

The need for all allotment holders to be issued with up to date tenancy agreements was highlighted and it was confirmed that in accordance with minute 5)b) of the Allotments Working Group held on 13th March 2007, this would be carried out in October 2007. It was also agreed that Members be sent a copy of the agreement prior to the next meeting of the General Operations Committee.

The representatives of the Allotment Association invited a member of the General Operations Committee to the Association's AGM to be held at 7 p.m. on Tuesday 9th October 2007. Councillor Audley agreed to attend and the possibility of the attendance of the Town Council's Horticulturalist Officer was also discussed.

Mr Scott and Mr Aplin left the meeting at 10.05 a.m.

3) Cemetery Matters

i) Request for Memorial Plaque

Members considered a briefing note circulated prior to the meeting regarding a request for a memorial plaque from a mother of three babies whose remains had been cremated by the hospital authorities. Members endorsed the view that it was not best practice to utilise a grave space and after a lengthy debate AGREED:

That the applicant be presented with three options:

- i) to be included in the memorial to 'God's Little Angels';
- ii) to have a plaque in the vicinity of the children's section;
- or iii) place a plaque at the base of a memorial tree.

ii) Matters raised by Mr Fletcher of James Smith Ltd, undertakers

Reference was made to recent press coverage of an incident in which earth from one plot had been placed on top of a neighbouring grave. It was noted that the undertakers were happy to distribute any revised regulations that the Town Council may choose to introduce. It was reported that the Town Council had reviewed its working practices and that enquiries had been made of other burial authorities. Mr Fletcher praised the work done at the cemetery by the Cemetery Attendant and other staff of the Operations Department, together with the caretaker of the cemetery chapel.

Attention was drawn to a number of issues to be raised at a future meeting, including the introduction of a natural burial section, possible alterations to the layout of the cemetery chapel, and the potential of using extra plots in the unconsecrated section of the cemetery. It was AGREED:

That Mr Fletcher liaise with the Operations Manager and Assistant Town Clerk before reporting to the next meeting of the Committee.

The importance of representatives of the General Operations Committee having delegated powers to act in cemetery matters at short notice was highlighted and it was proposed by Councillor Mrs Marsh, seconded by Councillor Poultney and RESOLVED UNANIMOUSLY:

That, in cases where an urgent decision is required in relation to cemetery matters, officers consult two members of the General Operations Committee.

Mr Fletcher left the meeting at 10.40 a.m.

4) **Matters arising from Minutes if the Meeting of the General Operations Committee held on 4th July 2007**

The Chairman reported that all recommendations from the General Operations Committee meeting held on 4th July 2007 had been approved by the Town Council.

Further to Minute 5, the Chairman requested a progress report from the Operations Manager and Horticulturalist Officer in relation to the ongoing tree maintenance works. It was reported that three quotations had been received for the tree works adjacent to Forres Field and North Beach Car Park, and that the lowest of these quotations in the sum of £4,000, from the Town Council's approved contractors had been accepted.

5) **Operations Manager's Report**

It was noted that the Operations Manager had set his items of report as agenda items 6) to 10), below.

6) **Resurfacing Works**

Broad Road Car Park and Boat Park

The urgent need for general repairs at the Boat Park and for resurfacing work at Broad Road Car Park was highlighted. It was proposed by Councillor Mrs Patrick, seconded by Councillor Poultney and RESOLVED UNANIMOUSLY:

To recommend that the quotation of £4,700 for the general repairs at the Boat Park and the resurfacing of Broad Road Car Park be accepted.

Attention was drawn to the slippage of land around the bowl area of Broad Road Car Park and consideration was given to the options of either removing the earth or reducing the number of spaces. It was proposed by Councillor Poultney, seconded by Councillor Mrs Marsh and RESOLVED UNANIMOUSLY:

That no excavation work be undertaken at Broad Road car park, and that where necessary the number of parking spaces be reduced due to land slippage.

7) **Toilet Refurbishment**

The General Operations Committee received a letter from the Council's surveyors summarising the condition of the Town Council's public toilets and the refurbishment work required. Works estimated to cost between £10,000 and £35,000 per toilet block were noted in the report and it was therefore AGREED:

That the Operations Manager continue to maintain the toilet blocks to the best of his ability and that the major works be placed on the capital works programme.

