

**CREWKERNE AND WEST CREWKERNE**  
**JOINT BURIAL COMMITTEE**

Minutes of a meeting of the Joint Burial Committee held on Tuesday 7<sup>th</sup> December 2021 at 6.45 p.m in the Council Offices.

**PRESENT:**

Cllrs. M. Best (Vice Chair), C. Broom, F. Freeman, R. Pailthorpe, and A. Samuel.

Also in attendance: K. Sheehan (Clerk).

**48 APOLOGIES FOR ABSENCE**

21/22

Apologies for absence were received and accepted from Cllrs. J. Borland (unwell), A. Stuart (personal), and D. Wakeman (work commitments).

**49 OPEN FORUM**

21/22

No members of the public present.

**50 MINUTES OF THE MEETING HELD ON 2 NOVEMBER 2021**

21/22

It was AGREED that the minutes of the informal meeting held on 2 November 2021 were an accurate record, and the decisions contained therein were ratified.

**51 DECLARATIONS OF INTEREST**

21/22

None.

**52 CLERK'S UPDATE REPORT**

21/22

- Tree survey and memorial testing: In response to queries raised by councillors in a previous meeting the Clerk confirmed that the tree survey was due in 2023, and that memorial testing was due to be repeated within the next year.
- Chapel pricing: The Clerk reported that a local funeral director had asked for consideration to be given to fees for non-resident use of the chapel, currently charged at double rate. The Clerk was asked to undertake comparative research into pricing at local venues and report back to the Committee for further consideration.

**53 CEMETERY OWNERSHIP**

21/22 To receive an update relating to ownership of the cemetery

The Clerk reported that the land at Townsend Cemetery had been successfully registered in the names of both councils by HM Land Registry.

**54 LODGE REFURBISHMENT**

21/22 To consider a report relating to affordability and borrowing criteria

Councillors discussed a report detailing affordability and borrowing criteria for possible works to the cemetery Lodge. Since the report had been written, Town and Parish elections had been confirmed as taking place in early May 2022.

Some discussion took place about the requirement to undertake consultation for borrowing purposes, and councillors noted current issues with costs and availability of building materials.

It was AGREED to defer any further consideration of options relating to the Lodge until after the new councillors were elected in 2022.

**55 TERMS OF REFERENCE**

21/22 To adopt Terms of Reference for the JBC with effect from 1<sup>st</sup> April 2022

Terms of Reference the Joint Burial Committee were AGREED without change, with effect from 1<sup>st</sup> April 2022.

**56 ENVIRONMENTAL PERMITTING REGULATIONS**

21/22 To note that a response has been sent to NALC to meet consultation deadlines

It was noted that a response had been sent to meet NALC consultation deadlines.

**57 FINANCIAL MATTERS FOR CONSIDERATION**

21/22 a. To approve the following payments

The following payments were AGREED.

<b>Net</b>	<b>VAT</b>	<b>Total</b>	<b>Payee</b>	<b>Purpose</b>
£12,809.87	£474.36	£13,284.23	Crewkerne TC	Reimbursement for period 01/10/21 – 20/11/21.

b. To report that the bank reconciliation for November has been completed

The bank reconciliation was noted and verified by Cllr. Borland. Cash in hand at the bank as of 30<sup>th</sup> November 2021 was £128,689.60.

c. To note that all invoices to date have been checked and verified

Councillors noted that Cllr. Borland had checked and verified all invoices to date.

d. To confirm the Budget for 2022/23

Councillors considered the proposed Budget for 2022/23. It was noted that when the next section of the cemetery was opened up, more paths would be required. Furthermore, it was noted that consideration should be given to how the necessary improvements to the non-operational chapel would be funded.

The Budget for 2022/23 was AGREED without change.

e. To note the Budget variance report

Noted.

**59 TO MAKE ARRANGEMENTS FOR CEMETERY INSPECTIONS**

21/22

Cllrs. Samuel and Pailthorpe agreed to undertake an inspection prior to the next JBC meeting and provide feedback to that meeting.

60 **TO APPROVE THE APPLICATIONS, TRANSFERS AND MEMORIALS**  
21/22 **RECEIVED**

To be circulated via email.

61 **MATTERS OF REPORT**  
21/22

Councillor noted a ‘cartwheel’ design for the raised circular flowerbed from the Crewkerne in Bloom team. The Clerk was asked to determine the cost and type of materials to be used.

The Clerk was asked to contact BT regarding a straining wire currently anchored in the grounds of the Lodge, and ask for its removal.

62 **DATE OF THE NEXT MEETING**  
21/22

The date of the next meeting was set for Tuesday 5<sup>th</sup> April at 6.45pm in the Council Chamber.

The meeting closed at 7.40 p.m.

**Signed.....**

**Dated.....**