

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

Minutes of a meeting of the Joint Burial Committee held on Tuesday 8 April 2025 at 18.45 in the Council Chamber, Town Hall, Market Square, Crewkerne.

**PRESENT:**

Cllrs. M. Best (Chair), J. Borland, C. Broom, J. Holt, C. Rawe, and A. Samuel.

Also in attendance: K. Sheehan (Town Clerk), P. Hewitt (Finance Officer).

**054 TO NOTE APOLOGIES FOR ABSENCE**

24/25

Apologies were received from Cllrs. Draycott and Stuart (both personal).

**055 DECLARATIONS OF INTEREST**

24/25 in items on the agenda

No declarations of interest were made at this point.

**056 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2025**

24/25

The minutes of the meeting held on 11 February 2025 were APPROVED.

**057 OPEN FORUM**

24/25

No members of the public were in attendance.

**058 CLERK'S PROGRESS REPORT**

24/25

The Clerk reported that the paths being upgraded in the new section had now all been edged, and would be left to settle for a few weeks before the surfacing works were completed. The guttering, painting and pointing works at the Lodge were nearing completion and it was noted that the Town Council had been advised that the roof was likely to need complete replacement in the near future.

**059 FINANCIAL MATTERS**

24/25 a. To receive the financial update report

The financial update report was noted.

b. To note the end of year allocated reserves and that each Council now holds its own portion of cemetery reserves

The report was noted. The Finance Officer reported that West Crewkerne Parish Council's proportion of reserves had been returned to them to hold. It was also noted that plot sales had begun to pick up in April.

**060 CEMETERY MAINTENANCE CONTRACT**

24/25 To agree outline tender terms, documentation and delegate all necessary arrangements to the Town Clerk

Councillors considered draft paperwork for a proposed three-year Cemetery maintenance contract. Subject to minor amendments the timetable, invitation to tender, specification, tender document and schedule were all AGREED, with all necessary arrangements delegated to the Town Clerk.

**061 REVIEW OF ACTION PLAN**

**24/25 To note progress on the 2023-7 Cemetery Action Plan and consider any additional works**

The progress on the matrix was noted and Councillors agreed to consider the addition of an alternative to a memorial wall, namely a memorial tree (see minute 063/2425 below).

It was noted that the memorial inspections had not been completed, despite a member of staff being trained in June 2024. The Town Clerk reported that the specialist testing had been carried out on eight of the oldest trees, and a full report would follow. Councillors agreed that they would assess the condition of the railings on the next walkaround.

**062 FUNERAL BIER**

**24/25 To consider the location of a funeral bier in the public chapel**

The kind offer of a restored funeral bier for the public chapel was considered. The Finance Officer was asked to make further enquiries about insurance and ownership with a view to trialling this. Concerns were raised about whether it would be affected by damp and it was agreed that this would need to be monitored.

**063 MEMORIAL PLAQUES**

**24/25 To consider alternative suggestions for memorial plaques**

Councillors reviewed information relating to memorial sculpture trees with leaves that could be engraved. It was agreed that this was preferable to building another wall, and could potentially accommodate more leaves than a wall could plaques. It was agreed to attend a site visit to a local crematorium to view one in person.

**064 VE DAY COMMEMORATIONS**

**24/25 To determine arrangements to unveil the commemorative war graves plaque**

It was AGREED that the plaque should be unveiled at 11am on 6<sup>th</sup> May as part of the VE Day commemorations week.

**065 INSPECTIONS**

**24/25 To make arrangements for cemetery inspections until the next meeting**

Councillors reported that the cemetery was looking really well kept and the paths upgrades were a welcome addition. It was noted that china vases were being left more frequently. The Clerk was asked to contact the contractors to ask if china was as difficult as glass to deal with.

**066 TO APPROVE THE APPLICATIONS, MEMORIALS AND TRANSFERS RECEIVED**

**24/25**

The applications, memorials and transfers received were APPROVED.

**067 MATTERS OF REPORT**

**24/25**

Cllr. Samuel reported that a volunteer for the War Graves Commission had enquired about planting flowers on three war graves. Councillors felt that this could present issues when cutting the grass and also would prefer consistency be maintained between all of the war graves.

068     **DATE OF THE NEXT MEETING**

24/25

Tuesday 3 June 2025 at 18.45 in the Chapel, Townsend Cemetery, Mount Pleasant.

The meeting closed at 19.40.

**Signed.....**

**Dated.....**

JBC8April2025