

**MINUTES OF THE MEETING OF THE COMMUNITY SERVICES COMMITTEE  
HELD ON MONDAY, 27 NOVEMBER 2017 AT 7.30PM IN THE  
CASTLE, HERTFORD**

CHAIRMAN: Councillor Steve Cousins, in the Chair

PRESENT Peter Boyle, Mrs Brenda Haddock, Peter Ruffles and Mrs Beryl Wrangles

IN ATTENDANCE: Ms Tricia Carpenter – Civic Administration Manager  
Mr Stephen Davies – Finance Manager

**401. RECORDING OF MEETING**

It was confirmed that no person present wished to record the meeting.

**402. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Dr Downs (Unwell), Mrs Newton (Unwell) and Cllr Mrs Stevens (Work commitment)

**403. DECLARATIONS OF INTEREST**

Cllrs S Cousins and Mrs B Wrangles	Personal	Agenda item - Allotments	Allotment Tenants
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**404. THE MINUTES**

It was **RESOLVED** that:

The minutes of the meeting held on 18<sup>th</sup> September 2017 were approved as a correct record of the proceedings and the Chairman was authorised to sign same.

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

It was **RESOLVED** that:

The action sheet be noted.

**406. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE  
PUBLIC**

None.

**407. ALLOTMENTS – STATISTICS AND MAINTENANCE**

The Committee received a report detailing the latest statistics for the Council's allotment sites, and also maintenance work which had been carried out on the sites.

The Committee was interested to understand the costs that could be involved if the Council employed a contractor to rotavate allotment plots for new tenants, so that the work was less onerous for someone taking on a new plot. The Clerk would obtain costs for the next meeting.

It was **RESOLVED** that:

The allotment statistics and maintenance details be received and noted.

**408. ALLOTMENTS – MUDLARKS COMMUNITY GARDEN PROJECT**

The Committee received a report from Mudlarks regarding the recent activities of the project.

It was **RESOLVED** that:

The Committee notes the report.

**409. NORTH ROAD PLOTHOLDERS GROUP**

The Committee received a report from the Chairman of the North Road Plotolders' Group. The Chairman agreed to contact the Chairman of the NRPG to ascertain how the Council can assist with the Horsetail issue at site and to understand the work required with the new fence posts.

It was **RESOLVED** that:

The Committee notes the report.

**410. LOVELY GRUB GARDEN**

The Committee received a report from the Lovely Grub Garden.

It was **RESOLVED** that:

The Committee notes the report.

**411. STILE – CROMWELL ROAD ALLOTMENTS**

The Committee received a report drawing members attention to the removal of the old stile at Cromwell Road because of its dangerous condition, along with a recommendation to replace the stile with a new design.

It was **RESOLVED** that:

1. The Committee **approves** the provision of new stile at the Cromwell Road Allotment site.
2. The Committee **delegates** authority to the Town Clerk in discussion with the Chairman and Vice Chairman to approve expenditure of up to £3000 towards the cost of a replacement stile at the Cromwell Road allotment site.
3. The Committee **notes** the report.

**412. SELE ROAD LOVELY GRUB GARDEN – WATER SUPPLY AND GRANT REQUEST**

The Committee had received a report outlining actions which had been pursued to install a water supply at the Sele Road Lovely Grub Garden. The cost for a new connection had been quoted to be £10,000 and the Committee was therefore unable to approve the request. The Chairman agreed to meet with the Contractor, Affinity Water to understand the reason for the high quotation, and to discuss options.

The Committee did however recommend that a small grant be payable to the Group of £200 to assist with Public Liability Insurance costs

It was **RESOLVED** that:

1. The Committee **notes** the report.
2. The Committee **does not** proceed with the installation of a water supply at the present time.
3. The Committee **approves** a one off grant of £200 to be paid in 2018/19 toward the cost of Public Liability Insurance and other expenses.

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

The Committee received a report outlining the recent burials and interment of ashes statistics at the Cemetery along with details of the maintenance work programme.

The Committee requested that a report be presented to the next meeting outlining how the work at Pinehurst carried out by the Ground Staff was impacting on the usual duties of Cemetery, Closed Churchyard and Allotment maintenance.

It was **RESOLVED** that:

- a) The Committee **notes** the report

**414. PROGRESS ON OBJECTIVES 2016-19**

It was **RESOLVED** that:

The Committee **notes** the progress on the objectives for 2016-19

**415. FINANCE - FIRST HALF INCOME AND EXPENDITURE 2017/18**

The Committee received a report detailing the income and expenditure figures for the first half year 2017/18. The Committee noted the overspend on the vehicle servicing and agreed that consideration should be given to obtaining a new vehicle in the next financial year.

It was **RESOLVED** that:

- a) The Committee **notes** the first half income and expenditure to 30 September 2017.
- b) The Committee **approves** a virement of £2000 from budget code 5342 Cemetery Memorial Repairs to 5220 Cemetery Van Servicing and fuel.
- c) The Committee **approves** a virement of £1000 from budget code 5342 Cemetery Memorial Repairs to 5175 Pinehurst Play Area maintenance.

**416 DRAFT BUDGET 2018/19**

The Committee received a draft of the budget for 2018/19. The Committee considered the optional projects recommended within the report but considered that the work to the railings at St Leonard's Churchyard was not urgent and could be postponed for a year. The Committee was also not certain the purchase of a new van was the most appropriate way forward and considered that leasing a vehicle in the short term would be more advantageous at this stage whilst advances in electric transits was being developed.

It was **RESOLVED** that:

The Committee **recommends** the amended draft budget to the Finance, Policy and Administration Committee for consideration.

There being no further business, the meeting closed at 8.30pm.