

CREWKERNE AND WEST CREWKERNE
JOINT BURIAL COMMITTEE

Minutes of the Annual Meeting held on Tuesday 6 June 2017 at 6.45 p.m. in the Chapel, Townsend Cemetery, Mount Pleasant, Crewkerne.

PRESENT:

Cllrs. Mrs S. Allman, Mrs J. Borland, Ms C. Broome, F. Freeman, R. Pailthorpe, Mrs A. Stuart and D. Wakeman

In attendance: Mr P. Davidson (Clerk) and Mrs P. Hewitt (CTC Finance Officer).
Members of the public: Two.

01 TO ELECT A CHAIRMAN

17/18

Cllr. Mrs Borland was unanimously elected as Chairman for 2017/18.

02 REPORT FROM THE RETIRING CHAIRMAN

17/18

Cllr. Mrs Borland reported that much progress had been achieved by the Committee in the past year, with the cemetery looking very neat and well-kept. A major challenge over the year had been the break-in of the chapel workshop, but several additional security measures had now been put in place to minimise the possibility of a re-occurrence. The highlight of the year had undoubtedly been the very successful open day in September, with the interesting and entertaining historical talk from Tracey Warren being particularly well received.

Cllr. Mrs Borland thanked both the Councillors and volunteers for their support and commitment throughout the year.

03 TO ELECT THE VICE CHAIRMAN

17/18

Cllr. Pailthorpe was unanimously elected as Vice-Chairman for 2017/18.

04 TO NOTE APOLOGIES FOR ABSENCE

17/18

Apologies for absence were received from Cllr. Best (personal).

05 OPEN FORUM

17/18

A member of the public, who was also a volunteer at the cemetery, pointed out she had recently found Christmas and holly wreaths in the grounds, which was contrary to the cemetery rules which stipulated removal after 3 months.

Both members of public present commented that the cemetery was looking much improved in comparison with previous years.

06 TO APPROVE THE MINUTES

17/18

It was **AGREED** that the minutes of the meeting of the Joint Burial Committee held on **4 April 2017** be **APPROVED**.

07 DECLARATIONS OF INTEREST

17/18

None.

08 CLERK'S UPDATE REPORT

17/18

The Clerk referred to his report from the April 2017 committee meeting, highlighting the issue of the poor heating, lighting and power socket arrangements in the chapel. A quotation had now been obtained to address these shortfalls and this was for consideration later in the agenda.

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

17/18

The Clerk summarised the matters raised during the Committee's annual inspection of the chapel and grounds, which were:

- i. The ruined plot in the old part of the cemetery: to be tidied up, removing the old tree stump and pieces of concrete and adding gravel or grass seed within the plot.
- ii. CTC trailer being stored in the cemetery grounds: Clerk to raise this with CTC.
- iii. Untended plot in the old part of the cemetery with a large shrub growing in it: Clerk to ask Cemetery Superintendent to prune back the shrub.
- iv. Recently planted acer tree: Clerk to ask Cemetery Superintendent to insert some canes around the tree to better support the protective netting.
- v. Lack of large green waste bin at the entrance: Clerk to follow up.
- vi. Tarmacking of paths/driveway: awaiting Cllr Best to mark out pathways in the new section, before Councillors consider whether a further section of pathway should be tarmacked or whether budget funding should be carried over to the next financial year, to allow the driveway to be tarmacked.
- vii. Loose plasterwork in the chapel: the Clerk had advised Councillors that the CTC Operations Manager had met with a builder to discuss the issue of loose plaster. The builder had advised that the exterior stonework had previously been pointed using a concrete mix, which was causing the damp within the walls to soak into the interior plasterwork. It would therefore be necessary to re-point the exterior stonework, in addition to re-plastering the interior walls. The Operations Manager had requested a quotation for this work.

10 LODGE INSPECTION

17/18

To receive a report from the recent inspection of the lodge

The Chairman reported that the annual inspection of the lodge had been carried out, as detailed in the report from the CTC Operations Manager.

The Clerk advised that actions were in hand to follow up all of the items highlighted in the report and the Operations Manager had now met with various contractors to obtain quotations for the necessary remedial works. Because of their importance, the electrical issues had already been addressed.

The Chairman commented that, although not highlighted in the report, the inspection had revealed that the outside area of the lodge was very untidy, with numerous miscellaneous items being stored there. The Clerk was asked to raise this with the Cemetery Superintendent and ask him to tidy up the area.

