

Councillors are hereby summoned, and members of the public and press are invited, to attend the Annual meeting of the Joint Burial Committee to be held on Tuesday 6 June 2023, starting at 18.45 in the Townsend Cemetery Chapel, Mount Pleasant, Crewkerne.

Note:

- Due to location, this meeting will not be recorded or streamed.

K. Sheehan, Town Clerk (signed on original)
26 May 2023

Agenda

1. To elect a Chairman.
2. Report from retiring Chairman.
3. To elect the Vice Chairman.
4. To confirm the appointments by Crewkerne Town Council and West Crewkerne Parish Council of Councillors to the Joint Burial Committee.
5. To note apologies for absence.
6. Open Forum: Questions may be put to the Committee in person during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Thursday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.
7. To confirm the minutes of the meeting held on 3 April 2023.
8. Declarations of interest in items on the agenda.
9. Clerk's progress report: to receive an update report (for information).
10. To confirm matters raised during the Committee's Annual Cemetery inspection.
11. Financial Matters for consideration:
 - a) To receive the final financial update report for 2022/23.
 - b) To receive the financial update report.
12. Rules and Regulations: to review the Cemetery rules and regulations and an associated fee amendment.
13. Memorial bench: to consider a suggestion from the Chair for a memorial bench for Geoff Clarke.

14. Chapel: to consider replacement curtains, chairs and flowers.
15. Inspections: to make arrangements for cemetery inspections until September 2023.
16. To approve the applications, transfers and memorials received.
17. To confirm dates of Committee meetings for 23/24: 3 October 2023, 5 December 2023 and 2 April 2024, and an additional date of 6 February 2024.
18. Matters of report (for information only).
19. Date of the next meeting – Tuesday 3 October 2023, 18.45, Council Chamber.

INCOME/EXPENDITURE REPORT 2022-23

	2021/22 Actual	2022/23 Budget	As at 31/3/2023	End of Year Actual	Notes
		18000		18000	*For calculation of West Crewkerne contribution only
ADMINISTRATION					
Salaries					
Computer software	249	270	254	254	
Admin	1807	500	42	42	
Audit Fees	245	250	186	186	
Insurance	4,846	4,950	4,866	4,866	
Bank Fees	0	0	0	0	
Subscriptions	95	100	95	95	
Cemetery Training	0	150	0	0	
TOTAL	7,242	24,220	5,444	23,443	
CHAPELS					
Repairs/Maintenance	5,434	2,000	11,332	3,090	£8242 from earmarked reserves
Rates	3,194	3,257	3,194	3,194	
Electricity	207	200	526	526	
TOTAL	8,835	5,457	15,052	6,810	
LODGE					
Repairs/Gen maint/refurb	2,494	11,000	19,324	11,000	£4728.69 from earmarked reserves 22/23 & £3595.68 23/24
Electricity	90	100	199	199	
Gas	110	100	1,025	1,025	
Council Tax	2,040	2,080	3,005	3,005	Increase due to unoccupied discount ending
TOTAL	4,734	13,280	23,553	15,229	
GROUNDS					
Grounds Maintenance	13,644	18,000	15,327	15,327	
Water Rates	394	700	378	378	
New Equipment	0	300	0	0	
TOTAL	14,037	19,000	15,705	15,705	
TREWORK/NEW PLANTING					
TOTAL	1,293	2,500	3,718	2,500	£1218 from earmarked reserves
PATH IMPROVEMENTS					
TOTAL	7,194	7,000	0	7,000	Transfer unused £7000 to earmarked
TOTAL EXPENDITURE	43,336	71,457	63,471	70,686	
RECEIPTS					
Burial Fees	12,660	8,280	10,570	10,570	
Digging of plots	1,140	740	720	720	
Garden of Remembrance	1,160	680	480	480	
Plot Purchases	19,045	8,550	12,480	12,480	
Memorials + inscriptions	5,580	4,550	5,490	5,490	
Chapel Use	1,300	550	900	900	
Transfer fees	2,145	1,670	1,280	1,280	
Bank interest			218	218	
Total Cemetery Fees	43,030	25,020	32,138	32,138	
TOTAL ACTUAL NET EXPENDITURE				38,548.34	
WEST CREWKERNE ACTUAL NET EXPENDITURE				2,698.38	
WEST CREWKERNE CONTRIBUTION RECEIVED				3,250.00	
Forecast +/- West Crewkerne at year end				551.62	
7% Lodge expenditure not related to West Crewkerne					
(Includes earmarked reserves used)	Repairs	19,324			
	Electricity	99			
	Gas	925			
				1,424	
TOTAL OWED TO WEST CREWKERNE - TO BE DEDUCTED FROM					
WEST CREWKERNE CONTRIBUTION 2023/24				1,976.00	

