

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 21 April 2026**, 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 will be able to access the meeting through the following link: [Crewkerne Town Council - YouTube](#)

Gemma Hughes PSLCC, Town Clerk (signed on original)  
15 April 2026

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## Agenda

- 057/2526**      **To receive and approve apologies for absence.**  
a. To record members present:  
Schedule 12 of the Local Government Act 1972 requires:
- a record be kept of the members in attendance.
  - this record forms part of the minutes of the meeting.
  - Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.
- b. To approve any apologies for absence:  
Section 85(1) of the Local Government Act 1972 requires:
- Members present to decide if the reason(s) for a member's absence are acceptable.
- 058/2526**      **To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.**  
The Localism Act 2011 and the Council's Code of Conduct requires:
- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
  - Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.
- 059/2526**      **To approve the draft minutes of the Joint Burial Committee meeting held on 3 February 2026.**
- 060/2526**      **Public 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. The Mayor reserves the right to vary or extend these time limits.
- 061/2526**      **Clerk's progress report:** to receive an update report (for information).
- 062/2526**      **Financial Matters for consideration:**  
a) To receive the financial update report.  
b) To consider end of year allocated reserves.
- 063/2526**      **To evaluate quotations for laurel hedging**

- 064/2526** To review quotations for a memorial repair
- 065/2526** To note the updated action plan
- 066/2526** To review and consider updates to burial and memorial administration forms
- a) To consider introducing a fee to complete an Assent of Executor or Administrator form
  - b) To review signatories on the memorial application form
  - c) To consider amendments to the approval letter
- 067/2526** To consider a date for the cemetery open day
- 068/2526** To receive feedback from recent inspections
- 069/2526** To approve the applications, transfers and memorials received.
- 070/2526** Matters of report (for information only).
- 071/2526** **Date of the next meeting:** Tuesday 2<sup>nd</sup> June 2026, 18.45, Council Chamber, Town Hall, Market Square, Crewkerne.

INCOME/EXPENDITURE REPORT - 2025/26

		2024/25 Actual	2025/26 Budget	As at 30/03/26	End of Year F'cst Excl. Reserves	Forecast Reserves Used	Notes	
ADMINISTRATION	CTC Staff		22,869		22,869		Increase of 3.2%. This figure is only for calculation of West Crewkerne contribution	
	Computer software	272	368	282	282			
	Admin	198	100	27	27			
	Insurance	5,957	6,106	6,177	6,177		Insurance £6,391.80 - 30.09.25 - 29.09.26 (£5,960.58 24/25)	
	Subscriptions	100	100	105	105			
	Cemetery Training	150	150	0	0			
	<b>TOTAL</b>	<b>6,677</b>	<b>29,693</b>	<b>6,591</b>	<b>29,460</b>	<b>0</b>		
CHAPEL (Public)	General Maintenance	674	500	446	446			
	Repairs	24	500	1,610	1,610	1,032	ER - Chapel Repairs (Gales)	
	Rates	1,547	1,578	1,547	1,547			
	Electricity	37	100	31	31			
	<b>TOTAL</b>	<b>2,282</b>	<b>2,678</b>	<b>3,634</b>	<b>3,634</b>	<b>1,032</b>		
GROUNDS	Grounds Maintenance	20,537	19,000	11,463	11,463	1,586	ER - Grass Cutting Overspend (Fern)	
	Toilet Refurbishment	2,517	0	124	124			
	Water Rates	643	600	918	918			
	New Equipment	0	0	0	0			
	<b>TOTAL</b>	<b>23,697</b>	<b>19,600</b>	<b>12,505</b>	<b>12,505</b>	<b>1,586</b>		
TREWORK/NEW PLANTING	<b>TOTAL</b>	<b>8,121</b>	<b>5,500</b>	<b>7,179</b>	<b>7,179</b>	<b>1,561</b>	ER - Tree Removal (Fern)	
PATH IMPROVEMENTS	<b>TOTAL</b>	<b>13,500</b>	<b>7,700</b>	<b>8,850</b>	<b>8,500</b>			
<b>TOTAL EXPENDITURE</b>		<b>54,277</b>	<b>65,171</b>	<b>38,759</b>	<b>61,278</b>	<b>4,179</b>		
RECEIPTS	Cemetery Fees	Burial Fees	9,160	9,000	9,320	9,320		
		Digging of plots	1,100	800	620	620		
		Garden of Remembrance	805	445	120	120		
		Plot Purchases	7,150	6,000	11,480	11,480		
		Memorials + inscriptions	4,455	6,000	4,500	4,500		
		Chapel Use	400	600	500	500		
		Transfer fees	1240	1,580	1585	1585		
	Bank Interest	1245	1,000	629	629			
<b>TOTAL</b>	<b>25,555</b>	<b>25,425</b>	<b>28,754</b>	<b>28,754</b>				
<b>TOTAL FORCAST NET EXPENDITURE - EXCLUDING SPEND FROM RESERVES</b>					<b>32,524.00</b>			
<b>WEST CREWKERNE FORCAST NET EXPENDITURE</b>					<b>2,276.68</b>			
<b>WEST CREWKERNE CONTRIBUTION RECEIVED (before deductions/additions)</b>					<b>2,782.00</b>			
Forecast +/- West Crewkerne at year end - To be <b>added</b> /deducted <b>to</b> /from West Crewkerne contribution 2026/7					<b>- 505.32</b>			
<b>WEST CREWKERNE CONTRIBUTION FOR 2026/27</b>					<b>3,287.00</b>			

