

CREWKERNE AND WEST CREWKERNE
JOINT BURIAL COMMITTEE

Minutes of the Annual Meeting held on Tuesday 5 June 2018 at 6.45 p.m. in the Chapel, Townsend Cemetery, Mount Pleasant, Crewkerne.

PRESENT:

Cllrs. M. Best, Mrs J. Borland, Ms C. Broome, F. Freeman, R. Pailthorpe and Mrs A. Stuart

In attendance: Mr P. Davidson (Clerk) and Mrs P. Hewitt (CTC Finance Officer).

Members of the public: None.

01 TO ELECT A CHAIRMAN

18/19

Cllr. Best was unanimously elected as Chairman for 2018/19.

02 REPORT FROM THE RETIRING CHAIRMAN

18/19

Cllr. Mrs Borland thanked her fellow Councillors, the Town Council staff and the volunteers for their support over the past year. Cllr. Mrs Borland added that the cemetery was an integral part of the local community and that she was proud to have served as Chairman of the Joint Burial Committee for the past year.

03 TO ELECT THE VICE CHAIRMAN

18/19

Cllr. Mrs Borland was unanimously elected as Vice-Chairman for 2018/19.

04 TO NOTE APOLOGIES FOR ABSENCE

18/19

Apologies for absence were received from Cllrs. Mrs S. Allman and D. Wakeman.

05 OPEN FORUM

18/19

None.

06 TO APPROVE THE MINUTES

18/19

It was **AGREED** that the minutes of the meeting of the Joint Burial Committee held on **10 April 2018** be **APPROVED**.

07 DECLARATIONS OF INTEREST

18/19

None.

08 CLERK'S UPDATE REPORT

18/19

The Clerk's report was noted.

Regarding the possibility of allowing Muslim burials to be carried out, the CTC Finance Officer outlined a number of considerations which would need to be taken into account. Cllr. Best reminded members that all of the ground at the cemetery was consecrated. Councillors agreed that it was important not to focus purely on Muslim burials as it was essential to recognise all faiths.

09 **TO CONFIRM MATTERS RAISED DURING THE COMMITTEE'S ANNUAL**
18/19 **CEMETERY INSPECTION**

The key points from the cemetery inspection were:

- Pathways in new section: need to be marked out and budgeted for.
- Cages around memorials: noted that at least some of the cages had now been removed.
- Tree inspection: the next scheduled tree inspection by the arborist was due this summer.
- Inspection of the bell tower: cherry picker will need to be hired to allow inspection.

10 **TO CONSIDER THE ACTION PLAN** prepared by the Clerk

18/19

It was **AGREED to approve the updated Action Plan.**

11 **FINANCIAL MATTERS FOR CONSIDERATION**

18/19

- 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 notes from the review of internal financial controls

Noted.

- c) To receive the report from the Internal Auditor

Noted.

- d) To formally approve the internally audited accounts for 2017/18

After review, it was **AGREED to approve the internally audited accounts for 2017/18 and the Chairman and Clerk were duly authorised to sign the accounting statement**

- e) To approve the Annual Return for year ending 31 March 2018

- i) Section 1: to approve the Annual Governance Statement

It was AGREED to confirm that the Committee had satisfied all of the answers to the questions on the statement of assurance and 'yes' be ticked in all of the boxes.

- ii) Section 2: to approve the Accounting Statement

It was AGREED that the statement of accounts be certified.

- iii) Section 4: to receive the Internal Auditors completed form

The contents of the signed form were noted.

- iv) To authorise the signature of the Chairman and Clerk to the JBC

It was AGREED to authorise the signature of the Chairman and Clerk.

- f) To approve Accounts for Payment: 1 April to 31 May 2018

The Clerk reported that Cllr. Mrs Borland had verified the accounts for 1 April – 31 May 2018 in accordance with the Committee’s Financial Regulations.

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

Cheque	Net	VAT	Total	Payee	Purpose
000032	£90		£90	ICCM	Annual subscription
000033	£50		£50	CTC	Office rent
000034	£265		£265	A.J.Wakely	Refund
000035	£7148.92	£987.76	£8136.68	CTC	Reimbursement for period: 1 April – 31 May 2018

- g) To report the bank reconciliation for April 2018 has been completed

The report was noted. It was noted that cash in hand at the bank as at 30 April 2018 was £65,403.26.

- h) To consider the Receipts and Payments Variance reports as at 31 May 2018

The report was noted.

- i) To confirm Councillor bank signatories

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

- j) To appoint a Councillor to check the accounts for payment and bank reconciliations prior to each meeting

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

12 CEMETERY PATHS

- 18/19 To consider the layout of new paths in the new section of the cemetery

On the basis of the inspection tour, Councillors agreed that new pathways needed to be laid out in the new part of the cemetery. In particular, the perimeter pathway needed to be defined, as well as an additional pathway some way down from the current line of grave plots. It was agreed that the CTC Operations Manager should establish costings so that these could be built into the forthcoming budget.

13 TO APPROVE APPLICATIONS, TRANSFERS AND MEMORIALS RECEIVED

18/19

The following Applications, Transfers and Memorials were APPROVED.

PLOT PURCHASE

Catherine Bailey	CSKNE40
Henryk Ploszek	CSKNE220
Alison Tuck/Rebecca Dunn	EXP19
Richard Heal/Susan Turner	CSKNE217

TRANSFERS

George Smith

D3 372, D2 344 and E3 541

MEMORIALS

Buttress

Plaque

Joyce Hurley

CSKNE210

Mr & Mrs Ploszek

CSKNE220

Joyce Hurley

R5 2013

Richard Heal/Susan Turner

CSKNE217

Evie Roberts

L1195D

14 TO CONFIRM THE DATE FOR THE 2018 OPEN DAY AS SUNDAY 9
18/19 SEPTEMBER

It was **AGREED** that the **Open Day** should take place on **Sunday 9 September in the afternoon**. The Clerk was asked to contact Tracey Warren to establish whether she would give another talk on the history of the cemetery and graves, as her talk had been very well received in previous years. Cllr. Best was regrettably not available on the 9th but Cllr. Mrs Borland would attend the event with support from the Clerk and of course other Councillors were very welcome to attend also.

15 TO DETERMINE THE ROTA FOR THE NEXT COUNCILLORS TO VISIT THE
18/19 CEMETERY

Cllrs. Mrs Broome and Pailthorpe volunteered to visit the cemetery before the next meeting.

16 TO APPROVE THE CALENDAR OF DATES FOR COMMITTEE MEETINGS
18/19

It was **AGREED** that the proposed **Committee meeting dates of 9 October 2018, 11 December 2018 and 2 April 2019 were confirmed**. Cllr. Best noted that it would be necessary to hold a Burial Committee meeting very shortly after the Annual Town Council meeting in May 2019, as there would potentially be a different set of CTC councillors on the Committee.

17 MATTERS OF REPORT
18/19

None.

18 DATE OF THE NEXT MEETING
18/19

Tuesday 9 October 2018 at 6.45 p.m. in the Council Chambers, Town Hall, Market Square, Crewkerne.

The meeting closed at 7.15 p.m.

Signed.....

Dated.....