

CREWKERNE AND WEST CREWKERNE
JOINT BURIAL COMMITTEE

Minutes of a remote meeting held on Tuesday 8 June 2021 at 6.45 p.m.

PRESENT:

Cllrs. M. Best, J. Borland, C. Broom, A. Stuart and D. Wakeman.

Also in attendance: P. Davidson (Clerk) and P. Hewitt (CTC Finance Officer).

01 TO ELECT A CHAIRMAN

21/22

It was noted that, in accordance with established practice, chairmanship of the Burial Committee alternated between a Councillor from Crewkerne Town Council and one from West Crewkerne Parish Council.

Cllr. Borland was unanimously elected as Chairman for 2021/22.

02 REPORT FROM THE RETIRING CHAIRMAN

21/22

Cllr. Best reported that the past year had been dominated by the pandemic, but the cemetery had continued to function throughout this time. The cemetery was continuing to prove popular, such that plans were now underway to further extend the plots available in the new section of the cemetery, along with the construction of associated pathways.

A significant event in the year was the resignation of the cemetery superintendent, which had meant that the cemetery lodge was now vacant. Plans were underway for the regeneration of the lodge. The other major project looming for the Committee was the restoration of the east chapel, which was currently disused.

03 TO ELECT THE VICE CHAIRMAN

21/22

Cllrs. Best and Wakeman both expressed a desire to be appointed as vice chairman. Given the much reduced attendance of Councillors at the meeting, it was agreed to defer the election of a vice chairman until the next meeting of the Burial Committee.

04 TO CONFIRM THE APPOINTMENTS BY CREWKERNE AND WEST CREWKERNE PARISH COUNCIL OF COUNCILLORS TO THE JOINT BURIAL COMMITTEE

21/22

Councillors confirmed no changes to the appointments of Councillors to the Burial Committee. The Clerk added that a vacancy still existed for a Councillor from Crewkerne Town Council (CTC), but it was hoped in the near future that one of the two newly elected CTC Councillors would be willing to accept the role of Councillor to the Burial Committee.

05 TO NOTE APOLOGIES FOR ABSENCE

21/22

Apologies for absence were given by Cllr. Pailthorpe (unwell) and Freeman (personal).

06 OPEN FORUM

21/22

No members of the public present.

07 **TO APPROVE THE MINUTES**

21/22

It was **AGREED** that the minutes of the meeting of the Joint Burial Committee held on Tuesday 6 April 2021 be **APPROVED**.

08 **DECLARATIONS OF INTEREST**

21/22

None.

09 **CLERK'S REPORT**

21/22

The Clerk reported that, following the recent cemetery inspection by Councillors and the concern that the grounds were looking somewhat unkempt in places, he had held a site meeting with the CTC head groundsman to discuss the matter. What was clear was that the contract for maintenance of the cemetery grounds needed to be made more comprehensive, to ensure that it encompassed all aspects of maintenance of the grounds. To this end, a site meeting with the contractor was in the process of being arranged as a matter of urgency.

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

21/22

It was confirmed that the key issue highlighted by the annual inspection was the rather unkempt state of parts of the cemetery grounds, as noted in the Clerk's report above.

Also noted that grant funding in support of the restoration of the disused chapel needed to be pursued.

11 **TO CONSIDER THE ACTION PLAN**

21/22 prepared by the Clerk

It was **AGREED** to approve the draft Action Plan prepared by the Clerk.

12 **FINANCIAL MATTERS FOR CONSIDERATION**

21/22

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

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. The CTC Finance Officer was thanked for her sterling work.

c) To formally approve the internally audited accounts for 2020/21

It was **AGREED** to approve the internally audited accounts for 2020/21.

d) To approve the Accounts for Payment

The Clerk reported that Cllr. Borland had verified the accounts for the period 1 April to 31 May 2021 in accordance with the Committee's Financial Regulations.

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

Net	VAT	Total	Payee	Purpose
£8,863.70	£488.42	£9,352.12	Crewkerne Town Council	Reimbursement for period: 1 April 2021 - 31 May 2021

- e) Bank Reconciliation: to report that the bank reconciliation for April has been completed

The report was noted. It was noted that cash in hand at the bank as of 30 April 2021 was £108,380.41.

- f) To confirm Councillor bank signatories

It was **AGREED that the Councillor signatories should remain unchanged.** In addition it was **AGREED that Cllrs. Best and Borland would act as online banking authorisers.**

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

It was agreed that Cllr. Freeman should be invited to undertake the task of checking the accounts for payment and bank reconciliations prior to each meeting.

Cllr. Borland undertook to discuss this with Cllr. Freeman. It was also agreed that, should Cllr. Freeman be unable to undertake this task, then Cllr. Borland should continue to hold this responsibility.

13 LODGE REFURBISHMENT

21/22 To receive a progress report from Cllr. Best

Cllr. Best reported that one contractor who had been expected to provide a quotation for the exterior building works for the lodge had regrettably declined to quote due to circumstances beyond their control. It would therefore be necessary to seek an alternative contractor.

Cllr. Wakeman pointed out that the Burial Committee had yet to formally consider whether the lodge should be rented out or sold. In response, Cllr. Best advised that it was necessary to establish actual costs for refurbishment of the lodge, as the only information available to date was an indicative cost only from the surveyor. The Clerk added that, once actual refurbishment costs had been established, then it would be possible to assess the potential return on investment, depending on whether the lodge was rented out or sold.

14 TO APPROVE APPLICATIONS, TRANSFERS AND MEMORIALS RECEIVED

21/22

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

PLOT PURCHASE

Alison & Ian Larcombe	EXQ38
Sarah Dabinett	CSKNE228
Nina Gibbs & Natasha Saunders	CSKNE231
Paul Willis	EXQ39
William Lipscomb	CSKNE229

TRANSFERS

Gillian Hooper	CSKNE117
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Rachelle & Lauren Henderson
Jonathan Gould

D3 366
Q7 1789

MEMORIALS

Carol Brown
Rosemary Pennells
Robert Messer
Adrian Price

EXG02
CSKNE227
EXB8
CSKNE131

15 **TO CONFIRM THE DATE FOR THE OPEN DAY AS SUNDAY 12 SEPTEMBER**
21/22

Confirmed.

15 **TO DETERMINE THE ROTA FOR THE NEXT COUNCILLORS TO VISIT**
21/22 **THE CEMETERY**

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

16 **TO APPROVE THE DATES FOR COMMITTEE MEETINGS**
21/22

Scheduled meeting dates were confirmed as:

- Tuesday 5 October
- Tuesday 7 December
- Tuesday 5 April 2022

17 **MATTERS OF REPORT**
21/22

None.

18 **DATE OF THE NEXT MEETING**
21/22

Next scheduled meeting: Tuesday 5 October 2021 at 6.45 p.m. in the Council Chamber, Town Hall, Market Square (subject to prevailing covid restrictions).

It was noted that a special meeting would be called within the very near future to address the damage to a grave headstone.

It was also noted that it might be necessary to hold a Burial Committee meeting before October, in order to progress work on the lodge.

The meeting closed at 7.14 p.m.

Signed.....

Dated.....

BB08Jun2021