

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

Minutes of a Meeting held on Tuesday 4 October 2016 at 6.45 p.m. in the Council Chamber, Town Hall, Crewkerne.

**PRESENT:**

Cllrs. Mrs J. Borland (Chairman), Mrs S. Allman, Ms C. Broome, R. Pailthorpe and D. Wakeman

In attendance: Mr P. Davidson (Clerk) and Mrs P. Hewitt (CTC Finance Officer).  
Members of the public: none.

**24 TO NOTE APOLOGIES FOR ABSENCE**

16/17

Apologies for absence were received from Cllrs. M. Best (personal), F. Freeman (personal) and Mrs A. Stuart (unwell).

**25 OPEN FORUM**

16/17

None

**26 TO APPROVE THE MINUTES**

16/17

It was **AGREED** that the minutes of the annual meeting of the Joint Burial Committee held on Tuesday 7 June 2016 be **APPROVED**.

**27 DECLARATIONS OF INTEREST**

16/17

None.

**28 CLERK'S REPORT**

16/17

The report was noted. Regarding the work done by the Clerk to map the graves in the new part of the cemetery, it was noted that the next step would be to mark out the pathways, so that future grave plots could be correctly aligned.

**29 ACTION PLAN**

16/17

To consider the updated Action Plan prepared by the Clerk

Councillors reviewed the updated Action Plan provided by the Clerk and it was noted that a number of action items had now been completed.

**30 FINANCIAL MATTERS FOR CONSIDERATION**

16/17

- a) Accounts for Payment: To approve the following payments, which include reimbursement to Town Council for the period 1 June to 30 September 2016.

The Clerk reported that Cllr. Mrs Allman had verified the accounts for the period 1 June to 30 September 2016. Councillors thanked Cllr Mrs Allman for her work in undertaking this check. It was noted that, in a previous Burial Committee meeting, it had been agreed that it was preferable that the checking of the accounts for payment

be undertaken by a West Crewkerne councillor. The Clerk emphasised that, for this check to be undertaken thoroughly, it was necessary for the nominated Councillor to come into the Council office to review the paperwork. Although Cllr. Freeman had previously agreed to be available for the checking of the accounts, Cllr. Mrs Borland suggested that it was preferable that more than one councillor was nominated for this role. On this basis, Cllr. Mrs Borland kindly volunteered to make herself available to check the accounts and the bank reconciliation when requested by the CTC Finance Officer.

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

<u>Chq. No.</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>	<u>Payee</u>
000013	£225.00	£45.00	£270.00	Darkin Miller
000014	£15,982.58	£1,880.25	£17,862.83	Reimbursement to Crewkerne TC
000015	£300.00	£60.00	£360.00	PKF Littlejohn

- b) Bank Reconciliation: To report the bank reconciliation for August 2016 has been completed.

The report was noted. It was noted that cash in hand at the bank as at 31 August 2016 was £43,962.90

- c) Receipts and Payments Variance: To consider the Receipts and Payments Variance reports as at 30 September 2016

The report was noted. The Clerk pointed out that, historically, CTC back charged cemetery-related time for office staff but this had not been done for grounds maintenance staff. However, given the increasing workload at the cemetery, it was evident that it was now necessary for CTC grounds staff to also record the hours worked on cemetery grounds maintenance. To this end, the Clerk had recently instructed the CTC grounds staff to begin separately logging cemetery-related grounds maintenance hours. Councillors acknowledged this change and endorsed the need to properly capture the overall costs of maintaining the cemetery grounds. It was noted that, at the second iteration of the budget, it would be necessary to factor in these additional costs.

- d) External Audit: To note that the External Audit has been completed with no matters of concern raised.

Noted.

- e) Annual Review of Insurance: To note that the annual review of insurance has been undertaken

Noted.

- k) Budget for 2017/18: To consider the draft budget and the estimated level of General Reserves

The Clerk provided Councillors with a first draft of the budget for 2017/18. It was noted that this draft indicated the likelihood of a modest increase in the precept being required. It was agreed that a full review of the budget would be undertaken at the next meeting in December.

Councillors noted the estimate of the year-end level of General Reserves.

l) Cemetery Fees: To review the fees for 2017/18

It was noted that some neighbouring cemeteries were at or approaching full capacity and that, in future, this was likely to result in an increase in the purchase of plots by non-residents of Crewkerne and West Crewkerne.