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

17/18

It was **AGREED to approve the updated Action Plan**, with the following minor amendment:

Input of paper burial records onto computer: the Clerk reported that the records contained in the burial register for the old section of the cemetery were gradually being transferred onto the Epitaph database, with approximately 50% of the register having been recorded to date. The purpose of copying the records onto a computerised database was to mitigate the (low) risk of damage or loss of the paper register. Cllr Freeman suggested that this risk could be mitigated in the short term, by photographing the pages of the register. Councillors agreed that this was a sensible risk mitigation measure.

12 **FINANCIAL MATTERS FOR CONSIDERATION**

17/18

- 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**, noting the risk mitigation measure discussed as part of the Action Plan (see above).

- b) Financial Regulations: to approve the amended Financial Regulations

After discussion, it was **AGREED to approve the amended Financial Regulations**.

- c) To formally approve the internally audited accounts for 2016/17

After review, it was **AGREED to approve the internally audited accounts for 2016/17 and the Chairman and Clerk were duly authorised to sign the accounting statement**.

- d) To approve the Annual Return for year ending 31 March 2017

- 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 2017

The Clerk reported that Cllr. Mrs Borland had verified the accounts for 1 April – 31 May 2017 in accordance with the Committee’s Financial Regulations.

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

<u>Cheque</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>	<u>Purpose</u>
000022	£50.00		£50.00	Office rent
000023	£233.48	£46.70	£280.18	Internal audit
000024	£6072.62	£933.16	£7005.78	Reimbursement to CTC for period 1 April – 31 May 2017

- g) To report the bank reconciliation for April 2017 has been completed

The report was noted. It was noted that cash in hand at the bank as at 30 April 2017 was £52,556.31

- h) To consider the Receipts and Payments Variance reports as at 31 May 2017

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.

13 TO CONSIDER THE FOLLOWING WORKS IN THE CHAPEL

17/18

- Install improved lighting in the chapel and chapel above
- Install additional plug sockets
- Remove the existing heaters and replace with modern infrared heaters

After discussion, it was **AGREED to approve the quotation from Knight Electrical for the work required to improve the chapel lighting, install additional plug sockets and modern heaters, in accordance with their quotation and at the quoted cost of £2,187 (+ VAT).**

14 TO APPROVE APPLICATIONS, TRANSFERS AND MEMORIALS RECEIVED

17/18

The following Applications and Memorials were APPROVED.

PLOT PURCHASE

Paul Caddy	EXG 1
Alison Martin	CSKD1

MEMORIALS

Norma Rendell	Plaque
Patricia Irwin	EXP25

Joan Apperley
Sheila Biddlecombe
Alison Martin

EXP22
CSKNE205
CSKD1

15 TO CONFIRM THE DATE FOR THE 2017 OPEN DAY AS SUNDAY 10
17/18 SEPTEMBER AND DETERMINE THE ROTA

It was **AGREED** that the Open Day should take place on **Sunday 10 September**. The Clerk explained that Tracey Warren was happy to give another talk on the history of the cemetery and graves, but that she was only available on the afternoon of the 10th. Councillors agreed that Ms Warren's talk last year was very well received and therefore **AGREED that the Open Day event should be held in the afternoon, to suit availability of Ms Warren**. Cllr. Mrs Borland would attend the event with support from the Clerk, but of course other Councillors were very welcome to attend also.

16 TO DETERMINE THE ROTA FOR THE NEXT COUNCILLORS TO VISIT THE
17/18 CEMETERY

Cllrs. Ms Broome, Freeman and Wakeman volunteered to visit the cemetery before the next meeting.

17 TO APPROVE THE CALENDAR OF DATES FOR COMMITTEE MEETINGS
17/18

It was **AGREED** that the proposed Committee meeting dates of **3 October 2017, 12 December 2017 and 10 April 2018** were confirmed.

18 MATTERS OF REPORT
17/18

Veronica Chard offered to take further photos of the plaques on the wall of the Garden of Remembrance, to supplement those she had taken previously. Councillors thanked Mrs Chard for her kind offer of assistance.

Cllr. Mrs Stuart offered to make a cover for the chapel chairs, using fabric similar to that used for the alter curtain. Councillors agreed that this would certainly improve the appearance of that area of the chapel and thanked Cllr. Mrs Stuart for her kind offer of assistance.

19 DATE OF THE NEXT MEETING
17/18

Tuesday 3 October 2017 at 6.45 p.m. in the Council Chambers, Town Hall, Market Square, Crewkerne.

The meeting closed at 8.00 p.m.

Signed.....

Dated.....