

**Minutes of the meeting of the Clare Town Council Environment Committee Minutes
held in The Old School Community Centre at 7.00 p.m.
on Wednesday 6 June 2012**

Present: Cllrs, A Parsley, D Blake, P Gryce and K Mison
Lay-member Olive Smith, Paul Bishop

1 To consider nominations for a Chair of the Environment Committee

Cllr. A Parsley was nominated and elected by unanimous vote.

2 To accept Lay Members to the Committee

Olive Smith and Paul Bishop confirmed their willingness to continue as Lay Members.
Cllr. Phillips welcomed them to the Committee and thanked them for their contributions to date.

3 Register of members' interest – None

4 Apologies for absence - Cllr. G Mallows and Claire Ebeling, Town Clerk

Section of the meeting open to the public:

5 Parishioners' question time – Mrs Smith asked why the tap in the cemetery was out of commission. This is a temporary measure whilst a bird is nesting in the tap housing.

End of public section of the meeting

6 To approve minutes of previous meeting held on 2 May 2012

The minutes were approved unanimously.

7 To discuss matters arising from those minutes not on this agenda

Cllr. Gryce requested that a notice be put up in the cemetery advising that repairs are planned for the gate. Notice also to include Town Council telephone number.

Clerk

8 To amend and agree the Committee Terms of Reference to encompass the 4 Year Plan activities

See attachment to the minutes – to be circulated and approved at next meeting.

9 To receive recommendations on the review of Cemetery regulations, fees and Green Cemetery space

Deferred until next meeting.

Cllr. Mallows

10 To receive a report on potential options for power in the chapel

Enquiries ongoing.

CYAC have requested use of the chapel for temporary storage of play equipment. This was denied on grounds of possible damage to walls and floor. Suggested use of the back shed as an alternative.

11 To receive a progress report on actions regarding dogs in the cemetery and dog fouling

Clerk to forward green dog walker scheme details for discussion at next meeting.

Clerk

12 To receive a report on Exclusive Rights of Burial

None

13 To receive agenda items for next meeting

To receive recommendations on the review of Cemetery regulations, fees and Green Cemetery space.

To receive a report on potential options for power in the chapel.

To receive a progress report on actions regarding dogs in the cemetery and dog fouling.

To receive a report on Exclusive Rights of Burial.

14 To confirm the date of the next meeting as Wednesday 4 July 2012.

Meeting closed at 8.30pm

**CLARE TOWN COUNCIL
ENVIRONMENT COMMITTEE
TERMS OF REFERENCE**

- To meet monthly, two weeks before the monthly Town Council meeting.
- To act as custodian of environmental issues for the Town Council and take a lead role on its behalf in relation to all such matters.
- To develop, implement, monitor and evaluate the Town Council 4 Year Development Plan in respect of Environmental issues.
- To be responsible for the security, upkeep, safety and development of the Cemetery, the Nuttery, the War Memorial; and trees and greenswards that are under the control of the Town Council.
- To be responsible for the Town Council's activities as a burial authority and take all actions necessary to ensure legal and health and safety compliance and a suitable experience for cemetery users.
- To be responsible for the security, upkeep, safety and development of all other Town Council environmental assets, including grit, litter and dog bins, bus shelters, the Village Signs, notice-boards, street furniture, lawn mowers, tractor and other equipment.
- To draw up, and implement, monitor and review as appropriate, maintenance schedules in respect of all the above assets.
- To monitor the work of the Environmental Services' Street Wardens (ESSWs) and review, and amend as necessary, the scope of their schedules, routes and tasks.
- To assist the Town Clerk with HR, health and safety and other line management issues in relation to the ESSWs.
- To monitor environmental issues such as dog-fouling, fly tipping and posting, graffiti and litter and instigate actions and controls as necessary.
- To consider and recommend to the Finance Committee the annual precept for environmental expenditure and to monitor expenditure against precept during the year.
- To draw up, and review at least annually, a risk management plan for all Town Council environmental assets and recommend appropriate risk management strategies to the Town Council via the Finance Committee.
- To consider and recommend to the Town Council developments and projects that enhance the environment, or the Town Council's environmental response, in order to benefit Parishioners and visitors in a cost-effective and sustainable way.