Councillors agreed that, prior to agreeing the fees for 2017/18, it would be useful for the Clerk to update the exercise undertaken 12 months ago, when he compared the fees of neighbouring cemeteries with that of Crewkerne cemetery. The Clerk was asked to make this update available for the next meeting, where the fees for 2017/18 would be finalised.

**31** REPAIR OF CHAPEL WINDOWS

16/17 To authorise repairs to the chapel windows in accordance with the quotation received

After discussion, it was **AGREED to authorise the repair to the chapel leaded window in accordance with the quotation received from Glasswood Restorers and at their quoted cost of £1,480 (+ VAT).**

It was also **AGREED to authorise the repair to the 12 cracked stained glass panes in accordance with the quotation received from Glasswood Restorers and at their quoted cost of £300 (+ VAT).**

**32** SECURITY OF THE CEMETERY

16/17 To consider the adoption of increased security measures for the cemetery

Councillors considered the possible options for increasing security at the cemetery. After discussion, it was **AGREED that:**

- **The cemetery gates should be closed and locked at night by the Cemetery Superintendent.**
- **A security alarm should be fitted in the chapel workshop in accordance with the quotation received from Inno Security and at their quoted cost of £800 (+ VAT) for installation and £130 (+ VAT) per annum maintenance cost.**
- **Security lighting should be installed in the chapel porch, with installation costs to be of the order of £150.**

**33** DOGS IN THE CEMETERY

16/17 To consider the adoption of increased security measures for the cemetery

The Clerk reported that the current cemetery rules contained the item “no dogs allowed except for guide dogs”, although this restriction had historically not been made clear or enforced over the years. As a result, a number of local people did walk their dogs in the cemetery grounds. Having spent a considerable amount of time at the cemetery recently, the Clerk advised that the dog walkers he had observed were not causing a problem as the dogs were on leads. The Clerk had also checked with the Cemetery Superintendent, who confirmed that there was no issue with loose dogs or dog fouling.

After discussion, it was **AGREED that the cemetery rules should be amended to allow dogs in the cemetery, provided that the dogs were on leads.**

**34 WHEELCHAIR FACILITY FOR THE CEMETERY**

16/17 To consider the request from a member of the public that a wheelchair be available at the cemetery for use by disabled visitors

Councillors noted that this was the only request of this nature that had been received for some years. In view of this, it was agreed that no action would be taken in this instance, but that the situation would be considered again if further requests were received.

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

16/17

**The following applications and memorials were APPROVED:**

**PLOT PURCHASE**

Daphne Welsh	EXR4
Mark Pulman	EXR5
Avril Zebedee	EXN40
Rosaleen Beaman	EXN41
Nigel Lawrence & Kay Samuel	EXR6
Clive & Angela Lawrence	EXR7
Garry Sweet	CSKNE209
John Blackman	EXN42
Nigel Marks	EXP20

**TRANSFERS**

Kevin Thomas	F3-0752
Ewan Tuck	EXB1
Aiden Marsh	T6 2624/5
Stephen Isaacs	T6 2643

**MEMORIALS**

Michelle Lane	CSKNE208
Mrs R Beaman	EXN41
Betty Dodge	CSKNE202
Michael Pattemore	EXM30
Gordon & Sandra Smith	EXO27
Daphne Welsh	EXR4
Kevin Thomas	F3-0752
Ewan Tuck	EXB1

**TRANSFER OF PLOT**

Michael & Elizabeth Best	CSKNE116A
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**36 'OPEN DAY' EVENT**

16/17 Cllr. Mrs Borland and the Clerk to report on the event

Cllr. Mrs Borland reported that the Open Day had been a resounding success, with the highest number of visitors ever to an Open Day event. The talk and tour given by Tracey Warren were especially interesting and informative, giving visitors an insight into the social history of the town and its people. Ms Warren had also agreed to give a similar talk at next year's Open Day.

Cllr. Mrs Borland also reported that, following the work to clean the chapel, it was now looking far more presentable. The Clerk added that the Cemetery Superintendent had been actioned to ensure that the chapel was regularly cleaned, to maintain it at its current high standard.

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

Cllr. Ms Broome and Cll.r Wakeman volunteered to visit the cemetery before the next meeting.

38 **MATTERS OF REPORT**

16/17

None.

39 **DATE OF THE NEXT MEETING**

16/17

Tuesday 13 December 2016 at 6.45 p.m. in the Council Chambers, Town Hall, Market Square, Crewkerne.

The meeting closed at 7.55 p.m.

**Signed.....**

**Dated.....**