



**Minutes of the Meeting of the Cemetery Committee**  
**held at the Council Meeting Room, Trane Cemetery, Tonyrefail**  
**at 6.30pm on Tuesday, 28<sup>th</sup> February 2023**

Present: Cllr Glenn Evans (Chair)  
Cllr Maria Balestrazzi  
Cllr Debra James  
Cllr Linda Michel

Absent: Cllr Greg Powell

Officers: Ms Jo van Tonder (Clerk & RFO)

**1. Election of Chairperson**

Following acceptance of the nomination, it was proposed, seconded and

**Resolved:** To elect Cllr Glenn Evans as Chair of the Cemetery Committee.

**2. Apologies for absence**

Apologies for absence had been received from Cllr Dan Owen-Jones.

**3. Declarations of Interest**

There were no declarations of interest made.

**4. Matters pertaining to Finance**

**a) Cemetery Committee Finance report**

The Clerk presented the financial position for the Cemetery as at 31<sup>st</sup> January and predicted spend to 31<sup>st</sup> March 2023. Members noted an anticipated underspend of £3,7k for this financial year.

**5. Update on purchase of land**

Members were advised that no further progress had been made since what was reported at the last full council meeting. The Clerk advised she would maintain regular contact with the solicitor.

**6. Matters pertaining to Public Toilet refurbishment**

**a) Shared Prosperity Fund Lower-level grant**

Members were advised the SPF grant bid submitted to RCTCBC had been successful and the Council awarded £1,945 to cover the cost of a building survey and engagement expenses. It was noted the expenditure would need to be incurred before 31<sup>st</sup> March 2023.

**b) Engagement Survey – 27<sup>th</sup> February to 17<sup>th</sup> March 2023**

The Clerk advised the engagement survey had gone live on Monday, 27<sup>th</sup> February and would run until 17<sup>th</sup> March. The survey had been shared on social media and the Council's website, and hard

copies were available at the Council office. Members of the public visiting the office would be invited to complete a survey.

It was expected the survey would evidence a desire for publicly accessible toilets at the Cemetery that also catered for the disabled and wheelchair users.

**c) Refurbishment plans**

The Clerk reminded members of the proposals for the refurbishment that had been included in the funding bid and suggested a working group be established to develop the plans further.

Members agreed that having working toilets for visitors to the Cemetery was an important public service.

It was agreed to schedule a project meeting as a working group to consider the findings of the building survey to begin planning for the refurbishment of the two toilet blocks. A date of 3<sup>rd</sup> April was set.

**7. Matters pertaining to Burial Services**

**a) Complaint regarding damaged plinth**

Members considered the Clerk's report regarding a complaint made to the Council of a damaged plinth. It was considered, when scrutinising the photographs provided, that the damage, while not new, was relatively recent and unlikely to have been caused by weathering.

Members were reminded of the Council's Cemetery Regulations stating the owner would be solely responsible for a memorial and that the Council would not be held liable for any damage, loss or breakage however caused.

The Clerk was asked to ensure that all new memorial permits issued made clear the Council's position and included a recommendation the owner took out insurance on the memorial. The need for staff to report incidents causing damage during maintenance and burial operations was reiterated.

Members noted the advice that had been received from the ICCM on the matter and it was proposed, seconded and

**Resolved:** To offer the complainant a sum of £50 as a goodwill gesture.

**b) Memorial Inspection training – 13<sup>th</sup> June 2023**

Members noted training had been arranged for 13<sup>th</sup> June 2023 and would be carried out at Trane Cemetery. By virtue of hosting the event, the Council would receive two free places on the course. The Clerk advised that three groundsmen had been booked on, as had she, and suggested at least two councillors might wish to take up this training.

Cllr Glenn Evans and Cllr Maria Balestrazzi would attend, with Cllr Linda Michel in reserve.

**c) Programme of memorial inspections**

Members were advised that HSE guidance recommended memorials be tested at least every five years. The Clerk suggested that, as the last formal memorial inspection took place some time ago, the Council embark on a three-year rolling programme of inspections.

Members discussed the relative ages of various sections of the Cemetery and it was agreed to commence a programme of inspection in June / July after the training had been completed that included one third of the current capacity and was from neither the oldest nor the newer parts of the Cemetery.

**Action:** Clerk to prioritise sections of the Cemetery for inspection.

**d) Options for provision of heavy machinery required for grave digging**

Members were reminded of the £20,000 budget item for 2023/24 to cover the hire of an excavator and dumper. The Clerk suggested second-hand equipment could be purchased that would offer better value for money over two or more years.

Members discussed the ongoing cost of maintenance and the Clerk advised the machinery would be serviced annually and staff could be trained to carry out minor running repairs.

Following discussion, the Clerk was asked to source prices of machinery currently for sale for presentation at the next meeting.

**8. Matters pertaining to Cemetery Maintenance**

**a) Cemetery Inspection findings – 24<sup>th</sup> February 2023**

Members noted the findings of the inspection that had taken place with Cllrs L Michel, G Evans, D James and the Clerk on 24<sup>th</sup> February. The Clerk advised that remedial works had begun.

Members discussed the suitability of the Operations block as a repository for the Council's archives. The Clerk was asked to establish what was being held and to assess possible options for more appropriate storage of retained documentation.

**b) Electrification of garage roller shutter door**

It was proposed, seconded and

**Resolved:** To accept the estimate received from Shutter Door Services for the electrification of the garage roller shutter door in the amount of £520 (excl. of VAT).

**9. Matters pertaining to Council Offices**

**a) Replacement of office front doors**

It was agreed to await the findings of the building survey.

**b) Overall condition of office block**

Members discussed the condition of the office block and agreed the windows and roof could benefit from resealing.

It was agreed to consider this further, following the outcome of the building survey.

**10. Date of the next meeting**

The next ordinary meeting of the Committee will be on 25<sup>th</sup> April 2023 at 6:30pm.

**11. Date of the next inspection**

The next Cemetery inspection will be on 23<sup>rd</sup> May 2023 at 10:00am.

Meeting concluded at 8:12pm