

# MILFORD HAVEN TOWN COUNCIL

Minutes of  
the Cemetery Maintenance and Land Acquisition Group  
held in the Chapel, Milford Haven Cemetery  
on Monday 31<sup>st</sup> October, 2022 at 10:45 am

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## PRESENT

The Mayor (Councillor Miss K. F. Gray)  
The Deputy Mayor (Councillor Mrs C. Stevens)

Councillors: C. A. Sharp (Chair)

D. Abbott  
W. D. Elliott BA QTS  
B. Phillips

P. Johnson (Cemetery Supervisor)

Mrs B. J. Fitzgerald (Town Clerk)

### 147. APOLOGIES

Apologies for absence were received from Councillors T. J. Davies and Mrs Y. G. Southwell.

### 148. DECLARATION OF INTEREST

No declarations of interest were made.

### 149. COUNCILLOR BRIAN PHILLIPS

Councillor B. Phillips (Chair of the Planning, Policy and Community Committee) was asked to join the Group. The Councillors present voted unanimously to accept Councillor Phillips on to the group, and Councillor Phillips was warmly welcomed on to the group.

**RESOLVED THAT:** Councillor Phillips becomes a Member of the Cemetery Maintenance and Land Acquisition Group.

### 150. MINUTES OF THE MEETING OF THE CEMETERY MAINTENANCE AND LAND ACQUISITION GROUP HELD ON FRIDAY 15<sup>th</sup> JULY 2022

A Member asked if arrangements had been made with the sub-contractor to quote for the digging up of the remaining land. The Cemetery Supervisor advised that a meeting will be arranged with himself, Mr. Tamilia and the Town Clerk to discuss the matter.

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**RECOMMENDED THAT:** the minutes of the Meeting of the Cemetery Maintenance and Land Acquisition Group held on 15<sup>th</sup> July 2022 be accepted.

## 151. MATTERS ARISING

The office staff are now working from Cemetery Lodge. It was confirmed that there are fire alarms fitted. Assurance was required that the staff know where the fire assembly point is; that no female staff work alone in the office without the doors being locked and that a doorbell be fitted for staff to be able to view who is at the front door.

The Cemetery Supervisor, Mr. P. Johnson, gave a verbal update on burial numbers over the months July to October.

### **RECOMMENDED THAT:**

- (a) a doorbell camera be fitted to Cemetery Lodge for security purposes;
- (b) the Cemetery Supervisor be thanked for his update;
- (c) the Cemetery Supervisor's update be received.

## 152. PRE-PLANNING APPLICATION FOR CEMETERY LAND

The Town Clerk, Mrs B. J. Fitzgerald, advised that no response has yet been received from the planning department at Pembrokeshire County Council on the pre-planning queries. The Town Clerk will continue to chase the department for a response.

**RECOMMENDED THAT:** Pembrokeshire County Council are again contacted on a response to pre-planning queries.

## 153. CEMETERY ACCOUNTS: BUILDING MAINTENANCE (Cemetery House, Chapel and Workshop)

The accounts were presented with budget information included.

**RECOMMENDED THAT:** the accounts be received.

## 154. RENOVATION WORK ON CEMETERY CHAPEL

The urgent work on the Chapel was discussed. There can be no Services held in the Chapel until the floor has been renewed due to safety concerns. It was agreed that the three companies who originally quoted for both internal and external work to the Chapel are contacted to give updated quotations. The stained-glass windows were discussed and this work has not been costed in the quotations received as it is specialist work. One quote has been received for this work from a company in Pembroke.

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It was agreed, subject to approval, that the work on the Chapel takes place this financial year with the extra money coming out of reserves. There is currently £216,400 in the town council accounts with another £58,000 due in December from the precept. The stained-glass windows are to be considered in the precept for renewal/remedial work to take place during financial year 2023/2024.

## **RECOMMENDED THAT:**

- (a) the three companies are contacted for updated quotes;
  - (b) the extra funds to pay for the renovation are taken out of reserves and work commissioned this financial year;
  - (c) the cost for the renewal/remedial work on the stained-glass windows are considered in the precept.
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