

CREWKERNE AND WEST CREWKERNE  
JOINT BURIAL COMMITTEE

Minutes of a meeting of the Joint Burial Committee held on Tuesday 4<sup>th</sup> October 2022 at 18.45 in the Council Chamber, Town Hall, Market Square Crewkerne.

PRESENT:

Cllrs. S. Ashton, M. Best (Chair), J. Borland, C. Broom, N. Draycott, F. Freeman, A. Samuel and A. Stuart.

Also in attendance: K. Sheehan (Clerk) and P. Hewitt (Finance Officer).

OPEN FORUM:

No members of the public were present. A minute's silence was held in remembrance of the late Ken Wetherall, who had previously served on the Joint Burial Committee.

18 TO NOTE APOLOGIES FOR ABSENCE

22/23

None.

19 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7 JUNE 2022

22/23

The minutes of the meeting held on 7 June 2022 were AGREED.

20 DECLARATIONS OF INTEREST

22/23

in items on the agenda

No declarations of interest were made at this point.

21 CLERK'S PROGRESS REPORT

22/23

The Clerk noted that all items would be covered on the agenda.

22 FINANCIAL MATTERS

22/23

a. To receive the financial update report

The financial update report was AGREED.

b. To consider the proposal from the Clerk for the cemetery fees for 2023/24

The Clerk's proposal to leave cemetery fees unchanged from 2022/23 levels was AGREED.

c. To confirm that the financial split should remain at 93% for Crewkerne Town Council and 7% for West Crewkerne Parish Council

The proposed financial split for 2023/24 was AGREED.

23 CEMETERY LODGE

22/23

To receive a report on possible options for the Lodge and consider next steps

Councillors considered a report which had been circulated from the Clerk. The members of the Joint Burial Committee prior to the May 2022 elections had decided against progressing

plans to refurbish the Lodge and let it out as a residential dwelling, conscious that this would potentially bind the incoming councillors to a large borrowing commitment.

The Clerk asked the Committee to consider the VAT implications for a project intended for residential lettings, and the current financial climate.

Councillors discussed various options, including the possibility of bringing the Lodge back into use for Council purposes, which would potentially require a lower standard of renovations to provide some office space, kitchen and toilet facilities. Councillors felt that a second opinion on the roof was required as a starting point. Cllr. Best also noted that the second chapel was in need of external and internal repairs, and that if these works were carried out, it could be used for storage and as a small workshop.

After discussion, the following recommendations were AGREED:

- That the two councils retain ownership of the Lodge;
- That further work should be done on investigating refurbishment costs and implications for using the Lodge for non-residential purposes;
- That at least one further professional assessment of the roof be sought;
- That the Clerk and Finance Officer seek professional VAT advice relating to non-residential uses.

#### 24 UNUSED CHAPEL

22/23 To determine next steps with regards to the unused chapel

The Clerk reported that the Operations Manager was seeking quotes from specialists for the external repointing and internal plastering required.

#### 25 CEMETERY PATHS

22/23 To note that quotes will be sought for the next section of cemetery pathway for surfacing, pending marking of new section

Members noted that Cllr. Best was planning to mark out the new section soon, and that following this, quotes for paths would be sought.

#### 26 MAINTENANCE CONTRACT 2023

22/23 To consider quotes for cemetery maintenance contract March – October 2023

Councillors considered quotes for cemetery maintenance for the forthcoming growing season. Some discussion took place around the suggested approaches from different contractors. It was AGREED to accept the full maintenance package quote submitted by the Council's existing contractor, noting that the figure quoted was a 'worst case' scenario, which was not anticipated but useful to know.

#### 27 GRAVE MARKING

22/23 To receive a verbal update on grave marking issues

Cllr. Best reported that a recent meeting had been held with the gravedigger, where he had requested consideration be given to marking larger plots. Cllr. Best noted that other cemeteries were using the same sizing as Crewkerne. New rows would be marked at the edges, as well as indicating the location of the memorial.

#### 28 INSPECTIONS

22/23 To make arrangements for cemetery inspections until December 2022

Cllr. Ashton reported that he had inspected the downpipes at the chapel, noting some issues with the gullies and would forward his written report to the Clerk.

Cllrs. Borland and Freeman agreed to carry out an inspection ahead of the next meeting of the JBC.

29 TO APPROVE THE APPLICATIONS, MEMORIALS AND TRANSFERS RECEIVED

22/23

The applications, memorials and transfers received were APPROVED.

30 MATTERS OF REPORT

22/23

Cllr. Best noted that the numbers of applications for wooden crosses were increasing. Cllrs agreed to keep this under review.

Councillors noted that there had been an increase in glassware left on graves. The Clerk was asked to contact the contractors and ask for this to be removed.

The Clerk was asked to produce a poster for the noticeboard with names of the current JBC members and contact details.

31 DATE OF THE NEXT MEETING

22/23

The date of the next meeting was set for Tuesday 6 December at 18.45 in the Council Chamber, Market Square, Crewkerne.

The meeting closed at 7.37 p.m.

Signed.....

Dated.....

JBC04Oct2022