

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Joint Burial Committee** to be held on **Tuesday 9 April 2024**, starting at **18.45** in the Council Chamber, Town Hall, Market Square, Crewkerne.

**Note:** - Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:

<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan, Town Clerk (signed on original)  
28<sup>th</sup> March 2024

## Agenda

- 63/2324.** To note apologies for absence.
- 64/2324.** To confirm the minutes of the meeting held on 6 February 2024.
- 65/2324.** Declarations of interest in items on the agenda.
- 66/2324.** **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.
- 67/2324.** **Clerk's progress report:** to receive an update report (for information).
- 68/2324.** **Financial Matters for consideration:**  
a) To receive the financial update report.  
b) To note end of year allocated reserves and to resolve that each Council will hold their own allocated reserves going forward.
- 69/2324.** **150<sup>th</sup> Anniversary and D-Day 80:** to consider how to mark these events.
- 70/2324.** **Cemetery path wall:** to consider quotes for repairs to the footpath wall.
- 71/2324.** **Inspections:**  
a) To receive feedback from recent cemetery inspections.  
b) To make arrangements for cemetery inspections until June 2024.
- 72/2324.** To approve the applications, transfers and memorials received.
- 73/2324.** Matters of report (for information only).
- 74/2324.** Date of the next meeting – tbc.

INCOME/EXPENDITURE REPORT 2023-24

		2022/23 Actual	2023/24 Budget	As at 26/03/2024	End of Year Forecast Excl. Reserves	Reserves Used	Notes	
ADMINISTRATION	Salaries		19800		19800		*For calculation of West Crewkerne contribution only	
	Computer software	254	300	262	262			
	Admin	42	100	89	100			
	Audit Fees	186						
	Insurance	4,866	5,109	5,336	5,336			
	Bank Fees	0	5	0	0			
	Subscriptions	95	100	95	95			
	Cemetery Training	0	150	0	0			
	<b>TOTAL</b>	<b>5,444</b>	<b>25,564</b>	<b>5,782</b>	<b>25,593</b>	<b>0</b>		
CHAPEL	General Maintenance	11,332	1,000	251	251			
	Repairs	0	1,000	1,033	1,033	566	£565.61 for chairs - Unallocated reserves	
	Rates	3,194	1,709	1,547	1,547			
	Electricity	526	200	53	100			
	<b>TOTAL</b>	<b>15,052</b>	<b>3,909</b>	<b>2,883</b>	<b>2,931</b>	<b>566</b>		
LODGE	Repairs/Gen maint/refurb	19,324						
	Electricity	199						
	Gas	1,025						
	Council Tax	3,005						
	<b>TOTAL</b>	<b>23,553</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
GROUNDS	Grounds Maintenance	15,327	18,000	17,303	18,000	1,270	Plus Gates refurb £1145 & spitfire sign £125 from Unallocated reserves	
	Water Rates	378	450	595	630			
	New Equipment	0	0	0	0			
	<b>TOTAL</b>	<b>15,705</b>	<b>18,450</b>	<b>17,898</b>	<b>18,630</b>	<b>1,270</b>		
TREWORK/NEW PLANTING	<b>TOTAL</b>	<b>3,718</b>	<b>6,450</b>	<b>3,861</b>	<b>6,450</b>		Unused £2.5k transferred to allocated reserves	
PATH IMPROVEMENTS	<b>TOTAL</b>	<b>0</b>	<b>7,700</b>	<b>0</b>	<b>7,700</b>		Unused £7.7k transferred to allocated reserves	
<b>TOTAL EXPENDITURE</b>		<b>63,471</b>	<b>62,073</b>	<b>30,425</b>	<b>61,304</b>	<b>1,836</b>		
RECEIPTS	Cemetery Fees	Burial Fees	10,570	9,000	8,860	8,860		
		Digging of plots	720	600	640	640		
		Garden of Remembrance	480	400	445	445		
		Plot Purchases	12,480	13,000	8,800	8,800		
		Memorials + inscriptions	5,490	5,000	4,980	4,980		
		Chapel Use	900	600	300	300		
		Transfer fees	1280	1,000	1580	1580		
		Bank Interest	218	30	1024	1024		
	<b>Total Cemetery Fees</b>	<b>32,138</b>	<b>29,630</b>	<b>26,629</b>	<b>26,629</b>			
<b>TOTAL FORECAST NET EXPENDITURE - EXCLUDING SPEND FROM RESERVES</b>					<b>34,674.90</b>			
<b>WEST CREWKERNE FORECAST NET EXPENDITURE</b>					<b>2,427.24</b>			
<b>WEST CREWKERNE CONTRIBUTION RECEIVED (before deductions/additions)</b>					<b>2,271.00</b>			
<b>Forecast +/- West Crewkerne at year end - To be added to West Crewkerne contribution 2024/25</b>					<b>156.24</b>			

