



Minutes of Cemetery Committee Meeting

12th October 2021 at 4pm

Council chamber, Studley Village Hall

Committee members present: Cllrs B Dixon (Chairman), J Beard, C Summers

Committee members absent: Cllr A Smith

In attendance Cllr P Hencher-Serafin
Acting Clerk - Gill Lungley

Agenda item 1 Chairman's welcome

Minute no. 056 Cllr B Dixon welcomed all to this meeting and explained the meeting had been called earlier than previously agreed due to staff changes.

Agenda item 2 Apologies

Minute no. 057 Apologies were received from Cllr A Smith (reason provided).

Agenda item 3 Declarations of Interest

Minute no. 058 There were no declarations of interest from members.

Agenda item 4 To consider grant of any dispensation requests.

Minute no. 059 There were no requests for a dispensation.

Agenda item 5 Public Forum

Minute no. 060 No Representations were made.

Agenda item 6 Approval of draft minutes of previous meeting

Minute no. 061 The minutes of the meeting held 9th August 2021 were approved as an accurate record and were signed by the Chairman.

Agenda item 7 Clerk's update

Minute no. 062

a) Burial Authority Procedures

It was noted the cemetery-related tasks allocated to the Assistant Clerk would be picked up by the Acting Clerk where possible until new staff members are appointed. Recent staffing changes meant the procedures for which the parish council are responsible as the Burial Authority, would have to be supervised and checked at each opportunity. The committee members resolved to maintain support for this through the application of the Ten-Point plan which the Assistant Clerk had updated prior to departure.

RESOLVED to review all the recent transactions against the Ten-Point plan.

b) Purchase of software

The preferred IT contractor had not responded to the request to make progress.

RESOLVED to defer going forward with this until staffing levels are sufficient to manage the changes involved.

c) Annual assets visit and review

No date has been set yet for the annual review of council assets.
Members would like a template to refer to when visiting the cemetery so that the review will be consistent from year to year.

d) Land valuation for cemetery extension

The council had agreed to appoint an agent to provide a Red Book valuation of the land offered by Heart of England Forest (HoEF) to be used as an extension to the existing burial ground. HoEF would be approached to take this forward.
The council's earmarked fund would be used for this purpose and the work will include fencing of the site and planning permission.

e) Request to install memorial by non-BRAMM registered stonemason

The council's rule book states only BRAMM-registered stone masons may install memorials in the Studley cemetery, and this would be re-iterated to the applicant.

f) Summary of outstanding issues.

1. Waste skip: Members are pleased with the contractor's flexibility with size of skip provided and dates for providing and removing. It was noted a larger skip would be required after Christmas and February / March. Public notice would be needed stating glass and ceramic ornaments would be removed.
2. Grounds maintenance contract. Members asked to see a copy of the current ground maintenance contract.
3. Water tap. Yet to contact Severn Trent.
4. PPE. Will have to check to see if this has been ordered.

The Chairman asked the meeting to discuss an item of confidential business.

RESOLVED to discuss an item of confidential business. Cllr P Hencher-Serafin was asked to remain in the meeting during this discussion.

RESOLVED to continue as previously agreed with regard to Burial Authority procedures.

Agenda item 8
Minute no. 063

Items for discussion at the next meeting
Nothing put forward at this time.

Agenda item 9
Minute no. 064

To agree date and time of the next Burial Committee meeting.
No date was agreed.

This meeting was closed 6pm

Signed: **Date:**
Chairman, Cemetery Committee