



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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Minutes of the Burial Sub-Committee Meeting held on Tuesday 30th June 2015 at 6.30pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Stephen Goodwin, Andy Larcombe, Dave Walker

Cllr. Kathy Thomas was also present at the meeting, in her capacity as Chair of Full Council, providing her with full voting rights.

Cllr. Simon Kidd was also present at the meeting and although not formally appointed to this Committee was able to join in discussions but was unable to vote.

In attendance:

Tanya West – Parish Clerk

Public Session: One member of the public was present; Peter Provest, who advised that all the matters he was interested in were agenda items and so he was happy to listen to the discussions.

Minute Ref.	Agenda Item	Action
BSC001 – 30/06/2015	Election of Chair and Vice-Chair Due to the nature of the Burial Sub-Committee now dealing with those cemetery-related items that need a quick response and that all other cemetery related items would be dealt with by the Finance & Amenities Committee, it was resolved to elect a Chair at each meeting, to preside until the next meeting. It was agreed a Vice-Chair would not be required. Cllr. Kathy Thomas was elected to Chair the meeting.	
BSC002 - 30/06/2015	Apologies for Absence Apologies for absence had been received from Cllr. Jo Davis who was absent due to work commitments and from Cllr. Andrew Fraser who was at a University meeting. Both apologies were noted. Retrospective apologies were received from Cllr. Lesley Mansell who was absent due to work commitments.	
BSC003 – 30/06/2015	Declarations of Interest No additional interests, to those already disclosed to the Monitoring Officer, were declared. For the sake of openness, Cllr. Kathy Thomas declared that she was in ownership of an Exclusive Right of Burial/Memorial for a plot at the Ashgrove Cemetery.	
BSC004 – 30/06/2015	Minutes i. The minutes of the Burial Sub-Committee meeting held on 23 rd September 2014 were not yet available so their approval would be deferred until the next meeting. ii. The minutes of the Burial Sub-Committee meeting held on 3 rd March 2015 were not yet available so their approval would be deferred until the next meeting. iii. The actions register was not available; the Clerk agreed to circulate a list of all outstanding actions after the typing of the minutes for this meeting.	Clerk Clerk Clerk
BSC005 –	Items for Urgent Report	

30/06/2015	There were no items for urgent report.	
BSC006 – 30/06/2015	<p>Update & Decision – Interments and Memorials</p> <ul style="list-style-type: none"> i. Since the last meeting on 3rd March 2015 no interments or memorial installations had taken place at Ashgrove Cemetery. ii. It was noted that an enquiry for a consecrated cremated remains plot within the Garden of Remembrance had been received. At present, none of the Garden of Remembrance site is consecrated ground and the process involved in obtaining this status alongside the allocation of a consecrated section was discussed. It was resolved that for the foreseeable future, any requests for a consecrated plot within the Garden of Remembrance would be considered on an individual basis and the work involved with obtaining consecration of the plot would need to be actioned by the undertakers due to the current limited resource availability within the Parish Office. 	Clerk

6.51pm – Cllr. Simon Kidd arrived at the meeting.

BSC006 – 30/06/2015	<p>Update & Decision – Interments and Memorials cont.</p> <ul style="list-style-type: none"> iii. Since the last meeting on 3rd March 2015 the following memorial applications had been received: <ul style="list-style-type: none"> a. a new memorial to abut an existing tablet memorial (Loveridge); b. a new inscription (Buck); c. a request for an additional slab as an extension to an existing memorial (Chambers). <p>They were considered individually and it was agreed to accept them all on the condition they fit within the specified memorial sizing. The Clerk to liaise with the applicants accordingly.</p> iv. The Clerk provided an update regarding preparations for the first scattering ceremony to take place at the Garden of Remembrance next month. The provision of some form of temporary shelter for use at interment ceremonies during inclement weather was discussed and options available were tabled at the meeting for consideration. It was resolved to purchase a pop-up shelter/gazebo of a sturdy but in-keeping nature, with weights, for a value of up to £300+VAT, to be deducted from the Garden of Remembrance maintenance operational budget. 	Clerk Clerk
BSC007 – 30/06/2015	<p>Update & Decision – Policy for Interments & Memorials</p> <p>Following complaints regarding response times, it had been suggested that decisions on memorial applications could be delegated to the Clerk in conjunction with consultation of Sub-Committee members. The matter was discussed and it was noted that due to it being an election year the Burial Sub-Committee had not met for several months. It was resolved to remain with the current process and policy in that all memorial applications are considered and decided at Burial Sub-Committee meetings. It was further agreed that meetings could be held prior to any Finance & Amenities Committee meeting or Full Council meeting in order to turn around applications in a timely manner. The Clerk was requested to relay this information to the undertakers and stone masons, along with the dates of these meetings for the remainder of the year.</p>	Clerk Clerk
BSC008 – 30/06/2015	<p>Date and Time of Next Meeting & Future Agenda Items</p> <p>The date of the next meeting of the Burial Sub-Committee is to be determined.</p>	

Meeting closed at 7.10pm

Signed.....

Date.....