

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

Minutes of a meeting held on Tuesday 9 October 2018 at 6.45 p.m. in the Chapel, Townsend Cemetery, Mount Pleasant, Crewkerne.

**PRESENT:**

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

In attendance: Mr P. Davidson (Clerk) and Mrs P. Hewitt (CTC Finance Officer).  
Members of the public: 1

19     **TO NOTE APOLOGIES FOR ABSENCE**

18/19

Apologies for absence were received from Cllr. M. Best (personal) and R. Pailthorpe (work commitments).

The Clerk advised members of West Crewkerne Parish Council that CTC Cllr. Mrs Allman had sadly passed away recently.

20     **OPEN FORUM**

18/19

None.

21     **TO APPROVE THE MINUTES**

18/19

It was **AGREED** that the minutes of the meeting of the Annual Joint Burial Committee held on 5 June 2018 be **APPROVED**.

22     **DECLARATIONS OF INTEREST**

18/19

None.

23     **CLERK'S REPORT**

18/19

The Clerk's report was noted.

Regarding the likely change of location for the CTC grounds staff workshop, Councillors discussed other potential uses for the west chapel. It was agreed that the addition of toilet facilities was a priority. The Clerk was therefore asked to investigate the feasibility and cost of installing toilet facilities in the west chapel.

24     **FINANCIAL MATTERS FOR CONSIDERATION**

18/19

a)     To approve Accounts for Payment

The Clerk reported that Cllr. Mrs Borland had verified the accounts for 1 June – 30 September 2018 in accordance with the Committee's Financial Regulations.

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

Cheque	Net	VAT	Total	Payee	Purpose
000036	£5,807.42		£5,807.42	WPS Ltd	Insurance
000037	£31,377.04	£2,025.30	£33,402.34	CTC	Reimbursement for period: 1 June – 30 September 2018

- b) To report the bank reconciliation as at 31 August 2018 has been completed

The report was noted. It was noted that cash in hand at the bank as at 31 August 2018 was £75,014.74.

- c) Quarterly Report: to receive the second quarter financial report

The report was noted.

- d) Allocated and General Reserves: to receive a report on allocated reserves and estimated level of general reserves

The report was noted.

- e) Cemetery Fees: to review the fees for 2019/20

The Clerk emphasised that, with cemetery maintenance costs gradually increasing year-on-year, it was necessary to significantly increase the cemetery fees, to avoid a large increase in the Burial Committee's precept.

Councillors supported the Clerk's view and, after discussion, it was **AGREED to accept the proposed fees for 2019/20 in accordance with the recommendations of the Clerk.**

- f) Budget for 2019/20: to consider the draft budget

The draft budget was considered and, after discussion, it was **AGREED that the budget should be amended to include an allowance of £9,000, to cover works to the west chapel to incorporate toilet facilities, with a view to ensuring that the overall precept was neutral in comparison with the previous year.**

- g) Format of Burial Committee Accounts

The Clerk reported that, in discussion with the Town Council's internal auditor, it had been identified that the latest change to the audit accounting guidelines document required changes to be made to the accounting method for joint committees. In essence, the Burial Committee's accounts would in future need to be fully consolidated within the Town Council's accounts. The new requirements also stipulated that the Burial Committee should no longer hold a separate bank account. The Clerk and the CTC Finance Officer were in the process of considering the practical implications of this requirement on the Town Council and West Crewkerne Parish Council.

- h) Annual Review of Insurance: to note that the review has been undertaken

Noted.

25     **REPAIRS TO THE CHAPEL EXTERIOR WALLS**

18/19   To approve the next phase of the repointing of the exterior walls of the east chapel in accordance with the quotation received

The Clerk pointed out that only a single quotation had been obtained for the re-pointing work on the east chapel, as this represented a continuation of the work already undertaken to the east chapel walls by the same contractor.

After discussion, it was **AGREED to approve Gales’s Building Conservation to undertake the next phase of the repointing of the east chapel exterior wall, consisting of the three facets of the chancel end, at the quoted cost of £2,315 (+ VAT).**

26     **CAGES ON PLOTS**

18/19   To receive a report on the current situation regarding cages on plots and to consider whether further action should be taken

The CTC Finance Officer reported that, subsequent to the issue of letters to plot holders, many of the cages on plots had been removed. As a result, the cemetery was looking much neater in appearance. Nevertheless, there were still a number of cages remaining on plots in both the old and the new sections of the cemetery.

