

**CREWKERNE AND WEST CREWKERNE**  
**JOINT BURIAL COMMITTEE**

Minutes of a meeting held on Tuesday 2 April 2019 at 6.45 p.m. in the Council Chamber, Town Hall, Crewkerne.

**PRESENT:**

Cllrs. M. Best (Chairman), Mrs J. Borland, Ms C. Broom, F. Freeman, R. Pailthorpe, Mrs A. Stuart and D. Wakeman.

In attendance: Mr P. Davidson (Clerk), Mrs P. Hewitt (CTC Finance Officer) and Ms T. Warren, Funeral Director of Stoodley & Son.

**41 TO NOTE APOLOGIES FOR ABSENCE**

18/19

None.

**42 OPEN FORUM**

18/19

None.

**43 TO APPROVE THE MINUTES**

18/19

It was **AGREED** that the minutes of the meeting of the Joint Burial Committee held on 11 December 2018 be **APPROVED**.

**44 DECLARATIONS OF INTEREST**

18/19

None.

**45 CLERK'S REPORT**

18/19

The following points were discussed regarding the Clerk's report:

Toilet block: the Clerk explained that the CTC Operations Manager had obtained a cost for the purchase of a single disabled-friendly toilet "module", which was in the region of £8,000, but was still in the process of establishing installation and 'connection of services' costs for such a module.

Lodge maintenance: the Clerk explained that a roofing contractor had assessed the state of the lodge roof and had advised that, at some point in the future, the whole of the roof would need to be re-slatted. He had also recommended that the guttering, which was in a poor state, was replaced at the same time, as this would take advantage of the scaffolding which would be needed for the roofing work. Councillors noted the high costs involved with this work and agreed with the Clerk's recommendation that funds needed to be gradually built up in Allocated Reserves to cover this work.

Consolidation of JBC finances: the Clerk explained, although the latest accounting guidance recommended that joint committees should not have separate bank accounts, he was concerned that it would be very difficult to completely ring-fence the JBC funds within the Town Council's accounts. Given that the JBC's accounts had been managed in a trouble-free way for many years, it was therefore the position of the Chairman and Clerk that the accounting

guidance should not be followed in this particular case and that the JBC should continue to maintain a separate bank account. Councillors concurred with this approach.

Funeral Director participation in the JBC: Councillors welcomed to the meeting Ms Warren, a Funeral Director with Stoodley & Son.

Non-Christian burials: Councillors noted the question from SSDC regarding Muslim burials but recognised that, currently, all of the cemetery grounds were consecrated. The CTC Finance Officer had written some time ago to the Diocese, asking for clarification of what was involved in deconsecrating a portion of grounds within the cemetery. However, no response had been received to date.

46 **FINANCIAL MATTERS FOR CONSIDERATION**

18/19

a) Interment fees: to reconsider the fee to be charged for full burials

The Clerk reported that, in the recent revision of the cemetery fees, comparison had been made with the fees of neighbouring cemeteries, to ensure that the new fees for the Townsend cemetery remained comparable. Unfortunately, in setting an appropriate interment fee for a body in a grave, account had not been taken of the fact that, for some cemeteries, this fee included the service of gravedigging. The Clerk had discussed this error with the Chairman and it had been agreed that, as the interment fee for Townsend clearly did not include gravedigging, then an appropriate fee would be £250, which represented a modest increase on the previous year's fee of £210. As the new cemetery fees took effect as of 1<sup>st</sup> April, which was prior to the next meeting of the Burial Committee, the Chairman had instructed the Clerk to amend the interment fee accordingly, and to bring this change to the present meeting for ratification.

Councillors agreed that the Chairman had acted correctly in amending the interment fee in a timely manner and it was **AGREED to endorse the amended interment fee for 2019/20 of £250.**

b) To approve Accounts for Payment

The Clerk reported that Cllr. Mrs Borland had verified the accounts for 1 December 2018 to 31 March 2019 in accordance with the Committee's Financial Regulations.

It was **AGREED to approve the following payment:**

<b>Cheque</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>	<b>Payee</b>	<b>Purpose</b>
000039	£14,821.08	£2,029.29	£16,850.37	Crewkerne TC	Reimbursement for period: 1 Dec 2018 to 31 Mar 2019

c) End-of-year financial summary: to consider the payments/receipts variance report as at 31 March 2019, together with the summary of Allocated and General Reserves

The end-of-year variance report and Allocated Reserves summary from the CTC Finance Officer was noted.

d) To report the bank reconciliation as at 28 February 2019 has been completed

The report was noted. It was noted that cash in hand at the bank as at 28 February 2019 was £58,005.19.

