

A VIRTUAL MEETING OF THE CEMETERY COMMITTEE HELD  
ONLINE ON THURSDAY 14<sup>th</sup> JANUARY 2021, STARTING AT 10.00 A.M.

Present:

Councillors D M Crawford (V Chair), C Harvey, D J Hodgkinson (Chair).

Officers:

Alan Yorke Deputy Town Clerk, Chris Crimmen Committee Secretary,  
K Leeder Civic Officer, N Thompson Cemetery Officer.

Minutes

653/20	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY</u> None.
654/20	<u>APOLOGIES FOR ABSENCE</u> None.
655/20	<u>MINUTES</u> <ul style="list-style-type: none"> <li>• <b>RESOLVED:</b> The minutes of the Committee’s meeting held 15<sup>th</sup> October 2020, received by the Council on 27<sup>th</sup> October 2020 be confirmed as a true record and signed/initialled by the Committee Chairman.</li> <li>• <b>RESOLVED:</b> The minutes of the Committee’s meeting held 13<sup>th</sup> November 2020, received by the Council on 24<sup>th</sup> November 2020 be confirmed as a true record and signed/initialled by the Committee Chairman.</li> <li>• <b>RESOLVED:</b> The minutes of the Committee’s meeting held 4<sup>th</sup> December 2020, received by the Council on 15<sup>th</sup> December 2020 be confirmed as a true record and signed/initialled by the Committee Chairman.</li> </ul>
656/20	<u>CEMETERY OFFICERS &amp; BURIAL ADMINISTRATORS UPDATE</u> <p>Testing of Memorials is due to re commence from February onwards after the previous five years. The plots to be tested would be A, B, C, D, E, F G, H, I, J. The Council will need to review and agree the ongoing situation of current staked memorials and agree a view of if we carry on staking and roping to maintain memorials on the grave that were tested previously with a committee approval. The Cemetery Officer will contact local stonemasons to discover what they advise and what other councils are doing and report back.</p> <p>The Lawn Cemetery has items that have been placed on graves and the Council will need to contact and ask families to reduce the numbers of vases and commemorative items that have been placed on the lawn areas in front of the memorial.</p> <p>The public will be asked to remove all Christmas wreaths and items after the 1<sup>st</sup> February leading up ready for Grass cutting to commence on the 1<sup>st</sup> of March It was agreed to write a letter to request these items be removed after 1st February 2021 prior to grass cutting.</p> <p>The Peace Project Garden is currently on hold due to the recent bad weather and volunteer time being available for groundworks to commence due to COVID-19. This will carry on and commence as planned when time allows.</p>

	<p>The Burial Administrator reported in 2020 the council carried out 68 internments which were broken down as follows:  39 Burials.  29 ashes.</p> <p>The council were well under our limit of 70 burials per year. During the pandemic the council are allowed unlimited internments which are not included in the limit of 70. There are currently two burials booked for January 2021.</p>
657/20	<p><u>FINANCIAL REPORT FOR THE 9 MONTHS ENDED 31 DECEMBER 2020</u></p> <p>The Deputy Town Clerk reviewed the budget and there were no questions from Councillors who were pleased to note the committee would achieve the budget for 2020/21.</p>
658/20	<p><u>REVIEW OF FEES</u></p> <p>The Chair asked Councillors to review the fees for the 2021/22 financial year. After a discussion it was decided that fees should remain the same for the following year. It was mentioned that when the Council charge for our memorial fees this lasts for 50 years in line with exclusive rights burials. The Civic Officer mentioned some councils renew burial rights every 10 which keeps them in touch with the relatives on a regular basis. The Civic Office will investigate further and report back to the committee.</p>
659/20	<p><u>HEALTH &amp; SAFETY</u></p> <p>The Civic Officer reported the quarterly testing took place back in November 2020. The results have come back and have shown a slight increase in the ground water levels. Quarterly monitoring will continue in February and we will be advised if any concerns arise.</p> <p>The Burial Administrator made the Committee aware of the latest guidance in respect of COVID19. The Cemetery Officer reported that the Funeral Directors have the contact details for all the mourners and they are allowed 24 in the Chapel and 30 by the graveside all social distancing.</p>
660/20	<p><u>CORRESPONDENCE &amp; COMPLAINTS</u></p> <p>None.</p>
661/20	<p><u>COMMITTEE OFFICERS UPDATE</u></p> <p>None.</p>
662/20	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.</p>
663/20	<p><u>CEMETERY IMPROVEMENTS</u></p> <p>The Chair asked the Committee to review and confirm the decision contained in Item 572/20 of the Full Council Minutes dated 4 December 2020.</p> <p>Councillor D Hodgkinson proposed and Councillor C Harvey seconded:  <b>RESOLVED: That Thetford Town Council appoint Company A for the Yard Improvements at a cost of £22,350.</b></p>

**This work to be started as soon as possible in order to resolve the health and safety issues due to poor facilities for the workforce at the works yard. Funded from reserves of £30,475 included in the approved 2020/21 Revised Budget.**

Councillor D Hodgkinson proposed and Councillor D Crawford seconded:  
**RECOMMENDATION: That Thetford Town Council advise Company A as the preferred contractor for the Chapel Improvements. The tender cost is £51,985.**

**Funding of £20,125 is allocated to the Chapel Improvements Project from reserves. (£8,125 2020/21 Revised Budget and £12,000 in the 2021/22 Budget).**

**The project will go ahead when further funding of £31,860 is identified.**

Chairman