

**PERSHORE TOWN COUNCIL
CEMETERY COMMITTEE
THURSDAY 22nd November 2018**

Minutes of a meeting of the **Cemetery Committee** held on Thursday 22nd November 2018, at the Town Hall, 34 High Street, Pershore commencing at 7.30pm.

Present:- Cllr P Brookbank (Chairman)
Cllr D Annis
Cllr J Palfrey
Cllr C Parsons MBE
Cllr V Smith

Items referred by members of the public

There were four members of the public present

268. Apologies

Cllr Hemming's apologies were accepted as she was away and Cllr Gillmor's as he was attending another meeting.

269. Declarations of Interest

There were none

270. Minutes

It was proposed by Cllr Palfrey, seconded by Cllr Annis and RESOLVED that the minutes of the meeting held 27th September 2018 be signed as a true record of the proceedings. It was proposed by Cllr Annis, seconded by Cllr Parsons and RESOLVED that the minutes of the meeting held 10th October be signed as a true record of the proceedings.

271. Matters of report from the minutes

a. Members noted that the new window had now been installed and commented on the success of the dedication service. Cllr Parsons advised that there had been a good article in the Observer newspaper and the Clerk advised that she had asked the editor for a copy.

b. The Clerk advised that the necessary electrical works had been completed in the chapel at a cost of £410 plus VAT with the minor repainting works being undertaken in house.

272. Finance

Members noted the draft budget comparison to the end of November and no issues were raised.

273. Cemetery Chapel

a. Members noted that fund raising had now reached £31,426.12 . The Clerk advised that she would be recommending to the Finance and Property committee that the profit from the Armistice Concert also be put to this project.

b. The following fund raising updates were noted.

- Cllr Parsons advised that a local historian had furnished the Town Council with the history of each of the ship's crests and the Clerk advised that due to time constraints these had yet to be typed up. Once this work had been completed they would be put up for sale as agreed at the September meeting.
- Cllr Brookbank advised that he had a few possible dates for an event with Henry Sandon and it was agreed this event take place in March at 2.30pm with afternoon tea.
- It was agreed that an open day be held in the New Year.
- It was noted that a quiz was due to be held on 15th February at 7.00pm with a fish and chip supper.

c. Cllr Annis expressed his appreciation for the window dedication service and thanked Cllr Parsons and his wife for their hard work. It was suggested an attempt be made to floodlight the chapel for the Christmas service and it was agreed this would need to be investigated in advance of the day.

Members considered some sort of permanent explanation of the window and it was agreed the poem read at the service together with an explanation of the window be framed and fixed to the wall in some way. The frame be of wood to match the pews.

d. Cllr Palfrey suggested a skittles match be arranged to raise further funds.

e. The Clerk advised members of the quotation received for undertaking the 5 year electrical test for the chapel and it was agreed further quotations be sought and this matter be reconsidered at a future meeting.

274. Cemetery

a. The Clerk advised that the sample square metre of the wall would be completed shortly following which the first phase of the works would start.

b. The Clerk presented the drawings for the revised toilet block. Cllr Parsons asked that either a long narrow window nearer the roof line, or an additional window in the roof be provided rather than the window in the wall.

The Clerk was asked to ascertain the type of insulation to be used, the inner surface of the structure and the probable lifespan of the building. It was noted that the door should be operated using a keypad and a small cupboard provided for toilet rolls and cleaning materials.

The Clerk will contact the surveyor with the above comments and also ask for sight of the tender documents before they are sent out.

22.11.18

- c. The Clerk advised that she had not yet arranged for the agreed bollard to be installed.
- d. The Clerk advised that she hoped the hedge planting would be undertaken the first week of December. It was agreed the yew whips along the cemetery car park not be replaced until after the new hall had been completed.
- e. The Clerk advised that she understood the grave shoring equipment belonged to E Hill and Sons and it was agreed this should be returned to them. if they did not wish for it to be returned the Clerk should explore the possibility of selling it..

The Clerk was also asked to ascertain what safety standards should be upheld by the grave digger when working in the cemetery to ensure the safety of members of the public.

- f. The Clerk advised that following annual service of machinery she had been advised that the shredder was deteriorating due to lack of regular use. The Clerk advised that the grounds staff no longer needed the machine and it was agreed it be sold.
- g. Cllr Parsons asked that due to the gradual deterioration of the container, funds be set aside each year to plan for its replacement. In the meantime the Clerk ascertain the costs of the removal of the old container and its replacement with a new one in time for the next meeting.

275. Cemetery Field

There was nothing to report.

276. Items for Information

There were none

EXCLUSION OF PUBLIC & PRESS:

At this point in the meeting, it is likely members will pass the following resolution: “that in accordance with the provisions of the Public Bodies (Admission to Meetings) Act, 1960, as amended by the Local Government Act 1972, the public and press be excluded from the remainder of the meeting owing to the confidential nature of the business to be transacted” agenda item, Cemetery and Staffing

277. Cemetery

Members noted the firms to whom the surveyor intended to go out to tender for the toilet block.

278. Staffing

Cllr Smith advised members of a staffing issue.

22.11.18

There being no further business, the meeting closed at 20:50

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