

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 3 June 2025**, starting at **18.45** at the Cemetery Chapel, Townsend Cemetery, Mount Pleasant.

**Note:** - Due to location there will not be any recordings of this meeting.

K. Sheehan FSLCC, Town Clerk (signed on original)  
28 May 2025

## Agenda

- 001/2526. To elect a Chair.**
- 002/2526. Report from retiring Chair.**
- 003/2526. To elect a Vice Chair.**
- 004/2526. To confirm the appointments by Crewkerne Town Council and West Crewkerne Parish Council of Councillors to the Joint Burial Committee.**
- 005/2526 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.
- 006/2526 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.
- 007/2526 To approve the draft minutes of the Joint Burial Committee meeting held on 8 April 2025.**
- 008/2526 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.
- 009/2526 Clerk's progress report:** to receive an update report (for information).

- 010/2526**      **Financial Matters for consideration:** to receive the financial update report.
- 011/2526**      **Annual Cemetery Walkaround:** to confirm actions arising.
- 012/2526**      **Tree testing report:** to receive the reports from recent tomographic testing and determine way forward.
- 013/2526**      **Memorial tree with inscribed leaves:** to receive a report from Cllrs. Best and Samuel on memorial trees and consider whether to purchase one.
- 014/2526**      **Inspections:**  
a) to receive feedback from recent inspections and  
b) to make arrangements for cemetery inspections until October 2025.
- 015/2526**      **To approve the applications, transfers and memorials received.**
- 016/2526**      **Matters of report** (for information only).
- 017/2526**      **Date of the next meeting:** Tuesday 7 October 2025, 18.45, Council Chamber, Town Hall.