

CREWKERNE AND WEST CREWKERNE
JOINT BURIAL COMMITTEE

Minutes of a meeting held on Tuesday 4 June 2019 at 6.45 p.m. in the Chapel, Townsend Cemetery, Mount Pleasant, Crewkerne.

PRESENT:

Cllrs. M. Best, 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.

01 TO ELECT A CHAIRMAN

19/20

Cllr. Best was unanimously elected as Chairman for 2019/20.

02 REPORT FROM THE RETIRING CHAIRMAN

19/20

Cllr. Best reported that the most notable success from the last year was the removal of all of the cages around grave plots and headstones, which had vastly improved the appearance of the cemetery. The recent installation of a new tarmacked pathway was an important step forwards and pathway improvements needed to remain a priority for the Committee.

03 TO ELECT THE VICE CHAIRMAN

19/20

Cllr. Mrs Borland was unanimously elected as Vice-Chairman for 2019/20.

04 TO NOTE APOLOGIES FOR ABSENCE

19/20

None. The Chairman noted that the Town Council had yet to elect a fifth member to the Burial Committee.

05 OPEN FORUM

19/20

Ms. Warren thanked the Burial Committee for allowing her to participate in the previous committee meeting. She highlighted that, as a key service user of the cemetery, the meeting provided a valuable opportunity for feedback. She emphasised that the existing gravel pathways presented real health and safety issues and asked the committee for clarification of timescales for future upgrades to the pathways.

Cllr. Best responded by reiterating that pathway improvements were a priority for the Burial Committee, but such improvements required a major financial outlay and therefore needed to be carefully budgeted for.

06 TO APPROVE THE MINUTES

19/20

It was AGREED that the minutes of the meeting of the Joint Burial Committee held on Tuesday 2 April 2019 be APPROVED.

07 **DECLARATIONS OF INTEREST**

19/20

None.

08 **TERMS OF REFERENCE**

19/20 To review the Terms of Reference of the Joint Burial Committee

After discussion, it was **AGREED that the current Terms of Reference for the Joint Burial Committee remained valid.**

It was further **AGREED that there would be an agenda item included in future meetings specifically for Funeral Directors.** The Clerk was asked to write to the local Funeral Directors, informing them of this and inviting them to attend the meeting in person or to provide a written input.

09 **CLERK'S UPDATE REPORT**

19/20

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

West chapel

Cllr. Mrs Stuart noted that, once the Committee had decided on a course of refurbishing the west chapel, a separate storage unit would be required to house the tools required by the Cemetery Superintendent. It was suggested that a suitable location for such a storage unit would be adjacent to the lodge.

Cllr. Best pointed out that, as this chapel had been used for many years as a workshop by the Town Council's grounds staff, it would be reasonable for the Town Council to make a financial contribution to the costs involved in restoring the chapel to its former condition. Councillors supported this view and asked the Clerk to write formally to the Town Council, requesting a "making good" financial contribution.

10 **TO CONFIRM MATTERS RAISED DURING THE COMMITTEE'S ANNUAL CEMETERY INSPECTION**

19/20

The key points from the cemetery inspection were:

- Woodland burial area: the area of the cemetery which had previously been quite derelict, with metal girders and rubble deposited there, was now looking much tidier since the girders had been removed and soil deposited in their place. Councillors agreed that, with further tidying up of this area, there was scope to create a woodland burial area. The Clerk was asked to continue with the work of clearing this area and invite Councillors to revisit the area when this clearance work had been completed, so that they could consider how best to lay out a woodland burial area.
- Stone circle: Councillors agreed that the vegetation within the stone circle should be tidied up, some ground cover plants added as appropriate and the branches of the overhanging tree cut back.
- Leaning grave memorial: it was noted that the memorial on plot EXL-8 was leaning quite markedly, which was disappointing considering that this was in the new section of the cemetery. The Clerk was asked to liaise with the Funeral Director whose name was on the reverse of the headstone.
- Chapel guttering: the poor state of the chapel guttering was noted. Cllr. Best emphasised that he had been given a clear directive from the SSDC Conservation Officer, that the chapel guttering needed to be constructed of cast iron. Therefore,

where alternative materials such as plastic had been used in the past for certain sections, these would need to be replaced with reconditioned cast iron sections.

11 TO CONSIDER THE ACTION PLAN

19/20 prepared by the Clerk

After discussion, it was **AGREED to approve the Action Plan prepared by the Clerk.**

12 FINANCIAL REGULATIONS

19/20 for review

After discussion, it was **AGREED to approve the draft update of the Financial Regulations presented by the Clerk.**

13 FINANCIAL MATTERS FOR CONSIDERATION

19/20

a) Risk Management: to approve the draft update to the Financial Risk Register

After discussion, it was **AGREED to approve the draft update to the Financial Risk Register.**

b) To receive the report from the Internal Auditor

The report was noted.

c) To formally approve the internally audited accounts for 2018/19.

