

A MEETING OF THE CEMETERY COMMITTEE,
HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, THETFORD
ON THURSDAY 18th SEPTEMBER 2019, STARTING AT 10.000 A.M.

Present:

The Mayor – Councillor B J Canham

Councillors:

C P R Burnett
D Hodgkinson

D M Crawford
J Hollis

Officers in attendance:

Roz Barnett
Nick Thompson
Chris Crimmen

Deputy Town Clerk
Cemetery Officer
Committee Secretary

Minutes

- 362/19 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY/NON-PECUNIARY INTERESTS
None.
- 363/19 APOLOGIES FOR ABSENCE
None.
- 364/19 MINUTES
RESOLVED: The minutes of the Committee's meeting held on 18th July 2019, received by the Council on 30th July 2019 confirmed as a true record and signed/initialled by the Committee Chairman.
- 365/19 HEALTH & SAFETY
The Health & Safety representative reported that there no outstanding issues. The Cemetery Officer reported there was an area where there is a security and H&S risk where a fence adjoining a neighbouring site keeps getting broken down probably by rough sleepers. It was agreed that the Cemetery Officer and Civic Officer will investigate with Breckland Council who owns the property.
- 366/19 CEMETERY BUDGET
The Chair reviewed the budget and answered Councillors queries. Councillors discussed the Budget 2020/21 to plan for next year's budget. It was agreed that the following would increase the income from the cemetery:
- To follow through the project of an ashes wall – Councillor B Canham, the Cemetery Officer and the Civic Officer will investigate the design and cost and report back to the Committee prior to setting the budget for 2020/21.
 - To follow through on plaques for the cherry trees in the cemetery.
 - To follow through improving the Cemetery Chapel and consider other uses for the building including weddings.
- The budget will be on the next agenda.
- 367/19 CEMETERY FLORAL IMPROVEMENTS
The Cemetery Officer reported that he has a number of sponsors who have donated flowers, bulbs, gravel and digger time and he will publish a list of all of these donations.

368/19 BURIAL MONITORING
The latest report from our Environmental & Geotechnical consultants has confirmed ashes will no longer have to be counted in our overall burial numbers. The Deputy Town Clerk has written to the Environmental Agency so they can confirm that this can happen in the future. Councillors agreed that when the Deputy Town Clerk receives written confirmation from the Environment Agency the council will change the limit to 50 burials of human remains and unlimited Ashes burials.

369/19 CEMETERY FEES
The working group needs to meet again to look at the detail of the fees.

370/19 CEMETERY POLICY RULES AND REGULATIONS
The working group needs to meet again to look at the detail of the rules and regulations.

371/19 CEMETERY GATES
It was agreed that this item will be taken below the line due to the confidential nature of the item.

372/19 CEMETERY IMPROVEMENTS
The Deputy Town Clerk outlined the brief for architects for the Cemetery development. It was agreed that the gates should be a priority and these will be discussed later. The Councillors had previously agreed to appoint Architect C to do the options paper for the cemetery yard at a cost of £5,950. At the time the Deputy Town Clerk mistakenly advised Councillors that they would have to make a request to Full Council for extra funds. The funds of £30,000 however are in this year's Cemetery project budget. Councillors asked the Deputy Town Clerk to award and proceed with the contract.
RESOLVED: That Thetford Town Council award Architects C for an option paper for the Cemetery Yard at a cost of £5,950. (Nominal code 8223).

The Cemetery Officer had received a quotation to render and plaster the inside of the Cemetery Chapel Porch and inside of the Chapel walls at a cost of £400.00. Councillor D Hodgkinson proposed and Councillor J Hollis seconded:
RESOLVED: That Thetford Town Council accept the quotation of £400 to render and plaster the inside of the Cemetery Chapel Porch and inside of the Chapel walls (nominal code 5500).

373/19 CORPORATE OBJECTIVES 2020/21
The Chair was pleased to report that all objectives had been achieved for 2019/20. (see chart below):
Cemetery Committee objectives update:

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| To seek the necessary consents and make arrangements for widening the main access gate with works being completed by April 2020. 3 quotes obtained; councillors awarded contract. The gates will be completed this financial year. |
| To develop the Chapel as a visitor centre by making arrangements for the building to be open to the public and developing an internal display providing information on the history of the site. The peace project are organising a noticeboard telling the stories of some of Thetford's fallen. Date set for Christmas service is Friday 6 th of December. Internal information panels will be completed by the end of March. |
| To work with the funeral directors to enhance the planting around the cemetery and chapel. New planters to be introduced May 2019 and additional bulb planting completed autumn 2019. Committee to consider options for improving the environment for wildflowers and birds. |

New flower beds established, planters installed, and sponsorship arrangements are in place from the undertakers/stonemasons. Wildlife improvements have been made and a new wildlife garden and pond is being designed.

To prepare the plans and consents to upgrade/relocate the existing cemetery office block to include disabled toilet and appropriate facilities for staff by Autumn 2019. Architect has been appointed and will complete the plans for improvements by the end of March ready for works to begin Spring 20/21.

To develop the cemetery yard as a storage compound for the town council. Replacing the existing decaying units for watertight containers and install extra container by April 2019. Completed May 2019.

Ideas for Objectives 2020/21

Completion of Walls and Wildlife Area.

Completion of Works Area.

Anglia in Bloom/Cemetery of the year entry.

Repairs to fencing on the frontage/yard.

Repairs to the Chapel interior/exterior.

Explore the uses of the Chapel including as a wedding venue.

To look for additional burial site possibly a green site.

Develop the friends of Thetford cemetery

374/19

MEMORIAL BENCH POLICY

The Council received a complaint when the works team painted a bench that was in the cemetery. It was agreed that when relative's pay to put a bench in the cemetery then the Council have the right to keep the benches looking smart by varnishing them once a year.

375/19

CORRESPONDENCE & COMPLAINTS

A letter was received a regarding the bench that was varnished.

376/19

COMMITTEE OFFICERS UPDATE

None.

Chairman.

| ACTION POINT | BY WHOM | BY WHEN |
|---|-------------------------------------|---------|
| To investigate who owns the plot adjoining the Cemetery where the fence keeps being damaged | Cemetery Office and Civic Secretary | ASAP |