

Councillors are hereby summoned, and members of the public and press are invited, to attend the annual meeting of the **Joint Burial Committee** to be held on **Tuesday 1 October 2024**, starting at **19.15** in the Council Chamber, Town Hall, Market Square, Crewkerne.

Note: - Members of the public who wish to view the meeting proceedings will be able to access the meeting through the following link:

<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan FSLCC, Town Clerk (signed on original)
25 September 2024

Agenda

- 018/2425** **To receive and approve apologies for absence.**
a. To record members present:
Schedule 12 of the Local Government Act 1972 requires:
- a record be kept of the members in attendance.
 - this record forms part of the minutes of the meeting.
 - Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.
- b. To approve any apologies for absence:
Section 85(1) of the Local Government Act 1972 requires:
- Members present to decide if the reason(s) for a member's absence are acceptable.
- 019/2425** **To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.**
The Localism Act 2011 and the Council's Code of Conduct requires:
- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
 - Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.
- 020/2425** **To approve the draft minutes of the Joint Burial Committee meeting held on 18 June 2024.**
- 021/2425** **Public Open Forum:** Questions may be put to the Committee in person during this public participation session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Thursday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda. The Mayor reserves the right to vary or extend these time limits.
- 022/2425** **Clerk's progress report:** to receive an update report (for information).
- 023/2425** **Financial Matters for consideration:**
a) To receive the financial update report.
- 024/2425** **Cemetery path upgrades:** to consider a quotation for path improvements.

- 025/2425** **Spitfire memorial plaque:** to receive an update and determine arrangements for unveiling.
- 026/2425** **Cemetery Maintenance Contract 2025:** to consider quotations for recommendation to Crewkerne Town Council for inclusion in the 2025/25 budget.
- 027/2425** **Inspections:** to receive feedback and make arrangements for cemetery inspections until December 2024.
- 028/2425.** **To approve the applications, transfers and memorials received.**
- 029/2425.** **Matters of report** (for information only).
- 030/2425.** **Date of the next meeting:** Tuesday 3 December 2024, 18.45, Council Chamber.

INCOME/EXPENDITURE REPORT 2024-25

| | | 2023/24 Actual | 2024/25 Budget | As at 24/09/2024 | End of Year Forecast Excl. Reserves | Forecast Reserves Used | Notes | |
|---|----------------------------|--------------------------|-------------------|---------------------|---|------------------------------|--|--------|
| ADMINISTRATION | Salaries | | 21,780 | | 21780 | | *For calculation of West Crewkerne contribution only | |
| | Computer software | 262 | 280 | 361 | 361 | | | |
| | Admin | 89 | 100 | 56 | 100 | | | |
| | Insurance | 5,336 | 5,740 | 2,961 | 5,740 | | | |
| | Bank Fees | 0 | 5 | 0 | 0 | | | |
| | Subscriptions | 95 | 100 | 100 | 100 | | | |
| | Cemetery Training | 0 | 150 | 150 | 150 | | | |
| | TOTAL | 5,782 | 28,155 | 3,627 | 28,231 | 0 | | |
| PUBLIC CHAPEL | Maintenance/Consumables | 251 | 1,000 | 5 | 1,000 | | | |
| | Repairs/Refurbishments | 1,033 | 1,000 | 24 | 1,000 | | | |
| | Rates | 1,547 | 1,655 | 929 | 1,547 | | | |
| | Electricity | 57 | 160 | 20 | 100 | | | |
| | | TOTAL | 2,887 | 3,815 | 978 | 3,647 | 0 | |
| GROUNDS | Grounds Maintenance | 19,615 | 18,000 | 13,216 | 18,000 | 550 | ER Spitfire Lectern £250/war grave board £300 | |
| | Water Rates | 654 | 450 | 328 | 656 | | | |
| | New Equipment | 0 | 0 | 0 | 0 | | | |
| | | TOTAL | 20,269 | 18,450 | 13,544 | 18,656 | 550 | |
| TREWORK/NEW PLANTING | | TOTAL | 5,301 | 5,500 | 6,351 | 5,500 | 6,000 | Cedars |
| PATH IMPROVEMENTS | | TOTAL | 0 | 7,700 | 10,500 | 7,700 | 13,300 | |
| TOTAL EXPENDITURE | | 34,239 | 63,620 | 35,000 | 63,734 | 19,850 | | |
| RECEIPTS | Cemetery Fees | Burial Fees | 8,860 | 9,000 | 4,200 | 8,860 | | |
| | | Digging of plots | 640 | 600 | 580 | 800 | | |
| | | Garden of Remembrance | 445 | 400 | 445 | 445 | | |
| | | Plot Purchases | 8,800 | 13,000 | 2,150 | 5,000 | | |
| | | Memorials + inscriptions | 5,160 | 5,000 | 2,925 | 6,000 | | |
| | | Chapel Use | 300 | 600 | 400 | 600 | | |
| | | Transfer fees | 1580 | 1,200 | 680 | 1580 | | |
| | | Misc. | 242 | | 0 | 0 | | |
| | | Bank Interest | 1143 | 700 | 589 | 1100 | | |
| | Total Cemetery Fees | 27,170 | 30,500 | 11,969 | 24,385 | | | |
| TOTAL FORCAST NET EXPENDITURE - EXCLUDING SPEND FROM RESERVES | | | | | 39,348.90 | | | |
| WEST CREWKERNE FORCAST NET EXPENDITURE | | | | | 2,754.42 | | | |
| WEST CREWKERNE CONTRIBUTION RECEIVED (before deductions/additions) | | | | | 2,318.00 | | | |
| Forecast +/- West Crewkerne at year end - To be added/deducted to/from West Crewkerne contribution 2025/26 | | | | | 436.42 | | | |