

A MEETING OF THE CEMETERY COMMITTEE,  
HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, THETFORD  
ON WEDNESDAY 11<sup>th</sup> APRIL 2018, STARTING AT 11.00 A.M.

Present:

The Mayor, Councillor D M Crawford

Councillors:

S J Armes (Chairman)	C R P Burnett
B J Canham (Vice Chairman)	C Harvey
J Hollis	

Officers in attendance:

Sarah Lewis	Deputy Town Clerk
Kerry Leeder	Civic Secretary
Nick Thompson	Cemetery Officer
Chris Crimmen	Committee Secretary

Minutes

- 917/17 DECLARATIONS OF ANY PECUNIARY INTERESTS  
None.
- 918/17 APOLOGIES FOR ABSENCE  
None.
- 919/17 MINUTES  
**RESOLVED: The minutes of the Committee's meeting held on 31<sup>st</sup> January 2018, received by the Council on 27<sup>th</sup> February 2018 be confirmed as a true record and signed/initialled by the Committee Chairman.**
- 920/17 HEALTH, SAFETY AND MAINTENANCE PLANS  
The only outstanding H&S item is the new MPH signs.
- 921/17 BURIALS MONITORING  
The Deputy Town Clerk reported there were 11 burials in March but only two so far in April. Now the limit of 70 can be anywhere in the Cemetery although there are less issues with numbers of burials this still has to be monitored closely.
- 922/17 CEMETERY CHAPEL  
The work to the bellcote has not started yet. The chapel's two heaters have been replaced and the inside will be redecorated with lime wash after the next phase has been completed.
- 923/17 GROUND WATER MONITORING  
It was agreed by the committee that this item will be taken below the line due to the confidential nature of the business to be discussed.
- 924/17 MEMORIAL MANAGEMENT  
The Deputy Town Clerk reported she had notified all stone masons that they should be BRAMM registered by 1<sup>st</sup> August 2018. There were 9 memorials erected without permission and letters have been sent requesting payment.

Action against non-payers will be discussed at the next meeting. Memorial testing will start in April 2018 on K plot and will continue throughout the year.

925/17 LAWN CEMETERY MONITORING

The monitoring is still ongoing and there are a number of items in the works yard yet to be collected. A public notice has been issued for P plot as this is the area to be actioned next.

926/17 BUDGET REVIEW

The Chairman reviewed the financial report:

- The overspend on the Cemetery Cottage was due to the fitting of a boiler thermostat.
- The overspend on agents fee for was for re-letting the cottage.
- There were no planned transfers to reserves.

927/17 CORPORATE PLAN OBJECTIVES

The Chairman reviewed the corporate objectives, progress and future plans:

- The review to free up unused graves only identified one interested party.
- The new cemetery provision will not be considered until after the boundary review.
- The Cemetery Cottage was refurbished and let at a market rental value.
- The Chapel will not be considered for marriages and services more until it has been fully redecorated. There is a new booklet on the Cemetery.
- More areas of planting in the Cemetery are being investigated. 10 planters are being costed and the Secretary will write to the local undertakers to see if they wish to sponsor a planter.
- The visitor centre will be considered with the plans for transferring the Works Yard.
- It was agreed to add a fourth priority for 2018/2019:
- Improve the health and safety of the cemetery by monitoring graves and memorials for correct instillation.

928/17 COMMUNITY ENGAGEMENT & IMPROVING COMMUNICATION

- The Cemetery Booklet.
- Opening up the Chapel and providing information to the general public and visitors.

929/17 CORRESPONDENCE

The Deputy Town Clerk had received a letter from a resident regarding the Lawn Cemetery and this was noted by Councillors.

930/17 ITEMS OF URGENT BUSINESS

None.

EXCLUSION OF PRESS AND PUBLIC

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.

Chairman.

DRAFT