

# CREWKERNE & WEST CREWKERNE

## JOINT BURIAL COMMITTEE

Clerk to the Committee:  
Peter Davidson

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Councillors are hereby summoned to attend the Annual Meeting of the Joint Burial Committee to be held in the Chapel, Townsend Cemetery, Mount Pleasant on **Tuesday 4 June 2019 at 6.45p.m\*** for the purpose of transacting the following business:

\*Please note the annual inspection tour of the cemetery by the Committee will start at **6pm** prior to the commencement of the meeting

### AGENDA

1. **To elect a Chairman**
2. **Report from the retiring Chairman**
3. **To elect the Vice Chairman**
4. **To note apologies for absence**
5. **Open Forum:** public participation session
6. **To approve the minutes** of the meeting held on 2 April 2019
7. **Declarations of interest**
8. **Terms of Reference:** to review the Terms of Reference of the Joint Burial Committee.
9. **The Clerk's update report** for consideration
10. **To confirm matters raised during the Committee's Annual Cemetery Inspection**
11. **To consider the Action Plan** prepared by the Clerk.
12. **Financial Regulations:** for review.
13. **Financial Matters for consideration:**
  - a) Risk Management: to approve the draft update to the Financial Risk Register.
  - b) To receive the report from the Internal Auditor.
  - c) To formally approve the internally audited accounts for 2018/19.
  - d) To approve the following payments:

Cheque	Net	VAT	Total	Payee	Purpose
000040	£650		£650	A.J.Wakely	Refund
000041	£6,599.57	£986.44	£7,586.01	CTC	Reimbursement for period: 1 April – 31 May 2019

- e) To report the bank reconciliation for April has been completed.
  - f) To consider the Receipts and Payments Variance reports as at 31 May.
  - g) To confirm councillor bank signatories.
  - h) To appoint a West Crewkerne Parish Councillor to check the accounts for payment and bank reconciliations prior to each meeting.
  - i) To note the status of the Asset Register.
14. **Deconsecration of part of the cemetery grounds:** to receive an update on the feasibility of deconsecrating a section of the cemetery grounds and to consider how the Committee wishes to proceed.

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**The Annual Meeting of the Joint Burial Committee on Tuesday 4 June 2019 Agenda continued.....**

- 15. To approve the applications, transfers and memorials received.**
- 16. To confirm the date for the 2019 Open Day as Sunday 8 September** and to agree Councillor participation.
- 17. To determine the rota for the next Councillors to visit the cemetery.**
- 18. To approve the dates for committee meetings as:**
  - Tuesday 1 October
  - Tuesday 3 December
  - Tuesday 7 April 2020
- 19. Matters of report (for information).**
- 20. Date of the next meeting - Tuesday 1 October 2019 at 6.45 p.m. in the Council Chamber in the Town Hall, Market Square, Crewkerne.**

Peter Davidson  
Clerk to the Burial Committee

29 May 2019