



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING OF

THE LEISURE & ENVIRONMENTAL SERVICES COMMITTEE

held on

Wednesday 25th October 2017

at

The Guildhall, High Street, Newport

PRESENT: Cllrs: Perry (Chairman)
Borrett
Nelson
Mr Elkes
Mr Thomas

IN ATTENDANCE: Cllr Fowler – Town Mayor
Cllr Scott – Deputy Mayor
Mr Jakeman - Town Clerk
Mrs Tunks – Officer

L&ES/18/17-18 APOLOGIES FOR ABSENCE

Cllr Pryce – Personal Commitment
Jane Stiles – Personal Commitment
Mr Cooper – Work Commitment
Cllr Forrester - Unwell

L&ES/19/17-18 DECLARATIONS OF INTEREST

Nil

L&ES/20/17-18 PUBLIC SESSION

There being no members of the public present wishing to raise questions, the meeting continued.

L&ES/21/17-18 TO RECEIVE ANY ANNOUNCEMENTS

Nil

L&ES/22/17-18 MINUTES

- a. Members noted the contracted seasonal planting item– L&ES/14/17-18 (b) refers. The figure for the quote provided at the last meeting was misinterpreted and is much higher than the £2081 per annum suggested. The matter is addressed in the amenity area report later on the agenda.
- b. Members **RESOLVED** that the minutes of the meeting held on 19th July 2017 be approved as a true record.

L&ES /23/17-18 TERMS OF REFERENCE

Members noted the Town Council approved amendments to the Leisure & Environmental Services Committee Terms of Reference.

L&ES/24/17-18 FINANCE

Members noted receipt of a copy of the L&ES income & expenditure report as at 16th October 2017.

L&ES/25/17-18 CANAL

- a. Members received a written report on the pathway works & Information board at the Canal and a verbal brief from Cllr Nelson. Members **RESOLVED to: publicise the works undertaken and hold an unveiling presentation coordinated by Cllr Fowler (Town Mayor) & Cllr Nelson (project lead).**
- b. Members received a written report from the Canal Trust.

L&ES/26/17-18 NEWPORT IN BLOOM

Members received a written report from the Newport in Bloom committee. The Committee thanked Newport in Bloom for their outstanding efforts in the Town this year and agreed it had been spectacular. Members were particularly supportive of the 3 fish sculpture being installed on Stafford Road and expressed their willingness to provide the necessary support to deliver the project promptly.

L&ES/27/17-18 ALLOTMENTS

- a. Members received an update from the allotment society member Mr Thomas, which included the continued aspiration of the provision of a compost toilet and damaged south/ west boundary, Mr Thomas thanked the new allotment officer for the improvement in the service to allotment holders since her recent appointment.
- b. Members noted a report from the Town Council Allotment Officer which included upcoming proposed works.

L&ES/28/17-18 CEMETERY & AMENITIES OFFICER REPORTS

Members considered reports on the Cemetery, St Nicholas churchyard, tree of lights (1 recommendation) and the amenity areas.

- a. **Members RESOLVED to:**

Approve the installation of a ground socket and electricity supply and display a cut Christmas tree each year in St Nicholas Churchyard subject to funding in the budget and permission from the Diocese and the local Authority.

- b. Although the RMF quote was significantly higher than originally anticipated. Members **RESOLVED to offer the works as an extra to their contract for the Winter 2017 period to start with an option to extend.**

(Clerks note: Members noted that, despite all reasonable efforts, obtaining three satisfactory quotes had not been possible).

L&ES/29/17-18 NEWPORT TOWN COUNCIL GARDEN FESTIVAL

Members considered a report and recommendation from Cllr Nelson proposing to re instate the Newport Town Council garden celebration.

The motion was not carried.

Members noted that last year the event had been cancelled due to a lack of entries in previous years

Members were supportive of the aspiration to encourage residents to help beautify the town.

Members were mindful to revisit the subject should sufficient evidence be submitted that the festival would be well supported.

L&ES/30/17-18 HIGH STREET PLANTERS

Members were informed that the Town Team has been working with Newport in Bloom in a successful grant of pride in your High Street to replace the planters on the square and Buttercross with high level planters – Members were asked to consider the current planters relocation once they are redundant. E.g. offered to local community groups/ business or scrap them completely. Members **RESOLVED to: advertise that the planters are available to persons/ organisations/ groups to use within the Town and that all bids should be presented before 30 November 2017 and that the L&ES Chairman & Deputy Chairman have been delegated to choose the successful bids.**

L&ES/31/17-18 CHRISTMAS LIGHT CONTRACT

Members were advised that the invite to quote for the new Christmas light infrastructure for 2018 document was agreed by the Town Council at its meeting in October and that the invitations to quote have been sent to a number of businesses that have previously expressed an interest as well as being advertised on Town Council Facebook and web page. Closing date 22nd January 2018.

