

Devizes

& Roundway Joint Burial Committee

Town Hall
St. John's Street
Devizes
Wiltshire SN10 1BN

Clerk: Sarah Todhunter
Tel: 01380 722160
Fax: 01380 722415

MEETING

Date: Thursday, 5 June 2008
Time: **Promptly at 7pm**
Venue: Council Chamber, Town Hall, St John's Street, Devizes
Enquiries: Town Hall - 01380 722160

MEMBERS

Devizes Town Council:

The Town Mayor: Councillor Mrs Burton

Councillors: Gudgeon
Leighton
Parsons
Mrs Evans
A R Taylor
Nash

Roundway Parish Council:

Councillors: Booth
Callow
Miss von Berg
Stevens CBE

A G E N D A

1. **TO ELECT A CHAIRMAN FOR THE YEAR 2008/2009.**
2. **TO ELECT A VICE CHAIRMAN FOR THE YEAR 2008/2009**
3. **MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the meetings held on the 13 March 2008, which have been circulated with the agenda.

4. **APOLOGIES FOR ABSENCE.**
5. **DISCLOSURE(S) OF INTEREST**

To receive any disclosures by a Councillor(s) and/or Officers in matters to be considered at this meeting in accordance with the provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

6. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the

Committee upon a matter of concern, which is relevant to the Committee. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Committee for this item of business.

7. FINANCIAL MATTERS

(a) Schedule of Payments: Since the last meeting accounts to £25,038.85 (net) have been paid (Doc 7/1).

(b) Year End Accounts (1st April 2007 to 31st March 2008): Attached at Doc 7/2 is a copy of the Annual Statement of Accounts as at 31st March 2007 for acceptance by the Committee. Also attached is Income and Expenditure Account for the period 1 April 2007 – 31 March 2008 (doc 7/3) and Balance Sheet as at 31 March 2008 (doc 7/4)

8. REPORT FOR INFORMATION – ANTISOCIAL BEHAVIOUR

The Committee will be aware of the issues regarding the bike track, which has been constructed in the wooded area belonging to Merchant Venturers adjacent to the cemetery. Recent months have seen an increase in activity in this area, which has led to a number of incidents. The residents of the cemetery lodge - Mr and Mrs Fennell have expressed their concern for the safety of cemetery visitors and with regard to the activities in and around the cemetery. The JBC requested the installation of new fencing in this area which was installed last year. This steel palisade fencing has been mechanically cut, damaged and sections removed on a number of occasions and access through the fence currently remains. In addition to the young people using the bike track there have been instances of adults drinking and suspected drug taking in parts of the cemetery during the day and evening.

The current issues for the JBC are as follows;

- Groups of young people cycling at speed through the cemetery and entrance gates presenting a hazard to legitimate cemetery visitors.
- Noise nuisance from the bike track area, particularly during funeral services.
- Riding of motorcycles in the cemetery.
- Underage drinking.
- Lighting of fires.
- Verbally abusive behaviour toward cemetery visitors, cemetery staff and lodge residents.
- Criminal damage to cemetery fencing and railings.
- Drinking / drug taking.

Officers have met with PC Richard Oakman to discuss these issues. The police have a number of potential options in order address these issues including;

- “Direction to leave” order which can restrict site access for individuals for a specified period of time. If individuals return to the site within this period they can be immediately arrested. This option is not available at present but may be in the near future.
- Alcohol, bicycles and equipment may be confiscated. The cemetery is part of the no drinking zone and anyone using the bike track area is trespassing.
- Increased police and PCSO patrols of the site at specific times.

Officers have also contacted a representative for Merchant Venturers to request that the bike track be removed and the area levelled. It is hoped that the combination of a police presence, installation of the internal access gates and removal of the bike track will address these issues. Instances of other antisocial behaviour will continue to be reported to the police in the normal way and committee will be kept informed of progress.

9. REPORT FOR INFORMATION – BRAMM SCHEME

From 01 June 2008 all monumental masons who wish to carry out works in Devizes Cemetery must be registered with BRAMM and BRAMM registered fixers must carry out all work. Clarification has been received from BRAMM that sub contracting of work to BRAMM registered fixers by a company not registered with BRAMM is not permitted under the scheme. All monumental masons who currently carry out work in the cemetery have received a further written reminder of the implementation date for the BRAMM scheme.

10. REPORT FOR INFORMATION – HEMINGTON MEMORIAL

At a meeting of the Joint Burial Committee on 13 March 2008 it was resolved that the oldest memorial in Devizes Cemetery – The Hemington Memorial, be resurrected. Quotes were sought from three monumental masons but only one was received. James Long Masons Ltd have submitted a quote for cleaning and re-fixing the entire memorial in accordance with NAMM and BRAMM standards. The quote is £520 + VAT and a purchase order has been placed for the reinstatement work. The committee will be informed as to when the work is to be carried out

11. REPORT FOR INFORMATION – CEMETERY CHAPEL POINTING

During the last open day in the Cemetery it was noticed that there was evidence if a mortar bee infestation in the Cemetery Chapel.

