

Meeting notes draft

Present:

Cllr Phil Seeva (Chair) (PS)
 Cllr Eve Easterbrook (EE)
 Cllr Jerry Tucker (JT)
 David Kemplen (DK)
 Wendy Thompson (WT)
 John Hesketh (Clerk & note taker)

Date

3 November 2016 7pm

Location

Menheniot Old School

Apologies

Jennie Harrison (JH)
 Jim Cock (JC)
 Rev Margot Davis (MD)

The purpose of this meeting was to fulfil a motion passed by parish councillors in April 2016 that 'that the PCC work alongside representatives from the parish council to identify alternative sources of funding and management of the graveyard.'

Minute	Agenda Items	Action
1	Chairman's Welcome Introduced the meeting and welcomed Mr Kemplen.	
2	MEETING NOTES FROM SEPTEMBER The meeting notes were accepted as a record of the previous discussions.	
3	ACTIONS FROM THE LAST MEETING 5 Estimate of numbers of people visiting church burial ground. DK estimated that at least 5,000 each year visited the church and burial ground. 5 Copy of legal advice received by the PCC. Actioned. Clerk has received an email from JC. 5 Special meeting of the PCC to agree changes. Actioned. Meeting took place on 2 October 2016. 6 Explore options for extending existing parish council contracts. Actioned and for listed for discussion under Item 4. 6 Copy of current grass cutting specifications to Clerk. Not actioned. 6 Chemical alternatives to grass cutting. Actioned and discussed below under Item 4 7 Investigate possibility of unitary councillor making donation. Actioned. Cllr Seeva has taken advice and is unable to make a donation during his remaining term in office. 9 Arrangements for follow-up meeting. Actioned.	
4	THE PARISH COUNCIL'S POSITION OF PROCUREMENT JT: introduced the briefing note and explained that this was part of the council's review of contractors, and referred back to the previous meeting when MD had asked if the current contracts the parish council had in place	

<p>could include the burial ground. The parish council wishes to open up all contract work in order to widen opportunities for everyone to tender and to obtain more competitive pricing.</p> <p>DK: explained that a new tender for grass cutting in the graveyard would open in December. Whilst it might be possible for there to be a link between the PCC and MPC in contracting work, the PCC needed to approve any changes to its usual procedures.</p> <p>He also explained that the PCC's view was that by offering a single contract (for grass cutting in the church) alone, this would encourage more people to tender, especially local ones. In this context, 'local' is not limited to the parish boundary alone. It is important to the PCC that it retains control of all aspects of the contract work that is carried out in the burial ground, and would need to agree any changes that might be proposed.</p> <p>PS: suggested that both parties could agree a joint process for inviting tenders, whilst retaining individual control of delivery. In his view, both parties shared a common aim (to maintain the graveyard) but acknowledged that increased funding could not be guaranteed in the future. The better way forward would be to form some kind of partnership agreement. He suggested that the contract could be drawn up in two distinct sections, but under a common umbrella. The critical part of this is to make cost savings, and not for any one party to control the other's contract.</p> <p>He recognises that both parties need to have approval from their separate members, both for any contract that is drawn up and for the general principle of a joint tendering process.</p> <p>DK&JT: provision needs to be made for flexibility in delivering the contract so that the timing of work can be fitted around church activities. This can be accommodated within the terms and conditions that are agreed.</p> <p>PS: is it possible for there to be two autonomous contracts under one umbrella? And can both parties take this back for discussion?</p> <p>DK&WT: the PCC meets next on 8 November and can discuss it there. Clerk: the council will need to agree a process at its next public meeting on 17 November, but members will be asked to consider all proposals beforehand. We can work around this.</p> <p>DK: will report back to parish council after PCC meeting so that any concerns or issues raised that may impact on a potential joint tendering process can be addressed.</p> <p>DK: offered to draw up a draft contract.</p> <p>Clerk: the timetable that was included in the draft briefing note on procurement has some flexibility built into it, so that any delay in implementing the detail of a joint tender can be accommodated. However, the critical deadline is the council's public meeting on 17 November when members will be asked to sign off the procurement process.</p> <p>JT: has researched the potential for a grass growth retarding substance. DK: this cannot be used within the graveyard because it contains a wildflower meadow and would be harmed by the pesticide. Any use of such a chemical would have to be sanctioned by the diocese.</p> <p>DK: has not yet received details of interested parties who may wish to tender for the burial ground contract. Clerk: will check emails sent previously, and re-send any details we have.</p>	<p>DK</p> <p>DK</p> <p>Clerk</p>
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5	<p>SLCC CEMETERY & GRAVEYARD SURVEY PURPOSE</p> <p>Clerk: explained the role of SLCC (society of local council clerks) and asked for assistance in completing a survey of cemeteries and churchyards.</p> <p>DK: explained that he had recently completed an identical survey for Cornwall Council and could supply the information needed during this meeting.</p> <p>Clerk & DK: completed the survey. Clerk thanked DK for his assistance and will email him a copy of the answers for confirmation before returning to the SLCC.</p>	Clerk
6	<p>DATE AND AGENDA FOR NEXT MEETING</p> <p>All agreed that we should hold a follow-up meeting to check progress against the actions we had agreed. Provisional date is 1 December 2016. Clerk: to confirm date and arrange meeting space.</p>	Clerk
7	PS: summarised the meeting by reminding people attending of their actions and thanking them for their time.	
8	Meeting ended 19.50	

Summary of actions

4	Report back to parish council after PCC meeting on 8 November.	DK
4	Draw up a draft contract	DK
4	Send details of potential contractors to DK	Clerk
5	Email him a copy of SLCC survey for confirmation	Clerk
6	Book meeting room and confirm date of next meeting	Clerk