<b>FORECAST Cemetery Reserves 2025/26</b>	<b>Balance brought fwd</b>	<b>Added in year</b>	<b>Used in year</b>	<b>Total</b>	<b>Comments</b>	<b>West Crew 7%</b>	<b>Town Council 93%</b>
<b>Chapels</b>	-			-		-	-
<b>Trees</b>	1,952.71		1,561.66	391.05	Cemetery Tree Removal (part)	27.37	363.68
<b>New Burial Grounds/Paths</b>	16,900.00			16,900.00		1,183.00	15,717.00
<b>Lodge</b>	24,152.39			24,152.39		1,690.67	14,845.12
<b>Total Allocated Reserves</b>	43,005.10	-	1,561.66	41,443.44		2,901.04	30,925.80
<b>Cemetery Unallocated Reserves</b>	55,033.59		2,617.75	52,415.84	Grass cutting overspend (2024/25) Balance of Chapel Repairs	3,669.11	48,746.73
<b>TOTAL CEMETERY RESERVES</b>	<b>98,038.69</b>	<b>-</b>	<b>4,179.41</b>	<b>93,859.28</b>		<b>6,570.15</b>	<b>79,672.53</b>

<b>Report subject</b>	To consider quotations for laurel hedging
<b>Committee name</b>	Joint Burial Committee
<b>Meeting date</b>	Tuesday 21 <sup>st</sup> April 2026
<b>Report author</b>	Gemma Hughes, Town Clerk
<b>Report contact details</b>	townclerk@crewkerne-tc.gov.uk
<b>Consultees</b>	n/a
<b>Decision required?</b>	Yes

### 1. Purpose

To consider planting additional laurel hedging in the gaps at the cemetery to protect the boundary near the new Taylor Wimpey development and to limit access at undesignated spots.

### 2. Background information

There are three gaps along the cemetery boundary near the A30 and the Taylor Wimpey development, measuring 4, 6, and 15 metres respectively. Planting laurel hedging in these gaps will improve the visual and physical boundary, providing both privacy and protection for the cemetery.

### 3. Detailed Consideration

Planting hedges will help:

- Protect the cemetery boundary
- Reduce informal entry points into the cemetery
- Enhance the overall appearance of the cemetery boundary

It is proposed to undertake planting in two smallest sections first (4m and 6m) to manage costs and assess establishment success before proceeding with the largest section.

Given the need to establish an effective boundary quickly and reduce the risk of deer damage, the larger plant option is considered more suitable despite the higher upfront cost.



Section 1 – 4 metres



Section 2 – 6 metres



Section 3 – 15 metres

Three suppliers have been approached for quotations. While Supplier A offers the lowest cost for smaller plants, Supplier B consistently provides the most competitive pricing for the larger plant option across all sections.

#### 4. Financial implications

A summary of supplier costs is provided in the table below.

Supplier A offers the lowest cost option for smaller plants; however, Supplier B provides the lowest cost for larger plants in all sections. While the smaller plants represent a lower initial outlay, there is a greater risk of loss due to deer damage and slower establishment, which may result in additional costs over time.

