

**MINUTES OF MEETING OF THE WORKS & GENERAL PURPOSES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, NORTH LODGE ON 08 DECEMBER 2015**

**PRESENT**

Committee Chair Cllr. D. Pritchard, Committee Vice-Chair Cllr. T. Bartlett  
Cllr. J. Frosdick, Cllr. Y. Nolan, Cllr. D. Russell

Mrs. J. Chance MILCM (Town Clerk)  
Mrs. J. Warner MILCM (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2015**

The minutes of the meeting held on 11 November 2015, which were **APPROVED** by Full Council on 07 December 2015 were signed by the Chair of the committee.

2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

There were none.

3. **APOLOGIES FOR ABSENCE**

There were none.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **CEMETERY (No 2 Site)**

5.1 Delegated Powers

There had been no use of delegated powers since the last meeting.

5.2 Chapel

The Project Officer had met with a contractor and a report is awaited.

5.3 Memorial Inspection

This will be carried forward for consideration at the next meeting.

5.4 Cemetery Maintenance Inspection

It was noted that the November monthly inspection had taken place and inspection sheet completed.

5.5 Hedgerow

It was noted that the beeches have been planted. It was **AGREED** to instruct the Clerk to write to the resident to thank them for donating the shrubs.

5.6 Tree Inspection

It was noted that the trees are being inspected this week.

5.7 Grave Digging Specification

The Grave Digging Specification was reviewed and **AGREED** (refer attached). The contract for grave digging will now go out to tender.

5.8 Other Cemetery Matters (for information only)

There were no other matters to report.

6. **CEMETERY (No 1 site)**

6.1 Memorial Inspection

The tender process is underway.

6.2 Other Cemetery No 1 matters

There were no other matters to report.

7. **GARDEN ALLOTMENT SITE**

7.1 Allotment Tenancies

The Clerk advised that she is in the process of reallocating 4 vacant allotment plots.

7.2 Other allotment matters (for information only)

There were no other matters to report.

8. **STREET LIGHTING**

8.1 Street Lighting Business Plan

The Clerk advised that a meeting has been arranged with NNDC Conservation Officer Chris Young, Andy Boyce, Peter Stibbons and other interested parties to consider the style of lighting suitable for use in the town's heritage area.

Sources of grant funding towards the cost of the project are being researched.

9. **STREET FURNITURE & ASSETS**

9.1 Grit Bins

Concern was raised that if NCC stop refilling grit bins it could cost the Town Council around £55 per fill per bin. It was **AGREED** that that the provision and maintenance of grit bins needs to be discussed at length. It was **AGREED** to carry this item forward to the next meeting.

10. **FLAGPOLES**

10.1 Repairs to Flagpoles

It was noted that the repairs are complete. Advice had been given to replace the halyard every 6 months.

10.2 Flagstones

The installation of an extra flagstone is complete.

11. **WAR MEMORIAL**

11.1 Grant Funding Applications

It was noted that feedback and guidance has been received from the War Memorials Trust and the Heritage Lottery Fund. A date will be set for the War Memorial Working Group to meet and consider the submission of an application.

11.2 WW1 Memorial Update

It was noted that the current fundraising total stands at £17973.02 less £445 expenses. The retiring collection from the Civic Service is still awaited. Consideration is being given to commemorating the 100<sup>th</sup> anniversary of the Battle of the Somme. This will be discussed by the working group.

12. **VERGES**

12.1 Maintenance of verges

The Clerk advised that it is hoped to go out to tender in the new year.

13. **CORRESPONDENCE**

13.1 Crematorium

This was discussed at the meeting of Cromer Town Council on 07 December 2015. There was no further update.

14. **DATE OF THE NEXT MEETING** – 7.00pm, 19 January 2016

15. **RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC**

16. **BUS SHELTER TENDERS**

Members received a written update and report from Cllr. Bond. It was noted that costs could be higher than initially budgeted but the Town Clerk advised that there are other monies in the budget which can be used if necessary.

The tenders were opened and considered. It was **AGREED** to award the contract to Scott Massingham who quoted £9920 +vat. £8500 is budgeted for this and the remaining £1420 will be taken from reserves.

17. **FIREPROOF CUPBOARD**

Members received initial guideline quotations for cabinets providing varying protection from 30 minutes to 120 minutes. It was **AGREED** that a minimum protection of 2 hours is required. Further quotations will be sourced for the next meeting.

There being no further business, the Committee Chair closed the meeting at 8.00pm

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Signed

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Dated