

**CREWKERNE AND WEST CREWKERNE**  
**JOINT BURIAL COMMITTEE**

Minutes of the Meeting held on Tuesday 1<sup>st</sup> October 2013 at 6.45 p.m in the Council Chambers, Town Hall, Market Square, Crewkerne.

**PRESENT:**

Cllrs. Mrs S. Allman (Chairman), M. Best, Mrs J. Borland, R. Pailthorpe, R. Rousell, Mrs A. Stuart and J. Wyatt

In attendance: Mrs A. Hooper, Crewkerne Town Council Finance Officer and Mr R. Hollocks, Crewkerne Town Council Property & Projects Officer and 1 member of the public.

**28 APOLOGIES FOR ABSENCE**

13/14

Apologies for absence were received from Cllr. Ploszek (personal).

**29 OPEN FORUM**

13/14

Mrs Chard mentioned that she still regularly visits the Cemetery to look after untended graves and reported evidence of activities of moles, rabbits and badgers and an incident of an unsafe headstone. Mrs Hooper responded that there were no up to date contact details for the family of the headstone in question and that the headstone had been laid down and a notice placed on it requesting the family to contact the Clerk. Cllr. Mrs Stuart thanked Mrs Chard for her continued hard work.

**30 DECLARATIONS OF INTEREST**

13/14

None.

**31 TO APPROVE THE MINUTES**

13/14

**It was AGREED that the minutes of the meeting of the Joint Burial Committee held on the 27<sup>th</sup> August 2013 be APPROVED.**

**32 THE CLERK'S UPDATE REPORT**

13/14

Mrs Hooper reported the following:

- The notice to carry out Treework in a Conservation Area had been received from South Somerset District Council but that a date was still to be arranged
- The annual review of insurance cover had been undertaken
- The Inner Wheel have accepted the Committee's proposal to purchase a new walnut tree and would like to meet with CTC groundstaff to agree on a suitable location
- Min No 25 refers: Following the meeting with Clive Wakely of A J Wakely & Sons, the Committee had reimbursed Mr McDougall's out of pocket expenses of £242.57 and that the new procedures for verifying the location of graves prior to an interment were now being followed.

**33 TO RECEIVE A REPORT ON GROUNDS AND PROPERTY MAINTENANCE**

13/14 action points from the visitors report prepared by CTC Property & Project Officer

Mr Hollocks advised that the internal plaster repairs in the Chapel had now been completed and that the roof repairs would be carried out once the bats were no longer present. Following questions from Cllr. Best, Mr Hollocks was asked to clarify whether the costing for the repairs to the roof of the workshop side of the Chapel included erecting scaffolding and whether reclaimed materials could be used to replace the guttering and down pipes.

**It was AGREED that the repairs to the leak in the first floor bedroom of the lodge in the sum of £1,230 should be carried out as soon as possible in order to minimise further damage.**

After a lengthy discussion regarding the fitted kitchen in the lodge, Mr Hollocks was asked to obtain 2 further quotations from local companies to be considered at a future meeting. He also advised that the laminate flooring that had been removed from the George Reynolds Centre could be laid in the kitchen and the Committee requested that a quotation be obtained for installation.

Mr Hollocks advised that he had obtained a quotation of £1,115 for the survey and design of new plot lay out in the new section and he explained in more detail how this would be carried out.

**34 TO CONSIDER THE NEED FOR A DRIVEWAY AND PARKING FOR WHEN A**

13/14 NEW ENTRANCE IS CREATED at the lower eastern end of the extension grounds adjacent to the CLR housing development (Butts Quarry Lane). The guidance from the Committee, with regard to the size and landscaping, will be integrated into the new plan for the grounds

Cllr. Best reported that SSDC planning department had confirmed that the Committee would be eligible to request Section 106 monies from the developer of the CLR housing development for this project and that he had been advised that a formal request would need to be made at the appropriate time.

**It was AGREED to approve in principle the plan prepared by the CTC Property & Projects Officer and that quotations should be obtained in consultation with SSDC Conservation Officer.**

**35 TO CONSIDER THE VISTORS REPORT AND TO SELECT THE NEXT**  
13/14 **COUNCILLORS TO VISIT**

The written report prepared by Cllr. Mrs. Borland was distributed. Mrs Hooper confirmed that she would arrange for notices to be placed on the bins identifying the type of waste to be placed in each bin, that she would check whether the large green bin for composting had been received and that she would also clarify whether the railings at the entrance have been re-painted recently.

**It was AGREED that chairs in the Chapel should be thoroughly cleaned and the fabric removed from the seats and any chairs considered beyond repair should be discarded.**

The next visitors: Cllrs. Best and Ploszek.

36 **TO CONSIDER THE NEW ACTION PLAN**

13/14

The plan was noted.

