



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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11th October 2023

To Councillors:

Fiona Carr; Mandy Clarke; Richard Clarke; Audrey Gillard-Sprake (Chair); Howard Hartley (Vice-Chair); 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 17th October 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.

CC017 – 17/10/2023 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.

CC018 – 17/10/2023 Apologies for Absence

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

CC019 – 17/10/2023 Minutes & Actions

- i. To consider and approve the minutes of the Cemetery Committee meeting held on 18th July 2023.
- ii. Review updated copy of the actions register on Planner.

CC020 – 17/10/2023 Items for Urgent Report

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

CC021 – 17/10/2023 Cemetery Related Policies & Procedures

To review and approve the amendments to the Interment and Memorial Policy.

CC022 – 17/10/2023 Risk Register

To review the amendments to sections of the Risk Register associated with Ashgrove Cemetery.

CC023 – 17/10/2023 Review of Finances 2023/24

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

To consider any items that may require additional funding for the 2024/25 financial year.

CC024 – 17/10/2023 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.

CC025 – 17/10/2023 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 and formation of volunteer group to assist with this task.
- 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. To review the tender documents and quotations to replace and extend the pathways within the Garden of Remembrance and make associated recommendations to Full Council.

CC026 – 17/10/2023 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 of 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. Wildlife survey.

CC027 – 17/10/2023 Date and Time of Next Meeting & Future Agenda Items

The date of the next Cemetery Committee meeting is scheduled to be held on Tuesday 30th January 2024 at Beacon Hall.