

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

Minutes of the Annual Meeting of the **JOINT BURIAL COMMITTEE** held on Tuesday 2<sup>nd</sup> June 2015 at 6.45 p.m. in the Chapel, Townsend Cemetery, Mount Pleasant, Crewkerne.

**PRESENT:**

Cllrs. M. Best (Chairman) of the meeting, R. Pailthorpe, Mrs A. Stuart and D. Wakeman.

In attendance: Mrs A. Hooper, Clerk and 2 members of the public.

**01 TO ELECT A CHAIRMAN FOR 2015/16**

15/16

**Cllr. Best was unanimously elected as Chairman.**

Cllr. Best reported that West Crewkerne Parish Council was not quorate following the recent elections so unfortunately none of West Crewkerne's Councillors were able to sit on the Committee at the present time. An election was scheduled for 25<sup>th</sup> June.

**02 REPORT FROM THE RETIRING CHAIRMAN**

15/16

Cllr. Best reported that a significant amount of works had been carried out in the previous year including the installation of the car parking spaces, underpinning the Chapel and repairing the Chapel roof. However, there was still more works to be carried out in the coming year, especially regarding the trees and the compound area.

**03 TO ELECT THE VICE-CHAIRMAN**

15/16

**Cllr. Wakeman was unanimously elected as Vice-Chairman.**

**04 OPEN FORUM**

15/16

Mrs. Borland reported that after the upcoming elections, West Crewkerne Parish Council may be investigating the viability of contributing to the Joint Burial Committee.

**05 APOLOGIES FOR ABSENCE**

15/16

Apologies for absence were received from Cllr. Mrs Allman (unwell).

**06 DECLARATIONS OF INTEREST**

15/16

None.

**07 TO APPROVE THE MINUTES**

15/16

**It was AGREED that the minutes of the meeting of the Joint Burial Committee held on 7<sup>th</sup> April 2015 be APPROVED.**

**08 THE CLERK'S UPDATE REPORT** for consideration

15/16

The contents of the report were noted.

**09 TO CONFIRM MATTERS RAISED DURING THE COMMITTEE'S ANNUAL CEMETERY INSPECTION**

15/16

Matters raised during the inspection included the following:

- The appearance of the Cemetery was much improved and the Committee expressed its thanks to the CTC Groundsman for his recent hard work.
- The compound area needs to be tidied and this should be progressed with the CTC Amenities Operations Manager once appointed.
- The grave in the Old Section where the rootball had been removed needs tidying up.

**10 MAINTENANCE AND PROJECT REVIEW** prepared by the Clerk for consideration

15/16

The report was noted. Cllr. Best reported that he had inspected the rotted roof rafters on the Chapel before the contractors replaced them and that he had also inspected the works on completion. Cllr. Best also reported that it had been noticed that some of the stone work on the Chapel was loose. Emergency repairs had been carried out but that there was further works necessary and that a quotation was awaited.

**11 TO APPROVE THE NEXT STAGE OF REMEDIATION WORKS TO THE TREES IN THE GROUNDS**

15/16

**It was AGREED that the arborist would be contacted regarding the next stage of the works and that a meeting would be arranged between himself, Cllr. Best, Cllr. Wakeman and the Clerk and that this item would be included on the next agenda.**

**12 TO CONSIDER WHETHER VISITORS SHOULD HAVE VEHICULAR ACCESS TO ALL PARTS OF THE CEMETERY**

15/16

The Clerk recommended that the vehicular access should remain restricted because the Committee has a duty of care to protect all the graves within the Cemetery.

After discussion, it was **AGREED that the vehicular access should remain restricted and that the Clerk should write a letter to the gravedigger to remind him to keep his vehicle on the paths.**

**13 TO CONSIDER THE ACTION PLAN** prepared by the Clerk

15/16

The report was noted. The Clerk reported that, once appointed, the new CTC Amenities Operations Manager would need to attend a memorial Safety Course so that he would be qualified to test the memorials.

**14 FINANCIAL MATTERS** for consideration

15/16

- a) To consider the report by the Internal Auditor dated 22nd May 2015

The report was noted.

- b) To formally approve the internally audited accounts for 2014/15

**It was AGREED that the internally audited accounts for 2014/15 be formally approved.**

- c) To approve the Annual Return year ending 31<sup>st</sup> March 2015:

- (i) To certify the statement of accounts (Section 1 of the Annual Return)

**It was AGREED that the statement of accounts be certified.**

- (ii) To confirm the statement of assurances 1-9 (Section 2 Annual governance Statement)

**It was formally AGREED to confirm that the Committee had satisfied all the answers to the questions on the statement of assurance and ‘yes’ be ticked in all the boxes.**

- (iii) To receive the Internal Auditors report and completed form (Section 4)

The contents of the signed form were noted.

