



## PEASEDOWN ST JOHN PARISH COUNCIL

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19<sup>th</sup> June 2019

### To Councillors:

Audrey Gillard-Sprake; Samantha Heathcote; Andrew Larcombe; Conor Ogilvie-Davidson; Claire Parfitt (Chair); Jonathan Rich; Les Sprake; Kathy Thomas

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 25<sup>th</sup> June 2019 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West  
Parish Clerk

## AGENDA

### Meeting of the Burial 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 ENSURE THAT MOBILE TELEPHONES ARE SET TO 'SILENT' MODE IN THE COUNCIL CHAMBER\*\***

**Please be aware that Parish Council meetings may be recorded, subject to 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 – 25/06/2019 Election of Vice-Chair**

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

#### **BC002 – 25/06/2019 Apologies for Absence**

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

#### **BC003 – 25/06/2019 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.**

**BC004 – 25/06/2019          Minutes & Actions**

- i. To review the minutes of the Burial Sub-Committee meeting held on 24<sup>th</sup> July 2018 (this is for background information only as these minutes were previously approved at the Finance & Amenities Committee meeting on 25<sup>th</sup> September 2018).
- ii. To review updated copy of the actions register.

**BC005 – 25/06/2019          Items for Urgent Report**

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

**BC006 – 25/06/2019          Advisory Panel**

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

**BC007 – 25/06/2019          Burial Sub-Committee**

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

**BC008 – 25/06/2019          Burial Related Policies & Procedures**

To review the list of policies that have been allocated to the Burial 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 – 25/06/2019          Review of Finances 2019/20**

To consider expenditure report for the 2019/20 financial year for those budgets specifically linked to the Burial Committee. To include an update on the fees/charges for Ashgrove Cemetery with a view to reviewing the charges at a future meeting.

**BC010 – 25/06/2019          Update & Decision – Interments and Memorials**

- i. To consider any requests for new memorials.
- ii. To receive update on the installation of temporary plot markers.
- iii. To receive update on the photographing and documenting of the plots and memorials at Ashgrove Cemetery. To include information to be provided on cemetery notice board and parish council website.

**BC011 – 25/06/2019          Update & Decision – Garden of Remembrance**

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

- i. Changes to the 'seasonal' beds located around the scattering area.
- ii. Update on the next phase of cremated remains interments.
- iii. To receive update regarding combined donations and plaques for the remaining memorial benches for the Garden of Remembrance, also to agree pricing for memorial roses.

**BC012 – 25/06/2019          Update & Decision – Cemetery Maintenance & Improvements**

To consider suggestions and estimates for future works/improvements to the cemetery site, to include:

- i. Update on installation of additional external tap as a temporary measure to assist with watering/irrigation.
- ii. Update on the review of the tarmac and repairs to the 'Somerset Gold' pathways around the cemetery.

- iii. Update on the 'sink hole' at the cemetery.
- iv. Update on the removal of commemorative flowers/items on graves and consider any feedback received.
- v. Planning for additional resource for weeding of beds and mowing/strimming of grass during May 2020.
- vi. Update on drainage issues and potential of collapsing pipe.

**BC013 – 25/06/2019                      Review of New Actions**

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

**BC014 – 25/06/2019                      Date and Time of Next Meeting & Future Agenda Items**

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