

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 3 December 2024**, starting at **18.45** 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)  
27 November 2024

## Agenda

- 031/2425**      **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.
- 032/2425**      **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.
- 033/2425**      **To approve the draft minutes of the Joint Burial Committee meeting held on 1 October 2024.**
- 034/2425**      **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.
- 035/2425**      **Clerk's progress report:** to receive an update report (for information).
- 036/2425**      **Financial Matters for consideration:**  
a) To receive the financial update report.  
b) To consider the draft income/expenditure estimate for 2025/26.
- 037/2425**      **Spitfire memorial plaque:** to receive an update and determine arrangements for unveiling.

- 038/2425**      **Inspections:**  
a) to receive feedback from recent inspections and  
b) to make arrangements for cemetery inspections until February 2025.
- 039/2425.**      **To approve the applications, transfers and memorials received.**
- 040/2425.**      **Matters of report** (for information only).
- 041/2425.**      **Date of the next meeting:** Tuesday 4 February 2025, 18.45, Council Chamber.

INCOME/EXPENDITURE REPORT 2024-25

	2023/24 Actual	2024/25 Budget	As at 27/11/2024	End of Year Forecast Excl. Reserves	Forecast Reserves Used	Notes
		21,780		21,780		*For calculation of West Crewkerne contribution only
<b>ADMINISTRATION</b>						
Salaries						
Computer software	262	280	361	361		
Admin	89	100	56	100		
Insurance	5,336	5,740	5,957	5,957		
Bank Fees	0	5	0	0		
Subscriptions	95	100	100	100		
Cemetery Training	0	150	150	150		
<b>TOTAL</b>	<b>5,782</b>	<b>28,155</b>	<b>6,624</b>	<b>28,448</b>	<b>0</b>	
<b>PUBLIC CHAPEL</b>						
Maintenance/Consumables	251	1,000	452	1,000		
Repairs/Refurbishments	1,033	1,000	24	100		
Rates	1,547	1,655	1,238	1,547		
Electricity	57	160	27	60		
<b>TOTAL</b>	<b>2,887</b>	<b>3,815</b>	<b>1,740</b>	<b>2,707</b>	<b>0</b>	
<b>GROUND</b>						
Grounds Maintenance	19,615	18,000	17,190	18,000	1,070	ER Spitfire Lectern £250/war grave board £500/repair notice board
Water Rates	654	450	420	570		
New Equipment	0	0	0	0		
<b>TOTAL</b>	<b>20,269</b>	<b>18,450</b>	<b>17,610</b>	<b>18,570</b>	<b>1,070</b>	
<b>TREWORK/NEW PLANTING</b>						
<b>TOTAL</b>	<b>5,301</b>	<b>5,500</b>	<b>7,381</b>	<b>5,500</b>	<b>3,835</b>	Cedars
<b>PATH IMPROVEMENTS</b>						
<b>TOTAL</b>	<b>0</b>	<b>7,700</b>	<b>10,500</b>	<b>7,700</b>	<b>13,300</b>	
<b>TOTAL EXPENDITURE</b>	<b>34,239</b>	<b>63,620</b>	<b>43,855</b>	<b>62,925</b>	<b>18,205</b>	
<b>RECEIPTS</b>						
Burial Fees	8,860	9,000	5,600	8,860		
Digging of plots	640	600	720	900		
Garden of Remembrance	445	400	535	535		
Plot Purchases	8,800	13,000	4,400	6,600		
Memorials + inscriptions	5,160	5,000	3,915	6,000		
Chapel Use	300	600	400	600		
Transfer fees	1580	1,200	1180	1580		
Misc.	242	0	0	0		
Bank interest	1143	700	777	1300		
<b>Total Cemetery Fees</b>	<b>27,170</b>	<b>30,500</b>	<b>17,527</b>	<b>26,375</b>		
<b>TOTAL FORECAST NET EXPENDITURE - EXCLUDING SPEND FROM RESERVES</b>				<b>36,549.90</b>		
<b>WEST CREWKERNE FORECAST NET EXPENDITURE</b>				<b>2,558.49</b>		
<b>WEST CREWKERNE CONTRIBUTION RECEIVED (before deductions/additions)</b>				<b>2,318.00</b>		
Forecast +/- West Crewkerne at year end - To be added/deducted to/from West Crewkerne contribution 2025/26				<b>240.49</b>		