



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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16th June 2021

To Councillors:

Adi Davis; Audrey Gillard-Sprake (Chair); Andrew Larcombe; Conor Ogilvie-Davidson; Les Sprake; Kathy Thomas.

You are hereby summoned to attend a remote meeting of the Burial Committee of Peasedown St John Parish Council at Beacon Hall on **Tuesday 22nd June 2021 at 7.00pm** for the purpose of transacting the business detailed below.

CC Councillor:

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 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).

For members of the public wishing to observe the meeting or to raise a question/speak during the public session, you may join the meeting online or via the telephone as due to Coronavirus restrictions numbers permitted in Beacon Hall are restricted (although some public spaces may be available).

[Learn how to join a meeting via a computer or mobile device](#)

To join our meeting on your computer or mobile device the hyperlink and details can be found on the home page of the Parish Council website.

Or dial into our meeting using a telephone

- Phone: +44 20 3855 5887
- Meeting Conference ID: 164 834 334#

We kindly ask that you please join the meeting 10 minutes early so then we can resolve any access issues before the meeting starts [please telephone 07583 091284 if you have problems accessing the meeting].

Please be aware that this Parish Council meeting will be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014.

BC001 – 22/06/2021 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 – 22/06/2021 Apologies for Absence

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

BC003 – 22/06/2021 Election of Vice-Chair

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

BC004 – 22/06/2021 Minutes & Actions

- i. To note the minutes of the Burial Committee meeting held on 23rd June 2020. These minutes were approved at the February Full Council meeting (minute C541 – 16/02/2021 refers).
- ii. To review updated copy of the actions register on Planner.

BC005 – 22/06/2021 Items for Urgent Report

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

BC006 – 22/06/2021 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 – 22/06/2021 Burial Sub-Committee

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

BC008 – 22/06/2021 Burial Related Policies & Procedures

To review the list of polices 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 – 22/06/2021 Review of Finances 2021/22

To consider expenditure reports for the 2021/22 financial year for those budgets specifically linked to the Burial Committee.

BC010 – 22/06/2021 Review of Fees

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

BC011 – 22/06/2021 Update & Decision – Interments and Memorials

- i. To receive update on process for requests for new memorials.
- 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.

BC012 – 22/06/2021 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 and to consider any further suggestions for improvements to this area.
- iii. To receive update on the next phase of cremated remains interments.
- iv. To receive update on the pergolas and planting around them and to consider extending further along the pathway.

BC013 – 22/06/2021 Update & Decision – Cemetery Maintenance & Improvements

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

- i. To discuss and consider the way forward for potential future project to upgrade the pathways at Ashgrove Cemetery.
- ii. To discuss and consider the way forward for potential future project to add an irrigation system at Ashgrove Cemetery.

BC014 – 22/06/2021 Review of New Actions

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

BC015 – 22/06/2021 Date and Time of Next Meeting & Future Agenda Items

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

The date of the next Burial Committee Advisory Panel meeting is scheduled to be held on Thursday 30th September 2021 at 7pm.