

**PERSHORE TOWN COUNCIL  
CEMETERY COMMITTEE  
Thursday 23<sup>rd</sup> November 2017**

Minutes of a meeting of the **Cemetery Committee** held on Thursday 23<sup>rd</sup> November 2017, at the Town Hall, 34 High Street, Pershore commencing at 7.00pm

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

**Items referred by members of the public**

There were none

**193. Apologies**

There were none.

**194. Declarations of Interest**

There were none

**195. Minutes**

It was proposed by Cllr Smith seconded by Cllr Brookbank and RESOLVED that the minutes of the meeting held 25<sup>th</sup> September 2017 be signed as a true record of the proceedings.

**196. Matters of report from the minutes**

a. The Clerk advised that the noticeboard had not yet been installed as she had been waiting to hear from the County Council as to the most appropriate position. The person concerned had agreed to meet her on the following Monday following which it was hoped that the noticeboard could be installed in house.

b. The Clerk advised that revised cemetery leaflets had been sent out with the new fees to local funeral directors and memorial masons.

**197. Finance**

Members noted the draft budget comparison to end of November and that fees were **back on budget** following an increase in the number of services being held in the chapel. Members suggested that this might have been helped by the recent chapel open days. Cllr Parsons observed that the cost to the Town Council had not changed since the days of the Joint Burial Committee and therefore had reduced in real terms.

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**198. Cemetery Chapel**

a. Members noted the total raised to date stood at £12,692 with an additional £10,000 already set aside by the Town Council. Cllr Smith advised that Churchill Housing had paid a local resident £100 which she understood was likely to be donated to the window fund.

Cllr Parsons had created an electronic version of a fund raising thermometer and it was agreed this be emailed to Cllrs Annis and Smith so that it could be put onto Facebook.

b. Members considered fund raising for the window as below:-

- Members agreed that the agreed crowd funding would take place after the Christmas period.
- It was agreed to wait to submit the various items for auction until the possibility of the ships crests had been clarified
- Cllr Tucker advised that the local art group had agreed to create a number of paintings as previously suggested and would have liked to sell them at Number 8. Unfortunately this gallery was not available at all in 2018 so other options would be considered at their meeting the following Tuesday. They had suggested donating 70% of the sale proceeds to the window fund and Cllr Tucker would bring more details to the next meeting of the committee
- Cllr Parsons advised that he was hoping that Henry Sandon would host a valuation evening in February and would confirm details shortly.
- Cllr Parsons agreed to organize a quiz for the window on Friday 2<sup>nd</sup> March with the Mayor's Charity Quiz being held on 9<sup>th</sup> February.
- It was agreed dates for a table top sale and a future Chapel open day be items for consideration at the next meeting.
- The Clerk advised that she had been unable, due to time constraints, to contact the various organisations depicted in the windows to see whether they may be able to donate but hoped to have done so by the time of the next meeting.

c. The Clerk advised that the remedial pointing had been undertaken and more would be required in the next financial year

d. The Clerk explained that 6 services a year were required for the chapel to be considered a place of worship and therefore eligible for grant aid from the National Churches Trust. There was some uncertainty in the organization as to whether a funeral service was classed as a regular service and it had been suggested a grant be applied for for repairs to the chapel to test the policy. The Clerk also advised that grants were not available from this source for stained glass.

e. Cllr Parsons advised that invitations had gone out for the Christmas service and to date 20 people had indicated their intention to attend. It was noted that members would be able to attend if there were sufficient space. The service will be on Sunday December 16<sup>th</sup> at 4.00pm.

**199. Cemetery**

a. The Clerk advised that the application for the toilet block had been validated and Cllr Tucker advised it was unlikely to need to go to the Planning Committee but be delegated. It was noted that once approval had been given a detailed specification and tender document would need to be produced which would require the services of an expert.

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b. Members noted the three quotations received for the work to link the central

water pipe in the cemetery to the new supply. It was proposed by Cllr Tucker, seconded by Cllr Smith and RESOLVED that the cheapest quotation be accepted in the sum of £1,540 and the Clerk will liaise with the contractor for the works to be completed.

c. The Clerk advised that following the annual tree report on all the council's land £300 had been spent on remedial works to two trees in the cemetery to make them safe. Cllr Parsons advised that the front hedge had the cemetery had been cut. Cllr Gillmor asked whether there were any ash trees in the cemetery as these were becoming diseased across the country. The Clerk advised she would need to check the tree report from the previous year and would advise accordingly.

### **200. Family History Centre**

- a. The Clerk advised that she was still awaiting confirmation from the Heritage Lottery Fund as to how much of the grant would need to be repaid.
- b. The Clerk advised that she had now received an updated booklet advising how to both input data and upload photographs of headstones and would be arranging some training for volunteers in the new year.
- c. Members considered Cllr Tuckers suggestions for the possible location of a stand alone Family History Centre. Members agreed that using the grave space at the top of the cemetery was not feasible and so concentrated on the option of using the compound area and moving the compound, or using the ground behind the two houses adjacent to the footpath from the cemetery car park.

Cllr Smith had concerns as to whether a stand alone centre would be financially viable and the Clerk confirmed that there would be an annual cost to the council if the centre did not form part of another more useable building. Members also noted that to put the centre in compound would mean additional expenditure as a new compound with skip access and the moving of the container would be required in addition to the centre itself.

Members agreed that they had merely been asked to consider a possible location and it was therefore agreed that the most appropriate was a new build on the field and it was proposed by Cllr Parsons, seconded by Cllr Smith and RESOLVED that it be recommended to Council that the Clerk be asked to consider the feasibility of a stand alone Family History Centre on the cemetery field adjacent to the footpath from the car park.

### **201. Cemetery Field**

- a. The Clerk advised that the works to the field had been invoiced for considerably more than originally quoted. This had been due to the additional scuffing required in an endeavour to make the ground more level. Following debate members considered the new price of £1,040 plus VAT was still good value and it was proposed by Cllr Smith, seconded by Cllr Annis and RESOLVED that the invoice be paid.
- b. Members considered the quotation of £250 per cut to keep the newly grassed field under some control. It was generally agreed that only 4 cuts a year would be necessary in the first year of the new grass and the Clerk will obtain further quotation and bring the matter back to the next meeting of the committee.

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c. The Clerk advised that 22 yew and 10/12 beech whips would be needed to replace those that had died over the summer. Advice had been sought from the College of Horticulture and as the majority of the yew that had died were in the same section, it had been suggested that additional mulching be used when the replacements were planted. Members agreed they would meet one weekend before Christmas to replant and the Clerk will liaise regarding a date and order the plants from the college.

**202. Items for Information**

There were none

**203 Items for future agenda**

Garden of Remembrance - January agenda

There being no further business, the meeting closed at 20.30

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

Chairmans Initials
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