

A MEETING OF THE CEMETERY COMMITTEE,  
HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, THETFORD  
ON THURSDAY 18<sup>th</sup> APRIL 2019, STARTING AT 11.30 A.M.

Present:  
Councillors:

S J Armes (Chairman)  
C Harvey

B J Canham (Vice Chair)  
J Hollis

Officers in attendance:

Roz Barnett  
Kerry Leeder  
Nick Thompson  
Chris Crimmen

ALP Officer  
Civic Secretary  
Cemetery Officer  
Committee Secretary

Minutes

- 901/18 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY/NON-PECUNIARY INTERESTS  
None.
- 902/18 APOLOGIES FOR ABSENCE  
None.
- 903/18 MINUTES  
**RESOLVED: The minutes of the Committee's meeting held on 16<sup>th</sup> January 2019, received by the Council on 29<sup>th</sup> January 2019 be confirmed as a true record and signed/initialed by the Committee Chairman.**
- 904/18 CEMETERY ENVIRONMENTAL POLICY:  
To review all our practices, procedures and policies to produce an action plan to improve environmental sustainability for immediate implementation by August 2019.
- 905/18 CEMETERY DEVELOPMENT  
The Deputy Town Clerk asked councillors to consider and agree a brief for architects for the Cemetery development.  
She stated that the requirements for all options are:
- To provide plans for widening the main gates.
  - Accessible disabled toilet for the public.
  - Unit to include shower/toilet for staff and small office.
  - Environmentally sustainable and cheap to run.
  - Security of the site is very important.
  - The building should be attractive or appropriately screened.
- The desirable additional options are:
- Restroom and workshop (32ft length x 24ft x 13ft height).
  - No flat roof
- Architects to be asked to provide 3 options, for £30,000, £60,000 and £90,000.  
It was agreed to obtain quotes at a cost of not more than £5,000.
- 906/18 PEACE COMES TO THETFORD – THE FORGOTTEN SOLDIERS  
The committee discussed the information boards in the Cemetery which have been funded by a successful HLF bid secured by the Leaping Hare together with David Osbourne. Councillors welcomed the idea of information boards on the fallen located at the cemetery. There had been a joint site meeting at the cemetery and councillors agreed that the double sided information board should stand at the side of the chapel near the gardens and benches. The unveiling

event is provisionally booked for 20<sup>th</sup> July 2019 and it is hoped the Mayor will take the lead role in this ceremony.

907/18

**BURIAL MONITORING**

The Civic Officer reported that the last 3 months burials have keep the running total under the required rate of 70 but she was concerned for June. There followed a discussion on the internment of ashes and it was decided that the Civic Officer would give full report giving a breakdown of burials/ashes to the meeting on 18<sup>th</sup> July 2019.

The Deputy Town Clerk had received the latest report on the water monitoring which does not give any cause for concern however she would be talking to the company about the layout of the report so it would be easier to understand.

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**CEMETERY CHAPEL**

The Cemetery Officer reported that the damp in the Chapel is moisture coming inwards and the Council will have to allow for this to dry up. Councillor C Harvey asked about the trip hazard in the porch and the cemetery officer explained that this was in hand.

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**MEMORIAL MANAGEMENT**

The Cemetery Officer provided an update on memorial testing stating N section had been completed and the next section will be P.

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**CEMETERY PRIORITIES**

The Cemetery Officer had obtained a quotation for planter in the Cemetery which would enhance the area around the Chapel. He will approach the local funeral directors and stonemasons to sponsor these planters. The cost for the 6 planters was £1,373.52 inclusive of V.A.T.

After a discussion Councillor C Harvey proposed and J Hollis seconded:

**RESOLVED: The Thetford Town Council 6 planters for the Cemetery at a cost of £1,373.52 inclusive of V.A.T.**

911/18

**CORRESPONDENCE & COMPLAINTS**

The following correspondence was noted by Councillors.

<b>CEMETERY CORRESPONDENCE TO THE COUNCIL – TO BE NOTED AND CONSIDERED</b>			
<b>RESIDENTS/CUSTOMERS</b>			
1.	25/02/2019	Application form and cheque from resident for memorial bench at the cemetery by grave WA15.	Listed in correspondence for approval
Councillors agreed this new bench.			
2.	11/03/2019	Complaint from resident re memorial testing.	Burial Administrator resolved the matter.
3.	01/04/2019	Email concerning a graveside tribute to Julia Clifford on 28 April 2019 (grave KB68)	Deputy Clerk gave permission
Councillors agreed this activity.			
4.	05/04/2019	Complaint from resident re memorial testing and various questions concerning graves purchased	Burial Administrator responded.

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**COMMITTEE OFFICERS UPDATE**

None

Chairmen.