



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

12th July 2023

To Councillors:

Fiona Carr; Mandy Clarke; Richard Clarke; Audrey Gillard-Sprake (Chair); Howard Hartley; 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 July 2023 at 7.00pm** for the purpose of transacting the business detailed below.

CC Councillors:

Conor Ogilvie-Davidson; Jonathan Rich 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.

CC001 – 18/07/2023 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.

CC002 – 18/07/2023 Apologies for Absence

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

CC003 – 18/07/2023 Election of Vice-Chair

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

CC004 – 18/07/2023 Minutes & Actions

- i. To review the minutes of the April 2023 Cemetery Committee meeting (already approved by Full Council).
- ii. Review updated copy of the actions register on Planner.

CC005 – 18/07/2023 Items for Urgent Report

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

CC006 – 18/07/2023 Cemetery Sub-Committee

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

CC007 – 18/07/2023 Advisory Panel

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

CC008 – 18/07/2023 Cemetery Related Policies & Procedures

To review the list of polices 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.

To receive an update from the Clerk, following attendance at a recent training session, on required changes to the Interment and Memorial Policy.

CC009 – 18/07/2023 Risk Register

To note the sections of the Risk Register associated with Ashgrove Cemetery and to receive updates on items that have been amended. Also, to make plans for the review of this document and associated risk assessments throughout the forthcoming council year.

CC010 – 18/07/2023 Review of Finances 2023/24

To consider expenditure reports for the 2023/24 financial year for those budgets specifically linked to the Cemetery Committee.

CC011 – 18/07/2023 Review of Fees

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

CC012 – 18/07/2023 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.
- iv. Topple Testing of the memorials.

CC013 – 18/07/2023 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.
- ii. Removal of commemorative flowers/items/trinkets on graves and installation of signs.
- iii. Planting at the scattering area at the Garden of Remembrance.
- iv. Update on the tender process for quotations to extend the pathways within the Garden of Remembrance.

CC014 – 18/07/2023 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. To include the following:

- i. Review quotations received for installation of a new water pipe and irrigation standpipe as an alternative option to the proposed new bib tap Ashgrove Cemetery.
- ii. Waste removal.
- iii. Tree nursery.
- iv. Entrance gates.

CC015 – 18/07/2023 Review of New Actions

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

CC016 – 18/07/2023 Date and Time of Next Meeting & Future Agenda Items

The date of the next Cemetery Committee meeting is scheduled to be held on Tuesday 17th October 2023 at Beacon Hall.