

CREWKERNE AND WEST CREWKERNE
JOINT BURIAL COMMITTEE

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

PRESENT:

Cllrs. M. Best (Chairman), Mrs J. Borland, R. Pailthorpe, Mrs A. Stuart, D. Wakeman and J. Wyatt.

In attendance: Mrs A. Hooper – Clerk and no members of the public.

35 APOLOGIES FOR ABSENCE

14/15

Apologies for absence were received from Cllr. Mrs Allman (absence formally approved due to ill health). No apologies were received from Cllr. Wetherall.

36 OPEN FORUM

14/15

None.

37 DECLARATIONS OF INTEREST

14/15

None.

38 TO APPROVE THE MINUTES

14/15

It was AGREED that the minutes of the meeting of the Joint Burial Committee held on Tuesday 7th October 2014 be APPROVED.

39 THE CLERK'S UPDATE REPORT

14/15

The report was noted. In response to a question from Cllr. Mrs Stuart, the Clerk agreed to investigate whether cheques could be paid into the HSBC bank account via the Post Office until the new Lloyds account has been opened.

The Clerk reported that she had discovered that the family who had made the modifications to grave EX N13 had moved and Cllr. Best agreed to investigate whether the correct contact details could be found and that the family would be contacted again.

40 TO APPROVE ESSENTIAL UNDERPINNING WORKS TO THE CHAPEL

14/15

The report prepared by the CTC Property & Projects Officer was considered.

After discussion, it was **AGREED that given the time sensitive nature of the problem, the CTC Property & Projects Officer obtain 3 quotations for the underpinning works and that the selection of the contractor be delegated to the Clerk and CTC Property & Projects Officer in consultation with the Chairman, subject to a budget of £5,000, to be**

taken initially from General Reserves which would then be reimbursed from the 2015/16 Precept.

41 **TO RECEIVE A REPORT ON GROUNDS AND PROPERTY MAINTENANCE AND**
14/15 **ON PROJECT WORKS FOR THE NEW SEASON**

The report was considered. It was noted that the notices on the unsafe memorials did not contain a date and the CTC Property & Projects Officer was asked to ensure that in the future, these notices displayed the date.

It was **AGREED** that if the contractor who had been instructed to design the layout plan for the New Section could not be contacted by 16th January, the CTC Property & Projects Officer and the Clerk be delegated to seek another contractor to carry out the works.

Cllr. Best reported that the boiler in the Lodge had broken down over the Christmas period and although a temporary fix had been achieved, a new boiler was needed. After discussion, it was **AGREED** that the CTC Property & Projects Officer obtain 3 quotations and that the selection of the contractor be delegated to the Clerk and CTC Property & Projects Officer in consultation with the Chairman, subject to a budget of £2,200, using any unspent funds in the 2014/15 budgets for the Lodge, Path Improvements and Unsafe Memorial Repairs thereby avoiding the need to add this to the 2015/16 Precept and that the Clerk investigate the cost of a British Gas service contract once the new boiler has been installed.

42 **TO CONSIDER THE ACTION PLAN** prepared by the Clerk
14/15

The Action Plan was considered. It was **AGREED** that the CTC Property and Projects Officer carry out pest control measures as soon as possible.

In response to a question from Cllr. Best, the Clerk reported that although the CTC Secretary had been assisting with collating the paperwork for the Old Section prior to entering this on the computer, progress was still slow due to more pressing work. After discussion, it was **AGREED** that the CTC Secretary be asked whether she would be able to work extra hours each week to enable this matter to be progressed.

43 **RISK MANAGEMENT POLICY**
14/15 **To approve the document**

It was **AGREED** to approve the Risk Management Policy.

44 **TO CONSIDER THE ANNUAL REVIEW OF HEALTH AND SAFETY DOCUMENTS**
14/15 **AND RISK ASSESSMENT REVIEWS**

The report prepared by the CTC Property & Projects Officer was considered. It was noted that the risk assessment register had been amended and added to so that the assessments were both updated and made more task specific. It was **AGREED** to approve the annual health and safety and risk assessment review.

45 **TO RECEIVE THE VISITORS REPORTS FROM CLLR. PAILTHORPE AND**
14/15 **CLLR. WETHERALL AND TO SELECT THE NEXT COUNCILLORS TO VISIT**
and make observations

Cllr. Mrs Borland had carried out a visitors report in place of Cllr. Wetherall. The written reports prepared by Cllrs. Pailthorpe and Mrs Borland were circulated.

Cllr. Mrs Borland felt that the appearance of the Cemetery was improved.

The following points from Cllr. Pailthorpe's report were noted:

- The number of CTC staff cars parked at the Cemetery during the day was raised and after discussion, the Clerk was asked to discuss this matter with the CTC Clerk in order that a suitable solution could be found.
- The CTC Property & Projects Officer to investigate whether the CTC trailer could be parked at a more suitable location in the Cemetery when not in use rather than in a parking space behind the chapel.
- The bags of scalpings and path edgings that are currently stored in the bin store area need to be moved to a more suitable location in order that the bins can be turned around so that they can be used by members of the public.
- The groundstaff need to ensure that all grass trimmings are brushed off headstones immediately following strimming.

