

**Minutes of the Asset Management Committee**  
**held on Thursday 14 September 2023 @ 6.30pm**

**Present:** Cllr Brake, Cllr Campbell, Cllr Irven (Chair), Cllr Murphy, Cllr Terrett, Cllr Westcott and Cllr Whetlor.

**In attendance:** Sarah Reed, Town Clerk, Jo Grellier, Deputy Clerk and 3 members of the public

Before the meeting commenced a resident having given notice to speak under the public participation section addressed the Committee in relation to agenda item: 23/10D.

23/07D

**To receive Apologies for Absence** (LGA 1972, section 85 (1))

Cllr Irven proposed that **'Apologies given by Cllr Richards are accepted.'** Seconded by Cllr Whetlor. Carried with 6 votes for and 1 abstention.

23/08D

**To receive any Declaration of Interests** under Watchet Town Council's Code of Conduct (adopted on 9 July 2012) issued in accordance with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 Si No: 146.

Name	Minute No:	Description of Interest	Personal / Prejudicial	Action Taken
Cllr Whetlor	23/10D	Personal friend.	Personal	Councillor remained in the meeting, participated in the discussion but abstained from voting

23/09D

**To confirm and sign the minutes of the meeting held on 11 July 2023** and adopt the Resolutions and Recommendations contained therein. (LGA 1972, SCH12 Para 41 (1)) (*paperwork issued prior to meeting via **Appendix 1***).

Cllr Irven proposed that **'the minutes of the meeting held on 11 July 2023 are approved as a true and accurate record.'** Seconded by Cllr Murphy. Carried with 5 votes for and 2 abstentions.

23/10D

**Watchet Cemetery:**

- (i) To address a breach in regulations – *paperwork circulated via **Appendix 2*** – Cllr Irven referred to cemetery briefing paper 03634, where article 3 of the 1977 order addresses the issues raised and outlines the management powers of a burial authority. He then informed the meeting of the advice received from a well established and experienced monumental mason of 45 years, and a member of the BRAMM (British Register of Monumental Masons) as follows:

*I have dealt with this sort of issue that you are now experiencing, over several years with various councils, and although I have always encouraged councils to offer choice it is paramount that families abide by rules set by councils and that any breaches are dealt with quickly or it becomes a progressive issue which becomes bigger as more tend to add items to the graves which in turn end up causing issues with cemetery maintenance unless areas are specifically set aside for kerbsets etc.*

*It appears that the memorial in question has been set into Watchet cemetery without any approval, does not comply and not fitted by any company that has accreditation which is paramount for safety reasons.*

*Therefore, this memorial has been fitted and could be potentially dangerous, and as the council have responsibility for safety within the cemetery it needs removing.*

*In my opinion from past experience, if you allow this to stay by changing the rules you will set a presidency that will without doubt cause more issues than it solves.*

*If the council do decide to allow kerbsets in, it should be discussed and a specific area set aside for this so it can be maintained correctly.*

*So you have a breach of rules, a memorial fixed without permission, no fees paid and a memorial fixed by a person or persons without the correct training to fix to British standards, so it will have no insurance or guarantees.*

*I suggest you give the family 14 days to remove or you advise a mason to remove on your behalf and send the bill to the family.*

*If you require any further help or guidance please don't hesitate to contact me'*

Please be advised that Watchet Town Council are registered with BRAMM (British Register of Accredited Memorial Masons). BRAMM (British Register of Accredited Memorial Masons) Scheme was set up in 2004 with the aim of establishing a network of nationally accredited businesses and registered fixers that will ultimately replace individual Registration Schemes.

AIMS:

- To establish a recognised uniform standard of workmanship and business practice throughout the UK.
- To promote BRAMM Accredited Businesses and Registered Fixers.
- To ensure all Businesses, Fixers and Burial Authorities on the BRAMM Register follow the current health and safety guidelines to protect both the public and their employees.
- To ensure that BRAMM businesses give a guarantee of the stability of their memorial.
- To ensure the Scheme will be effectively policed ensuring that acceptable standards of fixing are maintained.
- To encourage on-going training and education within the memorial masonry industry.
- To promote a closer working relationship between Memorial Masons and Burial Authorities.

