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**PERSHORE TOWN COUNCIL
CEMETERY COMMITTEE
Tuesday 1st October 2019**

Minutes of a meeting of the **Cemetery Committee** held on Tuesday 1st October 2019, at the Town Hall, 34 High Street, Pershore commencing at 2.00pm.

Present:- Cllr D Annis (Chairman)
Cllr R Gillmor
Cllr J Hemming
Cllr C Parsons MBE
Cllr V Smith

Items referred by members of the public

There were none

011. Apologies

Apologies were accepted from Cllr Brookbank who was away and Cllr Palfrey who was working.

012. Declarations of Interest

There were none

013. Minutes

It was proposed by Cllr Smith seconded by Cllr Hemming and RESOLVED that the minutes of the meeting held 25th July 2019 be signed as a true record of the proceedings.

014. Matters of report from the minutes

There were none

015. Finance

It was proposed by Cllr Gillmor, seconded by Cllr Smith and RESOLVED that the draft budget comparison to the end of September be accepted.

016. Budget 2020/21

- a. Members considered the grounds maintenance tenders and it was proposed that contractor one be awarded the grounds maintenance contract for the cemetery for 12 months subject to references.
- b. It was proposed by Cllr Smith, seconded by Cllr Gillmor and RESOLVED that cemetery fees be increased from 1st April 2020 giving an average increase of 3.72%. The Clerk will update the leaflet and advise the memorial masons and funeral directors accordingly.
- c. Members considered the proposed budget for the coming year showing no

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increase in the subsidy provided from the Town Council budget. Members considered the current policy of charging 2.5 times fees for non residents and it was agreed to continue with this. Following debate it was proposed by Cllr Smith, seconded by Cllr Hemming that the budget as shown be approved and recommended to Council as part of the overall budget considerations for 2020/21.

017. Cemetery Chapel

a. Members agreed to continue to ask for donations using the envelopes and to undertake other events as follows:

- Cllr Gillmor will work to sell the model boats that have been donated.
- Cllrs Hemming and Palfrey were liaising regarding a date for a skittles evening.
- The Clerk will liaise with Cllr Hemming about possible music events in the chapel.
- Cllr Parsons will hold a quiz – date to be confirmed but provisionally January 2021.

b. It was agreed the annual Christmas service take place on Saturday 14th December at 4.00pm and the Clerk will liaise with Mrs Gerrard to see whether she may be able to take this again.

c. Members noted a dehumidifier was now in the vestry but required a minor repair, following which Cllr Parsons agreed to PAT test it following which it could be brought into service as a temporary measure prior to a new ones being purchased.

d. Cllr Parsons advised that unfortunately that morning, despite having been tested twice, a CD provided by a family for a funeral in the chapel failed to work during the funeral and the undertaker had to bring in a player from the hearse. It was agreed this was embarrassing but that the likely reason was that the CD was not an original. It was agreed the Clerk write a letter of apology to the Funeral Director and advise that “home made” CDs would no longer be accepted for chapel funerals. It was also agreed that an agenda item for the next meeting be the possible purchase of a tablet specifically for music.

018. Chapel bell

The Clerk advised that she was waiting for more information about the costs of hanging the bell and this item was deferred to the November meeting.

019. Family History Centre

Following debate it was agreed that this first step with the project needed to be the inputting of the burial records, already scanned, into the database section of the Atlantic Geomatic software. There were already a few volunteers doing this but it was a time consuming process. A number of the committee offered their services and it was agreed to take delivery of the lap tops already purchased and arrange a training session for the committee so that they could assist with this work.

The Clerk advised the photographing of headstones was also required and this would follow. Once the majority of the records were online the possible location of the Family History Centre could be discussed in more detail. The Clerk reminded members of the agreement with the County Council of access to Ancestry through

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the Library system together with the offer of providing training to users.

020. Cemetery

- a. The Clerk advised that she was working towards disposing of the shoring shortly.
- b. The Clerk advised that she had contacted local middle and primary schools about using some of the chapel resources and was awaiting a detailed response. Cllr Hemming suggested the new Orchard Primary School may also be interested and the Clerk will contact them.
- c. The Clerk advised that she was awaiting further quotes to replace the container in the compound and this would be an item for the next agenda. It was noted that the planning permission would also need to be renewed.
- d. Members considered the new toilet block and agreed that the original proposal for a brick structure was preferred as it was more durable and lower maintenance. Additionally this would not require a new planning application and work could proceed more quickly. The Clerk had spoken to the Conservation Officer who was happy with this as well as agreeing that the stone lintel was not required although he would wish to discuss the alternatives with the builders to ensure he could agree. It was noted that the Conservation Officer wished the doors and windows to be wooden and, if a roof light were installed it would need to be a "Heritage" one.

It was agreed the Clerk arrange a meeting with some members of the committee and the Conservation Officer to ensure that what was specified met with his approval, following which the Clerk would go out for quotations for the works.

- e. The Clerk presented members with a memorial request which was unusual and different from others in the cemetery and asked for their guidance as to how to proceed. Members felt that the suggestion was not acceptable and out of keeping with the cemetery and it was proposed by Cllr Smith, seconded by Cllr Gillmor and RESOLVED that the Clerk be asked to apologise but state that on this occasion permission could not be granted.
- f. The Clerk advised that she had instructed the tree surgeon to undertake necessary tree works at the cemetery. Members noted the front hedge was in need of cutting but that it was now too tall for the grounds staff to do in house. It was agreed to ask the staff to do what they could and the Clerk obtain a price for the more difficult areas to be undertaken professionally.

021. Cemetery Field

- a. The Clerk advised that she had now ordered the sign for the cemetery car park although she did not have an installation date.
- b. It was agreed possible uses for the field be a matter for consideration at a future meeting.

022. Items for Information

There was none

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023. Items for future agenda

- a. New Garden of Remembrance – layout and memorials
- b. Parking in the lay by outside the cemetery

There being no further business, the meeting closed at 16.00

Signed..... Date.....
Chairman