

**MINUTES OF THE MEETING OF THE COMMUNITY SERVICES COMMITTEE  
HELD ON MONDAY, 14 SEPTEMBER 2009 AT 7.30PM IN THE CASTLE,  
HERTFORD**

PRESENT: Councillor Miss K P Darby

Councillors Mrs H P Durbin, J C Hedley, R A K Radford and Mrs B M Wrangles.

IN ATTENDANCE: Councillors P A Ruffles  
Mrs N L Villa, Town Clerk  
Mr S Davies, Responsible Finance Officer  
North Road Plotolders Group  
Mudlarks Community Allotment Group

**103. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Mrs S Newton, Mrs B Wrangles, Mrs B Haddock and D R Poole

**104. DECLARATIONS OF INTEREST**

Councillor Mrs B M Wrangles declared personal interest in item 6 relating to allotments as her husband is an allotment holder.

Councillor Mrs H P Durbin declared a personal interest in agenda item 6 relating to allotments as her son is an allotment holder. She also declared a prejudicial interest in agenda item 9 (Community Grant applications).

Councillor P A Ruffles declared personal interests in agenda item 9 (Community Grant applications) relating to Sele Youth and Community Forum as a member of the County Council, The River Beane Restoration Association as a supporter of the group and Hertford Neighbourhood Team (Herts. Police) as a supporter of the project at County Council.

Councillor P A Ruffles declared personal and prejudicial interest in agenda item 9 (Community Grant applications) relating to Chauncy Court Residents Association as an initiator of the project to restore the clock and as he has also awarded them a proportion of his Locality Budget.

Councillor P A Ruffles also declared personal and prejudicial interest in agenda item 9 (Community Grant applications) relating to the Horticultural Society as their President.

**105. THE MINUTES**

It was **RESOLVED** that:

The minutes of the meeting held on 8<sup>th</sup> June 2009 were approved as a correct record and the Chairman authorised to sign the same.

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

The Committee received an updated Action Sheet.

It was **RESOLVED** that:

The Action Sheet be received and noted

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

There were no members of the public wishing to speak.

**108. ALLOTMENTS – NORTH ROAD ALLOTMENTS SITE**

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

The Town Clerk was asked to pursue the security matters raised by the report with the representatives of North Road Plotolders Group.

It was **RESOLVED** that:

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

**109. ALLOTMENT - STATISTICS**

It was **RESOLVED** that:

- a. The allotment statistics be received and noted, and

**110. ALLOTMENTS - MAINTENANCE**

The committee received a report on a list of works completed across the allotments sites since the beginning of June. .

It was **RESOLVED** that:

- (a) The report on allotments maintenance be received and noted.

**111. ALLOTMENTS - SECURITY**

The Committee received a verbal report from Cllr Mrs B Wrangles on the security issues at Cromwell Road allotments and proposed that a letter be sent with the annual invoice to remind plotolders to close the access gates to prevent unauthorised access to the site.

It was **RESOLVED** that:

The Committee approve the inclusion of a letter to all plotholders of all sites, with additional security advice from the police/allotment association.

**112. 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 is noted.

**113. CEMETERY AND CLOSED CHURCHYARD - MAINTENANCE**

The Committee received a report on the maintenance of the cemetery and Closed Churchyards. The Town Clerk had previously circulated a written report from the contractor responsible for the maintenance of St Leonard's Garden and Holy Trinity Churchyard flowerbeds.

It was **RESOLVED** that:

- (a) The report on the maintenance work programme for the Cemetery and Closed Churchyard be received and noted.

**114. CEMETERY AND CLOSED CHURCHYARD – GREEN FLAG AWARD**

The Town Clerk had previously circulated a proposed management plan for the cemetery, with a view to asking the committee to endorse working towards Green Flag status. The Town Clerk explained that much the work required to achieve this coveted status was already in progress and that improvements would continue to be made to the standards and scope of maintenance of all Town Council managed green spaces in the town.

It was **RESOLVED** that:

- (a) The Committee adopt the principles of the Green Flag award as a basis for maintenance and
- (b) The Committee instruct the ground staff to work towards the achievement of Green Flag status for Hertford Cemetery.

**115. CEMETERY AND CLOSED CHURCHYARDS – CHARTER FOR THE BEREAVED**

The Committee received a report outlining the Institute of Cemetery and Crematorium Management's 'Charter for the Bereaved', which provides guidance on delivery of burial and bereavement services. It was noted that the Town Council already undertake much of this work and that endorsement of the Charter principles would be a clear demonstration of the Town Council's commitment to provide high quality cemetery services.

It was **RESOLVED** that:

- (a) The Committee approve the adoption of the Institute of Cemetery and Crematorium Management's 'Charter for the Bereaved'.

**116. CEMETERY AND CLOSED CHURCHYARDS – MEMORIAL REPAIRS**

The Committee received a report on the current situation regarding unsafe memorials and repair of historically important monuments.

It was **RESOLVED** that:

- (a) The Committee note the report.
- (b) The Committee approve the proposal to repair all memorials in the cemetery and closed churchyards, prioritising those of historic importance or prominence.

**117. 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 June 2009 be received and noted.

**118. COMMUNITY GRANT APPLICATIONS**

The Committee considered a number of Community Grant applications.

Councillors Mrs H P Durbin and P A Ruffles left the room.

The Committee considered the following applications and **RESOLVED** in accordance with its powers under section 137 of the Local Government Act 1972 that the Committee should incur the following expenditure, which in its opinion is in the interest of the area, or its inhabitants and will benefit them in a manner commensurate with the expenditure:

**Hertford Horticultural Society** be awarded £200 towards the prize money for their September Vegetable Show.

**Hertford Neighbourhood Team (Herts. Police)** be awarded £1,000 towards the purchase of Mountain Bikes for the use of Police Constables and Police Community Support Officers as part of the Police commitment to put 'Bobbies back on the beat'.

**Chauncy Court Resident's Association** be awarded £1,200 towards the restoration of their public clock.

**River Beane Restoration Association** be awarded £100 towards the costs of improving the quality of the environment of the River Beane.

**Sele Youth and Community Forum** be awarded £500 towards the cost of undertaking a project to evaluate the activities of young people and to monitor their effectiveness in promoting community cohesion and reduction in nuisance behaviour.

Councillors Mrs H P Durbin and P A Ruffles returned to the room.

**119. INCOME AND EXPENDITURE ACCOUNTS FOR 2009/10**

The Committee received a report on the first quarter accounts for the Community Services Committee 2009/10.