After review, it was **AGREED to approve the internally audited accounts for 2018/19 and the Chairman and Clerk were duly authorised to sign the accounting statement.**

d) To approve Accounts for Payment

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

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

Cheque	Net	VAT	Total	Payee	Purpose
000040	£650		£650	A J Wakely	Refund
000041	£6,599.57	£986.57	£7,586.01	CTC	Reimbursement for period: 1 April – 31 May 2019

e) To report the bank reconciliation for April 2019 has been completed

The report was noted. It was noted that cash in hand at the bank as at 30 April 2019 was £71,839.48.

f) To consider the Receipts and Payments Variance reports as at 31 May 2019

The report was noted.

- g) To confirm Councillor bank signatories

It was **AGREED that the Councillor signatories should remain unchanged.**

- h) To appoint a West Crewkerne Parish Councillor to check the accounts for payment and bank reconciliations prior to each meeting

It was **AGREED to re-appoint Cllr. Mrs Borland, as a West Crewkerne Councillor, to check the accounts for payment and bank reconciliations.**

- i) To note the status of the Asset Register

Noted.

14 DECONSECRATION OF PART OF THE CEMETERY GROUNDS

- 19/20 To receive an update on the feasibility of deconsecrating a section of the cemetery grounds and to consider how the Committee wishes to proceed

The Clerk reported that a response had been received from the Diocese regarding the possibility of deconsecrating a section of the cemetery. In essence, it was entirely feasible to deconsecrate a defined section of the cemetery.

Cllr. Best asked Ms. Warren whether, as a local Funeral Director, she considered that there was a demand for burials on unconsecrated land. In response, Ms. Warren stated that there was a considerable demand for such burials and that the trend was for an ever-increasing number of humanist funerals. She also pointed out, even if a portion of land was deconsecrated, it was still possible to undertake Christian burials on such land as individual burial plots could be reconsecrated.

After discussion, it was agreed that the eastern portion of the new section of the cemetery, which included the area under consideration as a woodland burial area, could potentially be suitable for deconsecrating.

It was agreed that this topic would be revisited once the woodland burial area had been cleared.

15 TO APPROVE APPLICATIONS, TRANSFERS AND MEMORIALS RECEIVED

19/20

The following Applications, Transfers and Memorials were APPROVED.

PLOT PURCHASE

Mr & Mrs Stradling	EXQ15
Mr & Mrs Bargery	CSKNE088B
Lynn Browning & Beverly Morris	CSKNE111D
Jenny Taylor	EXN01

TRANSFERS

Keith Cornish	CSKNE128
Nicola McIntyre	W1 3172E

MEMORIALS

Linda Comber & Gary Poole	C3 238
Catherine Bailey	CSKNE040
Lynn Browning & Beverly Morris	CSKNE111D

16 TO CONFIRM THE DATE FOR THE 2019 OPEN DAY AS SUNDAY 8 SEPTEMBER
19/20 **and to agree Councillor participation**

It was **AGREED** that the date for the cemetery open day should be set as the afternoon of 8 September 2019. Cllr. Mrs Borland kindly offered to support the event alongside the Clerk.

It was suggested that a donation box be available, to allow members of public to make a contribution towards the refurbishment of the chapels.

17 TO DETERMINE THE ROTA FOR THE NEXT COUNCILLORS TO VISIT THE
19/20 **CEMETERY**

Cllrs. Ms Broom and Wakeman kindly volunteered to visit the cemetery before the next meeting of the Committee.

18 TO APPROVE THE DATES FOR COMMITTEE MEETINGS AS:

19/20

It was **AGREED** that the proposed Committee meeting dates of 1 October 2019, 3 December 2019 and 7 April 2020 were confirmed.

19 MATTERS OF REPORT

19/20

The Clerk reported that there had been an unfortunate miscommunication between a local Funeral Director and the CTC office, regarding a grave plot. In recognition of this, the Clerk had agreed with the Chairman that the cost of the purchase of a grave plot was refunded through the Funeral Director's office to the family concerned.

20 DATE OF THE NEXT MEETING

19/20

Tuesday 1 October 2019 at 6.45 p.m. in the Council Chamber, Town Hall, Market Square, Crewkerne.

The meeting closed at 7.40 p.m.

Signed.....

Dated.....