

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 11 February**, 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)
5 February 2025

Agenda

- 042/2425** **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.
- 043/2425** **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.
- 044/2425** **To approve the draft minutes of the Joint Burial Committee meeting held on 3 December 2024.**
- 045/2425** **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.
- 046/2425** **Clerk's progress report:** to receive an update report (for information).
- 047/2425** **Financial Matters for consideration:**
a. To receive the financial update report.
b. To consider end of year allocated reserves.
- 048/2425** **Joint Burial Committee records:** to note that records listed in the attached report will be deposited in the County Archives.

- 049/2425** **Spitfire memorial plaque unveiling:** to consider the timetable of events.
- 050/2425** **Inspections:**
a) to receive feedback from recent inspections and
b) to make arrangements for cemetery inspections until April 2025.
- 051/2425** **To approve the applications, transfers and memorials received.**
- 052/2425** **Matters of report** (for information only).
- 053/2425** **Date of the next meeting:** Tuesday 8 April 2025, 18.45, Council Chamber.

INCOME/EXPENDITURE REPORT 2024-25

		2023/24 Actual	2024/25 Budget	As at 05/02/25	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	185	100	350	Spitfire event	
	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			
	TOTAL	5,782	28,155	6,753	28,448	350		
PUBLIC CHAPEL	Maintenance/Consumables	251	1,000	504	600			
	Repairs/Refurbishments	1,033	1,000	24	100			
	Rates	1,547	1,655	1,547	1,547			
	Electricity	57	160	33	60			
	TOTAL	2,887	3,815	2,108	2,307	0		
GROUNDS	Grounds Maintenance	19,615	18,000	17,884	19,884	3,587	ER Spitfire Lectern £250/war grave board £500/repair notice board £200/tree guard £120/Toilet refurb £2517	
	Water Rates	654	450	519	570			
	New Equipment	0	0	0	0			
		TOTAL	20,269	18,450	18,404	20,454	3,587	
TREWORK/NEW PLANTING	TOTAL	5,301	5,500	7,721	5,500	3,835	Cedars	
PATH IMPROVEMENTS	TOTAL	0	7,700	10,500	7,700	13,300		
TOTAL EXPENDITURE		34,239	63,620	45,485	64,409	21,072		
RECEIPTS	Cemetery Fees	Burial Fees	8,860	9,000	8,300	9,000		
		Digging of plots	640	600	1,020	1,100		
		Garden of Remembrance	445	400	715	715		
		Plot Purchases	8,800	13,000	5,600	6,600		
		Memorials + inscriptions	5,160	5,000	4,275	5,000		
		Chapel Use	300	600	400	400		
		Transfer fees	1580	1,200	1180	1300		
		Misc.	242		0	0		
		Bank Interest	1143	700	1061	1300		
	Total Cemetery Fees	27,170	30,500	22,551	25,415			
TOTAL FORCAST NET EXPENDITURE - EXCLUDING SPEND FROM RESERVES					38,993.90			
WEST CREWKERNE FORCAST NET EXPENDITURE					2,729.57			
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					411.57			

FORECAST Cemetery Reserves 2024/25	Balance brought fwd	Added in year	Used in year	Total	Comments	West Crew 7%	Town Council 93%
Chapels				-		-	-
Trees	6,022.46		5,284.00	738.46	£1449 Adjustment to unspent budget 23/24/ Cedar tree work	51.69	686.77
New Burial Grounds/Paths	22,700.00		13,300.00	9,400.00		658.00	8,742.00
Lodge	26,669.63		2,517.24	24,152.39	Toilet refurb/sanitary disposal	1,690.67	22,461.72
Total Allocated Reserves	55,392.09	-	21,101.24	34,290.85		2,400.36	31,890.49
Cemetery Unallocated Reserves	57,058.11		1,765.01	55,293.10	£345.01 used 23/24 Spitfire lectum/war grave board/notice board repair/tree guard	3,870.52	51,422.58
TOTAL CEMETERY RESERVES	112,450.20	-	22,866.25	89,583.95		6,270.88	83,313.07

Report subject	Somerset Heritage Centre: to note that the JBC documents listed will be deposited in the county archives.
Committee name	Full Council.
Meeting date	27 January 2025.
Report author	Katharine Sheehan FSLCC, Town Clerk/Clerk to the Joint Burial Committee.
Report contact details	townclerk@crewkerne-tc.gov.uk .

1. Purpose

1.1 To note that a number of documents and files will be deposited in the county archives at the Somerset Heritage Centre (SHC).

2. Background information

2.1 The National Association of Councils (NALC) and the South West Heritage Trust both publish document retention schedules to assist local councils manage their records and storage.

2.2 Certain documents should be retained indefinitely for the public record and Somerset Heritage Centre hosts the county archives where local councils in Somerset formally deposit their records in secure premises.

2.3 Crewkerne Town Council does not have unlimited storage space and once records are accessioned by SHC they are available for research purposes to members of the public, academics, local historians etc.

2.4 Minutes and records relating to the Joint Burial Committee, and War Memorial Trust will also be noted in the minutes of the next meeting of both of these bodies.

3. Detailed Consideration

3.1 Somerset Heritage Centre collects documents that relate to Somerset's history or shows what Somerset is like today. Archives can include written records, maps, photographs, sound recordings and digital records.

3.2 Ownership of the Records: Depositing records on long-term loan means the Council still owns the records, but the South West Heritage Trust is the custodian, and cares for them on the Council's behalf. Parish/Town Council records are always deposited on loan. Records that are loans can be borrowed back if necessary (for example for an exhibition or anniversary celebration).

3.3 What happens next? *"After deposit we will re-box the records in acid-free archive boxes and folders so it does not matter too much what you put them in to transport*

them here. However, please make sure the records are in a reasonable understandable order. Please make sure the records are dry and insect-free, remove any plastic poly-pockets and ring binders (loosely tie bundles with string to retain order) and let us know about any mould or other damage to them.

We will accession the records so that we have a complete record of the deposit, and will then send you a formal receipt. This will give you the details of the reference numbers that have been given to your collection”.

3.2 The following records have been identified for deposit as a loan:

Body	Type of record	Relevant dates	Notes
Crewkerne & West Crewkerne Joint Burial Committee (JBC)	Minutes	10.07.1975 - 12.03.1979	Unsigned.
JBC	Financial Statements	1969/70 – 1981/82	
JBC	Minutes	14.09.1962 – 12.03.1979	Signed
JBC	Minutes	12.09.1947 – 14.09.1962	Signed
JBC	Accounts ledger	1935-1966	
JBC	Accounts ledger	1966 – 2000	

4. Financial implications

4.1 There is no charge for this service.

5. Equalities considerations

N/A.

6. Council Action Plan objectives supported

N/A.

7. Recommendation

7.1. It is recommended that Committee notes these records will be deposited in the archives and delegates all necessary arrangements to the Town Clerk.