice for an additional premium of £769.20 to reflect this reinstatement.

The new changes to the various buildings are shown below:

1. Cemetery Lodge, increased from £98,242 to £237,000.

2. Store, increased from £3,665 to £36,000.

3. Chapel, increased from £50,921 to £443,000.

4. Shed, increased from £9,199 to £16,000.

5. Toilet block, which was not previously on the schedule, added in at

£24,000.

The Clerk had contacted the insurers immediately and questioned the reinstatement costs. The Clerk had been informed that if the Council did not want to increase the sums insured then the replacement cost of the buildings would be limited to the original sum insured.

It was RECOMMENDED THAT:

(i) this be referred to July’s Full Council meeting

for further discussion;

(ii) in order to assist Members with their deliberations,

the Clerk is authorised to contact the Council’s

insurers to ask what percentage this Council would

receive on a claim of, for example, £5,000 worth

of damage if the insurance cover on the buildings

remained the same.

(b) Petition

The Mayor, Chairman of the Cemetery Maintenance and Land Acquisition Group, and the Clerk had met with the person who started the petition on Thursday, 20th July, 2017.

It had been agreed at that meeting to recommend that a feasibility study be made of the need for CCTV cameras at the Cemetery.

A contractor had visited the Cemetery prior to this evening’s meeting and would be submitting a report for consideration at the next meeting of the Cemetery Maintenance and Land Acquisition Group.

It was RECOMMENDED THAT this information be

received.

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