

**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 7 August 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 3 July 2013**

The minutes were approved unanimously.

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

Mrs Smith reported that a number of the Town benches require some maintenance. Cllr. Gryce will check all on a list (to be provided by Mrs Smith).

**Mrs Smith  
Cllr. Gryce**

**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) The CMO presented a report of recent interments and worked carried out in the cemetery. A request was made for the purchase of equipment to assist him in his work in the cemetery – wheelbarrow, petrol strimmer, 5 litre fuel can, mesh visor and ear defenders. Cllr Parsley proposed that the equipment be purchased to the value of £340 89. Agreed unanimously.

ii) The Clerk reported a recent request from the owners of untidy graves for work to be carried out to improve the graves. The Clerk reported that the CMO is happy to carry out the work as part of his duties and requested approval to set a fee rate for invoicing for this work. Cllr Parsley proposed that the rate of pay of the CMO be charged, plus an additional fee for administration costs. Approved unanimously.

iii) It was agreed that the CMO should be paid a wage with effect from 1 October 2013.

iv) The Clerk reported that a number of permanent (weatherproof) notices are required and will obtain quotes.

v) It was agreed that a dedicated section of the website should detail all current terms and rules relating to the cemetery. When this is in place, an article will be placed in Chevron and directing parishioners to the website for more details.

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

The Clerk will contact the solar panel company and battery provider to arrange a detailed quote

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 had been completed with the street wardens and that a number of items were recommended to be provided for the health and safety of the

**Clerk**

street wardens and some training is also required. It was agreed that the items must be purchased and the Clerk will investigate options for training in manual handling and harmful substances.

The Clerk reported that part of the risk assessment had focused on lone working and recommendations as an alternative to the Guardian 24 system were discussed. It was agreed that the Clerk would put in place the new safeguarding measures. Cllr Parlsey proposed to recommend to the Town Council that the contract with Guardian 24 be cancelled. Agreed unanimously.

**10 To receive a report on dog fouling**

The Clerk reported that the new dog bin is now in place behind the Primary School.

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

Nothing to report.

**12 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 consider the precept for the coming year.

To receive a report on the review of benches.

**12 To confirm the date of the next meeting as Wednesday 4 September 2013.**

Confirmed.

Meeting closed at 8.05pm