

MINUTES OF A VIRTUAL MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON WEDNESDAY 28th APRIL 2021 AT 7.35PM

Committee Members present:

Councillors B Collier (Chairman), A Cooper, Mrs M Cooper, S Dhaliwal, Mrs J Hyde, H Pickering, B Saunders

Also present:

Assistant Clerk – Ms Caroline Jenkins

21/21 APOLOGIES FOR ABSENCE

There were no apologies for absence.

22/21 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

Nothing to declare. Members were 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.

23/21 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

24/21 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

25/21 GARDEN OF REST – REPAIR EXISTING

Quotes were considered for repair works, to replace the rotten wooden sleeper surround with brick walls. The estimated value of the work is below the threshold which requires tenders to be sought.

Quote 1	£35,013 plus vat
Quote 2	£64,801 plus vat

Confirmation was given to members regarding the differential between the two quotations. The company with the higher quote chose to use smaller vehicles inside the cemetery grounds as to avoid any damage to the internal roadway.

RESOLVED that the committee accepts the quotation for £35,013 from SJ Thompson Ltd, with the proviso that the contractor is liable for any possible damages to the internal roadway at the cemetery.

26/21 BEACON SECTION – CONDITION OF SOIL

Members considered a quote from CDS Group for a site assessment on soil conditions in the Beacon Section, following concerns over waterlogging and soil condition issues.

It was suggested that as a minimum, items 1 and 2 are carried out to establish cause and consider recommended measures.

Item	Description	Fee (£)
1	Initial soil assessment – one days trial pitting and windowless sampling.	£2150.00 exc VAT
2	Production of Assessment Report and Recommendations	£850.00 exc VAT
3	Production of detailed drainage design and drawings.	£1400.00 exc VAT
e/o	Topographic Survey of the site to enable design work	£750.00 exc VAT
4	Detailed Specification and Tender Documents.	£1475.00 exc VAT
5	Production of Burial Layout Plan to suit drainage design.	£850.00 exc VAT
6	Project Management and CDM fees	£3200.00 exc VAT

RESOLVED that stages 1 and 2 are carried out by the CDS group, total cost £3000 + VAT.

27/21 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

It was reported that the fir trees next to the Garden of Rest at the cemetery are overhanging the pathway. Our contractor will be notified of this.

There being no further business, the meeting was closed at 7.48pm

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN: