

AXMINSTER TOWN COUNCIL

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

27/02/2019

Dear Councillor,

A meeting of the Cemetery Committee has been arranged for Monday, 4th March 2019 at 7.15 p.m at the Senior Citizens Centre, Church Street.:

Members are reminded of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary interest** before any discussion takes place.

1. APOLOGIES

2. TO SIGN MINUTES OF MEETING HELD ON 23RD JULY 2018

3. PUBLIC FORUM

4. TO DISCUSS ANY MATTERS ARISING FROM MINUTES OF MEETING HELD ON 23RD JULY 2018 NOT COVERED BY AGENDA ITEMS BELOW

5. TO REVIEW 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. ADMINISTRATIVE MATTERS:

- a) Review of Fee Sheet wording.
- b) Copying of Cemetery Maps.
- c) Review of Right of Burial Terms.

9. MATTERS OF URGENCY

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. STAFFING MATTERS.

11. TO CONSIDER LETTER FROM RESIDENT.

Yours sincerely,

Hilary Kirkcaldie

Town Clerk