INCOME/EXPENDITURE REPORT 2023-24

	2022/23 Actual	2023/24 Budget	As at 24/5/2023	End of Year Forecast	Notes
		19800		19800	*For calculation of West Crewkerne contribution only
	Salaries				
	Computer software	254	300	300	
	Admin	42	100	100	
	Audit Fees	186			
	Insurance	4,866	5,109	5,109	
	Bank Fees	0	5	0	
	Subscriptions	95	100	100	
	Cemetery Training	0	150	150	
	TOTAL	5,444	25,564	25,559	
	Repairs/Maintenance	11,332	2,000	2,000	
	Rates	3,194	1,709	1,547	
	Electricity	526	200	200	
	TOTAL	15,052	3,909	3,747	
	Repairs/Gen maint/refurb	19,324			
	Electricity	199			
	Gas	1,025			
	Council Tax	3,005			
	TOTAL	23,553	0	0	
	Grounds Maintenance	15,327	18,000	18,000	
	Water Rates	378	450	450	
	New Equipment	0	0	0	
	TOTAL	15,705	18,450	18,450	
	TOTAL	3,718	6,450	6,450	
	TOTAL	0	7,700	7,700	
	TOTAL EXPENDITURE	63,471	62,073	61,906	
	Burial Fees	10,570	9,000	9,000	
	Digging of plots	720	600	600	
	Garden of Remembrance	480	400	400	
	Plot Purchases	12,480	13,000	13,000	
	Memorials + inscriptions	5,490	5,000	5,000	
	Chapel Use	900	600	600	
	Transfer fees	1,280	1,000	1,000	
	Bank Interest	218	30	400	
	Total Cemetery Fees	32,138	29,630	30,000	
	TOTAL ACTUAL NET EXPENDITURE			31,905.90	
	WEST CREWKERNE ACTUAL NET EXPENDITURE			2,233.41	
	WEST CREWKERNE CONTRIBUTION RECEIVED			2,271.00	
	Forecast +/- West Crewkerne at year end - To be deducted from West Crewkerne contribution			37.59	
	2024/25				

CREWKERNE & WEST CREWKERNE JOINT BURIAL COMMITTEE

TOWNSEND CEMETERY, CREWKERNE

Contact Details

Katharine Sheehan, Clerk, Town Hall, Market Square, Crewkerne TA18 7LN
Tel: 01460 74001 Email: town council@crewkerne-tc.gov.uk

Rules and Regulations

1.0 Conduct

- 1.1 All persons shall conduct themselves in a quiet, decent and orderly manner and must keep to the paths except when visiting a grave.
- 1.2 Cycling, skateboarding, roller skating or playing of sports/games is not permitted in the cemetery.
- 1.3 The taking of commercial photographs and filming is not permitted in the cemetery except with the prior approval of the Committee for which a fee may be charged.
- 1.4 No person shall unreasonably interrupt Town Council staff whilst they are engaged in their duties nor seek to employ them privately to execute work within the cemetery. Council staff are not allowed to receive gratuities.
- 1.5 No persons shall canvass or solicit orders in the cemetery grounds.
- 1.6 Alcoholic drinks shall not be consumed in the cemetery.
- 1.7 Dogs are allowed in the cemetery provided that they are on a lead.
- 1.8 No smoking within the cemetery.
- 1.9 All vehicles are restricted to the main drive apart from authorised vehicles and disabled scooters.
- 1.10 All damage caused to any boundary wall, fence, ground, paths, memorials or to any part of the cemetery must be repaired to the satisfaction of the Committee by the party causing the damage.
- 1.11 The setting off of fireworks or other pyrotechnics is strictly forbidden, unless explicit permission is granted beforehand by the Committee.
- 1.12 No glass or plastic containers may be placed on any grave. Seasonal wreaths may be placed but will be removed after two months.

