



Minutes of the Meeting of the Cemetery Committee
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6.30pm on Tuesday, 25th April 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. Apologies for absence

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

2. Declarations of Interest

There were no declarations of interest made.

3. Minutes of the previous meeting: 28th February 2023

It was proposed, seconded and

Resolved: To agree the minutes of the meeting held on 28th February 2023 as a true and accurate record.

4. Cemetery Committee Finance report

The Clerk presented the draft Accounts for the Cemetery Committee for the year ended 31st March 2023. She reiterated that these figures were subject to change once the final year end procedures had been carried out, however, any differences to those presented would be minor.

Members noted the Council's decision to vire £7,500 from the underspend to Earmarked Reserves for future expenditure on Cemetery maintenance.

The budget for 2023/24 was noted.

5. Complaints, comments and compliments

a) Complaint regarding staff parking at War Memorial

The Clerk advised she had received a complaint concerning Council staff making use of the space in front of the War Memorial to park their vehicles.

Members noted the complaint but, as there was insufficient parking for staff on site, no further action would be taken.

b) Complaint regarding Cemetery closures during adverse weather

The Clerk advised she had received a complaint following a decision to close the Cemetery for a day during a period of high winds.

Members noted the complaint but supported the Clerk in her consideration of the risks presented on the day in question and the decision taken.

c) Results of Engagement survey

The Clerk presented the findings of the engagement survey that had been carried out the previous month as part of the SPF grant to cover the cost of the building survey, a precursor to the refurbishment of the public toilets.

The following responses were recorded against the four questions asked:

- 54% of respondents currently make use of the public toilets
- 98% of respondents said they would make use of the toilets if they were refurbished (this represented an 81% increase over current usage)
- Respondents favoured the inclusion of disabled toilet facilities (56%) while there was less interest in baby changing facilities (31%)
- There was an equal split between those who would and would not make use of a wheelchair accessible cubicle (42% : 43%)
- Other facilities respondents would like to see at the Cemetery included:
 - Benches
 - Sheltered seating
 - More and easier to use water taps
 - Hot water and hand dryers

6. Matters pertaining to Cemetery Maintenance

a) Findings of Building Survey of Trane Cemetery

Members discussed the findings of the building survey and noted that priority works were required on the Operations block.

It was agreed the public toilets were equally critical. The Clerk advised she had attended a *Changing Places* workshop and explained these were facilities designed for disabled adults that included specialist equipment such as hoists and changing platforms. She suggested a facility such as this would be better suited in the centre of the town where accessibility could be maximised.

Members asked the Clerk to contact RCTCBC regarding the possibility of the Council taking over the public toilet on Waunrydd Road.

In addition, the Clerk advised there was the possibility of funding through RCTCBC for the provision of one Changing Places facility within the District per year. While this year's location had been secured, there was the suggestion the Council could look to this funding in the following year.

b) Recommendations of Full Council in relation to remedial works

The Clerk advised that, following the full council meeting the week before, she had attempted to secure additional quotations for the works required to the Operations block. None of the contractors contacted were available to take on additional work at that time.

It was agreed to revert to Full Council on this matter.

c) Options for the removal of honey bee colony at Operations block

The Clerk advised the contractor had surveyed the site of the honey bee colony and had suggested the colony could not be removed without causing the destruction of the wall behind which the bees had made their nest.

Members were advised the contractors would be returning that Friday morning and that the Cemetery would be closed to the public until after lunchtime. Furthermore, the Operations block would be cordoned off as a precaution until the following Monday morning.

The Clerk would be in attendance but all other staff would be off site.

d) Quotations for remedial works to Operations block

See 6(b) above.

e) Repair and renewal of Office block

Members went on to discuss the findings of the building survey as pertaining to the offices.

The Clerk was asked to source quotes to replace the front door. The flooring in front of the entrance would be inspected and determined if more permanent remedial works were required to address the rotting floor boards.

f) NRW Management Agreement in relation to SSSI land

Members noted the resolution passed by full council the previous week to accept the Management Policy and to undertake maintenance of the land in accordance with the Management Agreement.

The Clerk said she had met with the NRW Officer who would be submitting an order for the preliminary clearance works to be undertaken at NRW's expense.

7. Matters pertaining to Public Toilet refurbishment

a) Shared Prosperity Fund grant bid proposal

Members noted the deadline for applications to the next round of SPF Funding was 12th May and that it was highly unlikely the Council would be in a position to apply for a grant to refurbish the public toilets in time.

The Clerk advised that, in the event an application for the toilets could not be completed due to insufficient quotes having been received, she would submit a bid for one of the other biodiversity projects in the pipeline for the Cemetery.

b) Installation of a Changing Places facility

See 6(a) above.

c) Further options for grant funding

It was suggested the Council look to Dwr Cymru as a source of future grant funding.

8. Date of the next Cemetery inspection

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

9. Date of the next Committee meeting

The next meeting of the Committee will be on 20th June 2023 at 6:30pm.