Selecting larger plants from Supplier B is therefore considered to offer better value for money in the longer term.

Section	Hedge Length (metres)	Plant Height	Plants per metre	Supplier	Cost per plant	Total cost
Section 1	4	0.9-1.2m	3	A	£29.79	£357.48
				B	£21.60	<b>£259.20</b>
				C	£35.00	£420.00
		0.6-0.9m	4	A	£9.09	<b>£145.44</b>
				B	£18.00	£288.00
				C	£12.99	£207.84

Section 2	6	0.9-1.2m	3	A	£29.79	£536.22
				B	£21.60	<b>£388.80</b>
				C	£35.00	£630.00
		0.6-0.9m	4	A	£9.09	<b>£218.16</b>
				B	£18.00	£432.00
				C	£12.99	£311.76
Section 3	15	0.9-1.2m	3	A	£29.70	£1340.55
				B	£21.60	<b>£972.00</b>
				C	£35.00	£1575.00
		0.6-0.9m	4	A	£9.09	<b>£545.40</b>
				B	£18.00	£1080.00
				C	£12.99	£779.40

**5. Equalities considerations**

n/a

**6. Crime and Disorder considerations**

The new hedging will help reduce undesignated access points along the cemetery boundary, supporting natural surveillance and helping to maintain a safe and respectful environment.

**7. Council Action Plan objectives supported**

n/a

**8. Recommendation**

- 8.1. It is recommended that the Committee:
- a) Approves the planting of laurel hedging in the two smallest sections (4m and 6m) initially.
  - b) Agrees to use the larger plant size (0.9–1.2m) to support quicker establishment and reduce the risk of deer damage.
  - c) Approves the appointment of Supplier B, as the most cost-effective option for larger plants across all sections.
  - d) Requests officers to review the success and establishment of the initial planting and bring a further report back to Committee before any decision is made on progressing the 15m section.

<b>Report subject</b>	To review quotations for a memorial repair
<b>Committee name</b>	Joint Burial Committee
<b>Meeting date</b>	Tuesday 21 <sup>st</sup> April 2026
<b>Report author</b>	Gemma Hughes, Town Clerk
<b>Report contact details</b>	townclerk@crewkerne-tc.gov.uk
<b>Consultees</b>	n/a
<b>Decision required?</b>	Yes

### 1. Purpose

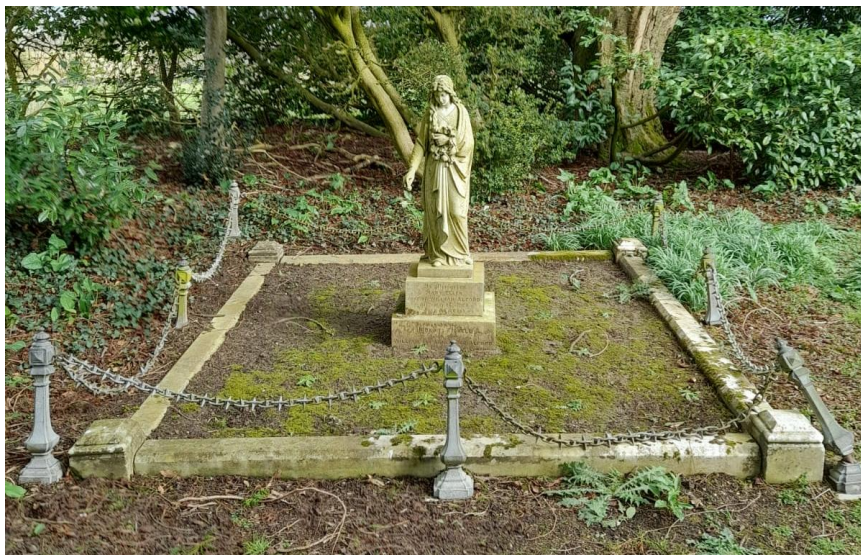
To review and consider quotations for the repair of the memorial known as “Mary,” located in the corner of the old section, near the bench and adjacent to the Taylor Wimpey site. The repair involves a damaged post on the memorial railings.

