

CREWKERNE AND WEST CREWKERNE
JOINT BURIAL COMMITTEE

Minutes of a meeting held on Tuesday 3 October 2017 at 6.45 p.m. in the Council Chamber, Town Hall, Crewkerne.

PRESENT:

Cllrs. M. Best (Chairman), Ms C. Broome, F. Freeman and Mrs A. Stuart.
In attendance: Mr P. Davidson (Clerk) and Mrs P. Hewitt (CTC Finance Officer).
Members of the public: 2.

20 **TO NOTE APOLOGIES FOR ABSENCE**

17/18

Apologies for absence were received from Cllrs. Mrs S. Allman (personal), Mrs J. Borland (work commitments), R. Pailthorpe (personal) and D. Wakeman (personal).

21 **PUBLIC PARTICIPATION**

17/18

A volunteer at the cemetery reported that she had attended the Open Day, which had been another successful event, although she was disappointed by the lack of attendance from Councillors. She advised that, in working at the cemetery recently, she had found no evidence of moles and little evidence of rabbits. She reported that there was a slipped tile on the chapel roof.

22 **TO APPROVE THE MINUTES of the annual meeting held on 6 June 2017**

17/18

It was **AGREED** that the minutes of the meeting of the Annual Joint Burial Committee held on 6 June 2017 be **APPROVED**.

23 **DECLARATIONS OF INTEREST**

17/18

Cllr. Best declared a personal interest in agenda item 8 (to approve applications, transfers and memorials received).

24 **CLERK'S UPDATE REPORT**

17/18

Noted.

25 **FINANCIAL MATTERS FOR CONSIDERATION**

17/18

a) To approve Accounts for Payment: 1 June 2017 to 30 September 2017

The Clerk reported that Cllr. Mrs Borland had verified the accounts for 1 June to 30 September 2017 in accordance with the Committee's Financial Regulations.

It was **AGREED** to approve the following payments:

<u>Cheque</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>	<u>Payee</u>	<u>Purpose</u>
000025	£154		£154	Mr & Mrs Barnum	Reimbursement for plot given up
000026	£13,405.28	£2,118.26	£15,523.54	Crewkerne TC	Reimbursement for period 1 June to 30 Sept 2017

- b) Bank Reconciliation: to report the bank reconciliation for August 2017 has been completed

The Clerk reported that Cllr. Mrs Borland had verified the bank reconciliation for August 2017. It was noted that cash in hand at the bank as at 31 August 2017 was £55,286.86.

- c) Receipts and Payments Variance: to consider the variance report as at 30 September 2017

The report was noted.

- d) Path improvements budget: to confirm that the current budget allocation for path improvements of £9,000 is to remain unspent this year and the budget transferred to allocated reserves

Councillors agreed that the next priority for improvements to the paths should be the main driveway. Given the high costs involved for this work, it was **AGREED that the current budget allocation for path improvements of £9,000 be transferred to allocated reserves.**

- e) Allocated and General Reserves: to consider the allocated reserves and estimated level of general reserves

It was noted that the allocated reserves included an amount which should be sufficient to cover the tree inspection due in 2018. It was also noted that the general reserves at year end were estimated to be 49% of the precept, which was considered adequate.

- f) Budget for 2018/19: to consider the draft budget

In presenting the draft budget, the Clerk highlighted that he had made provision for the significant expenditure required for the major repairs required both to the lodge roof and to the chapel stonework, as well as allocating a further significant budget for path improvements. As a result, overall expenditure next year was anticipated to be significantly higher than the current year. In order to avoid this impacting severely on the precept, it would be necessary to increase the cemetery fees.

Councillors thanked the Clerk and CTC Finance Officer for their efforts in producing the draft budget and asked that it be brought back to the Committee at the December meeting for approval, updated as necessary with the latest finance information.

- g) Cemetery Fees: To review the fees for 2018/19

Following the discussion on the budget, the Clerk explained that an overall increase in fees of approximately 15% would be necessary in order to avoid an unacceptable increase in the precept. Councillors endorsed this approach, noting that the increases were not large in absolute terms. It was also noted that, even allowing for a 15% increase, the fees would remain very competitive in comparison with those of neighbouring cemeteries.

