

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 8 April**, 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:

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

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

2 April 2025

## Agenda

**054/2425 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.

**055/2425 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.

**056/2425 To approve the draft minutes of the Joint Burial Committee meeting held on 11 February 2025.**

**057/2425 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.

**058/2425 Clerk's progress report:** to receive an update report (for information).

**059/2425 Financial Matters for consideration:**

- To receive the financial update report.
- To note end of year allocated reserves and that each Council now holds their own portion of reserves.

- 060/2425 Cemetery Maintenance Contract:** to agree outline tender terms, documentation and delegate all necessary arrangements to the Town Clerk.
- 061/2425 Review of action plan:** to note progress on the 2023-7 cemetery action plan and consider any additional works.
- 062/2425 Funeral bier:** to consider the location of a bier in the public chapel.
- 063/2425 Memorial plaques:** to consider alternative suggestions for memorial plaques.
- 064/2425 VE Day commemorations:** to determine arrangements for war graves plaque unveiling.
- 065/2425 Inspections:**  
a) to receive feedback from recent inspections and  
b) to make arrangements for cemetery inspections until June 2025.
- 066/2425 To approve the applications, transfers and memorials received.**
- 067/2425 Matters of report** (for information only).
- 068/2425 Date of the next meeting:** Tuesday 3 June 2025, 18.45, Townsend Cemetery Chapel.

INCOME/EXPENDITURE REPORT 2024-25

		2023/24 Actual	2024/25 Budget	As at 25/3/2025	End of Year Forecast Excl. Reserves	Forecast Reserves Used	Notes
ADMINISTRATION	Salaries		21,780		21780		*For calculation of West Crewkerne contribution only
	Computer software	262	280	272	272		
	Admin	89	100	198	145	52.51	ER Spitfire event
	Insurance	5,336	5,740	5,957	5,957		
	Bank Fees	0	5	0	0		
	Subscriptions	95	100	100	100		
	Cemetery Training	0	150	150	150		
	<b>TOTAL</b>	<b>5,782</b>	<b>28,155</b>	<b>6,677</b>	<b>28,404</b>	<b>53</b>	
PUBLIC CHAPEL	Maintenance/Consumables	251	1,000	674	674		
	Repairs/Refurbishments	1,033	1,000	24	24		
	Rates	1,547	1,655	1,547	1,547		
	Electricity	57	160	35	45		
	<b>TOTAL</b>	<b>2,887</b>	<b>3,815</b>	<b>2,280</b>	<b>2,290</b>	<b>0</b>	
GROUNDS	Grounds Maintenance	19,615	18,000	18,809	18,000	2,514	ER - Spitfire Lectern £250/war grave board £500/repair notice board £250/tree guard £215/Mole work £412/Fern £541.99 (2025/26 reserves)
	Toilet Refurbishment	0	0	2,517	0	2,517	ER
	Water Rates	654	450	643	643		
	New Equipment	0	0	0	0		
	<b>TOTAL</b>	<b>20,269</b>	<b>18,450</b>	<b>21,969</b>	<b>18,643</b>	<b>5,031</b>	
TREWORK/NEW PLANTING	<b>TOTAL</b>	<b>5,301</b>	<b>5,500</b>	<b>8,121</b>	<b>5,500</b>	<b>2,621</b>	Cedars
PATH IMPROVEMENTS	<b>TOTAL</b>	<b>0</b>	<b>7,700</b>	<b>13,500</b>	<b>7,700</b>	<b>13,300</b>	Hyett £5.8k already paid, £7.5k to come from 2025/26 reserves
<b>TOTAL EXPENDITURE</b>		<b>34,239</b>	<b>63,620</b>	<b>52,547</b>	<b>62,537</b>	<b>21,005</b>	
RECEIPTS	Cemetery Fees	Burial Fees	8,860	9,000	9,160	9,000	
		Digging of plots	640	600	1,100	1,100	
		Garden of Remembrance	445	400	715	715	
		Plot Purchases	8,800	13,000	6,550	6,600	
		Memorials + inscriptions	5,160	5,000	4,365	5,000	
		Chapel Use	300	600	400	400	
		Transfer fees	1580	1,200	1240	1300	
		Misc.	242		0	0	
		Bank Interest	1143	700	1159	1300	Bank interest to be removed from 2025/26
	<b>Total Cemetery Fees</b>	<b>27,170</b>	<b>30,500</b>	<b>24,689</b>	<b>25,415</b>		
<b>TOTAL FORECAST NET EXPENDITURE - EXCLUDING SPEND FROM RESERVES</b>					<b>37,122.35</b>		
<b>WEST CREWKERNE FORECAST NET EXPENDITURE</b>					<b>2,598.56</b>		
<b>WEST CREWKERNE CONTRIBUTION RECEIVED (before deductions/additions)</b>					<b>2,318.00</b>		
<b>Forecast +/- West Crewkerne at year end - To be added/deducted to/from West Crewkerne contribution 2025/26</b>					<b>280.56</b>		

