

CREWKERNE AND WEST CREWKERNE
JOINT BURIAL COMMITTEE

Minutes of a meeting of the Joint Burial Committee held on Tuesday 7th June 2022 at 18.45 in the Chapel, Townsend Cemetery, Mount Pleasant, Crewkerne.

PRESENT:

Cllrs. S. Ashton, M. Best (incoming 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).

1 TO ELECT A CHAIRMAN

22/23

It was noted that, in accordance with established practice, chairmanship of the Joint Burial Committee alternated between a Councillor from Crewkerne Town Council and one from West Crewkerne Parish Council.

Cllr. Best was unanimously elected as Chairman for 2022/23.

2 REPORT FROM RETIRING CHAIRMAN

22/23

Retiring Chair Cllr. Borland reported that during the past year:

- The cemetery land and Lodge had been registered at HM Land Registry jointly in the names of both councils;
- A decision on the Lodge had been deferred until after the elections in May 2022;
- The programme of paths replacement had continued;
- Contractors were now in place and beds were enhanced by Crewkerne in Bloom, for which thanks were offered on behalf of the Committee.

3 ELECTION OF A VICE CHAIRMAN

22/23

Cllr. Borland was unanimously elected as Vice Chairman for 2022/23.

4 TO CONFIRM THE APPOINTMENTS BY CREWKERNE TOWN COUNCIL AND WEST

22/23 CREWKERNE PARISH COUNCIL TO THE JOINT BURIAL COMMITTEE

The five Crewkerne Town Council representatives to the JBC were confirmed as: Cllrs. Ashton, Best, Draycott, Samuel and Stuart.

The three West Crewkerne Parish Council representatives to the JBC were confirmed as: Cllrs. Borland, Broom and Freeman.

5 TO NOTE APOLOGIES FOR ABSENCE

22/23

None.

6 OPEN FORUM

22/23

No members of the public were present.

7 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 5 APRIL 2022

22/23

The minutes of the meeting held on 5 April 2022 were AGREED.

8 DECLARATIONS OF INTEREST

22/23 in items on the agenda

No declarations of interest were made at this point.

9 CLERK'S PROGRESS REPORT

22/23

The Clerk noted that the annual heritage open week was 9-18 September. Councillors agreed that the Cemetery open day would therefore likely be Sunday 11 September 2-4pm, and Tracey Warren be asked if she would lead one of her very interesting cemetery tours.

Cllr. Samuel expressed her thanks to the volunteers who work to support the contractors by enhancing the cemetery flower beds.

10 TO CONFIRM MATTERS RAISED DURING THE COMMITTEE'S ANNUAL CEMETERY

22/23 INSPECTION

The Clerk noted a list of issues to raise with the contractors, including strimming, weeding, paths spraying and managing rabbit activity around graves.

11 FINANCIAL MATTERS

22/23 a. To receive the financial update report

The financial update report was AGREED.

b. To approve the updated Financial Risk Register for 2021/22 and note that this will be incorporated in Crewkerne Town Council's Risk Register going forward

The Financial Risk Register for 2021/22 was AGREED.

c. To receive the final report of the Internal Auditor and note that following consolidation the auditing of cemetery accounts will form part of the Crewkerne Town Council audit process

The report of the Internal Auditor was noted, no questions were asked.

d. To formally approve the internally audited accounts for 2021/22

The internally audited accounts for 2021/22 were AGREED.

12 CEMETERY PATHS

22/23 To identify the next section of cemetery pathway for surfacing and ask the Clerk to seek quotes accordingly

Clerk was asked to seek quotes for tarmac surfacing for the two short paths in the new section, and once the new plots were marked out, a new tarmac path around the edge of this area.

13 INSPECTIONS

22/23 To make arrangements for cemetery inspections until the next meeting

It was agreed that all councillors would inspect the cemetery before the next meeting of the JBC.

14 TO APPROVE THE APPLICATIONS, MEMORIALS AND TRANSFERS RECEIVED

22/23

The applications, memorials and transfers received were AGREED.

15 TO CONFIRM DATES OF JOINT BURIAL COMMITTEE MEETINGS FOR 2022/23

22/23

Dates of the 22/23 JBC meetings were confirmed as: 4 October 2022, 6 December 2022, and 4 April 2023.

16 MATTERS OF REPORT

22/23

Cllr. Best noted that the Cemetery Lodge and Chapel walls would be on the next JBC agenda.

17 DATE OF THE NEXT MEETING

22/23

The date of the next meeting was set for Tuesday 4 October at 18.45 in the Council Chamber, Market Square, Crewkerne.

The meeting closed at 7.08 p.m.

Signed.....

Dated.....