Councillor Mrs Patrick left the meeting at 11.00 a.m.

8) **Rubbish Collection – Main Beach**

It was noted that the system for collecting rubbish from the main beach by the Operations Department was distinct from the collection of refuse from the bins along Shore Road, emptied by SITA. Currently, the bins on the beach are old and

of a makeshift design and that the limited of out-of-hours emptying of bins by the Town Council had led to a number of complaints. Further to a briefing note, circulated prior to the meeting, it was AGREED:

That the Operations Manager liaise with SITA regarding the cost of replacing the Town Council bins, with collection being undertaken by SITA.

9) Peveril Shelter – Dangerous Structure

It was reported that the Town Council had recently been issued with a second notice under the Building Act 1984, Section 77 and 78 (Dangerous Structures) in relation to the Peveril Point Lookout Building by Purbeck District Council. It was noted that a member of the Jurassic Coast team at Dorset County Council had approached a consultant coastal engineer to provide an independent assessment of the possible options for the structure, their implications and cost. The report would cost £3,200, and the Town Council would be expected to provide at least a small contribution towards this.

The Town Clerk entered the meeting at 11.30 a.m.

After a lengthy discussion of possible options, during which the potential for further land slippage if the structure was removed was noted, it was AGREED:

That further enquiries be made in respect of the contents and cost of commissioning a report by a District Engineer, and that Development Control at Purbeck District Council be informed of this matter.

10) Replacement of Benches

Reference was made to minute 3) of the Policy and Resources Meeting held on the 18th September 2006, at which the Town Council received a report on the provision of benches compiled by Councillor Bright, which had been re-circulated to members prior to the meeting. It was noted that Councillor Bright had further detailed information in this respect, which should be put to a future Policy and Planning meeting.

A schedule of requests made to the Town Council for permission to erect memorial benches was considered. After further discussion regarding the provision of public seating it was proposed by Councillor Poultney, seconded by Councillor Audley and RESOLVED UNANIMOUSLY:

To recommend that a budget of £10,000 be made available by the Town Council to improve the provision of public seating.

11) Budget Report

The position was noted and the Chairman congratulated the Operations Manager on his strong budgetary control so far this financial year.

12) Personnel Matters

i) Headcount Analysis

It was noted that staffing levels would be considered during the forthcoming service review.

ii) Safety Record

One injury at the swimming pool had been recorded and reported appropriately.

iii) Training

It was noted that training was typically undertaken out of season, between late September and March.

iv) Issues to be referred to the Personnel Committee

There were no matters to report at the present time.

13) Fixed Asset Management

i) Vehicle replacement

Councillor Poultney declared a personal interest in this item, under the Model Code of Conduct, by reason of his owning the Avenue Garage.

Further to minute 3 of the Finance and Performance Management Committee held on 10th September 2007 a pre-circulated Options Appraisal of the method of replacing the Town Council's vehicles, plant and equipment was considered. It was noted that Option 4 (lease rental, without any purchase option), was the most expensive, and that Option 1 (outright purchase) was the least expensive, followed by Option 3 (purchase financed by borrowing, repayable in equal instalments).

It was proposed by Councillor Gloyn Cox, seconded by Councillor Audley, and RESOLVED UNANIMOUSLY:

To recommend that Option 1 (outright purchase) be adopted as the Town Council's preferred method of acquiring new vehicles, plant and equipment where funds are available, and Option 3 where they are not.

It was noted that the Town Council urgently needs to replace three vehicles, and that at the present time Option 3 should be followed.

14) Major Projects

The Capital Works Programme was circulated to Members and it was AGREED:

That the Capital Works Programme should be updated on a quarterly basis and brought before the General Operations Committee for review.

15) Best Value Performance Indicators

The need to ensure continuous improvement was stressed and it was noted that this would be considered at future meetings of the Committee.

16) Items of Information and Matters for Forthcoming Agendas

There were no items to report.

17) Date of Next Meeting

It was noted that the date of the next meeting had been set for Wednesday 10th October 2007.

The meeting closed at 12.05 p.m.