# EARMARKED RESERVES MOVEMENTS 2024-25

Cemetery **	Balance brought fwd	Added in year	Used in year	Total	Comments	West Crew 7%	Town Council 93%
Chapels	-			-		-	-
Trees	6,022.46		4,069.75	1,952.71	£1449 Adjustment to unspent budget 23/24	136.69	1,816.02
New Burial Grounds/Paths	22,700.00		5,800.00	16,900.00		1,183.00	15,717.00
Lodge	26,669.63		2,517.24	24,152.39	Toilet refurb/sanitary disposal	1,690.67	22,461.72
Total Allocated Reserves	55,392.09	-	12,386.99	43,005.10		3,010.36	39,994.74
Cemetery Unallocated Reserves	57,058.11		2,024.52	55,033.59	£345.01 Used in 23/24/Spitfire lectern/Mar grave board/Spitfire Event/Tree guard/Notice board repair/mole clearance	3,852.35	51,181.24
TOTAL CEMETERY RESERVES	112,450.20	-	14,411.51	98,038.69		6,862.71	91,175.98

\* West Crewkerne reserves have been returned to them on 31st March 2025

No.	Area Project	Funding	Year 1	Year 2	Year 3	Year 4	UPDATED APRIL 2025
<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 year 1
1.4	Community commissioned cross for the altar	Budget	X				Complete year 1
1.5	Refresh décor	Reserves	X				Ongoing
<b>2</b>	<b>GROUNDS</b>						
2.1	Railings and gates - sandblast and repaint	Unallocated reserves	X	X			Gates complete year 1 - do councillors want to do the rest?
2.2	Pathway improvements (existing paths)	Budget			X		Trialled sections to be extended April 25
2.3	Pathway extension to accommodate new section	Reserves		X			In progress - due for completion soon.
2.4	Tree surveys and associated works	Budget	X	X	X	X	Ongoing
2.5	Memorial survey	Budget		X			Member of staff trained June 24 - report awaited
2.6	Improve flower bed areas	Budget/Volunteer groups	X	X	X	X	Ongoing
2.7	Improve covered 'gazebo' area	Budget		X			
2.8	Create Spitfire memorial plaque/curate information for public display	Budget	X				Complete - arrangements for unveiling deferred
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 Janaury 2025
<b>3</b>	<b>ADMINISTRATIVE/GOVERNANCE</b>						
3.1	Review Cemetery Rules and Regulations		X	X	X	X	
3.2	Review Grounds Maintenance contract		X	X	X	X	Ongoing
3.3	Produce information leaflet on booking the Chapel	In house		X			

AGREED AT JBC 3rd OCTOBER 2023

UPDATED AT JBC 18th JUNE 2024

REVIEWED AT JBC 8th APRIL 2025