2.0 Interments

- 2.1 All interments are to be arranged through the Town Council office, and at least two working days' notice must be given prior to a burial taking place.
- 2.2 Only caskets of wood or other biodegradable materials shall be used for interment.
- 2.3 Following an interment, floral tributes placed on the grave will be removed after three months if they become unsightly.

3.0 Memorials (including wooden crosses)

- 3.1 Applications for new memorials or additional inscriptions on existing memorials must be submitted in writing through a NAMM-approved stonemason. **Wooden crosses must be approved by the Clerk to the Joint Burial Committee.**
- 3.2 Memorials must be maintained in a good and safe condition.
- 3.3 The Committee **as Burial Authority** has the authority to remove or alter memorials in any way they deem necessary for the due order of the cemetery. Before taking any action the Committee will attempt to contact plot owners.
- 3.4 The Committee reserves the right on Health and Safety grounds, to take immediate action regarding any headstone which could reasonably be suspected to represent a danger.
- 3.5 The Committee may remove any object considered to be a hazard to public safety or to cemetery staff, from any grave without notice.
- 3.6 Plants and flowers placed on the grave space must be maintained in a tidy condition.
- 3.7 The Committee may remove or order to be removed any permanent planting as it sees fit.
- 3.8 Permission must be obtained from the Committee for memorial shrubs, trees and seats to be placed in the Cemetery.
- 3.9 The erection of fences, borders, railings or any type of surround is not allowed. Flat stone, chippings, gravel or shingle is not allowed.

4.0 Garden of Remembrance

- 4.1 No plaque may be affixed to the Garden of Remembrance wall without permission being obtained from the Committee in writing.
- 4.2 The Committee cannot be held responsible for any loss of damage to plaques in the Garden of Remembrance.

5.0 Reclamation

The Committee **as the Burial Authority** reserve all rights of management of the Cemetery. In particular where a grant of Exclusive Rights of Burial has been made but not exercised after a period of not less than 99 years; or if exercised, after a period of not less than 125 years.

6.0 General

As the Cemetery is in a rural location it is occupied by a variety of wildlife which occasionally causes damage to paths, graves **and floral arrangements**. The Committee **seeks undertakes** to repair such damage to the best of its ability but cannot guarantee its effectiveness.

In all matters concerning memorials, inscriptions, forms of service and other activities in the Townsend Cemetery, the decision of the Joint Burial Committee is final.

Reviewed and Updated 6 June 2023 Min No:

CREWKERNE AND WEST CREWKERNE JOINT BURIAL COMMITTEE

Fees 1st April 2023– 31st March 2024

These charges apply to residents of Crewkerne & West Crewkerne Parishes, including residents who have recently moved out of these parishes to a nursing home or hospital, or where the purchaser does not live in the parish but the deceased did. **All Charges for residents outside these parishes are double.**

DESCRIPTION	FEE (£)
<u>Exclusive Right of Burial – 99 years</u>	
	Under 16: free
	Over 16:
Grave Plot – Double depth in New Section	650
Ashes Casket Plot	300
<u>Interment Fees</u>	
	Under 16: free
	Over 16:
Body in a grave	250
Cremated remains	180
Digging of ashes plot for interment	40
<u>Memorials</u>	
Headstone	180
Wooden Cross	90
Vase	90
Each additional inscription/Memorial/Tablet	90
Replacement Memorial	90
<u>Garden of Remembrance</u>	
Scattering of ashes on the garden	£ 90
Memorial plaque on the wall	£120
<u>Other fees</u>	
Use of the chapel	£100
Transfer of Exclusive Right of Burial	£ 60
Statutory Declaration	£ 100
Administration Fee	£ 25
<u>Memorials in old section of Cemetery</u>	
Headstone not exceeding 5ft in height	£180
Kerbstones enclosing a space not exceeding 7ft by 3ft without rails, chains or palisades	£180
Vase – not exceeding 15 ins in height	£ 90

The Joint Burial Committee reserves the right to review and adjust charges throughout the year.