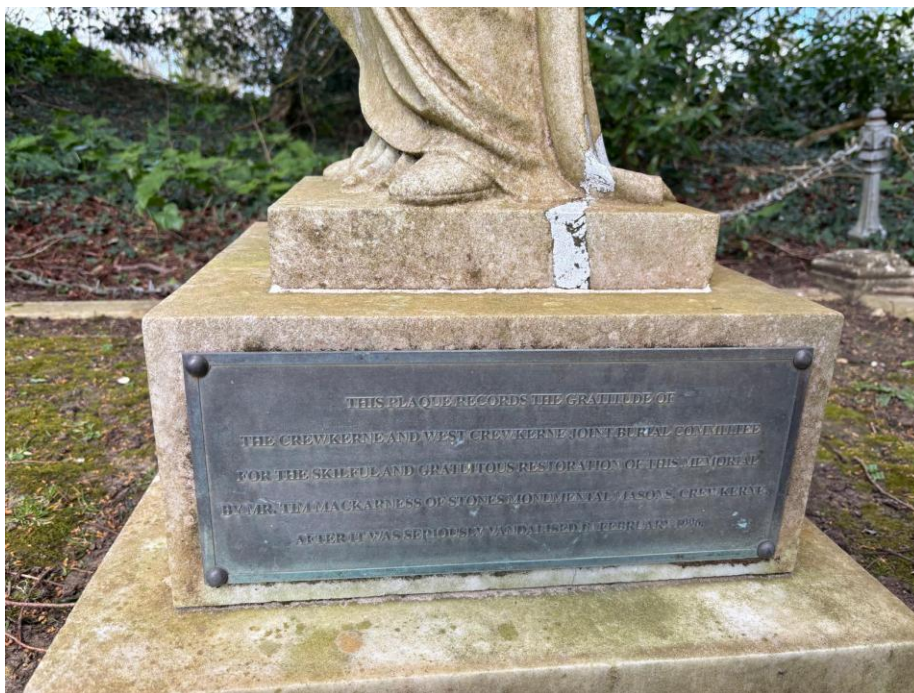
### 2. Background information

The memorial commemorates Mary Ellen Alford (died 16th May 1885) and Hubert Tickell (died in 1888). The memorial was vandalised in 1996, and the Joint Burial Committee funded its restoration at that time. The memorial is a valued part of the cemetery’s heritage and is affectionately known as ‘Mary’.

There is no registered grave owner for this plot, and therefore responsibility for the maintenance and repair of the memorial rests with the Council.

Currently, one of the railing posts is damaged and requires repair to maintain the integrity and appearance of the memorial.





### 3. Detailed Consideration

Four quotations have now been received for the repair work, which includes removal of the chain link fence, removal of the damaged posts, offsite repair, and refitting with reattachment to the existing chain link fence.

- Contractor A: £450 + VAT
- Contractor B: £5,500 + VAT (includes repainting of the repaired area)
- Contractor C: £500 + VAT
- Contractor D: £235 + VAT (including tightening of the chain links to prevent theft)

Further context in relation to the quotations is set out below:

- Contractor A attended the site independently (without a staff member present) and is based very locally to the area.
- Contractor B did not attend the site and is based in the South West.
- Contractor C attended the site with a Council representative and is based within the county.
- Contractor D attended the site with a Council representative and is fairly local to the area.

Contractors A and C have submitted similar quotations in terms of scope and cost. Contractor B's quotation is significantly higher, although it includes an additional element of repainting the repaired sections. Contractor D has provided the lowest quotation.

#### **4. Financial implications**

The quotations received vary significantly, ranging from £235 + VAT to £5,500 + VAT. Contractor B's quotation is substantially higher than the others and may not represent best value for money unless the repainting element is deemed necessary at this stage.

Contractors A and C offer mid-range options (£450–£500 + VAT), which appear broadly comparable in scope.

Contractor D's quotation of £235 + VAT represents the lowest cost and would provide a cost-effective solution. This would represent an efficient use of council funds while still achieving the required repair outcome.

#### **5. Crime and Disorder considerations**

The memorial has previously been subject to vandalism in 1996. Ensuring the railings are repaired promptly may help reduce the risk of further damage and maintain the dignity of the site.

