

CREWKERNE AND WEST CREWKERNE
JOINT BURIAL COMMITTEE

Minutes of the Meeting held on Tuesday 6 October 2015 at 6.45 p.m. in the Council Chambers, Town Hall, Market Square, Crewkerne.

PRESENT:

Cllrs. M. Best (Chairman), Mrs J. Borland, C. Broome, F. Freeman, Mrs A. Stuart and D. Wakeman.

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

22 APOLOGIES FOR ABSENCE

15/16

Apologies for absence were received from Cllrs. R. Pailthorpe (personal) and Mrs S. Allman (unwell).

23 INTRODUCTION

15/16

The Chairman welcomed all councillors to the meeting, in particular the new members from West Crewkerne Parish Council.

24 OPEN FORUM

15/16

None

25 DECLARATIONS OF INTEREST

15/16

Cllr. Mrs Stuart declared a personal interest in agenda item 7 (tree felling and tree stump grinding).

26 TO APPROVE THE MINUTES

15/16

It was **AGREED** that the minutes of the meeting of the Joint Burial Committee held on Tuesday 2 June 2015 be **APPROVED**.

27 CLERK'S REPORT

15/16

The report was noted.

On the question of the lack of toilet facilities at the cemetery, Councillors agreed that it would be useful to understand what options were available for the provision of toilet facilities and at what cost. The Clerk was asked to investigate options and report back.

28 TREE SURVEY

15/16

To consider the quotation received for the update to the tree survey and to authorise the work to proceed

It was **AGREED** to authorise the update of the tree survey to be carried out, on the basis of the quotation received for £180.

29 TREE FELLING AND TREE STUMP GRINDING

15/16 To consider the following quotations received and to authorise the work to proceed

- Felling of the leylandii on the southern boundary of the cemetery
The Clerk advised that he had now received a second quotation for the felling of the leylandii. **It was AGREED to authorise the work to proceed, on the basis of the quotation received for £880 + VAT.**

- Grinding down the two tree stumps by the turning circle and cutting down the Holm Oak stem and grinding out the stump
It was AGREED to authorise the work to proceed, on the basis of the quotation received for £360 + VAT.

30 CONNECTION OF WATER SUPPLY TO PROVIDE HAND WASHING FACILITIES

15/16 To consider the quotations received to connect a water supply to the sink in the chapel workshop and to authorise the work to proceed

It was AGREED to authorise the work to proceed, on the basis of the quotation received for £575 + VAT.

31 ACTION PLAN

15/16 To consider the updated Action Plan prepared by the Clerk

Councillors reviewed the Action Plan, the priority actions of which were addressed as agenda items in this meeting.

32 FINANCIAL MATTERS FOR CONSIDERATION

15/16

- a) Accounts for Payment: to approve reimbursement to Town Council and Accounts for Payment for the period 1 June to 30 September 2015

The Clerk reported that Cllr. Best had verified the accounts for 1 June-30 September 2015 in accordance with the Committee's Financial Regulations and Risk Management.

Accounts for Payment as follows for 1 June – 30 September 2015 were APPROVED.

<u>Chq No</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>	<u>Payee</u>
000006	£5116.80		£5116.80	WPS Insurance
000007	£19345.02	£1674.46	£21019.48	Crewkerne Town Council

- b) Bank Reconciliation: to report that the bank reconciliation as at 31 August has been completed

The Clerk reported that Cllr. Best had verified the bank reconciliation for 31 August 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 August 2015 was £42794.80.

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

The Finance Officer distributed an amended variance report, taking account of the 50% split in costs between the JBC and the Town Council, for the repair to the chapel roof.

- 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 review has been undertaken

The Clerk confirmed that the annual review of insurance cover had been undertaken. It had been recommended that the Council's properties were revalued, to avoid a risk that they were underinsured. The Clerk was currently seeking costs for this.

- f) Budget for 2016/17: initial budget discussion

After discussion, it was **AGREED that the Burial Committee would meet again on 24 November to review the draft budget.**

- g) Cemetery Fees: to review the fees for 2016/17

The comparison of current cemetery fees with neighbouring cemeteries was noted. It was **AGREED that cemetery fees for 2016/17 would be reviewed as part of the forthcoming budget considerations.**

33 TO APPROVE APPLICATIONS, TRANSFERS AND MEMORIALS RECEIVED

15/16

PLOT PURCHASE

Trevor John SPURWAY	CSK NE199
Jayne HEWETSON	CSK NE200
David GAIN	CSK NE201

TRANSFERS

Rosamund MORRIS & Jill COCKCROFT	EX O27C
Sheila Dorothy Alice STOODLEY	S3 2254
Elizabeth JEFFERY	EX G6

MEMORIALS

Mary Joan SPURWAY	CSK NE 199
Janice Gail DAWSON	EX 028C
Anthony ELSWOOD	EXO29A
Elizabeth JEFFERY	EX G6
Rosemary TRIBE	EX E1
Madeleine BILBROUGH	Q2 1636
Robin CROSS	Garden of Rem.
Margaret CHARLES	EXR-01

The Applications, Transfers and Memorials were APPROVED.

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

15/16

Councillors discussed possible improvements to the organisation of the Open Day event. It was considered that:

- Better notice should be given of the event, through the website and the notice boards.
- It would be useful to have the laptop at the cemetery on the day, to access the records.
- The opening times for future events should be checked, to ensure that they tie up with those of the Heritage Weekend.
- A second key should be made available for the chapel padlock.

35 **TO DETERMINE THE ROTA FOR THE NEXT COUNCILLORS TO VISIT**

15/16

Cllrs. Wakeman, Freeman and Mrs Broome. Date to be agreed, but before January meeting.

36 **MATTERS OF REPORT**

15/16

The Clerk advised that he was investigating moving the safe from the chapel to the Town Council offices.

37 **DATE OF THE NEXT MEETING**

14/15

Tuesday 24 November 2015 at 6.45 p.m. in the Council Chambers, Town Hall, Market Square, Crewkerne.

Signed.....

Dated.....