



Minutes from a meeting of the **Cemetery Chapel Working Party** held on, **Tuesday 05 November 2019,**

in the Tamar Valley Centre commencing at 1815.

Those present were:-

COUNCILLORS – Cllr Greenwood, Cllr Irons, Cllr Roberts

Miss Sue Lemon, Clerk and Miss Clare Bullimore, Deputy Clerk (*minutes*)

1. ELECTION OF CHAIR

Proposal/Resolution: Cllr Roberts be elected as chair (proposed: Cllr Irons, seconded: Cllr Greenwood).

2. APOLOGIES

Cllr Alford, Cllr Wakem.

3. TERMS OF REFERENCE

Proposal/Resolution – the Terms of Reference be approved (proposed: Cllr Irons, seconded: Cllr Greenwood).

4. DECLARATIONS IN MEMBERS' INTERESTS IN AGENDA ITEMS

Cllr Irons is the Chair of the Trustees for the Parish Archives

5. PUBLIC PARTICIPATION

None

6. DRAFT LEASE

The Clerk has drafted a lease based on legal advice. Some of the Archives Trustees and Management Committee have seen it and made comments on it – the lease needs to be signed as soon as possible in order to fulfil the criteria of the LEADER funding. The Cemetery Chapel Working Party felt the lease is in order. Cllr Irons will liaise with members of the Archives Management Committee and Trustees to get it signed as a matter of urgency.

7-8. NEW WINDOWS/POINTING

Some quotes have been gathered to compare the cost of new uPVC windows against the refurbishment of the existing wooden ones. Water is currently coming into the building. Quotes are also being gathered for other remedial work to fascia's, guttering, drainpipes and exterior walls.

Expenditure/Income so far is projected as:

Total cost	23,000
Archive match funding	5,000
LEADER funding	13,000 (still to be processed)

9. FIRE ALARM TESTING

It was agreed that as the building belongs to the Parish Council one of our workmen will be asked to test the fire alarms weekly.

10. VACANCY

The Archives are aware that they must advertise and recruit for a three hour per week caretaker/cleaner role and provide proof of salary.

There being no further business the meeting closed at 1843

Signed: **Date:**