#### **6. Council Action Plan objectives supported**

n/a

#### **7. Recommendation**

7.1. It is recommended that the Committee appoint Contractor D on the basis that their quotation of £235 + VAT.

No.	Area and Project	Funding	Year 1 23-24	Year 2 24-25	Year 3 25-26	Year 4 26-27	
<b>1</b>	<b>CHAPEL - EAST</b>						
1.1	Replacement of defective or incorrect guttering	Budget	X	X	X	X	Ongoing
1.2	Reinstate bell	Budget				X	
1.3	Replace chairs	Reserves	X				Complete
1.4	Community commissioned cross for the altar	Budget	X				Complete
1.5	Refresh décor	Reserves	X				Complete
<b>2</b>	<b>GROUNDS</b>						
2.1	Railings and gates - sandblast and repaint	Unallocated reserves	X	X			Gates complete
2.2	Pathway improvements (existing paths)	Budget			X		Ongoing
2.3	Pathway extension to accommodate new section	Reserves		X			Complete
2.4	Tree surveys and associated works	Budget	X	X	X	X	Ongoing
2.5	Memorial survey	Budget		X			Complete
2.6	Improve flower bed areas	Budget/Volunteer groups	X	X	X	X	Ongoing
2.7	Improve covered 'gazebo' area	Budget		X			Complete
2.8	Create Spitfire memorial plaque/curate information for public display	Budget	X				Plaque complete - arrangements TBC
2.9	Badger/mole/rabbit preventative measures	Budget	X	X	X	X	Ongoing
2.10	Tree replanting schemes, where possible in accordance with original plan	Budget/possible grant	X	X	X	X	Ongoing
2.11	Provision of externally accessible toilet for volunteers and contractors	Reserves			X		Complete
<b>3</b>	<b>ADMINISTRATIVE/GOVERNANCE</b>						
3.1	Review Cemetery Rules and Regulations					X	
3.2	Review Grounds Maintenance contract		X	X	X	X	Complete
3.3	Produce information leaflet on booking the Chapel	In house				X	

Agreed at JBC 3rd October 2023

Updated at: JBC 18th June 2024

<b>Report subject</b>	To review and consider updates to burial and memorial administration forms
<b>Committee name</b>	Joint Burial Committee
<b>Meeting date</b>	Tuesday 21 <sup>st</sup> April 2026
<b>Report author</b>	Anita Legg
<b>Report contact details</b>	secretary@crewkerne-tc.gov.uk
<b>Consultees</b>	None
<b>Decision required?</b>	Yes

### 1. Purpose

To review and consider updates to burial and memorial administration forms.

- a) To consider introducing a fee to complete an Assent of Executor or Administrator form
- b) To review the signatories on the memorial application form
- c) To consider the amendment of an exclusion clause on the approval form

### 2. Background information

- a) Whilst there is a generic administration fee (currently £25.00), there is no specific fee for the completion of Assent of Executor or Administrator form by Crewkerne Town Council's officers.
- b) It has come to our attention that office staff at the Monumental Mason businesses are signing the Grave Memorial Application (Installation, Inscription or Other Work) application form rather than the Mason.
- c) It is suggested that the liability exclusion clause on the approval letter for the Grave Memorial Application (Installation, Inscription or Other Work) is amended to make it clearer to applicants where liability for any losses lies.

### 3. Detailed Consideration

- a) In situations where the deceased was the holder of the Exclusive Rights of Burial (ERB) for a cemetery plot, whilst they or their ashes can be buried in that plot, the ERB will need to be transferred before any memorial inscriptions or other matters pertaining to that plot can take place.

Where the deceased left a Will and a Grant of Probate was obtained, the ERB is registered in the name of the executor. In most cases the executor would need to give their consent to the transfer of the ERB to a specified member of the deceased

family; the Assent of Executor or Administrator form needs to be drawn-up and sent to the executor(s) to complete and then the transfer form is completed by the family member(s) as per usual process.

Whilst as a local government body we cannot make a profit from the fees, we do need to ensure that the fees cover the costs so as not to burden the taxpayers with a private cost. It is estimated that the cost of drawing-up this form is £50.00. The costs include liaison with the funeral directors, writing to the executor including - postal costs (often we do not have an email address) and subsequent liaison with the executor and form completion.

