

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

Minutes of a meeting held on Tuesday 10 April 2018 at 6.45 p.m. in the Council Chamber, Town Hall, Crewkerne.

**PRESENT:**

Cllrs. Mrs J. Borland (Chairman), M. Best, F. Freeman, Mrs A. Stuart and R. Pailthorpe.

In attendance: Mr P. Davidson (Clerk).

Members of the public: 1.

**42 TO NOTE APOLOGIES FOR ABSENCE**

17/18

Apologies for absence were received from Cllr. Mrs S. Allman (personal), Ms C. Broome (personal) and D Wakeman (personal).

**43 PUBLIC PARTICIPATION**

17/18

No points raised.

**44 TO APPROVE THE MINUTES of the meeting held on 12 December 2017**

17/18

It was **AGREED** that the minutes of the meeting of the Joint Burial Committee held on 12 December 2017 be **APPROVED**.

**45 DECLARATIONS OF INTEREST**

17/18

None.

**46 CLERK'S REPORT**

17/18 for consideration

Noted.

**47 FINANCIAL MATTERS FOR CONSIDERATION**

17/18

a) To approve Accounts for Payment: 1 December 2017 to 31 March 2018

The Clerk reported that Cllr. Mrs Borland had verified the accounts for 1 December 2017 to 31 March 2018 in accordance with the Committee's Financial Regulations.

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

<b>Cheque</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>	<b>Payee</b>	<b>Purpose</b>
000031	£15,782.19	£1,924.92	£17,707.11	Crewkerne TC	Reimbursement for period 1 Dec 2017 to 31 Mar 2018

b) Bank Reconciliation: to report that the bank reconciliation as at 31 March 2018 has been completed

Noted. It was noted that cash in hand at the bank as at 31 March 2018 was £41,052.63.

- c) End-of-year financial summary: to consider the payments/receipts variance report as at 31 March 2018, together with the summary of Allocated and General Reserves

It was noted that the end-of-year variance report showed that the accounts were in a sound position. It was also noted that the Allocated Reserves reflected the additional funding set aside to cater for the forthcoming costs associated with tarmacking the main driveway.

- d) Asset Register: to note that there has been no change to the Asset Register for the 2017/2018

Noted.

#### 48 TARMACKING OF THE CEMETERY

- 17/18 To consider the quotations received for the tarmacking of the main driveway (quotations to be available at the meeting)

The Clerk reported that quotations had been sought from three separate contractors. To date, responses had been received from only one of these, although responses were expected shortly from the other two contractors. Councillors recognised the need for the tarmacking to be carried out during the summer months and therefore that a prompt decision would be beneficial. It was also noted that, when the currently budgeted funds were combined with the allocated reserves, this amounted to a total provision of £18,895.

Cllr. Best kindly volunteered to liaise with Highways, to establish whether there was an option to utilise one of the Highways-endorsed contractors.

It was **AGREED that, subject to any feedback from Cllr. Best and once all three quotations had been received, then delegated authority would be given to the Chairman and the Clerk, to review the quotations and select a suitable contractor to undertake the tarmacking of the driveway, subject to an upper cost limit of £17,500 (excluding VAT).**

#### 49 CAGES AROUND HEADSTONES

- 17/18 To consider a draft letter to plot owners regarding cages around headstones

The draft letter to plot owners was considered and a number of editorial amendments agreed, the most significant of which was that plot owners would be served 6 months' notice to remove cages from their plots. It was **AGREED that, once the Clerk had incorporated the agreed amendments to the text, the letter should be issued to all applicable plot owners and a suitable notice placed on the cemetery notice board.**

#### 50 TO APPROVE APPLICATIONS, TRANSFERS AND MEMORIALS RECEIVED

17/18

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

##### **PLOT PURCHASE**

Alison Cruickshank	CSKNE215
Nicola & Corey Foot	EXP35
Paul & Nicola Foot	EXP34
Roger & Gillian Owers	EXP33
Sharon Owers & Richard Fryer	EXP32
Richard Fryer	EXP31

Linda Rodway	EXP36
Graham & Rachel James	CSKNE216
Paul Clarke	CSK K2
Catherine Bailey	CSKNE40
Henryk Ploszek	CSKNE220

**TRANSFERS**

Michael Day	CSKNE150
Stephen, Kathleen & Terry O'Shea	CSKNE25
Jane Wey	EXN22
Evie Roberts	L1195D
Pamela Manning	D5 419

**MEMORIALS**

Amanda Downing	P4 1554A
Andrew Lee	T3 2526
Sue Miller	CSK H1
Paul Hallett	G4 984
Simon Cross	B74
Steve O'Shea	CSKNE25
Michael Day	CSKNE150
Alison Welsman	EXN36

51    **MATTERS OF REPORT**

17/18

None.

52    **DATE OF THE NEXT MEETING**

17/18

Annual Meeting, Tuesday 5 June 2018 at 6.45 p.m. at the Townsend Cemetery, preceded by the annual inspection tour of the cemetery by the Committee, commencing at 6pm.

The meeting closed at 7.15 p.m.

**Signed.....**

**Dated.....**

BB10Apr2018