

CREWKERNE & WEST CREWKERNE

JOINT BURIAL COMMITTEE

Clerk to the Committee:
Peter Davidson

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Councillors are hereby summoned and members of the press and public are invited to attend the Annual Meeting of the Joint Burial Committee to be held remotely on **Tuesday 8 June 2021 at 6.45p.m.**

Note: Members of the public who wish to attend can access the meeting through the following link: <https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

Members of the public who wish to speak at the “Open Forum” section of the meeting are kindly requested to contact the Town Council office (details above), where they will be given joining details.

AGENDA

1. **To elect a Chairman.**
2. **Report from the retiring Chairman.**
3. **To elect the Vice Chairman.**
4. **To confirm the appointments by Crewkerne Town Council and West Crewkerne Parish Council of Councillors to the Joint Burial Committee.**
5. **To note apologies for absence.**
6. **Open Forum:** public participation session.
7. **To approve the minutes** of the meeting held on 6 April 2021.
8. **Declarations of interest.**
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 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 2020/21.
 - d) To approve the following payment:

Net	VAT	Total	Payee	Purpose
£8,863.70	£488.42	£9,352.12	CTC	Reimbursement for period: 1 April – 31 May 2021

- e) To report the bank reconciliation for April has been completed.
- f) To confirm councillor bank signatories.
- g) To appoint a West Crewkerne Parish Councillor to check the accounts for payment and bank reconciliations prior to each meeting.

13. **Lodge refurbishment:** to receive a progress report from Cllr. Best.
14. **To approve the applications, transfers and memorials received.**
15. **To confirm the date for the Open Day as Sunday 12 September**
16. **To determine the rota for the next Councillors to visit the cemetery.**
17. **To approve the dates for committee meetings as:**
 - Tuesday 5 October
 - Tuesday 7 December
 - Tuesday 5 April 2022
18. **Matters of report (for information).**
19. **Date of the next meeting** - Tuesday 5 October 2021 at 6.45 p.m. in the Council Chamber in the Town Hall, Market Square, Crewkerne (subject to prevailing covid restrictions).

Peter Davidson
Clerk to the Burial Committee

3 June 2021