

**MINUTES OF THE MEETING OF THE COMMUNITY SERVICES COMMITTEE
HELD ON MONDAY, 14 JUNE 2010 AT 7.30PM IN THE CASTLE, HERTFORD**

PRESENT: Councillor Mrs B Haddock (in the Chair at the start of the meeting)

Councillors Mrs H P Durbin, Mrs A Emsley, R Radford, Miss K Darby, and Mrs B M Wrangles.

IN ATTENDANCE: Councillor P A Ruffles
Mrs N L Villa, Town Clerk (minutes)
Ms T Carpenter
North Road Plotolders Group
Mudlarks Community Allotment Group

58. ELECTION OF CHAIRMAN

It was **RESOLVED** that:

Cllr K Darby be elected as Chairman of the Committee for the forthcoming municipal year. Cllr Darby took the chair for the rest of the meeting.

59. ELECTION OF VICE CHAIRMAN

It was **RESOLVED** that:

Cllr B Wrangles be elected as Vice Chairman of the Committee for the forthcoming municipal year.

60. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs D Poole, Mrs S Newton (another meeting) and N Wilson

61. DECLARATIONS OF INTEREST

Cllr Mrs H Durbin	Personal	Item 8(d) and 11 Mudlarks Committee member of Mudlarks
Cllr Mrs B Haddock	Personal	Item 8(d) and 11 Mudlarks Member of the Working Group
Cllr Mrs B Wrangles	Prejudicial	Item 8(e) Allotment Fees Husband is an allotment holder

62. THE MINUTES

It was **RESOLVED** that:

The minutes of the meeting held on 22 February 2010 were approved as a correct record and the Chairman authorised to sign the same.

63. MATTERS ARISING FROM THE MINUTES NOT DEALT WITH ELSEWHERE ON THE AGENDA

The Committee received an updated Action Sheet. The Chairman noted that the Council had now achieved the Institute of Cemetery and Crematorium Management 'Charter for the Bereaved' and asked that the thanks of the Committee be past to all staff involved.

It was **RESOLVED** that:

The Action Sheet be received and noted

64. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public wishing to speak.

65. ALLOTMENTS – NORTH ROAD ALLOTMENTS SITE

The Committee received a written report from the Secretary of the North Road Plotolders Group.

It was **RESOLVED** that:

The report from the North Road Plotolders Group be received and noted.

66. ALLOTMENT - STATISTICS

The Committee noted that the report detailing the latest statistics.

It was **RESOLVED** that:

The allotment statistics be received and noted.

67. ALLOTMENTS - MAINTENANCE

The Committee received a report which provided details of work completed across the allotments sites since the beginning of February 2010.

It was **RESOLVED** that:

The report on allotments maintenance be received and noted.

68. ALLOTMENTS - MUDLARKS

The Committee received a report from Mudlarks regarding the recent activities of the project. The group were particularly grateful for the new water troughs which have made a real difference to plotolders at that end of the site.

It was noted that the Town Council is attempting to deter those who are not allotment holders from walking through the site and Mudlarks were therefore requested to encourage people to use the Ware end entrance for any events that they wish to hold.

It was **RESOLVED** that:

The report be noted.

69. REVIEW OF ALLOTMENT FEES

The Committee received a report regarding a proposal to increase allotment fees from £2.70 per pole to £3.20 per pole with effect from 1 January 2012. The report detailed a comparison of fees and allotment amenities from neighbouring councils and it was noted that the proposed fee of £3.20 compared favourably with these given that the Council was the only authority to provide toilet facilities on site. The Committee further noted that the fees had not increased since 2008.

It was **RESOLVED** that:

On the basis that allotment rents would not have increased for four years, that the charge be increased to £3.20 per pole per year with effect from 1 January 2012.

(Note: Having previously declared a prejudicial interest, Cllr Mrs Wrangles left the room during the discussion on the item)

69. CEMETERY AND CLOSED CHURCHYARDS - STATISTICS FOR BURIALS AND INTERMENT OF ASHES

It was **RESOLVED** that:

The report on the statistics for burials and interment of ashes be noted.

70. CEMETERY AND CLOSED CHURCHYARD - MAINTENANCE

The Committee received a report detailing the maintenance which had taken place in the Cemetery and Closed Churchyards.

The Committee asked for an update on the repairs to railings and installation of signage at St Leonards Garden. The Civic Administration Manager advised that the railings needed to be removed and stripped before they could be repainted and quotations were currently being sought. A proposed design for the signage would be presented to the next meeting.

It was **RESOLVED** that:

The report of the maintenance work programme for the Cemetery and Closed Churchyard be received and noted.

71. **CEMETERY AND CLOSED CHURCHYARDS - PROGRESS TOWARDS GREEN FLAG STATUS**

The Committee received a report detailing the progress that has been made towards Green Flag status and the work yet to be undertaken. The report detailed proposed works to the Mess Room area which was to be funded from an under spend in the railings replacement budget and the installation of a replacement notice board, which would be funded from the existing maintenance budget. The Committee felt that the proposed works would enhance the appearance of the area around the Mess Room and the new notice board was a significant improvement on the current provision.

The Committee also received a new Cemetery Management Plan and Leaflet, which is designed to provide all visitors to the cemetery with more information about the Council's services and maintenance regime. The Committee congratulated the staff on the work that had gone in to the production of the plan but expressed concern about inclusion of indicative expenditure figures in the 'Action Plan' and felt that these should be removed until the Medium Term Financial Plan had been approved by the Finance, Policy and Administration Committee. It was also suggested that in addition to 'Complaints and Compliments', the word 'Comments' should be added to allow general feedback.

It was **RESOLVED** that:

- a) The Committee **note** the report.
- b) The Committee **approve** the adoption of the proposed Cemetery Management Plan, subject to the removal of the 'Action Plan' and **approve** the new cemetery leaflet subject to the addition of a 'Comments' section.
- c) The Committee **approve** the proposed moss removal and installation of gates at the Mess Room, the cost of which will be met from the savings achieved from the Cemetery railings budget in 2010/11
- d) The Committee **approve** the proposed design of the replacement notice board.

72. **SEASONAL INSPECTION**

The Committee received a report detailing the outcome of the recent seasonal inspection and the progress being made towards rectifying any areas of concern.

It was **RESOLVED** that:

- (a) The report be noted.

73. **SUB-COMMITTEES AND ADVISORY SUB-COMMITTEES - HERTFORD YOUTH TOWN COUNCIL**

It was **RESOLVED** that:

- (a) The Minutes of the Hertford Youth Town Council meeting held on 18 March 2010 be received and noted.

74. FINANCE - INCOME AND EXPENDITURE FOR 2009/10

The Committee received a report on the end of year income and expenditure figures for 2009/10. It was noted that although there had been an overspend, the Committee had undertaken two additional significant projects which required urgent attention during the year.

It was RESOLVED that:

- (a) The report be noted.