- (iv) To authorise the signature of the Chairman and Clerk to the JBC

**It was AGREED to authorise the signature of the Chairman and Clerk.**

- d) To approve Accounts for Payment – 1<sup>st</sup> April to 31<sup>st</sup> May

The Clerk reported that Cllr. Pailthorpe had verified the accounts for 1<sup>st</sup> April – 31<sup>st</sup> May 2015 in accordance with the Committee’s Financial Regulations and Risk Management.

**Accounts for Payment as follows for 1<sup>st</sup> April – 31<sup>st</sup> May 2015 were APPROVED.**

<u>Chq No</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>	<u>Payee</u>
000004	£11,586.12	£627.11	£12,213.23	Crewkerne Town Council
000005	£ 196.80	£ 39.36	£ 236.16	Darkin Miller Ltd

- e) To report the bank reconciliations for March and April have been completed

The Clerk reported that Cllr. Pailthorpe had verified the bank reconciliations for 31<sup>st</sup> March and 30<sup>th</sup> April 2015 in accordance with the Committee’s Financial Regulations and Risk Management.

It was noted that cash in hand and at the bank as at 31<sup>st</sup> March 2015 was £29,762.72 and as at 30<sup>th</sup> April 2015 was £44,309.85.

- f) To consider the Receipts and Payments Variance reports as at 31<sup>st</sup> May

The report was noted.

- (f) To review Councillor bank signatories

**It was AGREED that this would be reviewed at the next meeting once the West Crewkerne Parish Councillors had been elected.**

- (g) To appoint a Councillor to check the accounts for payment and bank reconciliations prior to each meeting

**It was AGREED to appoint Cllr. Mrs Allman with Cllr. Pailthorpe in reserve to check the accounts for payment and bank reconciliations.**

- (h) To consider the appointment of Mrs Darkin-Miller as independent Internal Auditor for the 2015/16 accounts

**It was AGREED to appoint Mrs Darkin-Miller as the independent internal auditor for the 2015/16 accounts and for a further 2 years to take advantage of the 2½% discount.**

**15 TO APPROVE APPLICATIONS, TRANSFERS AND MEMORIALS RECEIVED**  
15/16

**PLOT PURCHASE**

Trevor John HICKMAN CSK NE 153

**TRANSFERS**

Roger Terance PASCOE CSK NE 130

Gwendoline Lucy Ann SAUNDERS T2 2512

Madeleine BILBROUGH Q2 1636

**MEMORIALS**

Joanne Sharon QUINN CSK NE 194

Lynda BELLINGHAM EX M31

William George & Edith Nina HICKMAN CSK NE 153

**The Applications, Transfers and Memorials were APPROVED.**

**16 TO APPROVE THE DATE FOR THE 2015 OPEN DAY and determine the rota**  
15/16

**It was AGREED that the Open Day should take place on Sunday 13<sup>th</sup> September from 10.00 a.m. to 1.00 p.m. in conjunction with the Heritage weekend and Councillors Pailthorpe, Mrs Stuart and Wakeman agreed to attend together with West Crewkerne Parish Councillors once elected.**

**17 TO DETERMINE THE ROTA FOR THE NEXT COUNCILLORS TO VISIT**  
15/16

Cllrs. Best and Pailthorpe.

**18 MATTERS OF REPORT**  
15/16

There were no matters of report.

19     **DATE OF NEXT MEETING**

15/16

Tuesday 6<sup>th</sup> October 2015 at 6.45 p.m. in the Council Chambers in the Town Hall,  
Market Square, Crewkerne.

**Signed.....**

**Dated.....**

**It was AGREED that in view of the confidential nature of the business about to be transacted it was advisable that the public and press be excluded and were instructed to withdraw.**

**CONFIDENTIAL SESSION**

**20 TO RECEIVE A LETTER OF RESIGNATION FROM THE CLERK TO THE**  
**15/16 JOINT BURIAL COMMITTEE**

Cllr. Best thanked the Clerk for all her hard work and wished her every success in her new role.

**21 PERSONAL MATTER**  
**15/16 To report on a Town Council staff matter**

The Clerk updated the Committee on a staffing absence.

The meeting closed at 8.15 p.m.

**Signed: .....**

**Dated: .....**