



Banwell Parish Council

MINUTES OF THE MEETING OF THE CEMETERY & MEMORIALS COMMITTEE HELD AT BANWELL CEMETERY AT 7.00 P.M. ON 22nd May 2017

Present: Cllrs Paul Blatchford (Chairman), Steve Davies, Angela Haden & Paul Harding (ex-officio). John Keate and Richard Tolmie (co-optees).

In attendance: Liz Shayler (Clerk).

20/17 To appoint a Chairman of the Cemetery & Memorials Committee for 2017-18 (agenda Item 1)

Resolved – To appoint Cllr Blatchford as Chairman.

The resolution was correctly proposed and seconded (Unanimous)

21/17 To appoint a Vice Chairman of the Cemetery & Memorials Committee for 2017-18 (agenda Item 2)

Resolved – To appoint Cllr Haden as Vice Chairman

The resolution was correctly proposed and seconded (Unanimous)

22/17 To receive and accept apologies for absence (agenda Item 3)

Apologies were received from Cllrs Hale and Weston.

23/17 To receive members' declarations of interest on any agenda item (agenda Item 4)

John Keate declared an interest in all agenda items.

24/17 To approve as a correct record the minutes of the meeting of the Committee held on 28th March 2017 (agenda Item 5)

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (Unanimous)

The Chairman signed the minutes as being a correct record of the meeting.

25/17 To invite public participation (agenda Item 6)

The were no members of the public present.

26/17 To discuss processing the payment for the environmental fee (agenda Item 7).

The clerk informed the committee that at the present the environmental fee (which is paid for the soil removal) goes into the Cemetery reserve account. However, the Grave digger is then paid from the current account and it is shown on the budget as making up of graves.

Resolved: The gravedigger will be paid as normal from the current account. Quarterly the environmental fee will be paid from the reserve account into the current account. A separate cost code will be set up in the cemetery cost centre for this purpose. The Clerk will order a cheque book for the reserve account.

The resolution was correctly proposed and seconded (unanimous).

27/17 Matters for of information (agenda Item 8).

- i. **Update on the Cemetery Wall** - The Clerk informed the committee that the works had been completed and that the path had been reinstated. Mike Derewicz would be visiting the site shortly to agree the steels work which would then allow the wooden struts to be removed. The back filling had been completed by the neighbouring properties.
- ii. **Update on the work to the war memorial and Jubilee Pump** - The Clerk informed the committee that the works had been completed. She had spoken to the contractor who felt that Jubilee Pump wall was in better condition than he had thought and he had not needed to do as much repointing, consequently he reduced his bill by £200. Cllr Harding commented on how lovely the Pump looked after it was painted and offered to paint the gate as well.

28/17 To review the War Memorial Hedge and agree any work which needs to be undertaken (agenda Item 9).

Resolved: The committee were happy that after the extreme prune in the autumn the hedge was sprouting normally and would not need to be removed. The Clerk was asked to find out when the judging is for 'The Best Kept outside War Memorial' and the Village Orderly was asked to trim the hedge again in preparation.

The resolution was correctly proposed and seconded (unanimous).

29/17 To review and approve the following documents (agenda Item 10).

- i. **Cemetery Committees terms of reference.**

Resolved – To approve the Cemetery Committees terms of reference.

The resolution was correctly proposed and seconded (unanimous).

- ii. **Cemetery Regulations.**

Resolved – To approve the Cemetery Regulations.

The resolution was correctly proposed and seconded (unanimous).

- iii. **Safety of Memorials in Banwell Cemetery Policy.**

Resolved – To approve the Safety of Memorials in Banwell Cemetery Policy.

The resolution was correctly proposed and seconded (unanimous).

30/17 To note the Cemetery and Memorials Budget (agenda Item 11).

The budget was noted

31/17 To undertake the annual Cemetery and Memorials safety check (agenda Item 12).

The annual safety check of memorial stones took place. The clerk recorded the headstones requiring work.

32/16 Date of next meeting – Tuesday 25th July 2017 in the Cemetery (agenda Item 13).

The meeting closed at 7.40pm.

Signed.....

Date.....