

NORTH TAWTON TOWN COUNCIL

Town Clerk
Mrs Sarah Say
Assistant Town Clerk
Stephen Webb

14a The Square
North Tawton
EX20 2EP
Tel 01837 880121

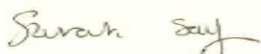
You are hereby summoned to the Estates Committee Meeting of North Tawton Town Council to be held via Zoom on: **Wednesday 15th July 2020 at 7.15 pm – please refer to the information below re remote meetings – this meeting will be a remote meeting and attendees, including members of the public, should start logging on to Zoom from 7.00 pm to allow the meeting to commence at 7.15.**

Please note: In order to allow Local Authorities to function during the Covid-19 emergency, the Government has now issued legislation which, amongst other provisions, allows Councils to hold meetings remotely using appropriate technology. NTTC has decided that its meetings will be held remotely until further notice and has adopted the use of Zoom Conferencing software for this purpose.

Members of the Public are welcome to join the meeting if they have suitable equipment in order to log onto Zoom. Any personal data provided in this connection will be held securely, and will be destroyed by 1 April 2021 or at any time as requested by the person concerned.

Members of the public wishing to join the remote meeting can request to join – you need a Zoom account, and when you request to 'join a meeting' the reference number you need is **858 9437 9199**. For security you will be kept in a virtual 'waiting room' until you are admitted to the meeting. The rules for a virtual meeting are the same as for a live meeting in relation to any disruptive behaviour, ie the ability to remove users from the meeting. Background screens and uploading of documents will be disabled.

If you have any problem logging onto the meeting please telephone 01837 880121 for advice (phone diverted to Town Clerk when office closed).



Town Clerk

AGENDA

1. **Apologies for Absence** - To receive apologies from Councillors unable to attend.
2. **Declarations of Interest** - Councillors are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting. If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda, then please contact the Clerk in the first instance.
3. **Management of Cemetery**
Members are to consider -
 - i) Matters arising from recommendations No 6 & 7 of the Internal Auditors Report
 - Cemetery Management Training
 - Cemetery Management Policy
 - Fire-proof Cabinet for Ledgers
 - Forming of Cemetery Management Group
 - Updating Clerks Job Descriptions to include Cemetery Management
 - Review of Risk Management Policy to include Cemetery Issues

- ii) Inappropriate Memorials
- iii) Removal of Mounds
- iv) Management of the Cemetery Extension
- v) Entrance - Fir Tree Removal and Gate widening
- vi) Outstanding issues from the last Cemetery Inspection
 - Noticeboard
 - Headstone Numbering
 - Collapsed Graves Row F

4. Permanent fixing of Bench in the Park

5. Trees in the Churchyard

Work required to Common Lime Trees – Rot pockets in lapsed pollarded trees

6. Chapel of Rest

Members to review re-decoration requirements

Removal of Ivy from the building

PART II

EXEMPT REPORTS:

That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by S.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

7. Future Land Purchases

Exemption under Schedule 12a of the Local Government Act 1972 as amended

- 3. *Information relating to the financial or business affairs of any particular person (including the authority holding that information).*