It was **AGREED:**

- **To accept the quotation in the sum of £100 to repair the damage caused by rabbits to the Tidberough family grave and that Mr Tidberough be informed of this decision.**
- **That removable posts be obtained to prevent cars driving down pedestrian paths.**
- **To approve the emergency out of hours procedure.**
- **To continue checking unsafe memorials and for the CTC Property & Projects Officer to check the procedures carried out at Yeovil Cemetery.**
- **To create new pathways in conjunction with the layout of new plots as quickly as possible.**
- **To ascertain whether the CTC Secretary would be able to work extra hours to assist with inputting burial data onto the computer.**

37 **FINANCIAL MATTERS FOR CONSIDERATION**

13/14

- a) To review the cemetery fees for 2014/15

It was **AGREED** that the draft figures contained in the report be **APPROVED**.

- b) The budget for 2014/15 – To approve the figures produced by the Clerk and CTC Finance Officer and the estimated level of general reserves

It was noted from the report that it should not be necessary to top up the level of general reserves in the 2014/15 precept.

After discussion it was **AGREED** to use **General Reserves for the improvements to the kitchen in the lodge reducing the sum for Lodge repairs/maintenance to £1,500 and to approve the budget for 2014/15 in the sum of £34,650 and was signed by the Chairman. Crewkerne Town Council's contribution being £32,220 and West Crewkerne Parish Council's contribution being £2,430.**

Mr Hollocks left the meeting at 8.30 p.m.

- c) To approve reimbursement to Town Council and Accounts for Payment - 1<sup>st</sup> June to 30<sup>th</sup> September 2013

Mrs Hooper reported that Cllr Mrs Allman had checked the Accounts for Payment in accordance with the Committee's Financial Regulations and Risk Management.

**Accounts for Payment as follows for 1<sup>st</sup> June – 30<sup>th</sup> September 2013 were APPROVED.**

<u>Chq No</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>	<u>Payee</u>
103344	£ 242.57		£ 242.57	Mr J McDougall-Devoy
103345	£ 3,852.60	£770.52	£ 4,623.12	Luke Grafton Stonemason
103346	£ 200.00	£ 40.00	£ 240.00	Grant Thornton
103347	£ 4,660.97		£ 4,660.97	WPS Insurance Brokers
103348	£12,850.67		£12,850.67	Crewkerne Town Council

d) To report the bank reconciliations for June, July and August have been completed

Mrs Hooper reported that Cllr. Mrs Allman had verified the bank reconciliations for 31<sup>st</sup> March, 30<sup>th</sup> April and 31<sup>st</sup> May 2013 in accordance with the Committee's Financial Regulations and Risk Management.

It was noted that cash in hand and at the bank as at 30<sup>th</sup> June 2013 was £54,886.88, as at 31<sup>st</sup> July 2013 was £55,716.88 and as at 31<sup>st</sup> August 2013 was £56,606.88

e) To consider the Receipts and Payments Variance report as at 30<sup>th</sup> September 2013

The report was noted.

f) To receive confirmation that the External Auditor's Certificate for 12/13 has been completed without any matters of concern from Grant Thornton, Auditors

Noted.

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

13/14

**PLOT PURCHASE**

Janis Olive PYMM	CSK NE 138A
Paul HAMPSHIRE	EX O29
Martin & Janet LANCASTER	EX O30
Sarah Ann SPARKS	CSK NE 138

**TRANSFERS**

Dianne Patricia QUANTRELL	EX D6
Alan Frederick RYMELL	CSK NE 10
Martin Fancourt DENMAN & Delia Marjorie KINNEAR	U5 2870

**MEMORIALS**

Liam TAYLOR	EX N29
Doris May LANCASTER	E2 533
John TURNER	D 287
Laura Kirsten CLARKE	EX O24
Maurice Pearce CHOWN	Q3 1659
Jean Phyllis LAWRENCE	CSK NE 67
Reginald William MONK	CSK NE 122B
Thelma Violet WETHERALL	W 3153
Averil Gladys BUTLER	EX N35
Mabel Florence TOMPKINS	EX O5

William Malgwyn EDWARDS	Garden of Remembrance
Margaret COOPER & Charles COOPER	EX N32
Kathleen Jessie McDOUGALL	CSK NE 53
Ruth Julia TATE	CSK NE 171
Eric Ivor GOULD	CSK NE 138
David Malcolm WHITBREAD	CSK NE 187
William John PARKER & Cynthia Maud PARKER	Garden of Remembrance
Joan CHICK	W2 3173
Walter Frank PAULL	CSK G2
Albert WENNELL	E2 535
Mavis Ruth PINNEY	CSK NE 138B
Margaret Dorothea PHEAR	Q6 1755D

**39 TO REPORT ON THE 'OPEN DAY' EVENT**

13/14

Cllr. Mrs Borland reported that there were a handful of visitors at the Open Day who found it very informative and that two hours was a sufficient amount of time for the event.

**40 ANY MATTERS OF REPORT**

13/14

There were no matters of report.

**41 DATE OF NEXT MEETING**

13/14

Tuesday 7<sup>th</sup> January 2014 at 6.45 p.m. in the Council Chambers in the Town Hall, Market Square, Crewkerne.

**Signed.....**

**Dated.....**