Next visitors: Cllrs. Mrs Stuart and Wakeman.

46 **TO CONSIDER COMMENTS RECEIVED FROM MEMBERS OF THE PUBLIC**
14/15 **REGARDING THE CEMETERY PATHS**

Cllr. Best explained that he had received a complaint from some members of the public regarding the paths in the New Section.

After discussion, it was **AGREED that:**

- **A wacker plate machine be purchased to flatten the scalpings when they are laid on the paths.**
- **The paths to be laid with the scalpings as a base and once these are flattened, for shingle to be laid over the top making the paths less uneven.**
- **The CTC groundstaff be reminded that they should direct all comments and queries from members of the public to the Clerk.**
- **The kerb edging along all paths in the New Section be installed as a priority as far as staff time allows.**
- **At the next meeting, the CTC Property & Projects Officer to provide a timescale of the installation of the kerb edging along all paths in both the New and Old Sections.**

47 **FINANCIAL MATTERS FOR CONSIDERATION**

13/14

- a) To approve the precept for 2015/16

It was noted that it should not be necessary to top up the level of general reserves in the 2015/16 precept.

It was **AGREED** approve the budget for 2015/16 in the sum of £40,260 and was signed by the Chairman. Crewkerne Town Council's contribution being £37,440 and West Crewkerne Parish Council's contribution being £2,820.

- b) To approve Account for Payment for 1.10.14 to 31.12.14: reimbursement to the Town Council for various maintenance and utility invoices and officer time

The Clerk reported that Cllr. Pailthorpe had checked the Accounts for Payment in accordance with the Committee's Financial Regulations and Risk Management.

Accounts for Payment in the sum of £9,969.75 for 1st October to 31st December were APPROVED.

- c) To report the bank reconciliations for September, October and November have been completed

The Clerk reported that Cllr. Pailthorpe had verified the bank reconciliations for September, October and November 2014 in accordance with the Committee's Financial Regulations and Risk Management.

It was noted that cash in hand and at the bank as at 30th September 2014 was £39,099.05, as at 31st October 2014 was £43,877.26 and as at 30th November was £46,487.26.

- d) To consider the Receipts and Payments Variance report as at 31st December 2014

The report was noted.

- e) Annual review of Allocated Reserves, unspent provisions and the adequacy of the General Reserves

The Clerk reported that rather than the recommendation contained in the report, she now recommended the unspent provisions in Path Improvements and Unsafe Memorial Repairs be used for the installation of a new boiler in the Lodge.

It was **AGREED** to accept the Clerk's amended recommendation but that if there were any funds remaining in the Path Improvements and Unsafe Memorial Repairs budgets after the boiler had been replaced, these should be transferred to Allocated Reserves at the end of the financial year and that the estimated level of general reserves as at 31st March should concur with the Committee's policy of a minimum of 25% of the precept.

- f) Activities for preparation of end of year accounts – the review of internal controls. To approve the findings report from Cllrs. Best and Pailthorpe

The report was noted. **It was AGREED that the three recommendations of the task group be implemented.**

PLOT PURCHASE

David HUGHES	EX O25A
Phillip Charles & Lindsay Ann STIDSON	EX O27A
Laurence ADAMS	CSK NE 191
Emma Louise DAWSON	EX O28A
Peter & Janis PYMM	CSK NE 147B
Marian Stella IRONS & Kenneth SIMMONS	CSK NE 195
Jennifer Margaret CHASE & Paul Kevin LINSDELL	CSK NE 196
Simon Andrew RIDLEY & Mark Jonathon RIDLEY	CSK NE 197
Andrew T & Carol A PRITCHARD & Pauline J BROWNE	B1 104
Christine Ann WEST & Michael Colin CHARLES	EX R1

TRANSFERS

Brian Alfred Fone DENING	P1 1507
Brian Alfred Fone DENING	P1 1508
Philip HARRIS & Julie CHANT	EX N10
Sally AL-KHATIB	V5 3093

MEMORIALS

Harmony Fleur FISHER	EX Q10
Dorothy Irene Ann ELLARD	EX O22A
Dorothy June & John Henry WASHINGTON	Garden of Remembrance
Robert George HUGHES	EX O25A
Maureen Betty HARRIS	EX N10
Shirley Ann LEACH (SAMWAYS)	EX P13
Valerie HARPER	EX O27C
Olive BEST	EX O21

49 **ANY MATTERS OF REPORT**

14/15

There were no matters of report.

50 **DATE OF THE NEXT MEETING**

14/15

Tuesday 7th April 2015 at 6.45 p.m. in the Council Chambers, Town Hall, Market Square, Crewkerne.

The meeting closed at 8.20 p.m.

Signed.....

Dated.....

jc/joint burial/BB06Jan2015