

AXMINSTER TOWN COUNCIL

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

25/07/2017

Dear Councillor,

A meeting of the Cemetery Committee has been arranged for Monday, 31st July 2017 at 7.15 p.m. starting at The Guildhall:

1. APOLOGIES

2. TO ELECT A VICE-CHAIRMAN.

3. TO SIGN MINUTES OF MEETING HELD ON 3rd APRIL 2017

4. PUBLIC FORUM

5. TO DISCUSS ANY MATTERS ARISING FROM MINUTES OF MEETING HELD ON 3rd APRIL 2017 NOT COVERED BY AGENDA ITEMS BELOW

6. RISK ASSESSMENT

7. MAINTENANCE AND REPAIRS

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

8. MEMORIAL MATTERS

9. ADMINISTRATIVE MATTERS:

- a) Review of Regulations and Fee Sheet.
- b) Copying of Cemetery Maps.

10. 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.

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

12 TO RECEIVE ANY QUOTES RELATING TO WORKS ON PATHS.

12. STAFFING MATTERS.

Yours sincerely,

Hilary Kirkcaldie

Town Clerk