

**MINUTES OF A MEETING OF THE CEMETERY MANAGEMENT COMMITTEE HELD ON WEDNESDAY
21 FEBUARY 2024 AT 7.30PM, IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

Committee Members present:

Councillors J Hyde (Chairman), S Buck, S Dhaliwal, S Hayes, J Headington

Also present:

Cllr J Bendell

E Payne, Town Clerk

C Rogers, Admin Support Officer

64/24 APOLOGIES FOR ABSENCE

All Members were present.

65/24 DISCLOSURE OF MEMBERS INTERESTS & REQUESTS FOR DISPENSATION

There were no disclosures of interest or requests for dispensation. Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

66/24 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were no members of the public present.

67/24 REPORTS TO COMMITTEE

67/24.1 Architect's Fees for Cemetery Toilet Rebuild

Members received a report with quotations to engage the services of an architect to draw up plans for the cemetery toilet rebuild. Members considered that this would be an opportune moment to reconfigure the toilet block to allow a more efficient use of space.

Items to be considered in the specification for the architect includes:

- Accessible unisex toilet with windows
- Accessible path to toilet block
- Remove fence, wall and adjacent shrubbery between existing ladies and gents toilets
- Additional storage for Town Rangers and/or friends of cemetery group
- Additional stop cock to allow the toilets to be open all year with a trace heater to prevent freezing
- Consider the drainage of rainwater from both buildings

Members considered the quotations, and it was **RESOLVED** to:

- a) ***Appoint Andrew Allen as the architect.***
- b) ***Accept quotation 0025 at a cost of £1,475 to be met from EMR Cemetery***
- c) ***Delegate the appointment of a Principal Designer to the Clerk in consultation with the Chair at a cost not exceeding £3,000.***

67/24.2 Bat Survey Quotations

Members received quotations for bat surveys to be undertaken prior to the rebuilding of the toilet block. It was **RESOLVED** to:

Accept the quotation from Morgan and Stuckey at a cost of £772.50 from EMR Cemetery

63/23 DATE OF NEXT MEETING

Wednesday 20 March 2024

The meeting was closed at 1954.

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____