After discussion, it was **AGREED** to set the cemetery fees for 2018/19 as follows:

<u>Plot purchase:</u>	£345 (new section) £210 (casket plot)
<u>Interment:</u>	£210 (body) £140 (cremated remains) £35 (digging of ashes plot)
<u>Memorials:</u>	£175 (headstone) £175 (old section kerbstone) £90 (vase) £90 (additional inscription/memorial/tablet/ replacement memorial)
<u>Garden of Remembrance:</u>	£85 (ashes scattering) £115 (memorial plaque)
<u>Use of chapel:</u>	£90
<u>Transfer of ERB:</u>	£60
<u>Admin fee:</u>	£25
<u>Rent of chapel to CTC:</u>	£2,270

The Clerk reported on the recent exercise undertaken to determine the number of spare plots in the old section of the cemetery. This had highlighted the fact that the old cemetery burial records were not completely reliable. As a result, there was some risk in selling new plots in the old section. Given this uncertainty, it was **AGREED that no new plots should be offered for sale in the old part of the cemetery.**

- h) External Audit: to note that the External Audit has been completed with no matters of concern raised

Noted with thanks to the Clerk and CTC Finance Officer for their efforts.

- i) Annual review of insurance: to note that the review has been undertaken

Noted.

26 REPAIRS TO THE CHAPEL INTERIOR AND EXTERIOR WALLS

17/18 To consider the quotations received for the repairs to the chapel interior plasterwork and exterior stonework

The Clerk reported that, because of the specialist nature of the work involved, it had only been possible to obtain two quotations. It was therefore **AGREED that, on this occasion, the requirements of the Financial Regulations for three quotes could be waived.**

After discussion, it was **AGREED to approve Gale's Building Conservation to undertake the repairs to the chapel stonework and plasterwork in accordance with their quotation and at the quoted cost of £3,690.**

27 **TO APPROVE APPLICATIONS, TRANSFERS AND MEMORIALS RECEIVED**

17/18

The following Applications, Transfers and Memorials were APPROVED.

PLOT PURCHASE

Sue Miller	CSK H1
Mr & Mrs Wallbridge	EXP26
Joyce Hurley	CSKNE210
Denis Pike	EXP27
Jeanette Williams	E2-528
Eva Ramsey	CSKNE213
Karen Collins	EXP28
Neil Williams	CSKNE212

TRANSFERS

Susan Fowler	CSKNE12
Norman Genge	R6 2049
Pamela Wescott	CSKNE12
Carol Lavis-Nicholson	CSKNE163
Mr & Mrs Barnham	EXK4 (Surrender)
James Barnes	N1318
Irene Hayes	S6 2361

MEMORIALS

Simon Cross	EXF1
Mark Pulman	EXR5
Timothy Forward	Garden of Remem
Susan Fowler	CSKNE12
Norman Genge	R6 2049
Malcolm Lee	Garden of Remem
Barry Spurdle	CSKNE158
David Allen	CSKAA1
Lindi Singleton	CSKNE94
Jean Durnford	EXP23
Denis Pike	EXP27
Carol Lavis-Nicholson	CSKNE163
Irene Hayes	S6 2361
Pauline White	V2 3006B

28 **VISIT OF COUNCILLORS TO THE CEMETERY**

17/18 To receive reports from Cllrs. Ms Broome, Freeman and Wakeman on their visits to the cemetery and to determine the rota for the next visits

Cllr. Broome reported that she had visited the cemetery recently. Points of note were:

- The large pile of wood in the far corner of the cemetery. The Clerk reported that, as a result of the recent notice in the newsletter, some wood had been removed but much remained. Cllr. Best agreed to investigate other options for removal of the wood.
- Sections of the paths which were mossy. The Clerk advised that he had instructed the Cemetery Superintendent to treat these areas.
- Weed spraying along the edges of the paths had not been carried out neatly. The Clerk was asked to raise this with the Cemetery Superintendent.

Cllrs. Best and Mrs Stuart volunteered to undertake the next visits to the cemetery.

29 **MATTERS OF REPORT**

17/18

None.

30 **DATE OF THE NEXT MEETING**

17/18

Tuesday 12 December 2017 at 6.45 p.m. in the Council Chambers, Town Hall, Market Square, Crewkerne.

The meeting closed at 7.18 p.m.

Signed.....

Dated.....