

# AXMINSTER TOWN COUNCIL

The Guildhall,  
West Street,  
Axminster,  
Devon,  
EX13 5NX

29/03/2017

Dear Councillor,

A meeting of the Cemetery Committee has been arranged for Monday 3<sup>rd</sup> April 2017 at 7.15 p.m. at The Guildhall :

1. APOLOGIES

2. TO SIGN MINUTES OF MEETING HELD ON 24<sup>th</sup> OCTOBER 2016

3. PUBLIC FORUM

4. TO DISCUSS ANY MATTERS ARISING FROM MINUTES OF MEETING HELD ON 24<sup>TH</sup> OCTOBER 2016 NOT COVERED BY AGENDA ITEMS BELOW

5. RISK ASSESSMENT

6. MAINTENANCE AND REPAIRS

- a) Trees and hedges
- b) Fences, gates & walls
- c) Seats
- d) Paths
- e) Chapels
- f) Security

7. MEMORIAL MATTERS

8. REVIEW OF REGULATIONS & FEE SHEET

9. TO REVIEW EQUIPMENT

- a) Servicing/condition of existing equipment
- b) New equipment requirements

Vice-chairman to propose that under the provisions of the Public Bodies (Admission to Meetings ) Act 1960, (as amended by the Local Government Act 1972 the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

10. TO RECEIVE ANY QUOTES RELATING TO WORKS AT CHAPELS.

11 TO RECEIVE ANY QUOTES RELATING TO WORKS ON PATHS.

12. STAFFING MATTERS.

Yours sincerely,

*Hilary Kirkcaldie*

Town Clerk