**AXMINSTER TOWN COUNCIL**

MINUTES OF THE OF THE CEMETERY COMMITTEE MEETING HELD AT

The Guildhall, Axminster on Tuesday, 23rd July 2019 at 7.00 p.m.

1. PRESENT : Councillors : M.D.G. Spurway (Chairman), A.L. Young (Vice-chairman), M. Adamson-Drage, J.J. Farrow, M. Featherstone, M. Mynard, A. Sedgewick, the Town Clerk.

No members of the press or public.

2. APOLOGIES : A.E. Bourner, C.A. Doherty, D.R.H.Hull, S.L.N. Leat, D.J. Moore, J.W. Walden and P.G. Wales.

3. MINUTES OF PREVIOUS MEETINGS : the minutes of the meeting held on 4th March 2019, having been approved and adopted by the Town Council were signed by the Chairman.

4. PUBLIC FORUM : None.

5. MATTERS ARISING FROM MINUTES OF MEETING HELD ON 4th MARCH 2019: None.

6. REVIEW OF CEMETERY RISK ASSESSMENT: Cllr. Spurway, seconded by Cllr. Young, proposed that a working party be set up to revise and update this policy. Agreed. Membership will comprise Cllrs. Young, Spurway, Farrow and Sedgewick. Discussion touched on matters such as availability of online templates for many aspects of this and the involvement of local organisations, including the secondary school, in photographing the headstones with a view to these photographs being used on the website as well as for Risk Management purposes.

7. MAINTENANCE AND REPAIR WORK:

a) Trees and Hedges:- the Town Clerk will arrange for the agreed works to be done as soon as possible after the end of August.

It was noted that this should have been the Annual Site meeting of the Committee but this had been altered on account of uncertainty regarding the weather. A working party will be convened to report on those items requiring a site visit.

b) Security – control measures were in place regarding issuing of keys to staff and volunteers.

8. MEMORIAL MATTERS: the Chairman reported that he had granted permission for a supplementary plinth to be placed on an old memorial to enable the addition of a new name but that the permission had been subject to the applicant indemnifying the Town Council in writing against any future damage to the additional plinth which might occur in the course of routine grass maintenance. The applicant had agreed to give this indemnity.

9. ADMINISTRATIVE MATTERS:

a) Revised Fee Sheet Wording – the wording on the fee sheet had been changed to clarify the fees in respect of minors. Cllr. Farrow, seconded by Cllr. Sedgewick, proposed that the revised wording be adopted.

b) Copying of Cemetery Maps – the Town Clerk confirmed that the District Council did not have the funding to take out a group licence for Town and Parish Councils. She recommended that the Town Council fund the appropriate digital mapping package from its own resources. Cllr. Sedgewick said that this would be an investment up-front to save in the future and increase staff efficiency. It will be placed on the Buildings and Finance Agenda.

c) Review of Cemetery Regulations – it was agreed that members read these through and inform the Town Clerk of any matters they feel are in need of change so that any revisions can be presented to the Buildings and Finance Committee in August.

d) Right of Burial Terms Review – these were reviewed and no changes were deemed necessary.

Cllr. Young proposed that 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. Agreed.

10. STAFFING MATTERS: the Town Clerk reported that the four outdoor staff were attending a strimmer training day later in the week.

11. MEMORIAL AND OTHER MATTERS: a memorial request which differed from those received previously but which complied otherwise with regulations was considered by the Committee and approved.

The Town Clerk said that she had become aware that some authorities had received requests for the ashes of pets to be interred with those of the owner. After discussion Cllr. Farrow, seconded by Cllr. Young, proposed that this should not be permitted nor should the names of pets be allowed on memorials. Agreed.

Signed ……………………………………………………. Date …………………………………….