

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

Minutes of a meeting held on Tuesday 11 December 2018 at 6.45 p.m. in the Council Chamber, Town Hall, Crewkerne.

**PRESENT:**

Cllrs. M. Best (Chairman), Mrs J. Borland, Ms C. Broom, 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: 1

**31 TO NOTE APOLOGIES FOR ABSENCE**

18/19

None.

**32 OPEN FORUM**

18/19

None.

**33 TO APPROVE THE MINUTES**

18/19

It was **AGREED** that the minutes of the meeting of the Joint Burial Committee held on **9 October 2018** be **APPROVED**.

**34 DECLARATIONS OF INTEREST**

18/19

None.

**35 CLERK'S REPORT**

18/19

The Clerk's report was noted.

Regarding the possibility of installing toilet facilities at the cemetery, Councillors agreed that the most suitable location was probably adjacent to the lodge, as this would facilitate connection of mains and waste water services. The Clerk was asked to obtain costs for the installation of a single disabled-friendly toilet at this location.

The CTC Finance Officer reported that the majority of cages had now been removed by plot owners, although there were still 15 left in situ, of which the majority were in the old section of the cemetery and in a poor state. As the deadline for removal had now passed, the Clerk was asked to have the remaining cages removed and stored, with suitable labels attached so that plot owners could retrieve their items if they wished to.

**36 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 October to 30 November 2018 in accordance with the Committee's Financial Regulations.

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

<b>Cheque</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>	<b>Payee</b>	<b>Purpose</b>
000038	£7,460.26	£1,046.11	£8,506.37	CTC	Reimbursement for period: 1 Oct – 30 Nov 2018

- b) Budget for 2019/20: to confirm the budget for 2019/20

Councillors reviewed the second draft budget. It was agreed that an allowance of £200 should be added to the budget to cover any requirements for cemetery training.

It was **AGREED** to approve the budget for 2019/20 which, with account taken of the above minor amendment, was for a total of **£44,384**.

- c) Consolidation of Burial Committee accounts: to receive a report on the changes required regarding accounts for the Joint Burial Committee

The Clerk's report was noted. The Clerk added that the recommendations made in the report had been approved by the internal auditor. It was **AGREED that the cemetery finances should be consolidated in accordance with the Clerk's recommendations.**

The Chairman asked Cllr. Mrs Borland to ensure that these recommendations were tabled at the next meeting of West Crewkerne Parish Council.

- d) To report the bank reconciliation as at 31 October 2018 has been completed

The report was noted. It was noted that cash in hand at the bank as at 31 October 2018 was £59,726.22.

- e) External audit: To note that the external audit has been completed with no matters raised

Noted.

**37 TO APPROVE APPLICATIONS, TRANSFERS AND MEMORIALS RECEIVED**  
18/19

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

**PLOT PURCHASE**

Willemien Sturges	EXO14
Mr & Mrs Rawlings	CSKNE240
Sylvia Hyett	EXQ05
Martin Hillman	CSKNE88A
Michael Gray	CSKNE111

**TRANSFERS**

John & Susan Taylor	CSKNE97
Grace Isbell	EXN16
Nicola McIntyre	G1 908

**MEMORIALS**

Lesley Sweet  
John & Susan Taylor  
Sidney Sweet

CSKNE24  
CSKNE97  
CSK I2

**38 VISIT OF COUNCILLORS TO THE CEMETERY**

18/19 To receive reports from Cllrs. Freeman, Mrs Stuart and Wakeman on their visits to the cemetery and to determine the rota for the next visits

As Cllrs. Freeman, Mrs Stuart and Wakeman had been unable to visit the cemetery, these Councillors agreed to visit the cemetery before the next meeting of the Committee.

**39 MATTERS OF REPORT**

18/19

None.

**40 DATE OF THE NEXT MEETING**

18/19

Tuesday 2 April 2018 at 6.45 p.m. in the Council Chambers, Town Hall, Market Square, Crewkerne.

It was noted that, as 2019 was an election year, a meeting of the Burial Committee would be required shortly after the Annual Council meetings of Crewkerne Town Council and West Crewkerne Parish Council. A provisional date for this meeting was set as Tuesday 4 June 2019.

The meeting closed at 7.23 p.m.

**Signed.....**

**Dated.....**