



Order of meetings 21st March 2018
7.00pm Cemetery Management
7.30pm Buildings

STOTFOLD TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend a meeting of the Cemetery Management Committee, on Wednesday 21st March 2018, at 7.00pm, in the Council Chamber, Greenacre Centre, Stotfold

AGENDA

1. **Apologies for absence**
2. **Disclosures of Members Interest on matters contained in this agenda**
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
3. **Public participation – questions, comments and responses**
Up to 3 members of the public are given 3 minutes each to speak on any item relating to this Committee.
4. **Clerk's Report, correspondence received and matters arising for information**
See Agenda Report.
5. **Closure of Cemetery during Mill event flying display**
As in previous years, the Mill Trust have requested that the Cemetery is closed during their May Mill event flying display. Aircraft will be using the air space above the Cemetery and surrounding fields to perform their show and in line with C.A.A. safety regulations, members of the public will not be permitted to be present in these areas whilst the shows are taking place. The Cemetery is to be closed between 10am and 5pm on Saturday 12th and Sunday 13th May 2018. Members are requested to give delegated powers to the Clerk to close the Cemetery during flying displays which take place over the Cemetery area for 2018 and for future years.
6. **Garden of Rest Tender**
As previously advised, due to the scale and likely cost of this project, tenders are required to be advertised on the Government's Contract Finder website. Setting up the appropriate account has proved difficult but is now complete. Following further discussions with Justin Smith of Cemetery Design Services, he advises that as we are using the Contract Finder website, we must provide more documents in our tender pack. This has taken time to put together, but has now been advertised on the website. The aim is to have the project completed by the beginning of October 2018.

Due to the CDM regulations, this tender process will not follow our usual method of sealed bids opened by the Clerk and one other, and then considered by Committee. We are required to carry out pre-selection interviews, to be undertaken by the Committee Chairman, the Clerk and the professional in this case – the designer, Justin Smith. **Members are asked to formally approve this.**

Members are asked to give delegated powers to the Clerk and Chairman, with the guidance of the professional, Justin Smith, to award the tender. This decision is based purely on the tender submission meeting certain criteria (pre-qualification requirements) against a scoring matrix. The tender awarded will be reported to the Committee for formal approval and noting in the minutes. With regard to project budget, we have already been provided with an initial guideline cost. Any

funds required over that held by this Committee in its Earmarked Reserves, will need to go to full Council for approval to use funds from General Reserves.

Justin has proposed that as he will be taking his company out of the running to tender for the work, he would be our Contract Administrator (ensuring work is completed correctly - Clerk of Works) and Principal Designer (monitoring health and safety and environmental aspects) and has submitted a **quote for consideration of £3,000**. This will take us through to completion and handover of the project.

7. Cemetery Chapel Lease

To approve executive action taken by the Clerk in consultation with the Chairman, to renew a lease with Austins Funeral Directors for use of the Cemetery Chapel, following the expiration of the previous 5-year lease. Austins expressed an interest to continue with the use of the Chapel, and a further 5 year lease is being arranged with solicitors, at the same yearly tenancy fee (£2,000p.a), with a rent review at year two.

8. Budget & Reserves review

To receive a budget update and reserves status and take any necessary action before end of the financial year.

9. To consider actions to be taken from the inspection of the Cemetery following the walkabout, carried out by Councillor Cooper.

10. Items for information purposes, relevant to this Committee only

KA Elliott-Turner

**Kate Elliott-Turner
Town Clerk**

16th March 2018

To: Members of the Cemetery Management Committee: Councillors Collier, Cooper, Mrs Cooper, Dhaliwal, Mrs Hyde, Pickering and Saunders. All other Councillors for information only

AGENDA REPORT

CEMETERY MANAGEMENT COMMITTEE

AGENDA ITEM 4	Meeting date: 21st March 2018
Clerk's Report, Correspondence Received & Matters Arising for Information	
<u>Clerk's Report</u> The cistern tank in the ladies toilet has recently come away from the wall, and the Handyman has replaced it with a new plastic type. As the gents toilet cistern is also of the same age and not very secure, he has also replaced that cistern at the same time.	
Decision required: n/a	
Expenditure required: n/a	