



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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12th October 2022

To Councillors:

Mandy Clarke (Vice-Chair); 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 18th October 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.

BC017 – 18/10/2022 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.

BC018 – 18/10/2022 Apologies for Absence

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

BC019 – 18/10/2022 Minutes & Actions

- i. To consider and approve the minutes of the Cemetery Committee meeting held on 19th July 2022.
- ii. Review updated copy of the actions register on Planner.

BC020 – 18/10/2022 Items for Urgent Report

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

BC021 – 18/10/2022 Cemetery Related Policies & Procedures

To receive an update and make any associated decisions on the Clerk's review and suggested amendments to the Interment and Memorial Policy. To consider a request in relation to the amendment of the specifications of memorials in the lawn section of Ashgrove Cemetery.

BC022 – 18/10/2022 Risk Register

To receive an update on works to the sections of the Risk Register associated with Ashgrove Cemetery and make decisions for the further review of this document and associated risk assessments.

BC023 – 18/10/2022 Review of Finances 2022/23

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

BC024 – 18/10/2022 Interments and Memorials

To receive an update and make any associated decisions on the following:

- i. Interments and memorials since the last meeting.
- ii. Photographing and documenting of the plots and memorials.
- iii. Digitisation of the burial records and consideration of possible links to Bath Burial Index.
- iv. Topple Testing of the memorials.

BC025 – 18/10/2022 Garden of Remembrance

To receive updates on the Garden of Remembrance and to consider proposals and make any associated decisions on the following:

- i. Weeding of beds and splitting of larger plants e.g., phormiums.
- ii. Removal of commemorative flowers/items/trinkets on graves and installation of signs.
- iii. Scattering area at the Garden of Remembrance.
- iv. Formal hedges and replacement of dead plants.
- v. Second phase of the cremated remains interments section.
- vi. Gazebo and pergola and associated planting.

BC026 – 18/10/2022 Cemetery Maintenance & Improvements

To receive updates and make associated decisions on the general maintenance of Ashgrove Cemetery and to determine any works to be undertaken during the current financial year or to be suggested for future projects. To include the following:

- i. Upgrading the pathways at Ashgrove Cemetery.
- ii. Irrigation system at Ashgrove Cemetery.
- iii. Boundary walls – review of any cracks etc.
- iv. Waste removal.
- v. Tree nursery.

BC027 – 18/10/2022 Review of New Actions

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

BC028 – 18/10/2022 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 24th January 2023.
- Cemetery Committee meeting on Tuesday 11th April 2023.