

**CREWKERNE AND WEST CREWKERNE**  
**JOINT BURIAL COMMITTEE**

Minutes of a meeting of the Joint Burial Committee held on Tuesday 21 March 2026 at 18.45 in the Council Chamber, Town Hall, Market Square, Crewkerne.

**PRESENT:**

Cllrs. M. Best, J. Borland (Chair), C. Broom, N. Draycott and A. Samuel.

Also in attendance: G. Hughes (Town Clerk) and A. Legg (Secretary)

**057 TO NOTE APOLOGIES FOR ABSENCE**

25/26

Cllrs. J. Holt (personal), C. Rawe (unwell) and A. Stuart (work commitments).

**058 DECLARATION OF INTEREST**

25/26

in items on the agenda

No declarations of interest were made.

**059 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 3 FEBRUARY 2026**

25/26

The minutes of the meeting held on 3 February 2026 were APPROVED.

**060 OPEN FORUM**

25/26

No members of the public were in attendance.

**061 CLERK'S PROGRESS REPORT**

25/26

The Clerk reported that the memorial inspections of the 1943 headstones have now been completed. The Grounds Team have repurposed an existing redundant gate and installed it at the entrance to the new section, creating a more formal access point from the footpath and improving the overall appearance of the area. A former volunteer has expressed an interest in returning to assist with cemetery maintenance. It was also noted that the Council has been entered into the Cemetery of the Year competition.

**062 FINANCIAL MATTERS FOR CONSIDERATION**

25/26

a. To receive the financial update report

Councillors noted with approval the report.

b. To consider end of year allocated reserves

The reserves were noted, and the Clerk was asked to make enquires as to when the next tree survey is due.

**063 TO EVALUATE QUOTATIONS FOR LAUREL HEDGING**

25/26

The quotations were reviewed, and it was RESOLVED to plant 0.9–1.2m plants in the two larger gaps (measuring 6 and 15 metres respectively), with Contractor B, Hopes Grove Nurseries, being selected, with planting to take place in the autumn.

**064 TO REVIEW QUOTATIONS FOR A MEMORIAL REPAIR**

25/26

Councillors AGREED to select Contractor D, Legacy Ironworks to carry out the required works on 'Mary'.

**065 TO NOTE THE UPDATED ACTION PLAN**

25/26

The updated plan was noted.

**066 TO REVIEW AND CONSIDER UPDATES TO BURIAL AND MEMORIAL ADMINISTRATION FORMS**

25/26

a. to consider introducing a fee to complete an Assent of Executor or Administrator form

Whilst there is a generic administration fee of £25, there is no specific fee for the completion of Assent of Executor or Administration form. It was AGREED to introduce a fee of £50.

b. to review signatories on the memorial application form

It was AGREED to amend the wording on the application form from 'stonemason' to 'authorised signatory'.

c. to consider amendments to the approval letter

The suggested amendments for a more detailed exclusion clause were AGREED subject to 'stonemason' being changed to 'authorised signatory', and 'Crewkerne Town Council' being replaced with 'Crewkerne and West Crewkerne Joint Burial Committee'.

**067 TO CONSIDER A DATE FOR THE CEMETERY OPEN DAY**

25/26

The Committee agreed a date of Sunday 26<sup>th</sup> July 2026 with refreshments being provided.

**068 TO RECEIVE FEEDBACK FROM RECENT CEMETERY INSPECTIONS**

25/26

Councillors raised the following points:

- Some complaints have been received regarding headstones covered in grass, and some areas looking patchy, however this is common after the first cut
- The old section looks better than the new section, however the new section is much 'busier' and harder to cut
- One of the wooden crosses has rotted at the base, the owner has been contacted
- The next meeting will include a walk around the cemetery, by which time the grass cutting will be more established, allowing for a better assessment

**069 MATTERS OF REPORT**

25/26

Councillor Best questioned the use of the term 'surrendered' in relation to a plot. The Secretary clarified that the individual concerned had sold their unused plot back to the Committee.

070    **DATE OF THE NEXT MEETING**

25/26

The annual meeting will be held on Tuesday 2 June 2026 at 18.45 in the Cemetery Chapel, Townsend Cemetery, Mount Pleasant, Crewkerne. Councillors are invited to attend a walkaround at 18:00 prior to the meeting.

The meeting closed at 19.11.

Signed.....

Dated.....

JBC21APRIL2026

DRAFT