

Minutes of Meeting of Cemetery Committee held 26th May 2016.

Present: Councillors A Bailey, B. Blackmore, M. Harriman, M L Roberts, Clerk S Baxter, Cemetery Assistant M Jones.

Apologies: Councillor Lightfoot.

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1. The Draft Terms of Reference were considered. Agreed: M. Jones to look over them and see if anything needs to be added.
 2. A walkabout of the Cemetery ground took place and M. Jones pointed out the following items:
 - Grass Cutting: This had not been carried out and a few complaints received. and a discussion took place about the terms of the contract, and whether this to be reviewed. S Baxter to look into what any contract says.
 - Compost heap. Discussion as to whether this could be located on site, and would avoid need of grass cutting to be taken away. Possibility is behind the large tree near the entrance gate.
 - Branches needing cutting back here and there and around the car parking area. Agreed: M. Jones to contact J Twiss and request works to be carried out and quotation as necessary.
 - Discussion about who empties the litter bin. Thought to be WCBC but S Baxter will clarify.
 - Discussion took place about review if necessary of charges. M Jones had looked into what others do and come up with some options. Agreed. An increase of 8% for non-residents burial charges, and an increase of 1% for resident's burial charges.
 - Discussion about what quantified a resident/ non-resident? To look into for the next meeting
 - Discussion about process around plots that have been purchased. How many of them are there, how do we keep track? M Jones explained her process for registering and keeping in contact but acknowledged that it may be possible to lose track of some such plots especially of the person dies and the next of kin are not aware. M Jones had identified some long standing ones.
 - S Baxter will consult with legal department, SLCC and ICCM to see if advice can be gleaned.
 - Issue of Area of extra soil from burials. Agreed: to obtain quotes for a screen fence of concrete posts and slats.
 - Discussion took place about the boundary needing tidying and whether a path alongside the cremated remains in the new cremated remains area was possible. Agreed: J Twiss to be asked to provide a quote for clearing trees and vegetation back to a point where a path can be looked at. Quotations to be obtained concerning a path.
 - Procedure to be drafted for unsafe memorial stones. M Jones to look into what other authorities do.
 - M Jones pointed out a grave plot 1509 which has received a report of possible vandalism
 - Discussion took place about incident of cremated remains being scattered on a family plot without permission. M Jones has now put up some precise instructions and contact details on the notice board.