A long discussion ensued where members expressed their views and advice sought from the Cemetery Administrator. The Chair of the Committee also used his delegation to permit the family who were in attendance to respond. Members considered two options outlined in **Appendix 2**.

Cllr Murphy proposed that option 2 is approved as follows: *'The Committee gives delegation to the Burial Authority Administrator to write to the family to inform them that they are to remove the kerbing blocks within 14 days due to the impact of insurance liability following advice from the BRAMM Board. As a gesture to the family to acknowledge their time of mourning, the loose slate infill can remain in situ for a period of 6 months after which point must be removed and the ornament placed at the base of the headstone as detailed in the policy regulations, to allow for uniformity across the Cemetery. Once the area has been cleared, WTC agree to turf the area at a cost to the Council.*

*Although there are clear details in the policy to explain that no memorial works can be carried out without prior approval from the Burial Authority, the Cemetery policy is updated to include 'No Kerbing is permitted'. Investigation into other breaches within the Cemetery is conducted and any offending Exclusive Rights holders or their Next of Kin are contacted to inform and discuss in further detail, and a revised policy is prepared for approval at the next Committee meeting'. Seconded by Cllr Westcott. Carried with 5 votes for, 1 vote against and 1 abstention.*

The Deputy Clerk and 3 members of the public left the meeting at 7.07pm.

23/11D

**Henry Davey:**

- (i) To address a resident's request relating to permission for private mains water to be routed through the field – see **Appendix 3a** – Chair of Committee informed members that when contacting Wessex Water for further clarification on this matter, he was informed that the resident has since connected to the mains at Liddymore Road and therefore renders this request redundant. Cllr Irven proposed that **'the applicant is contacted and informed that Wessex Water has confirmed to the Council that they were instructed by the resident to connect the private mains water to the mains at Liddymore Road, so the request to connect through the Henry Davey field will not be pursued'**. Seconded by Cllr Campbell.
- (ii) New battery for the defibrillator, request by the Football Club- see **Appendix 3b**- Cllr Murphy proposed that **'the new battery is purchased at a cost of £245.00'**. Seconded by Cllr Irven. Carried.

Cllr Terrett left the meeting at 7.10pm.

23/12D

**Watchet Community Centre:**

- (i) Potential Hinkley Point Grant – *update and recommendations from the meeting held on the 16 August* – see **Appendix 4** - the report included a quotation for CCTV within this area and the MUGA for a cost of £4,886. After a brief discussion, Cllr Irven proposed the following recommendation is approved **'The quotation for 4 fixed cameras and**



**fitting at a cost of £4,886 is approved and delegation is given to the Deputy Clerk to apply for funding. If the funding bid is unsuccessful, the Committee agree to recommend to Full Council to set an earmarked reserve to allow this project to go ahead as a deterrent against vandalism'. Seconded by Cllr Campbell. Carried.**

- (ii) Summer Programme – report on attendance and costings – the Clerk gave the following update from Premier Education – 'what a huge success the summer was at Watchet and how much the children enjoyed themselves, feedback from the parents and children was the same. In terms of numbers, we were fully booked each day, we ran the camp on the booking system so 32 were booked on each session, and I can confirm this number would have gone up if there was more availability, as parents were asking on behalf of friends and family if there was any more space to book on. When it comes to actual attendance at the camp, we were running between 80-90% average and the first week we were at 100%. The 80% was towards the end of the summer, but again this a trend we see quite a bit with the August bank holiday around this time'.

**Comment from Asset Co-ordinator:**

For future reference to avoid people booking and not attending, a £2 refundable deposit per child is charged and is refunded after the session, so the session is still free. A system such as this could be explored with Premier Education if the Committee wish to run a Summer Programme in 2024

Members agreed to note.

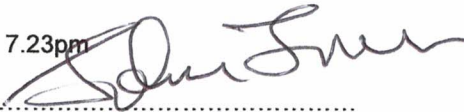
23/13D

**Matters to report for the next meeting: – no decisions made**

Meeting closed at 7.23pm

Signed.....

Date.....

  
26/10/23