EARMARKED RESERVES MOVEMENTS 2023-24

Cemetery **	Balance brought fwd	Added in year	Used in year	Total	Comments	West Crew 7%	Town Council 93%
Chapels	-			-		-	-
Trees	3,433.46	2,589.00		6,022.46		421.57	5,600.89
New Burial Grounds/Paths	15,000.00	7,700.00		22,700.00		1,589.00	21,111.00
Lodge	30,265.31		3,595.68	26,669.63	Used in 2022/23	1,866.87	24,802.76
Total Allocated Reserves	48,698.77	10,289.00	3,595.68	55,392.09		3,877.45	51,514.64
Cemetery Unallocated Reserves	58,893.72		1,835.61	57,058.11	Chapel Chairs	3,994.07	53,064.04
<b>TOTAL CEMETERY RESERVES</b>	<b>107,592.49</b>	<b>10,289.00</b>	<b>5,431.29</b>	<b>112,450.20</b>		<b>7,871.51</b>	<b>104,578.69</b>

\* Crewkerne & West Crewkerne Joint Burial Committee has now been consolidated with Crewkerne Town Council Earmarked Reserves

<b>Report subject</b>	To consider quotes for repair to southern boundary wall.
<b>Committee name</b>	Joint Burial Committee
<b>Meeting date</b>	9 <sup>th</sup> April 2024
<b>Report author</b>	Katharine Sheehan, Town Clerk
<b>Report contact details</b>	<a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a>

### 1. Purpose

- 1.1. To consider quotes for repairs to the southern boundary cemetery wall.

### 2. Background information

- 2.1. The southern boundary wall to the cemetery has been deteriorating over time and rocks are falling into the adjacent right of way. Although the wall is relatively low-level, this could present a trip hazard and needs to be rectified.
- 2.2. A temporary closure of the right of way will be required via Somerset Council.
- 2.3. Two quotes have been provided by specialist masons, details below.

### 3. Detailed consideration

CONTRACTOR	Price	Comments
<b>A</b>	£4,925	<ul style="list-style-type: none"> <li>Take down existing stones, clean and put aside for reuse.</li> <li>Dig back retained soil by 12 inches and put aside for reuse.</li> <li>Clean up exposed base course of existing stonework ready to take new walling.</li> <li>Deliver South Petherton stone (most similar stone to Crewkerne stone to site).</li> <li>Build back up using 50:50 lime putty/NHL3.5 based mix.</li> <li>Point joints with appropriate mortar.</li> <li>Back fill the wall with smaller stones to increase wall's capacity to retain and improve drainage, keeping the walling drier.</li> <li>Post-works visits to site to push back shrinkage cracks and tend the mortar to finished standard.</li> </ul>
<b>B</b>	£2,482	<ul style="list-style-type: none"> <li>To rebuild approx. 15m of collapsed and missing dry stone wall along edge of footpath using dislodged and salvaged stone.</li> <li>Quote does not include supply of any missing stone walling.</li> </ul>

**4. Financial implications**

There is no dedicated budget for this work, so would come from unallocated reserves which are healthy.

**5. Equalities considerations**

Improves accessibility of an existing right of way.

**6. Council Action Plan objectives supported**

N/A

**7. Recommendation**

7.1. It is recommended that the Committee **AGREES:**

- a) To award the contract to its preferred contractor and;
- b) To delegate arrangements for the works to the Operations Manager.