



Minutes from a meeting of the **Cemetery Chapel Working Party** held on, **Tuesday 07 August 2018**, in the Tamar Valley Centre commencing at 1700. Those present were:-

COUNCILLORS – Cllr Alford, Cllr Roberts, Cllr Latham, Cllr Wakem
Miss Sue Lemon, Clerk and Miss Clare Bullimore, Deputy Clerk (*minutes*)

1. ELECTION OF CHAIRMAN

Proposal/Resolution: Cllr Alford be elected Chairman (proposed: Cllr Latham, seconded: Cllr Wakem – unanimous).

2. TERMS OF REFERENCE

Proposal/resolution: The Terms of Reference be adopted (proposed: Cllr Latham, seconded: Cllr Roberts – unanimous).

3. APOLOGIES

Cllr Irons, Cllr Wilkes

4. DECLARATIONS IN MEMBERS' INTERESTS IN AGENDA ITEMS

None

5. PUBLIC PARTICIPATION

None

6. FUTURE OF CEMETERY CHAPEL/ARCHIVE VENUE

Cllr Latham reminded those present that the Parish Archives wish to move into the Chapel; an HLF bid was pursued but due to rising costs and concern over the necessary increase in community engagement the process was ceased. A lot of the work that had entailed will, however, be useful for future bids. Surveys that had been undertaken deemed the building to be sound but needing some refurbishment to bring it up to standard for public use.

7. LEADER FUNDING APPLICATION

The Clerk and the Chairman of the Council attended a workshop on LEADER funding and the Chairman and Deputy Clerk put together an expression of interest (EOI) for £25,000. The Parish Council will need to be able to find this money upfront with 80% being returned through the grant. The project also has to demonstrate and benefit to local employment, albeit small, and the EOI stated that a maintenance and cleaning role would be created for 3 hours a week. The 20% that the Parish Council (or other organisation) contribute cannot be public funded money and must come from private revenue. This EOI was successful and we have now been invited to apply for the full funding.

8. UPDATE FROM CLLR ALFORD RE CHAPEL MAINTENANCE

The Clerk and Deputy Clerk are grateful to Cllr Alford for the help he has given in meeting with contractors and looking at the building to see what basic repairs will need doing. The Deputy Clerk was also given some [basic] advice from building regulations. So far 2 plumbers, 2 electricians and 1 builder have viewed the building. Quotes received so far are:

- Plumbing: £7512.91 (for materials, sanitary ware including a disabled toilet package, boiler, radiators, kitchen units and labour)

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- Electrics: £5213.06 (to carry out a full rewire of the Cemetery Chapel)
- Building work: £10,810.00 (to include providing a disabled ramp to provide access to the toilet block, take out a stone wall, insulate and relay floor, materials and labour)

There was a discussion about the use of the building and that the Archives have been given first refusal on it: Cllr Wakem is concerned about ongoing running costs and whether the Archives will be able to pay for these – the Clerk’s office will contact them and ask for a formal acknowledgement that these costs have been taken into account and that they are confident that they can be met.

It was agreed that Cllrs Roberts and Alford will continue to oversee the capital works; drawing up specifications and reviewing quotes and Cllr Latham and the Deputy Clerk will start work on the LEADER application form.

There being no further business the meeting closed at 1750

Signed: **Date:**

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