

Councillors are hereby summoned, and members of the public and press are invited, to attend an Extraordinary meeting of the **Joint Burial Committee** to be held on **Wednesday 1 July 2026**, starting at **18.45** in the Council Chamber, Town Hall, Market Square, Crewkerne.

**Note:** - There will not be any recordings of this meeting.

Michael Best (signed on original)  
25 July 2026

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## Agenda

- 019/2627**      **To receive and approve apologies for absence.**  
a. To record members present:  
Schedule 12 of the Local Government Act 1972 requires:
- a record be kept of the members in attendance.
  - this record forms part of the minutes of the meeting.
  - Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.
- b. To approve any apologies for absence:  
Section 85(1) of the Local Government Act 1972 requires:
- Members present to decide if the reason(s) for a member's absence are acceptable.
- 020/2627**      **To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.**  
The Localism Act 2011 and the Council's Code of Conduct requires:
- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
  - Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.
- 021/2627**      **To approve the draft minutes of the Joint Burial Committee meeting held on 2 June 2026.**
- 022/2627**      **Public Open Forum:** Questions may be put to the Committee in person during this public participation session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Thursday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda. The Mayor reserves the right to vary or extend these time limits.
- 023/2627**      **To review quotations to paint the chapel**
- 024/2627**      **Date of the next meeting:** Tuesday 6 October 2026, 18.45, Council Chamber, Town Hall, Market Square, Crewkerne.

*In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), to resolve that the press and member of the public be excluded from following items having regard to the confidential issues to be discussed.*

**Confidential Session:** Exclusion of the Press & Public – Contractual, staffing and commercially sensitive information.

**025/2627**      **Contractual Matter** - To consider a confidential report from the Clerk and determine any action required.

<b>Report subject</b>	To review quotations to paint the chapel
<b>Committee name</b>	Joint Burial Committee
<b>Meeting date</b>	Wednesday 1 <sup>st</sup> July 2026
<b>Report author</b>	Gemma Hughes, Town Clerk
<b>Report contact details</b>	townclerk@crewkerne-tc.gov.uk
<b>Consultees</b>	n/a
<b>Decision required?</b>	Yes

### 1. Purpose

To consider quotations received for repainting the interior of the Chapel (Workshop) following the completion of the replastering works and to appoint a contractor to undertake the painting.

### 2. Background information

The replastering works to the interior of the Chapel (Workshop) have now been completed. As part of the restoration works, the internal walls require repainting using a traditional casein-based distemper paint.

The existing decorative paint scheme would be replicated, maintaining the current appearance of the building whilst providing an appropriate finish to the newly plastered walls.

Two quotations have been obtained for the works and are presented for councillors' consideration.

### 3. Detailed Consideration

Both contractors have quoted to undertake the repainting of the Chapel (Workshop), replicating the existing decorative paint scheme using Rose of Jericho casein-based distemper paint.

A comparison of the quotations is set out below.

<b>Item</b>	<b>Contractor A</b>	<b>Contractor B</b>
Access	Tower scaffold included	Tower scaffold included
Floor protection	Not specifically detailed	Plastic sheeting to protect floors

Preparation	Prime all new plaster with a distemper wash coat	Record existing paint scheme, light sanding, preparation of surfaces and priming of new plaster
Painting	Two coats of casein-based distemper to all internal walls, colours matched as closely as possible to the existing scheme	Primer to new plaster and two finish coats throughout in accordance with the manufacturer's guidance, replicating the existing colour bands and decorative lining
Paint	Rose of Jericho casein-based distemper	Rose of Jericho casein-based distemper
Completion	Not specifically detailed	Cleaning of drips and stains and removal of floor protection
Programme	Not specified	Approximately six weeks to allow for drying times between coats
Payment terms	Not specified	Fortnightly stage payments requested
<b>Total Cost</b>	<b>£5,900 + VAT</b>	<b>£15,855 + VAT</b>

Whilst Contractor B's quotation provides a significantly greater level of detail, both quotations are based on the same overall scope of work: preparing and repainting the Chapel (Workshop) to replicate the existing decorative paint scheme using traditional casein-based distemper paint. The principal difference lies in the level of detail provided within the quotations rather than the work to be undertaken.

#### 4. Financial implications

The quotations received are:

- Contractor A: £5,900 + VAT
- Contractor B: £15,855 + VAT

#### 5. Recommendation

- 5.1. It is recommended that the Committee:
- a) Consider the quotations received for repainting the Chapel (Workshop).
  - b) Appoint a contractor to undertake the works.
  - c) Delegate authority to the Town Clerk/Operations Manager to appoint the contractor and oversee completion of the works.