



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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13<sup>th</sup> July 2022

### To Councillors:

Mandy Clarke; Richard Clarke; Audrey Gillard-Sprake (Chair); Andrew Larcombe; Conor Ogilvie-Davidson; Les Sprake.

You are hereby summoned to attend a meeting of the Cemetery Committee of Peasedown St John Parish Council at Beacon Hall on **Tuesday 19<sup>th</sup> July 2022 at 7.00pm** for the purpose of transacting the business detailed below.

### CC Councillors:

Jonathan Rich; Kathy Thomas as ex-officio member of the Committee – Please advise, by return, if you will be attending this meeting.

Tanya West  
Parish Clerk & RFO

## AGENDA

### Meeting of the Cemetery 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 be aware that this Parish Council meeting will be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made.

### **BC001 – 19/07/2022 Attendance Roll Call and Declarations of Interest**

To action the attendance register and 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.**

**BC002 – 19/07/2022 Apologies for Absence**

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

**BC003 – 19/07/2022 Election of Vice-Chair**

To receive nominations and to elect a Vice-Chair of the Cemetery Committee.

**BC004 – 19/07/2022 Minutes & Actions**

- i. To consider and approve the minutes of the Burial Committee meeting held on 22<sup>nd</sup> June 2021.
- ii. Review updated copy of the actions register on Planner.

**BC005 – 19/07/2022 Items for Urgent Report**

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

**BC006 – 19/07/2022 Advisory Panel**

To appoint an Advisory Panel to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference.

**BC007 – 19/07/2022 Cemetery Sub-Committee**

To appoint a Cemetery Sub-Committee to work in line with the agreed Terms of Reference and Delegations.

**BC008 – 19/07/2022 Cemetery Related Policies & Procedures**

To review the list of policies that have been allocated to the Cemetery Committee as detailed on the Strategic Documentation Register and make plans for the review of each policy throughout the forthcoming council year and to suggest/consider any new policies required making plans for their establishment.

**BC009 – 19/07/2022 Risk Register**

To note the sections of the Risk Register associated with Ashgrove Cemetery and to make plans for the review of this document and associated risk assessments throughout the forthcoming council year.

**BC010 – 19/07/2022 Review of Finances 2022/23**

To consider expenditure reports for the 2022/23 financial year for those budgets specifically linked to the Cemetery Committee.

**BC011 – 19/07/2022 Review of Fees**

To review the fees/charges for Ashgrove Cemetery and consider any suggestions for amendment.

**BC012 – 19/07/2022 Update & Decision – Interments and Memorials**

- i. To receive update on interments and memorials since the last meeting.
- ii. To receive update on the photographing and documenting of the plots and memorials.
- iii. To receive update on the digitisation of the burial records.
- iv. To receive update on Topple Testing of the memorials.

**BC013 – 19/07/2022 Update & Decision – Garden of Remembrance**

To receive update on the Garden of Remembrance and to consider proposals for the following:

- i. To receive update on the removal of commemorative flowers/items/trinkets on graves.
- ii. To receive a progress update with the scattering area at the Garden of Remembrance.
- iii. To receive update on progress on the second phase of the cremated remains interments section.

**BC014 – 19/07/2022      Update & Decision – Cemetery Maintenance & Improvements**

To consider suggestions and estimates for future works/improvements to the cemetery site in preparation for the Council's budgeting process for the next financial year, to include:

- i. Upgrading the pathways at Ashgrove Cemetery.
- ii. Irrigation system at Ashgrove Cemetery.

**BC015 – 19/07/2022      Review of New Actions**

To review that any actions generated from the meeting have been correctly captured on the Actions Register.

**BC016 – 19/07/2022      Date and Time of Next Meeting & Future Agenda Items**

To note the dates of future Cemetery Committee meetings to be held at Beacon Hall as follows:

- Cemetery Committee meeting on Tuesday 18<sup>th</sup> October 2022.
- Cemetery Committee meeting on Tuesday 24<sup>th</sup> January 2023.
- Cemetery Committee meeting on Tuesday 11<sup>th</sup> April 2023.