47 **NEW CEMETERY PATH**

18/19 To consider the quotations received for constructing a new path in the new section of the cemetery

The Clerk reported that the CTC Operations Manager had only been able to obtain two quotations for the construction of a footpath in the new section of the cemetery. It was therefore **AGREED that, on this occasion, it was acceptable to waive the requirement of the Financial regulations for three quotations.** After discussion, it was **AGREED to authorise Avalon Surfacing & Construction Co. Ltd to undertake the work to construct a footpath in the new section of the cemetery in accordance with their quotation and at the quoted cost of £7,138 (+ VAT).**

48 **TO APPROVE APPLICATIONS, TRANSFERS AND MEMORIALS RECEIVED**

18/19

**The following Applications, Transfers and Memorials were APPROVED.**

**PLOT PURCHASE**

John Bowditch	EXS03
Timothy Bowditch	EXS04
Mr & Mrs Drayton	CSKNE222
Maria Wetherall	CSKNE101A
Mr & Mrs Melville	CSKNE223
Mr & Mrs Clifford	EXI01
Sidney Hodge	EXJ01
Mr & Mrs Cummings	EXP17
Mike Best	CSKNE116B
Mr & Mrs Nicholas	EXQ28
Carol Lock	EXK01
K Hannam & H McCarthy	EXP16
Mr & Mrs Hannam	EXP15
Mr Smart & Mrs Carne	EXP38
Eileen Bailey	CSKNE094A
Martin Cook	EXQ14
Alan Hunt	EXP39
Mr & Mrs Parsons	CSKNE094B
Mr & Mrs Pitman	EXQ13
Marcus England	CSKNE106A
Mr & Mrs Butler	CSKNE111C
Mr & Mrs Gibbs	EXL01
Mr Bradshaw	EXM01

**TRANSFERS**

Michael Gray & Rosalind Gingell	CSKNE111
Lisa Rawlings & Nicola Tett	EXA02
Clive Gray & Lynn Wood	CSKAB1
Ellen Singleton	EXN9
Linda Comber & Gary Poole	C3 238
David Hayne	CSKNE39
Natasha Rowe	CSKAE5

**MEMORIALS**

Lisa Rawlings	EXA02
Ross Harvey	EXP37
David Powell	EXQ29

Nicola McIntyre	G1 908
Martin Hillman	CSKNE088A
Michael Gray & Rosalind Gingell	CSKNE111
Clive Gray & Lynn Wood	CSKAB1
George Barrett Smith	D2 344
Ellen Singleton	EXN9
Kerry Norminton	EXQ20
Rosalind Lovelock	Old GofR
David Hayne	CSKNE39

**49 DONATION OF AN ORGAN TO THE CEMETERY**

18/19 To note that Stoodley’s Funeral Directors have kindly donated an electronic organ for use at the cemetery chapel

Councillors expressed their sincere thanks to Ms Warren for the generous donation by Stoodley & Son of an electronic organ for use at the cemetery chapel.

**50 VISIT OF COUNCILLORS TO THE CEMETERY**

18/19 To receive reports from Cllrs. Freeman, Mrs Sturart and Wakeman on their visits to the cemetery and to determine the rota for the next visits

Cllrs. Best and Freeman had both visited the cemetery recently and reported that the cemetery was looking considerably neater since the assorted cages on plots had been removed. Cllr. Best reported that a tree near the cemetery boundary appeared to be dead and asked the Clerk to follow this up.

**51 MATTERS OF REPORT**

18/19

Councillors agreed that the presence of a local Funeral Director at this Committee meeting had been very beneficial. It was therefore agreed that the Clerk should add an item to the agenda for the next Committee meeting, to agree that the Burial Committee should extend a formal invite to a local Funeral Director to attend and participate in Committee meetings.

Ms Warren pointed out that some of the headstones in the new section of the cemetery were already leaning.

**52 DATE OF THE NEXT MEETING**

18/19

Annual Meeting on Tuesday 4 June 2019 at 6.45 p.m. at the Townsend Cemetery (preceded by the annual inspection tour of the cemetery by the Committee).

The meeting closed at 7.33 p.m.

**Signed.....**

**Dated.....**

BB08Apr2019