

**Minutes of the meeting of the Clare Town Council Environment Committee  
held in The Old School Community Centre at 7.00 p.m.  
on Wednesday 3 July 2013**

Present: Cllrs, A Parsley (Chair), D Blake, P Gryce, G Mallows, P Bishop  
Claire Ebeling – Clerk  
Lay members Olive Smith and Keith Mison

**1 Apologies for absence** – None

**2 Register of members' interest** – None

*Section of the meeting open to the public:*

**3 Parishioners' question time** – None

*End of public section of the meeting*

**4 To approve minutes of previous meeting held on 5 June 2013**

The minutes were approved unanimously.

**5 To discuss matters arising not on this agenda**

The Clerk reported that she had spoken to the landlady of The Bell Hotel regarding concerns about an increased amount of cigarette butts on the ground outside. This has been noted and it is hoped the situation will improve with more use of the outside area at the rear, where a shelter is planned.

**6 To review progress on the schedule of maintenance for Town Council assets**

See attached.

**7 To receive a report from the Cemetery Management Officer**

i) **Headstone checking** – it was agreed that the CMO and Cllr Gryce will carry out a survey of headstones to be laid down and plots that require levelling in the cemetery and churchyard.

ii) **In camera – review of grave digging** - *In camera* minutes are recorded separately.

**8 To review quotes for power in the chapel**

The Clerk will arrange for the contractors to come to site at the same time and meet Cllr Parsley and Keith Mison.

Cllr Blake will also investigate HLF funding.

*Clerk  
Cllr. Parsley  
Keith Mison  
Cllr. Blake*

**9 To discuss the lone worker risk assessment**

The Clerk reported that a risk assessment has been drafted and the risk assessment will be carried out with the street wardens shortly. Cllr. Bishop and the Clerk will report back on recommendations regarding lone working at the next meeting.

*Clerk, Cllr.  
Bishop*

**10 To receive a correspondence report from the Clerk**

Nothing to report.

**11 To receive agenda items for next meeting**

To receive a report from the Cemetery Management Officer/Administrator.

To review quotes for power in the chapel.

To receive a progress report on actions regarding dog fouling.

To discuss the lone worker risk assessment

**12 To confirm the date of the next meeting as Wednesday 7 August 2013.**

Confirmed.

Meeting closed at 8.15pm