

AXMINSTER TOWN COUNCIL

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

18/07/2019

Dear Councillor,

The Annual Site meeting of the Cemetery Committee has been arranged for Tuesday, 23rd July 2019 at 7.00 p.m at the Cemetery, Chard Road..:

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 4th MARCH 2019:

3. PUBLIC FORUM

4. TO DISCUSS ANY MATTERS ARISING FROM MINUTES OF MEETING HELD ON 4TH MARCH 2019 NOT COVERED BY AGENDA ITEMS BELOW

5. TO PROPOSE THAT A WORKING PARTY IS SET UP TO REVIEW THE RISK ASSESSMENT POLICY.

6. MAINTENANCE AND REPAIRS

- a) Trees and hedges – to discuss work in light of report from consultant.
- b) Fences, gates & walls
- c) Seats d) Paths
- e) Chapels f) Security

7. MEMORIAL MATTERS: Chairman to report on arrangement for additional inscription to a memorial.

8. ADMINISTRATIVE MATTERS:

- a) To propose adoption of revised fee sheet wording.
- b) Copying of Cemetery Maps.
- c) To propose that a working party be set up to review Cemetery Regulations.
- d) To 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 REQUEST FOR MEMORIAL.

Yours sincerely,

Hilary Kirkcaldie

Town Clerk