

## BRANDON TOWN COUNCIL

Minutes of the New Cemetery Working Party Meeting  
held on Tuesday 26th October 2021 in the Council Chamber, Old School House,  
Market Hill, Brandon at 7.00pm

**Present:** Cllr S Skinner (Chair), Cllr S Annear, Cllr P Etherington, Cllr J Hughes, Cllr V Lukaniuk,  
Cllr N Vant, Cllr P Wittam

**1 APOLOGIES** for absence and approval of reasons tendered.  
Cllr D Palmer, Cllr L Atkins, Mrs A Barnes.

**2 DECLARATION OF INTEREST** and additions to Members Register of Interest.  
Cllr S Skinner – Non-pecuniary interest.

**3 TO RECEIVE, CONFIRM AND SIGN MINUTES**

- Of the New Cemetery Working Party Meeting on 20th September 2021.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr P Etherington

Resolution Record No: **BTCNC/94/26/Oct/21**

**CARRIED:** Unanimous.

THE NEW CEMETERY WORKING PARTY RESOLVES THAT THE MINUTES OF THE NEW CEMETERY WORKING PARTY MEETING OF MONDAY 20TH SEPTEMBER 2021 BE APPROVED.

**4 MATTERS ARISING** for information exchange only of the New Cemetery Working Party Meeting on 20th September 2021.

Cllr Wittam stated that the declaration made by Cllr Etherington and supported by Cllr Vant at a previous meeting was incorrect. Cllr Etherington apologised to the meeting. Cllr Vant stated he did not say it was a legal responsibility only that it was a moral responsibility.

**5 URGENT BUSINESS** any items the Chairman considers a matter of urgent business.  
None.

**6 RESOLUTION from Cllr P Etherington No. 395**

To note the result of the Public Consultation and recommend to the Full Council that the proposed cemetery project proceeds.

Cllr Etherington elaborated on the resolution that she had put to the meeting. A general discussion took place and it was agreed that the resolution be amended to read “to note the result of the public consultation and to continue to consult via mail and other means available.”

**Seconder:** Cllr V Lukaniuk

Resolution Record No: **BTCNC/95/26/Oct/21**

**CARRIED:** Unanimous.

Signed.....

Brandon Town Council resolves to note the result of the public consultation and to continue to consult via mail and other means available and recommend to the Full Council that the proposed cemetery project proceeds.

**Proposer:** Cllr J Hughes

**Seconder:** Cllr P Wittam

Resolution Record No: **BTCNC/96/26/Oct/21**

**CARRIED:** Unanimous.

BRANDON TOWN COUNCIL RESOLVES TO NOTE THE RESULT OF THE PUBLIC CONSULTATION AND TO CONTINUE TO CONSULT VIA MAIL AND OTHER MEANS AVAILABLE AND RECOMMEND TO THE FULL COUNCIL THAT THE PROPOSED CEMETERY PROJECT PROCEEDS.

**7 RESOLUTION from Cllr P Etherington No. 396**

To note the result of the Public Consultation and recommend the agreement in principle to take out a loan to cover the cost of the proposed cemetery project be put to Full Council.

This resolution was withdrawn.

**8 RESOLUTION from Cllr S Skinner No. 397**

To recommend that a professional ITT expert to handle the tendering process, be put to Full Council - *see Note from NALC LTN 87 - Procurement "A procurement process by a local council is subject to the requirements in s 135 of the Local Government Act 1972 and the Public Contracts Regulations 2015. High value contracts are subject to Find a Tender/Contracts Finder website and it is considered that the Council will require technical and/or legal advice from someone who specialises in public procurement.*

Cllr Skinner outlined the resolution and Cllr Etherington gave a general overview. Cllr Vant described the tendering process. A general discussion then ensued with Cllr Vant stating that worst case scenario would result in a possible ten percent fee for an I.T.T professional to prepare tendering documentation.

**Seconder:** Cllr P Wittam

Resolution Record No: **BTCNC/97/26/Oct/21**

**CARRIED:** Unanimous.

BRANDON TOWN COUNCIL RESOLVES TO RECOMMEND THAT A PROFESSIONAL ITT EXPERT TO HANDLE THE TENDERING PROCESS, BE PUT TO FULL COUNCIL.

**9 RESOLUTION from Cllr S Skinner No. 398**

To employ a Professional to write a business plan for the New Cemetery be put to Full Council.

Cllr Etherington gave a general overview of the resolution which was duly voted on.

**Seconder:** Cllr N Vant

Resolution Record No: **BTCNC/98/26/Oct/21**

**CARRIED:** Unanimous.

BRANDON TOWN COUNCIL RESOLVES TO EMPLOY A PROFESSIONAL TO WRITE A BUSINESS PLAN FOR THE NEW CEMETERY BE PUT TO FULL COUNCIL.

Signed.....

Brandon Town Council  
New Cemetery Working Party Meeting  
Tuesday 26th October 2021

**10 RESOLUTION from Cllr S Skinner No. 399**

To note that the New Cemetery Working Party's recommendation that Brandon Town Council borrows up to a maximum of £800,000 using a PWLB loan for the completion of the New Cemetery be put to Full Council.

This resolution was withdrawn.

Cllr Vant suggested to the meeting that business of the New Cemetery Working Party could be dealt with by Full Council but in a separate meeting dealt with by means of an E.G.M. This would not prolong normal Full Council meetings by adding further business to that meeting.

The meeting closed at 7.51pm

Signed.....