

**PERSHORE TOWN COUNCIL  
CEMETERY COMMITTEE  
THURSDAY 25<sup>th</sup> May 2017**

Minutes of a meeting of the **Cemetery Committee** held on Thursday 25<sup>th</sup> May 2017, at the Cemetery meeting room, Defford Road, 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

**156. Election of Chairman**

Cllr Parsons was proposed by Cllr Brookbank and seconded by Cllr Gillmor. There being no further nominations, Cllr Parsons was duly elected chairman of the committee for the ensuing year.

**157. Election of Vice Chairman**

Cllr Gillmor was proposed by Cllr Brookbank and seconded by Cllr Parsons. There being no further nominations, Cllr Gillmor was duly elected Vice Chairman of the committee for the ensuing year.

**158. Apologies**

Cllr Palfrey's apologies for late attendance were accepted.

**159. Declarations of Interest**

There were none

**160. Minutes**

It was proposed by Cllr Gillmor seconded by Cllr Brookbank and RESOLVED that the minutes of the meeting held 23<sup>rd</sup> March 2017 be signed as a true record of the proceedings.

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

- a. The Clerk advised that the grit bin had been installed in the cemetery car park.
- b. The Clerk advised that the water supply for the lodge had now been separated from the cemetery water together with the necessary connections to the new sewer for the new toilet block.

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## **162. Finance**

Members noted the draft budget comparison to end of April.

## **163. Cemetery Chapel**

- a. The Clerk updated members on fund raising for the stained glass window which now stood at over £3,000 with a grant of £5,000 agreed.
- b. Members considered fund raising for the window as below:-
- Cllrs Annis and Smith said they had contacts with professional fund raisers who may be able to offer advice
  - Cllr Tuckers asked whether a “Friends” group with a different legal structure may find it easier to raise money
  - Cllr Parsons suggested a re launch and try to get the press more involved
  - Cllr Tucker suggested asking people to consider their “bucket list” and get sponsored to complete it
  - Arrangements were made for the manning of a stall at Carnival to include a tombola, collection tins and donation envelopes
  - Members agreed to create a thermometer “in House” and Cllr Tucker offered some materials that could be used.
  - Cllr Palfrey agreed that the film evening at the library be held on Friday 6<sup>th</sup> October and the Clerk will book the room.
  - It was agreed the first open day for the chapel be held on Sunday 9<sup>th</sup> July from 10.30 – 2.30pm and it was agreed this be widely publicized including on Facebook
  - a talk and valuation with Henry Sandon was discussed and Cllr Parsons will investigate this possibility.
  - Members agreed the artwork for a banner and the Clerk will endeavour to obtain this in time for Carnival.
- c. The Clerk advised that remedial pointing would, it was hoped, be started in the next 6 – 8 weeks.

## **164. Cemetery**

- a. The Clerk advised that contract had been exchanged for the sale of the lodge with completion on 9<sup>th</sup> June.

Cllr Parsons advised that to erect the shell and concrete base would cost £8,000 with the Town Council providing the window, door and sanitary ware. It was agreed the Clerk contact the Conservation Officer to ascertain the required material for the windows and door and Cllr Gillmor agreed to draw up the necessary scale plans.

Once all the information is to hand the Clerk will undertake pre application discussions in advance of submitting the planning application.

- b. Members noted the provision of a noticeboard for the cemetery, with thanks to the District Council. This however, required a post and it was proposed by Cllr Brookbank, seconded by Cllr Gillmor and RESOLVED that the necessary post be purchased to a maximum price of £40.

Chairmans  
Initials

c. The Clerk advised that the floral display contractor would be planting the front bed as usual and consideration of permanent planting would be an item for a future agenda.

**165. Family History Centre**

The Clerk advised that Atlantic Geomatics were now creating an additional system for photographing headstones using tablets and she was awaiting the technical information to enable this to commence.

Burial records were still being input, albeit very slowly and as time allowed. The Clerk advised that the Lottery Fund had asked for a proposal now that the lodge was not be used for the Family History Centre and she had emailed them the anticipated expenditure over the coming months. This may result is some funds having to be paid back to HLF.

Members also noted the recent presentation of the life of John Hooper Cook which those who had attended had found most interesting.

**166. Cemetery Field**

a. The Clerk advised that the necessary kerb realignment had been made in the car park and coaches were now able to park there.

b. The Clerk advised that the meeting with a local company concerning the field had not yet taken place and she awaiting a revised date.

c. The Clerk advised that to scuffle and plant grass seed on the field had been quoted at £800 although it was now too late for this work to be undertaken before the autumn. In the meantime it was agreed the Clerk see if the field can be mown to tidy it up with the contractor being asked to plant grass seed (in a conservation mix) in the autumn.

**167. Items for Information**

Members agreed the Christmas service take place on 16<sup>th</sup> December at 4.00pm and that the Clerk ask Father Stephen if he would be interested in taking the service.

**168 Items for future agenda**

Garden of Remembrance

There being no further business, the meeting closed at 20.50

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

Chairmans Initials
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