After taking advice from Colin Johns, a local conservation architect, it was agreed that affected areas could be re-pointed with a suitable lime mortar. Minerva Stone Conservation undertook and completed the work in April.

12. REPORT FOR DECISION – REDECORATION OF THE CEMETERY CHAPEL

Recommendation

That the committee note the report and decided if they are prepared to accept a quotation received from Satellite Constriction, a company owned by a committee member

Purpose of the Report

To guide officers with regards to quotations received for the repainting of the cemetery chapel.

Background

In accordance with the committee wished and the budget provision made in the 2008/09 estimates officer are seeking quotations from local contractors to internally repaint the cemetery chapel.

Officers have invited a number of firms to quote in accordance with standing orders one of these quotations has been received from Satellite Construction. This company is owned by a member of Roundway Parish Council and who is also a member of this committee but is has been noted that the quotation has been prepared by another member of the firm.

Devizes Town Council has used Satellite Construction on a number of occasions and they have always been satisfied with the quality of work.

Options Considered

The committee needs to decide if the wish officers to consider this quotation or seek an alternative quotation from another firm.

Implications & Risks

Financial and Resource Implications

Officers are not aware of any financial implication attached to this decision other than the normal process that is followed in gaining quotations.

Legal Implications and Legislative Powers

The quotation process followed for this project is in accordance with the committee's financial regulations.

Environmental Implications

Officers are not aware of any environmental implications attached to this decision.

Risk Assessment

Officers are not aware of any Risk attached to this decision

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

13. REPORT FOR DECISION – APPOINTMENT OF INTERNAL AUDITOR

Recommendation

That the committee appoints Mr George Dixon as the Internal Auditor for the Devizes & Roundway Joint Burial Committee (JBC) and is directed by officers to carry out the duties as prescribed by the Audit Commission.

Purpose of the Report

To formally recognise that Mr Dixon, the internal auditor for Devizes Town Council, has the authority to audit (internal) and sign the annual accounts for the JBC in the capacity of Internal Auditor.

Background

It is now a requirement of the Audit Commission that the JBC's annual accounts are audited and signed off by an independent internal auditor.

Options Considered

No other options have been considered as this is a statute requirement however if the committee should wish to appoint another internal auditor it will have to instruct officers to recruit a suitably qualified alternative candidate through the financial agencies and agree that this cost can be set against the general reserve. Bearing in mind that the final accounts have to be internally audited and submitted by the 31 July 2008 officers recommend that Mr Dixon be duly re-appointed for at least this year.

Implications & Risks

Financial and Resource Implications

These are outlined in the report above.

Legal Implications and Legislative Powers

These are outlined in the report above.

Environmental Implications

Officers are not aware of any resulting from this report.

Risk Assessment

These are outlined in the report above.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

14. REPORT FOR DECISION – GENEALOGY SEARCH FACILITY

Recommendation

That the committee agrees for an independent web server to be purchased and installed to facilitate the genealogy search from the main cemetery database system

Purpose of the Report

To follow up on the committees decision to renew its cemetery management software providing it had a genealogy web search facility.

Background

At the time of considering this years estimates the committee agreed to buy in cemetery management software that had a genealogy web search facility incorporated.

The software has now been installed and the suppliers are currently in the process of transferring the old database records to the new system. Although there is still a lot of manual entry work to be completed (officers are pursuing a quote for this to see if it is cost effective to sub contract this out) the system will be fully operational within the next month.

To facilitate the genealogy search and to protect and isolate the council's main IT system the downloadable database needs to be stored on a separate web server with a Virtual Private Network (VPN) link established. The web database cannot be hosted via an internet service provider (ISP) as they will not allow third party software to be installed to operate the facility.

The only option is to purchase and install a local web server linked into the town councils mainframe system. The cost of this is £885 which is outside of the original budget set aside for the software, therefore this committee is asked to allocate this cost from its general reserves so that officers can progress the genealogy search facility within this financial year.

Implications & Risks

Financial and Resource Implications

If the committee agrees to the purchase and installation of the web server to facilitate the genealogy search facility in the current financial year the cost of £885 will have to be met from its general reserves or the committee could direct officers to allocate it against the £1000 contingencies budget.

Legal Implications and Legislative Powers

The estimates include the proper software licenses required to operate.

Environmental Implications

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Officers are not aware of any environmental issues arising from this report.

Risk Assessment

If an internally managed web server is not installed the genealogy search facility cannot be progressed.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

15. QUESTION TIME

Members will be allowed a short period in which to put questions on matters of concern to the Committee, which are not contained in the report of matters formally considered by the Committee at this meeting. The question may be answered at the meeting or may be referred back to the Committee at a later date. The question may not be the subject of any further debate.

CLERK TO THE JOINT BURIAL COMMITTEE