

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

Minutes of the Annual Meeting of the **JOINT BURIAL COMMITTEE** held on Tuesday 19<sup>th</sup> June 2012 at 6.45 p.m. in the Chapel, Townsend Cemetery, Mount Pleasant, Crewkerne.

**PRESENT:**

Cllr. Mrs. J. Borland (Chairman for Item 1), Cllrs. Mrs S. Allman, M. Best (Chairman), H. Ploszek, J. Wyatt.

In attendance: Mr J. Dunn, Crewkerne Town Council Property & Projects Officer, Mrs A. Hooper, Crewkerne Town Council Finance Officer.

**01 TO ELECT A CHAIRMAN FOR 2012/13**

12/13

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

**02 REPORT FROM THE RETIRING CHAIRMAN**

12/13

Cllr Mrs Borland reported that 2011/12 had been a very important year for the Committee as it has now moved to the 21<sup>st</sup> century with the computerisation of the records and the collaboration with Crewkerne Town Council has proved to be of considerable benefit, especially with regards to the supervision of the superintendent. She reported that the maintenance of the Cemetery was now carried out in sections and that the left hand chapel has now been converted into a useful, well equipped workshop. She also reported that the risk assessment of the headstones had commenced during the year. Cllr Mrs Borland felt that she was handing over a better managed Cemetery and administration system than was had previously.

**03 TO ELECT THE VICE CHAIRMAN FOR 2012/13**

12/13

**Cllr Mrs Allman was unanimously elected as Vice-Chairman.**

**04 OPEN FORUM**

12/13

None.

**05 APOLOGIES FOR ABSENCE**

12/13

Apologies for absence were received from Cllr Ms Dawson (personal), Cllr Miss Hennessey (personal) and Cllr Mrs Stuart (personal).

**06 DECLARATIONS OF INTEREST**

12/13

None

**07 TO APPROVE THE MINUTES**

12/13

**It was AGREED that the minutes of the meeting of the Joint Burial Committee held on 3<sup>rd</sup> April 2012 be APPROVED.**

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

12/13

The Clerk's report was noted. Mrs Hooper reported that the Tree Preservation Order was available for inspection in the Town Council Offices.

09     **TO CONFIRM MATTERS RAISED DURING THE COMMITTEE'S ANNUAL**  
12/13 **CEMETERY INSPECTION**

Matters raised during the inspection included the following:

- The monkey puzzle tree in front of the lodge should be removed
- The removal of the hedge between the old and new sections was an improvement and Mr Dunn explained that the hedge would be allowed to grow back at a much lower height than previously
- The slipped and cracked slates on the roof of the Chapel needed to be repaired
- The No Parking sign at the entrance needed fixing onto the wall
- The two leylandii conifers near the turning circle should be removed and replaced with yew trees

10     **ANNUAL PROJECT AND MAINTENANCE REVIEW AND ACTION POINTS**  
12/13 **FROM THE PREVIOUS VISITORS REPORT BY CTC PROPERTY AND**  
**PROJECT OFFICER** for consideration

The Property and Projects Officer reported that the planned maintenance schedule for the summer/autumn included the following:

- Painting and maintenance of the entrance gates which may include installation of an automatic gate which will alleviate the problem of the Superintendent omitting to close the gates at dusk
- A new entrance welcome sign to be placed on the gates
- Re-instatement of the raised circular bed in the new section
- Creation of the next section of paths in the new section
- Repairs to the bell tower
- Re-pointing and plastering to the chapel and workshop

Mr Dunn also reported that quotations for the repairs to any unstable memorials were currently being sought and that a full periodic tree survey would be required in 2013/14.

The response to points raised by Cllr Best at the previous meeting was as follows:

- The broken bench outside the Chapel has been removed for repair
- The slipped and cracked slates on the Chapel will be repaired
- Quotations are currently being sought to improve the standard of the lights and electrics in the workshop
- The missing bin liner has now been replaced
- Gravel will be used to fill in the potholes on the turning circle
- The plastic guttering on the Chapel will be replaced with appropriate iron guttering

It was **AGREED** that a yew hedge should be planted at the rear of the Chapel to screen off the area where the Town Council van is parked.

