

ST GERMANS PARISH COUNCIL

Chairman Mr Alan Hodge
Clerk: Mrs Emily Young Tel: 07845 130596 Email: clerk@stgermansparishcouncil.gov.uk
Website – www.stgermans-pc.org.uk

Minutes of the Burial Committee meeting held at the Eliot Hall on Tuesday 6th November 2018 at 10.00am

Present

Cllr N Witton, Cllr G Mackeen, Cllr B Skelton and Cllr S Barnes

1. Declarations of Interests and Dispensations

- 1.1 To receive declarations of interest from Councillors on items on the agenda
- 1.2 To receive written requests for dispensations for disclosable pecuniary interests
- 1.3 To grant any requests for dispensations as appropriate

There were no declaration of interests.

Public participation

There were no members of the public present.

2. Apologies for absence

None received.

3. Election of a Chairperson

It was proposed by Cllr Witton to elect Cllr Skelton as the Chairperson. This was seconded by Cllr Mackeen. All were in favour.

4. Understand and agree Terms of Reference

The Committee is delegated the following responsibilities:

- To manage and maintain the burial ground within the Parish
- To revise and set the appropriate fees and regulations annually
- To appoint the necessary contractors and select accordingly working with the Undertakers
- To ensure the fees are collected and the regulations are enforced
- To make sure all regulations, Deeds of Grants and other administrative tasks under the Burial Act are carried out.

Maximum number of seats = 4

Members appointed – Cllr Barnes, Cllr Skelton, Cllr Mackeen and Cllr Witton

Quorum = 3

It was proposed by Cllr Barnes to accept the above terms of reference, this was seconded by Cllr Witton and all were in favour.

5 Review current procedures

The Clerk explained the current procedures and the Committee discussed different scenarios to understand the processes more clearly. The Clerk took an action to understand the minimum distance needed between grave spaces. Also to make sure the new documentation is loaded on to the website.

6 Review the 2016 regulations

The Councillors read the current regulations and asked the Clerk if there was anything on the current list that caused concern. The Clerk will work with Cllr Witton (who has carried out some research on other burial grounds), to put together more current regulations which the Clerk will then circulate to the other Committee members when finalised.

7 Discuss current contractors and options for alternatives

The Clerk explained the different procedures for new burials\cremations and existing (re-opener). The Clerk read out a response from one of the main Undertakers with regards to the charges from Contractors. It was agreed to broaden the list of St Germans Burial Ground Contractors to use and to work more in-line with whom the Undertakers use themselves. Clerk to follow this up.

8 To agree and make recommendations for the Parish Council for 2018/19

The committee agreed to meet the following morning at the burial ground to look at the site in discussion. The Clerk will circulate the new documents to all Committee members before the next Parish Council meeting and this will then be reported back to full Council on 26th November 2018 by the Chairperson. It was also agreed that there was no requirement to increase the current charges.

Meeting closed at 11.58am.

Please note that all meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

Signed as a true record of the meeting.....
Chairman

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Date