



PEASEDOWN ST JOHN PARISH COUNCIL

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21st January 2015

To Councillors:

John Bailey, Calvin Bird, Andy Larcombe (Vice-Chair), Kathy Thomas (Chair), Dave Walker

You are hereby summoned to attend a meeting of the Burial Sub-Committee of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 27th January 2015 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

AGENDA

Meeting of the Burial Sub-Committee

7.00pm

Public Session - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason. Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

****PLEASE REFRAIN FROM USING MOBILE TELEPHONES IN THE COUNCIL CHAMBER AND ENSURE THAT THEY ARE SET TO EITHER "SILENT" OR "OFF"*****

Please be aware that the meeting may be recorded with the aim of facilitating the production of the minutes. This is subject to all present being happy to proceed. Any recording made will be deleted once the minutes are agreed.

BSC037 – 27/01/2015 Apologies for Absence

To receive and approve, if necessary, any apologies for absence.

BSC038 – 27/01/2015 Declarations of Interest

To receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.

Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.

BSC039 – 27/01/2015 Minutes

- i. To consider and approve the minutes of the Burial Sub-Committee meeting held on 23rd September 2014 (pre-reading appendix Ai).
- ii. To consider and approve the minutes of the Burial Sub-Committee meeting held on 21st October 2014 (pre-reading appendix Aii).
- iii. To consider and approve the minutes of the Burial Sub-Committee meeting held on 9th December 2014 (pre-reading appendix Aiii).
- iv. To review updated copy of the actions register (pre-reading appendix B).

BSC040 – 27/01/2015 Items for Urgent Report

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

BSC041 – 27/01/2015 Cemetery Legislation Briefing

To receive a summary on the following cemetery-related legislative document:

- i. NALC Legal Topic Note 64 – Tombstones and Memorials (AL & JB).

BSC042 – 27/01/2015 Garden of Remembrance

To receive update on the Garden of Remembrance and to consider progress on scope of works and any quotations received to date for associated works (pre-reading appendix C).

BSC043 – 27/01/2015 Update & Decision – Cemetery Maintenance & Improvements

To receive update on any previously agreed maintenance works actioned or scheduled since the last meeting. Also, to consider any suggestions or quotations for other future works/improvements to the site to include a discussion on the entrance gates and signage (subject to all quotations being received). Finally to review the schedule of improvements works identified at the site meeting on 10th July 2014 (pre reading appendix D).

BSC044 – 27/01/2015 Update – Interments and Memorials Records

- i. To receive, for information, a list of interments and memorials undertaken at Ashgrove Cemetery since the meeting on 9th December 2014.
- ii. To consider requests for any new memorials.
- iii. To receive update on topple testing of memorials and to make any associated decisions.
- iv. To receive, for information, plan for continued maintenance of cemetery records.

BSC045 – 27/01/2015 Update & Decision – Policy for Interments & Memorials

To receive update on the draft Policy for Interments and Memorials at Ashgrove Cemetery, with particular reference to the grave digging audit form and topple testing form (pre-reading appendix E).

BSC046 – 27/01/2015 Date and Time of Next Meeting & Future Agenda Items

The date of the next Burial Sub-Committee meeting is to be determined.

Pre-reading, where indicated, will be made publicly available on the Parish Council website (apart from those items considered to have commercial or personal sensitive content). For items where pre-reading is not specified, relevant documentation may be uploaded to the website or tabled at the meeting, if and when it becomes available.