

**PERSHORE TOWN COUNCIL
CEMETERY COMMITTEE
THURSDAY 27th September 2018**

Minutes of a meeting of the **Cemetery Committee** held on Thursday 27th September 2018, at the Town Hall, 34 High Street, Pershore commencing at 7.30pm.

Present:- Cllr D Annis
Cllr J Hemming
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

252. Apologies

Cllr Brookbank's apologies were accepted as he had a family commitment and Cllr Gillmor's as he was away

253. Declarations of Interest

There were none

254. Minutes

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

255. Matters of report from the minutes

- a. Members noted that outside water tap had been mended but would need lagging before the winter.
- b. The Clerk advised that she was the I T equipment for the Family History Centre had been paid for and would be delivered in March. Installation and setting up had also been paid for.

256. Finance

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

257. Cemetery Chapel

- a. Members noted that fund raising had now reached £30,215.12 and the window was to be installed the week of 8th October.

b. The following fund raising updates were noted.

- Cllr Annis had sold the wooden lorry on Plum Fair day when the stall raised £222.44. Cllr Parsons expressed his thanks to those who had manned the stall and apologized he had not been able to assist due to Mayoral duties.
- Cllr Parsons advised that a local historian had furnished the Town Council with the history of each of the ship's crests and that these could now be put up for sale. It was suggested these be offered for sale individually at £40 each plus postage and packing with a full list being available to those interested on request. The advertisement should be placed in Navy News and the Ton Class magazine with an indication of what the money raised would be used for.
- The Clerk reminded members of the art exhibition and coffee morning on 13th October with the paintings being offered for bids in a silent auction. A reserve of £15 on each painting and the artists had all agreed to donate their paintings. The Clerk advised that whilst the art group were happy to handle the auction, it was up to the Town Council to run the coffee morning. A number of councillors had already offered to assist and Cllr Smith offered to make cakes for the event.
- The Clerk advised that Cllr Brookbank had contacted Henry Sandon who had agreed to assist but had asked that he be contacted again towards the end of the year for a date. Cllr Parsons advised that Mr Sandon would need picking up and returning home as he was no longer driving.
- It was agreed that an open day be held after the window had been dedicated in November.
- Cllr Hemming advised that Radio Hereford and Worcester were looking for local groups and projects to speak to for their show and this may help with fund raising. The Clerk will contact them about this
- Cllr Smith suggested a Christmas Craft Fair and it was agreed the Clerk contact the organization who held a craft fair at the Town Hall on Plum Fair Day and ask whether they would be interested in holding a Christmas Fair in return for a share of their profits for the window. The Town Council could serve coffee etc during the day to also raise money.
- Cllr Palfrey suggested a follow up letter to local businesses after the window had been installed to offer them a further opportunity to make a donation.
- Cllr Parsons suggested contacting local television news after the dedication to give them the opportunity to keep the window and the fund raising in the public eye.

c. Members noted the arrangements for the service of dedication for the window and agreed the list of those to be invited and the draft service sheet. Invitations will therefore be sent out shortly.

d. It was agreed the Clerk arrange for the internal wall of the chapel where paint was flaking to be repainted before the service of dedication.

e. Members noted the quotation for the electrical works in the chapel which it was felt was expensive. Further quotations were being sought but Cllr Palfrey

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advised that he knew someone who was qualified to undertake the work who may be prepared to give some of his time as a donation. It was agreed Cllrs Palfrey and Parsons liaise to ensure these works were completed before 10th November.

f. 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.

258. Cemetery

a. The Clerk advised that quotations were being sought for the wall repairs which it was anticipated would be received shortly so that work could commence.

b. The Clerk advised that the drawings for the toilet block were nearly complete and tender documents would be sent out shortly. The Clerk would liaise with the surveyor regarding firms to be approached.

c. Members noted that the new padlock on the cemetery gates appeared to be working but as the gates were still twisted, it was agreed the Clerk contact the firm who had installed them and ask for a quote to put them right.

Members also noted that the top gate was becoming damaged and suggestions for a new gate and improved signage at the bottom of the lane be an item for debate at the next meeting.

d. Members considered the options for a bollard at the end of the footway from the car park to the lane. It was agreed to leave the final choice to the Clerk provided the bollard was made of steel and installed at both ends of the footway.

e. The Clerk advised that there were issues with the beech hedge along the footway and she had intended to purchase replacement whips in time for the autumn. However, the owner of the property concerned had contacted her and asked that laurel be planted. The Clerk had ascertained the requirements from the original planning approval and the ecology report which had stated that the hedging should be natural and, if possible, provide berries in the autumn for the wildlife. Members agreed that a laurel hedge was out of keeping in such a natural environment and it was agreed that a more mixed hedge be planted, leaving the beech still thriving in place but replacing those that had died with a mixture of hawthorne and gelder rose as suggested in the planning approval. The Clerk was asked to liaise with Pershore College and obtain their advice for a quick growing mixed hedge which, it was agreed, would need to be planted in the next month.

259. Cemetery Field

The Clerk advised that she was still trying to ascertain the original field name of the field.

260. Items for Information

a. The Clerk advised that she was trying to establish the ownership of the grave shoring system currently stored at the cemetery but which was not able to be used at Pershore.

The Clerk was asked to ascertain liability to the Town Council if any accident occurred to a grave digger not employed by the Town Council.

261. Items for future agenda

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- a. Budget for 2019/20
- b. Mowing contract
- c. Cemetery fees
- d. Chapel Service – to take place on December 15th at 4.00pm

There being no further business, the meeting closed at 20:35

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