**11 FINANCIAL MATTERS FOR CONSIDERATION:**

11/12

- a) To consider the report by the Internal Auditor dated 30<sup>th</sup> May 12

The comment within the report was noted.

- b) To formally approve the internally audited accounts for 2011/12

**It was AGREED that the internally audited accounts for 2011/12 be formally approved.**

- c) To approve the Annual return year ending 31<sup>st</sup> March 2012:

- (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 – 1<sup>st</sup> April to 30<sup>th</sup> May 2012

Mrs Hooper reported that Cllr. Mrs Allman had verified the accounts for 1<sup>st</sup> April – 30<sup>th</sup> May in accordance with the Committee’s Financial Regulations and Risk Management.

**Accounts in the sum of £4,330.29 for 1<sup>st</sup> April – 30<sup>th</sup> May 2012 were APPROVED.**

- 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 31<sup>st</sup> March, 30<sup>th</sup> April and 31<sup>st</sup> May 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 2012 was £25,659.02, as at 30<sup>th</sup> April 2012 was £42,078.02 and as at 31<sup>st</sup> May was £46,033.02.

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

The report was noted. Mrs Hooper reported that the income from Cemetery Fees was higher than expected due to an increased number of interments and memorial applications.

(f) To review councillor bank signatories

**It was AGREED that Cllrs. Best, Mrs Borland, Ms Dawson, Miss Hennessy, Ploszek, Mrs Stuart and Wyatt continue 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.**

12 **TO APPROVE APPLICATIONS, TRANSFERS AND MEMORIALS**  
12/13 **RECEIVED**

**APPLICATIONS**

**To 11.06.12**

**PLOT PURCHASE**

Elizabeth WEBB  
Christopher BUTTS  
Maria WETHERALL  
Sandra COX  
Gerald MEECHAM

CSK NE 180  
EX O20  
EX O21  
C4 275  
CSK NE 182

**TRANSFERS**

Jean PRING  
John PITTARD  
Valerie STANDEN  
Raymond NETHERWAY

Q7 1770  
P3 1527  
F2 733  
E1 502

**MEMORIALS**

Cherry BROWN  
Violet MARTIN  
Albert EDEN  
John SPARKS  
Mary & Henry LACEY  
Pauline HAKE  
Jenny SCARSBROOK  
Derek FULLER  
Betty TUCK

EX N21  
CSK NE 99  
CSK NE 107  
CSK NE 179  
U 2731K  
EX N23  
EX Q2  
CSK NE 180  
EX N27

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

13 **TO FURTHER CONSIDER THE DRAFT REVISED RULES AND**  
12/13 **REGULATIONS**

**The draft Rules and Regulations were APPROVED subject to the following amendments:**

The insertion of a new Section 4.00 ‘Garden Of Remembrance’  
‘The rules for memorial plaques on the Wall of the Garden of Remembrance are the same as those for inscriptions.’

To re-number Section 4.00 Reclamation as Section 5.00 and Section 5.00 General as Section 6.0.

The insertion at the end of the document of the following in capital letters, bold type and underlined:

‘In all matters concerning memorials, inscriptions, forms of service and other activities in Townsend Cemetery, the decision of the Committee is final.’

It was **AGREED** that the Rules and Regulations be displayed in the notice board at the Cemetery, distributed to Councillors and uploaded to the Crewkerne Town Council website.

**14 TO DETERMINE THE ROTA FOR THE NEXT COUNCILLORS TO VISIT**  
12/13

Cllrs Ploszek and Wyatt.

**15 MATTERS OF REPORT**  
12/13

Mrs Hooper reported that the Open Day would take place in September in conjunction with the Heritage Day and that as soon as the date had been confirmed, an email would be sent to all Councillors requesting volunteers. Mrs Hooper also reported that training for Councillors in the use of the Burial Registers could be conducted prior to the event.

**16 DATE OF NEXT MEETING**  
12/13

Tuesday 2<sup>nd</sup> October 2012 6.45 pm in the Council Chambers in the Town Hall, Market Square, Crewkerne.

The meeting closed at 7.42 pm.

**Signed.....**

**Dated.....**

jl/joint burial/BBA190612