After discussion, it was **AGREED that a poster should be displayed on the cemetery notice board, giving notice to plot holders that cages would be removed by the cemetery superintendent if not done so by the plot holder. In addition, tags were to be attached to each remaining cage, asking plot holders to remove their cages.** The Clerk was asked to ensure that the cemetery superintendent stored the cages so that plot holders had the opportunity to recover them.

26     **CORRESPONDENCE**

18/19   To consider the correspondence received regarding damage to a headstone

The Clerk clarified that the correspondence received related to very minor chip to a corner of a headstone base which was erected in 1997. Councillors were unclear whether such minor damage could be due to environmental effects. It was agreed that the Clerk should seek the advice of a stonemason and report back to the Committee.

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

18/19

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

**PLOT PURCHASE**

Cheryl Twist	CSKNE218
Kerry Norminton	EXQ20
Mr & Mrs Norminton	EXQ19
Sidney Sweet	CSKI2
Kundai Munetsi	EXK04
Ross Harvey	EXP37
Allan Eyears	CSKNE22
Grace Isbell/Debra Allan	EXN16
David Powell	EXQ29
Lesley Sweet	CSKNE24
Justin Martin	EXN43
James Allman	CSKNE83

Philip Haskell EXQ31  
Paula Edwards EXQ30

### **TRANSFERS**

Hayley Sampson/Kelly Hollard EXO29A  
Kevin Blackman EXN42

### **MEMORIALS**

Alan Holmes CSKNE134  
Hayley Sampson/Kelly Hollard EXO29A  
Paul Caddy EXG01  
Mr & Mrs Pymm CSKNE147B  
Pamela Manning D5 419  
Jane Wey EXN22  
Cheryl Twist CSKNE218  
Beryl Whitfield CSKAF1  
John Blackman EXN42  
Rebecca Dunn/Alison Tuck EXP19  
Lesley Sweet Plaque Old GofR  
Allan Eyears CSKNE22  
Richard Fryer EXP31  
James Allman CSKNE83

### **BENCHES**

Sheila Larcombe U2731K  
Fran Frost EXQ20

## **28 VISIT OF COUNCILLORS TO THE CEMETERY**

18/19 To receive reports from Cllrs. Ms Broom and Pailthorpe on their visits to the cemetery and to determine the rota for the next visits

Cllr. Ms Broom reported that she had visited the cemetery and that the grounds were looking well kept. She raised two items:

- The tree in the centre of the turning circle was in need of replacement. The Clerk advised that he had previously discussed this with the Chairman and, as a result, the cemetery superintendent had recommended a possible replacement. Councillors supported the need to replace the tree but stressed that the choice of tree should take account of soil condition and the tree's final height. It was suggested that advice should be sought from the local arborist. The Clerk pointed out that it would be beneficial to have an early decision on choice of tree, so it was **AGREED that the Chairman be delegated with authority to choose an appropriate species of tree, taking account of the advice from the cemetery superintendent and the arborist, and with an upper spending limit of £300 - £350.**
- Near the path that runs between the old and the new sections of the cemetery, there was a small tree that was clearly in a poor state and leaning badly. This tree would be best removed. The Clerk advised that this tree had been identified in the recent tree survey as needing to be felled. The Clerk was asked to check whether this tree had been planted in memory of someone.

Cllrs. Freeman, Mrs Stuart and Wakeman kindly volunteered to visit the cemetery before the next meeting of the Committee.

29     **MATTERS OF REPORT**

18/19

The Clerk reported that rabbit activity had once again increased at the cemetery. It was suggested that it might be useful to discuss the issue with other cemeteries.

30     **DATE OF THE NEXT MEETING**

18/19

Tuesday 11 December 2018 at 6.45 p.m. in the Council Chambers, Town Hall, Market Square, Crewkerne.

The meeting closed at 7.42 p.m.

**Signed.....**

**Dated.....**