- b) Where the Grave Memorial Application (Installation, Inscription or Other Work) application form is being signed by office staff, unless they are also qualified masons, concern is expressed that they are not able to give assurance that the works will be carried out in full accordance with the NAMM code of working practice as they will not be actually carrying out the works, and that if there is a problem or incident, this may give rise to claim(s) for direct or indirect losses to the Committee. A copy of this application form can be found in Appendix A.
- c) It is proposed that that the exclusion clause for the Grave Memorial Application (Installation, Inscription or Other Work) is amended so that the text in red below is incorporated and the struck through text is deleted.

**PLEASE NOTE** THAT NO MEMORIAL CAN BE ERECTED OR INSCRIPTION COMMENCED WITHOUT OFFICIAL PERMISSION FROM CREWKERNE & WEST CREWKERNE JOINT BURIAL COMMITTEE.

**PLEASE NOTE** also that the Committee has decided that all Headstones must now be fixed with either the Central Collapsible Anchor System (C.C.A.) or the NAMM Ground Support Fixing System.

CREWKERNE AND WEST CREWKERNE

JOINT BURIAL COMMITTEE

~~Applicants for permission to erect memorials in the Townsend Cemetery are advised that such memorials are erected entirely at their own risk.~~ neither Crewkerne Town Council nor Crewkerne & West Crewkerne Joint Burial Committee accepts ANY liability (except where imposed by legislation) for any losses whether it/they are incurred either directly or indirectly as a result of the erection of, or adding another memorial, or, by dismantling or removing any type of memorial from the grave plot, or by causing any damage or loss to another person: where it is imposed by legislation, the applicant and/or Stonemason must indemnify the Council against such losses unless the loss is caused by its negligence.

~~The above Committee cannot accept responsibility for any damage whatsoever or however caused~~

Gemma Hughes

Clerk to the Burial Committee

**4. Financial implications**

A cost neutral fee for completion of the Assent of Executor or Administrator form will enable the full cost to be recovered rather than using another part of the Council's budget.

**5. Equalities considerations**

n/a

**6. Crime and Disorder considerations**

n/a

**7. Council Action Plan objectives supported**

n/a

**8. Recommendation**

- 8.1. It is recommended that the Council:
- a) Introduce a fee of £50.00 or one of their choosing for the Assent to Transfer
  - b) That the Committee agree that that the Grave Memorial Application (Installation, Inscription or Other Work) application form can only be signed by the registered stonemason that will be carrying out the works.
  - (c) That the exclusion clause given on the approval of the Grave Memorial Application (Installation, Inscription or Other Work) application form is amended as proposal.

# CREWKERNE & WEST CREWKERNE JOINT BURIAL COMMITTEE

## Grave Memorial Application (Installation, Inscription or Other Work)

I/We (full name(s) .....

Of .....

being the only person entitled to the exclusive right of burial in grave space numbered

..... in Townsend Cemetery to carry out work as detailed below.

Signature ..... Date .....

Place and maintain a memorial	
Place and maintain a vase and plinth	
Place and maintain an inscription on a memorial	
Place and maintain an additional inscription on a memorial	
Plaque on Garden of Remembrance wall	

(tick as applicable)

On the aforementioned grave space. I understand that the Exclusive Right of Burial (Grave Deed) may be required as evidence of ownership if necessary.

Please permit ..... of .....

**To carry out work as detailed below.**

A detailed drawing showing dimensions and type of material must be given here: <i>(This can be provided on a separate sheet)</i>	Proposed Inscription(s) or detail of other work <i>(This can be provided on a separate sheet)</i>
Materials used..... Ground anchor system used .....	Full name of deceased..... .....

**I confirm that the above works will be carried out in full accordance with the NAMM Code of Working Practice**

**Signature of Memorial Mason..... Date.....**

Permission is hereby granted for the above works, subject to the conditions now in force governing the erection of memorials/engraving of inscriptions in cemeteries. At least 24 hours notice must be given of the date on which it is intended to carry out the work and all works must be carried out to the satisfaction of the Authorised Officer. This permit is valid for a period of two calendar months from the date of issue.

**Receipt number ..... Amount paid ..... Date .....**

**Signature ..... (Authorising Officer)**

This application must be completed in full and forwarded with payment to: **The Clerk, Crewkerne & West Crewkerne Joint Burial Committee, Town Hall, Market Square, Crewkerne, TA18 7LN.**

Cheques should be made payable to: **Crewkerne & West Crewkerne Joint Burial Committee**