

**PERSHORE TOWN COUNCIL
CEMETERY COMMITTEE
THURSDAY 26th January 2017**

Minutes of a meeting of the **Cemetery Committee** held on Thursday 26th January 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

Items referred by members of the public

There were none

130. Apologies

There were none

131. Declarations of Interest

Cllr Brookbank declared an interest in agenda item 9 as he was employed on a consultancy basis by one of the companies asked to quote.

132. Minutes

It was proposed by Cllr Gillmor seconded by Cllr Brookbank and RESOLVED that the minutes of the meeting held 24th November 2016 be signed as a true record of the proceedings.

133. Matters of report from the minutes

- a. Members noted that the chapel service had been well received by those who had attended. Cllr Smith asked that a possible "Open Day" at the cemetery be an item for a future agenda.
- b. The Clerk advised that a sign advising no access to Dowling Drive was about to be erected at the entrance to Cemetery Lane and that the reflective stake had been installed in the car park as agreed.

134. Finance

Members noted the draft budget comparison to end of January and the Clerk advised that the monthly payment from the local Funeral Directors would mean income from fees was currently on budget.

135. Cemetery Chapel

- a. Members considered the proposed recording of donations to the Stained Glass Window. Members were still uncertain about the exact wording to be embossed on

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the front cover and it was therefore decided to start the book without any wording.

b. The Clerk advised that following a generous anonymous donation the fund now stood at £1,384 plus £500 promised by a local businessman but not yet received. Cllr Parsons was concerned that a way needed to be found to keep the appeal in the public eye and the following was agreed:-

An update on the appeal in each newsletter

Crowd funding/just giving

Use of Facebook (Cllrs Smith and Annis)

Cllr Parsons to write an article for the newsletter

A tear off slip for people to make donations

If no response received from businesses by the March meeting consideration be given to going round the trading estate asking for donations

Publicity using BBC Hereford and Worcester and possibly other news channels

Posters

Stall at Carnival and Plum Festival

Use Chapman Court

Film show of WW2 veterans of Worcestershire – private DVD so may not need a licence – Cllr Palfrey agreed to organize this together with wine and cheese and set a date in March

Mayor's coffee morning – in advance of the film show, possibly showing the shorter 11 minute version – the Clerk will arrange to borrow a projector and laptop

The next newsletter to launch the photographic competition asking residents to take photographs for a calendar. It was agreed this be an item for full debate at the next meeting.

Cllr Parsons advised that he had been offered 80 replica ship's crests to raise funds and it was agreed these be advertised in the Navy News as each was worth in the region of £5, some maybe more.

c. Members considered the draft design for a fund raising thermometer. Members felt the proposal was a very good start and Cllr Brookbank offered to ask a local graphic artist to use the designs as a starting point. A proposal would then be emailed to members for a final decision and if the artist is unable to assist Cllr Brookbank will advise the Clerk.

d. The Clerk advised that the agreed pointing had not yet been undertaken in view of the cold weather.

e. It was agreed that the necessary works to repair the lightning conductor be progressed and the Clerk will contact the company accordingly.

136. Cemetery

a. Members noted the theft of the yew saplings and it was agreed these be replaced and various security measures be put in place.

b. Members noted the difficulty in finding a security company to lock up the cemetery earlier than 7.00pm. Members asked that the current security company be asked to make the cemetery their first lock up in the winter months and the Clerk will speak to them accordingly.

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137. Family History Centre

- a. The Clerk advised that progress was now being made with the transcription of the burial records and now the photographing of headstones needed to start. It was agreed the Clerk be authorized to purchase two cameras as per the HLF bid with good size memory cards so that this can begin.
- b. Members reminded members that a full report would be going to Council regarding the location of the Family History Centre, provisionally, if the Clerk was able to obtain sufficient information, this would be in February. Members agreed that the report, when it went, needed to have all the information available and if necessary the debate could wait a little longer.

138. Cemetery Lodge

Members agreed toilet facilities were needed at the cemetery and Cllr Parsons showed photographs of existing toilet buildings at Bishampton and Peopleton churches. The Bishampton one had cost £28,000 and the cost for the one at Peopleton which was smaller was awaited. A quotation had been provided for a 3 metre by 3 metre brick built facility in the sum of just over £38,000 which members felt was far too expensive to consider.

Cllr Annis agreed to provide the Clerk with the name of a company in Redditch who may be able to build a more modest facility and the Clerk will also look at other options. The Clerk advised that she had received one quotation so far to extend the sewer pipe and she would be contacting other firms to obtain more quotations.

139. Cemetery Field

- a. Members considered the alteration to the central kerbing at the cemetery carpark to better facilitate large coaches using the car park. It was noted that the cemetery committee currently had no funds to help with the cost of this and it was agreed to see whether the Events Manager and Car Park Officer at Wychavon D C may consider contributing to the total cost of £1,160.
- b. The Clerk asked for members agreement to provide a grit bin at the car park as the sloped area could become very slippery in the icy weather. Members agreed to the purchase of a lockable bin and sufficient grit to fill it.

140. Items for Information

- a. Members noted that the Government were now to review the 200 yard rule as per the 1902 Act but appreciated that with a planning application about to be submitted for a crematorium outside Pershore this was no longer of any help to the town.
- b. The Clerk advised that the cost of a new key for the safe at the lodge was about £300 and she would advise the purchaser where this could be obtained if she wished to proceed independently.

141. Items for future agenda

- a. Noticeboard for the front of the cemetery
- b. Open Day at Cemetery

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Exclusion of the Public and Press

Owing to the confidential nature of the following agenda items it was proposed by Cllr Gillmor seconded by Cllr Brookbank and RESOLVED “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” ie: agenda item 13 Memorial

142. Cemetery Field

The Clerk outlined a request from a local company to consider options for part of the cemetery field. It was agreed to advise Council and recommend that the Mayor and the Chairman of the Cemetery Committee meet the company to hear their proposals and report back to Council in due course.

There being no further business, the meeting closed at 20.55

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

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