

MINUTES OF A MEETING OF THE CEMETERY COMMITTEE
HELD IN KINGS HOUSE, THETFORD ON
THURSDAY 8th SEPTEMBER 2022, STARTING AT 10.00 AM

Councillors:

D Crawford (Vice Chair), C Harvey, T Jermy (Chair),

Officers:

D Brooks (Venues and Communications Officer), K Robinson (Committee Clerk)

MINUTES

297/22	<p><u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None.</p>
298/22	<p><u>APOLOGIES FOR ABSENCE</u> Councillor D Hodgkinson.</p>
299/22	<p><u>MINUTES</u> RESOLVED: The minutes of the Committee meeting held on 21st July 2022, which were received by Full Council on 26th July 2022, are a true record and be signed/initialled by the Chairman.</p>
300/22	<p><u>FINANCIAL REPORT UPDATE</u> The Committee Officer reported on the Cemetery Financial Report for the period ended 31 August 2022, which was circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Internments income has recovered due to billing backlog processed. • Funeral directors now manage the grave digging as the contract ceased between the Council and the previous contractor. • Funeral Directors would like to utilise the 'top end' of the cemetery for a 'spoils tip'. <p>The Financial Report was noted.</p>
301/22	<p><u>COMMITTEE OFFICER'S REPORT</u> The Committee Officer reported:</p> <ul style="list-style-type: none"> • Interments - We have carried out a total of 50 interments. 28 were ashes interments. 8 were burials in the older part of the cemetery. 14 were burials in the cemetery extension. • Pond – Our health and safety advisor is due to visit in early October. We will ask him to look at the pond at the cemetery and confirm whether it can be reopened subject to the netting and signage being adequate. Three options to be considered: <ol style="list-style-type: none"> 1) Install metal screen and paving. 2) Leave pond uncovered. 3) Install significant signage. <p>Action points:</p>

	<ul style="list-style-type: none"> • Committee Officer to contact the health and safety advisor and request that the Committee members attend the visit to the cemetery in October. • Pond issue to be revisited in November committee meeting. <p>The report was noted.</p>
302/22	<p><u>COMMITTEE OFFICER'S UPDATE</u></p> <p>None.</p>
303/22	<p><u>ENVIRONMENT STRATEGY CONTRIBUTION</u></p> <p>The Committee discussed actions and projects to support the Environment Strategy contribution delivering a greener council:</p> <ul style="list-style-type: none"> • Encourage eco-friendly internments. • Wildlife pockets – pond retention. • Use of native Breckland species. • Continue monitoring of aquifer. • Hedgehog houses. <p>The Committee adopted the actions and projects to support Environment Strategy contribution.</p>
304/22	<p><u>COMMITTEE PRIORITIES FOR FINANCIAL YEAR 23/24</u></p> <p>The Committee discussed the priorities for 23/24:</p> <ul style="list-style-type: none"> • Chapel furniture and toilet to be installed – funds already budgeted. • Memorial plaques. • Pagoda to display plaques. • Maintenance of environmental features. • Conservation group to assist in cemetery. <p>Funding to be reallocated from the grave digging budget.</p> <p>Action point: The Committee Officer to contact Thetford Men's Shed regarding pagoda.</p>
305/22	<p><u>MEMORIAL BENCH POLICY</u></p> <p>The Committee discussed the revisions to the Memorial Bench Policy. Councillor C Harvey proposed and Councillor D Crawford seconded.</p> <p>RECOMMEND: That Full Council approves the revisions to the Memorial Bench Policy.</p>
306/22	<p><u>REVIEW CEMETERY POLICY</u></p> <p>The Committee discussed and agreed revisions to the Cemetery Policy. Councillor D Crawford proposed and Councillor C Harvey seconded.</p> <p>RESOLVED: That the Cemetery Committee adopt the revised Cemetery Policy.</p> <p>Action points:</p>

	<ul style="list-style-type: none"> • The Committee Officer to investigate auto-lock system for the cemetery gates. • The Committee Officer to generate a document stating the opening and closing hours of the cemetery and display in the noticeboard at the cemetery. <p>The Cemetery Policy was noted.</p>
307/22	<p><u>COMMUNITY ENGAGEMENT</u></p> <p>The Committee asked that the following matter be addressed:</p> <ul style="list-style-type: none"> • Notice be displayed in the noticeboard stating opening and closing hours of the cemetery. • Copy of document to be sent to the Committee members.

Chairman.