

CREWKERNE AND WEST CREWKERNE
JOINT BURIAL COMMITTEE

Minutes of the Annual Meeting of the **JOINT BURIAL COMMITTEE** held on Tuesday 18th June 2013 at 6.45 p.m. in the Chapel, Townsend Cemetery, Mount Pleasant, Crewkerne.

This meeting was rearranged from 4th June which was cancelled.

PRESENT:

Cllrs. M Best (Chairman) of the meeting, Mrs. J. Borland, R Pailthorpe, H. Ploszek, Mrs. A. Stuart, J. Wyatt.

In attendance: Mrs A. Hooper, Crewkerne Town Council Finance Officer and 1 member of the public.

01 TO ELECT A CHAIRMAN FOR 2013/14

13/14

Cllr. Mrs. Allman was unanimously elected as Chairman. Cllr. Best verified that Cllr. Mrs Allman had indicated that she would be willing to accept the office of Chairman for the forthcoming year.

02 REPORT FROM THE RETIRING CHAIRMAN

13/14

Cllr. Best reported that he believed that the appearance of the Cemetery had much improved over the last year and that following the recent tree report and the ongoing inspections of the Chapel the Committee will soon be aware of its financial liabilities for the future which are likely to be extensive. Cllr. Best was pleased with the progress made over the last year. He thanked Mrs Hooper for her work over the year.

03 TO ELECT THE VICE CHAIRMAN FOR 2013/14

13/14

Cllr. Best was unanimously elected as Vice-Chairman and in the Chairman's absence continued to chair the meeting.

04 OPEN FORUM

13/14

Mrs Chard reported the following in her capacity as Friend of the Cemetery:

- During May she had removed 14 Christmas wreaths from graves
- She requested whether the water butts which are placed around the Cemetery could be cleaned regularly
- She was unsure where the walnut tree that had been donated by the Inner Wheel of Crewkerne had been planted
- Some gardening hand tools had been recently purchased for her use at the Cemetery but these were now missing.

Mrs Hooper responded that the cleaning of the water butts would be added to the maintenance schedule, investigations would be made regarding the location of the walnut tree and that the hand tools would be located.

05 APOLOGIES FOR ABSENCE

13/14

Apologies for absence were received from Cllr. Mrs Allman (another meeting) and Cllr. Rousell (personal).

06 DECLARATIONS OF INTEREST

13/14

Cllr. Mrs Stuart declared a personal interest (friend of the Auditor) in item 13a – To consider the report by the Internal Auditor dated 15th May 2013.

07 TO APPROVE THE MINUTES

13/14

It was AGREED that the minutes of the meeting of the Joint Burial Committee held on 2nd April 2013 be APPROVED.

08 THE OFFICER'S UPDATE REPORT for consideration

13/14

The contents of the report were noted.

It was AGREED that as the moles did not appear to be a problem at the present time no further action would be taken.

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

13/14

Matters raised during the inspection included the following:

- The trees which have been identified on the 5 yearly tree report as requiring attention in the coming year were inspected
- The new bin store was inspected, Cllr. Best explained how the new system would operate and indicated where a similar bin store could be located in the New Section
- The removal of the hedge separating the Old and New Sections is a great improvement
- Nettles around some of the trees in the lower part of the New Section should be removed
- New graves and paths in the New Section need to be marked out in the near future
- The area at the back of the Chapel is much tidier
- The Committee need to ascertain a location for the CTC van and trailer to be parked

10 MAINTENANCE AND PROJECT REVIEW for consideration

13/14

The report was noted.

Cllr. Best reported that Peter Biggenden, SSDC surveyor was arranging for a detailed survey of the Chapel roof to be carried out and it had been noticed that bats were present in the roof.

Mrs Hooper was asked to confirm that the Cemetery Superintendent had removed his personal chainsaws from the workshop.

11 TO CONSIDER THE QUOTATIONS FOR THE REPAIR OF THE DAMAGED ENTRANCE PEDESTRIAN GATE AND WALL
13/14

Mrs Hooper reported that a cheque had been received as settlement of the insurance claim.

It was **AGREED** to accept the quotation from Luke Grafton Stone Mason Ltd in the sum of £3,852.60 + VAT to repair the damaged entrance pedestrian gate and wall.

12 TO CONSIDER THE CONCLUSIONS AND RECOMMENDATIONS FROM THE RECENT PERIODIC ARBORICULTURAL REPORT ON THE SENSITIVE REMEDIATION WORKS TO THE TREES WITHIN THE GROUNDS
13/14

The report was noted. During the annual inspection Councillors had inspected the trees requiring remediation works within one year.