L&ES/32/17-18 CHRISTMAS LIGHT SWITCH-ON

Members received an update on Christmas lights switch-on and were asked to familiarise themselves with overall project plan and the more detailed 24th November Activity Plan.

L&ES/33/17-18 BUDGET RECOMMENDATIONS 2018/19

a. **Expenditure** - Members were asked to identify priorities for the L&ES committee that are likely to have an impact on budgetary recommendations for the financial year 2018/19 which are as follows;

- **Nominal Ledger 4387 - Line entry for a Garden Festival - £2k to encourage residents to beautify their gardens (not necessarily a competition).**
- **Nominal ledger 4355 (Canal Enhancements) - £10k to ensure further improvement works can be undertaken**
- **Nominal Ledger 4388 (Nocturne) - £20k to support event to be undertaken**

b. **Income** – Members received a report and recommendations for the Cemetery fees, Members **RESOLVED to:**

Recommend to the Town Council that the Cemetery fees WEF 1st April 2018 makes the following changes to the current fees;

- 1) **Concession fees increase 2 %**
- 2) **Standard fees increase 5%**
- 3) **An additional charge for interments out of hour's to be included in the Cemetery fees as proposed.**

(Attached Appendix 1)

c. **Income** – Members received a report and recommendation for the Allotment fees, Members **RESOLVED to:**

Recommend to the Town Council that the Allotment fees WEF 1st April 2018 makes an increase of 2% to the current fees and invite a formal view from the allotment society.

(Attached Appendix 2)

L&ES/34/17-18 EXCLUSION OF PRESS & PUBLIC

Members RESOLVED:

“that in view of the special nature of the business about to be conducted (request for waiver of fees), it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.

(Clerk's Note: While the detail of much of the discussion is considered to be confidential any decisions made are recorded for the public record)

L&ES/35/17-18 MEMORIAL FEE WAIVER REQUEST

Members considered a request with regards to wavering the memorial fee and **RESOLVED that the Town Council will not waive any routine fees associated with interments.**

Signed.....

Date

_____end_____

Cemetery Fees with effect from 1 April 2018

Draft proposed

*Concessionary rates apply where the deceased is a Newport resident at time of death. All Fees to be paid prior to any interment.

	Proposed fees in brackets	
	Standard	Concession*
	£	£
BURIALS		
Purchase of Grave Space (50 years)*	£1200 (£1260)	£714 (£728)
" " " " Children's section*	£235 (£247)	£175 (£178)
" " " " Stillborn *	£135 (£142)	£no charge
Walled Grave* (not available in new lawns)	by negotiation	
Interment -		
- Administration fee*	£317 (£333)	£158 (£161)
- Single grave*	£424 (£445)	£212 (£216)
- Double grave*	£480 (£504)	£240 (£245)
- Surcharge for casket shaped coffins	£60 (£63)	£30 (£31)
Additional out of hours charge	(£945)	(£945)
CREMATED REMAINS	Standard	Concession*
Purchase of Garden of Rest Plot- 50 years*	£602 (£632)	£434 (£443)
Interment - Administration fee*	£317 (£333)	£158 (£161)
- single depth*	£100 (£105)	£50 (£51)
- double depth*	£120 (£126)	£60 (£61)
Additional out of hours charge	(£390)	(£390)
WOODLAND BURIALS		
Interment (single depth only)*	£424 (£445)	£212 (£216)
Administrative charge*	£317 (£333)	£158 (£161)
Charge in lieu of Exclusive right*	£1200 (£1260)	£714 (£728)
ADDITIONAL CHARGES	Standard	Concession*
	£	£
Use of Chapel - per hour (minimum 1 hour)	£97 (£99)	£97 (£99)
Search of records - per hour	£36 (£37)	£36 (£37)
Memorial Wall Plaque (10 year lease)	£250	£250
MEMORIAL CHARGES		
Approval of design / inscription and period of permission - 50 years.	£240	£240
Additional inscription/ replacement memorial	£56	£56
To add a Kerb Set (not permitted on all lawns)	£170	£170

*Concessionary rates apply where the deceased is a Newport resident at time of death.
All Fees to be paid prior to any interment.

Appendix 2

Draft Allotment Fees (WEF 1 Apr 18) at an Increase of 2%

Plot Size (Approx.)	¼	½	¾	Full
Newport Residents	£10.20	£20.40	£30.60	£40.80
Concessionary Rate	£8.93	£17.85	£26.78	£35.70
Non-Newport Residents	£15.30	£30.60	£45.90	£61.20