



Minutes of the Cemetery Committee
held on a remote basis in accordance with the provisions of
The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020
at 6.30pm on Wednesday, 7th April 2021

Present: Committee Members – Cllrs S Evans (Chair), S McMenamin, H Morgan, M Powell and J Roberts
Non-member Councillors – Cllr D Morgan
Residents x 3

Officers: Ms J van Tonder (Town Clerk)

The Chair reminded members of the public that recording, photographing, broadcasting or transmitting part or all of the meeting was prohibited. Non-member councillors were reminded their participation in the meeting would be at the discretion of the Chair.

1. Apologies for absence

Apologies for absence had been received from Cllr J Collins.

2. Declarations of Interest

Cllr S Evans Personal, Treasurer to Glynneath RFC
Cllr J Roberts Personal, Trustee of Glynneath Silver Band
Cllr H Morgan Personal, Treasurer to Friends of Glynneath Library

3. Committee Finance Report

Members were advised that, from the start of the new financial year, the RFO would provide a finance report at each committee meeting showing YTD expenditure against budget.

4. Governance

a) Site survey and Cemetery map

Members discussed at length the merits of each of the two quotations received for the production of a digital Cemetery map.

Concerns were raised around the levels of input required by Council staff to enable Company B to populate the map with the burial information. Similarly, members expressed concern that it was unclear if Company A was offering a map with anything other than plot locations/numbers shown on it.

Members noted that previous Clerks were known to have undertaken a great deal of work in producing a paper map of the Cemetery and the Clerk undertook to make every effort to find the map within the Council's archives.

Following further discussion, members agreed to defer a decision on this item until more information could be ascertained from:

- Company A in terms of what information would be included in the final version of the digital map
- Company B in terms of how the back-office system of their software operated and what protections were in place to ensure the security and future retrievability of the data.

Action: Clerk to establish what information is held by the Council that could be used to either populate the digital map or create an in-house database

b) Cemetery Regulations

The Clerk reported the draft regulations had been further reviewed and annotated, however, there was little more that could be done to progress the implementation of the regulations until such time as the site map had been completed and the Council's staff had received the necessary training.

c) Statutory Registers

As per the Cemetery Regulations, above.

5. Memorial Requests received

a) Memorial Bench request – adjacent to plot L1

Members were advised that the site for the proposed bench was on the opposite side of the path to the grit bin, adjacent to burial plot L1.

It was noted that permission had recently been granted for the installation of a memorial bench.

The Clerk advised that the committee may wish to consider a Memorial Bench Policy that would regulate the number and locations of, and specifications for memorial benches at the Cemetery.

Following discussion, it was agreed to defer the granting of permission for this request until such time as the map has been produced and the proposed site for the bench had not been deemed to be a potential burial plot.

Action: Clerk to write to the family offering the right of first refusal for any alternative bench sites should the requested bench site be deemed unavailable upon completion of the mapping process.

6. Wildflower verges

Members considered and discussed the options available for the re-wilding of the verge beds along Cemetery Drive. It was noted with appreciation that the schools had already begun working in one of the beds.

The cost of wildflower turf was agreed to be prohibitive while the high rate of loss to birds associated with the cheaper seed mixes was considered.

Members discussed running a pilot scheme over a shorter distance through the forthcoming season and, following discussion, it was

Resolved: To purchase seed bombs up to a maximum of £100 for the purposes of creating wildflower meadow over the first eight beds (four per side).

It was further agreed to invite members of the public, allotmenters and other community groups to propagate wildflower seeds for plugging later in the Spring and early Summer to supplement the seed bombs.

7. Maintenance and Equipment

a) Water seepage onto lane alongside Cemetery Drive

SE advised members that residents had remedied the flow of water along the lane by installing pipes to divert the water into a nearby drain.

It was agreed to keep an eye on the leaking pipe.

b) Equipment on order

Members noted that, while the debris blower was now available, the pedestrian mower was on back-order with an anticipated wait time of several weeks.

c) Other maintenance

Uneven terrain

Members noted comments that had been received regarding the uneven nature of the ground around graves that, together with grass slightly too long in places, was creating difficult conditions for those with limited mobility.

SE explained the undulations were an unfortunate consequence of the natural sinking of ground around burial plots together with the fact that the Cemetery was situated on a slope.

It was agreed to ask the groundsmen to patch the ground as and when they were able.

SM suggested a site visit would be beneficial to help committee members understand the site more fully.

Action: Clerk to arrange a convenient date and time to suit

8. Staffing and training

The Clerk advised members that she would be undertaking *Memorial Safety and Administration* training in April with the groundsman taking up *Sexton Duties* training in June.

Members were informed of a face-to-face workshop being held in Hereford in June covering the inspection of Memorials. The Clerk suggested the committee consider enrolling both the groundsman and the Facilities Supervisor on to this essential course. Item to be included on the agenda for the next meeting when the Supervisor's vacancy will have been filled.

9. Other matters for recommendation to Full Council

a) Creation of a patio

SE outlined a proposal for the creation of a patio area to be sited alongside the groundsmen's shed. The patio would be for the use of the visitors to the Cemetery and would offer a quiet place to sit. A bench could be repurposed from the Bowling Green.

The expected cost for the sleepers and stone would be in the region of £250.

Action: SE to circulate a plan, photos of the area and costings for consideration

b) Repainting toilet cubicle and installation of vanity unit

Members agreed the toilet facilities were in need of urgent attention.

It was agreed the walls would be repainted and quotes sought for the installation and provision of a vanity unit, replacement sink and toilet seat.

Action: Clerk to source quotes for presentation at the next meeting

10. Date of next meeting

Dates of next meetings: 5 May and 2 June 2021

The meeting concluded 7:49pm.