It was **AGREED** that 3 quotations be sought for the recommended remediation works to the following trees: T1, T20, T11, T61 and T90, that these would be considered at an Extraordinary Meeting and that once these urgent works had been carried out the recommendations for the works to the trees requiring attention within 1 to 5 years be considered at a future meeting.

It was **AGREED** that signs be obtained and placed in a suitable location to exclude access below trees T88 and T89 during high winds.

It was requested for Mrs Hooper to check whether any Tree Preservation Orders were in place for these trees, that when the works were taking place notices should be placed around the Cemetery and the town to inform the public.

13 FINANCIAL MATTERS for consideration
13/14

a) To consider the report by the Internal Auditor dated 15th May 2013

The comments within the report were noted.

b) To formally approve the internally audited accounts for 2012/13

It was AGREED that the internally audited accounts for 2012/13 be formally approved.

c) To approve the Annual return year ending 31st March 2013:

(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 inserted to 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 – 1st April to 31st May 2013

Mrs Hooper reported that Cllr. Mrs Allman had verified the accounts for 1st April – 31st May 2013 in accordance with the Committee's Financial Regulations and Risk Management.

Accounts for Payment as follows for 1st April – 31st May 2013 were APPROVED.

<u>Chq No</u>	<u>Amount</u>	<u>Payee</u>
103340	£ 100.00	British Heart Foundation
103341	£ 50.00	Crewkerne Town Council
103342	£ 172.08	Accounts & Audit Services
103343	£6,750.54	Crewkerne Town Council

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

Mrs Hooper reported that Cllr. Mrs Allman had verified the bank reconciliations for 31st March, 30th April and 31st 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 31st March 2013 was £35,489.55, as at 30th April 2013 was £52,944.55 and as at 31st May 2013 was £56,811.55.

f) To consider the Receipts and Payments Variance reports as at 31st May 2013

The report was noted.

(f) To review Councillor bank signatories

It was AGREED that Cllrs. Ms Dawson and Miss Hennessey be removed and Cllrs. Pailthorpe and Rousell be added as banking signatories for cheques for payment.

(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 to check the accounts for payment and bank reconciliations prior to each meeting.

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

13/14

PLOT PURCHASE

Christopher CLARKE

EX O24

Birgitte CLARKE

EX O25

Keith BUTLER

EX N35

Shelagh & Raymond LARCOMBE

EX O26

Gordon & Sandra SMITH
Donna SHUTE

EX O27
EX O28

TRANSFERS

Robert LANGDON
Barry SPURDLE
Jennifer MURPHY
Kevin MONKTON
Mark COOK
Shona LANE
Mary HOLMES

E1 495
CSK NE 158
CSK NE 47
EX P9
EX B2
D4 383
D 287

MEMORIALS

Shaun & Patrick COSGROVE
Cyril, Elizabeth & Sydney PAVORD
Sheila Doreen SPURDLE
Daisy Ruth KEIRL
Margaret Agnes MCKIE
Eileen Margaret TAYLOR
Cyril John LANE
Bridget QUANTRELL

U7 2925 & U7 2526
V2 3006B
CSK NE 158
CSK NE 47
D4 383
E2 525
CSK O2
EX D6

The Applications, Transfers and Memorials were APPROVED.

It was **AGREED** to approve the memorial application for Harry HAMILTON CSK NE 117A subject to the stone mason confirming that the headstone would be installed in accordance with British Standard 8415.

15 TO DETERMINE THE ROTA FOR THE NEXT COUNCILLORS TO VISIT

13/14

Cllrs. Mrs Borland and Pailthorpe.

16 MATTERS OF REPORT

13/14

Mrs Hooper reported that the Heritage Day would take place on 15th September and it was **AGREED** that the **Open Day of the Cemetery would take place between 2.00 pm and 4.00 pm in conjunction with this.**

Cllr. Best reported that the owners of Oakhayes, Mount Pleasant have reported that there are some trees from the Cemetery overhanging their garden and have requested for them to be cut back. Cllr. Best agreed to visit the property to clarify the trees in question and would report back at the next meeting.

17 DATE OF NEXT MEETING

13/14

Tuesday 1st October 2013 6.45 pm in the Council Chambers in the Town Hall, Market Square, Crewkerne.

The meeting closed at 8.00 p.m.

Signed.....

Dated.....

jc/joint burial/BBA18Jun13