

**Minutes of the Cemetery Committee meeting
held on Thursday 15th November 2018
in the St James's Church Centre, Pottergate, Alnwick at 7.00pm**

Present: Cllrs J Humphries (Chair), G Mavin, M Swinbank and C Westendarp.

In attendance: W Batey, Town Clerk, J Pibworth, Assistant to the Town Clerk.

CEM 18/21 Apologies

Councillors Allcroft and Symmonds.

CEM 18/22 Declarations of Interest

None.

CEM 18/23 Minutes of Last Meeting – to raise any matters not covered by the agenda

CEM18/16 William Davison Grave Marker – The Assistant to the Town Clerk advised that the base was now in place and the stone would be unveiled in the next couple of weeks.

CEM18/16 (18/13) Possible location of a crematorium in the Alnwick area

Councillor Mavin reported that he had checked with the ICCM and the current workshop building cannot be used as it is too close to the road.

CEM 18/24 Cemetery Activity

The Town Clerk reported that there had been 9 burials since the last meeting. He took councillors through the Cemetery activity data as at November 14th.

So far in 2018/19 there had been 28 burials (22 burials and 6 ashes burials). He reported that 10 plots had been purchased with burial (in area 37A) and 5 without a burial (1 in 38A, 2 in 19A and 2 in 37A).

Remaining plots – Old part area 19A has 15 plots available, the Natural Burial Area has 33 plots available (9 have been sold but not used); area 37A (consecrated) has 51 plots available, area 37A (un-consecrated) has 16 plots available plus ashes plots.

RESOLVED: To note the update.

CEM 18/25 2018/19 budget update

The Town Clerk took councillors through the budget sheet as at 14th November. Expenditure for 2018/19 is currently £23,388.90 and he noted the following lines:

Wages, PAYE – 6 months wages. Slightly below budget.

Stationery, Phone – will be slightly above budget at end of year.

Rates/Water Rates - £533.73 expenditure is the final year figure.

Machine repairs – servicing to be done on machinery

Building Repairs – more pointing to be done.

Grounds – small amount of expenditure since last meeting.

Income for 2018/19 is currently £23,756 and will be around £40k at the end of the year against a budget of £45k.

RESOLVED: To note the update and receive the budget figures.

CEM 18/26 Updates

a) Works

The Town Clerk gave an update on the following:

Path in the new area – no progress on the path or the driveway. Difficult to do until Spring 2019 due to the weather. The new area will not be needed for about 18 months so there is no immediate need.

Memorial safety – inspections are undertaken but a better record system is needed. A checklist needs to be produced for staff to using an approximate 25kg push as the measure.

Councillor Mavin said that families were responsible but the Town Council need to notify them of any issues. The Town Clerk advised that any remedial work done, by the cemetery staff, should be notified to the family.

The Assistant to the Town Clerk advise that all graves over 100 years old had reverted back into Town Council ownership.

Councillor Swinbank asked how headstones were fastened. The Town Clerk advise that all headstones were fastened to British Standard.

Chapel carpet – quote accepted from Total Flooring in Alnwick. Councillors were shown as sample of the replacement carpet. The area just inside the main door will have a doormat to soak up water and take dirt off shoes. Work will be undertaken after Christmas.

Soakaways – contactor on standby when weather improves.

Damp survey – a damp survey needs to be undertaken at the Cemetery Lodge.

Pointing – more pointing to be done.

Councillor Humphries asked if the path from the back of the Chapel across to the children's area could be reinstated and surfaced with gravel.

b) Planting

Tree survey - the Town Clerk reported that the tree survey would be undertaken in December. He reported that in 2014/15 a detailed report was undertaken with the recommendation that an annual survey was undertaken. The next survey is due in 2019/20.

He advised that there had been a recent case where a local council had been taken to court over a tree which hit a vehicle. As a result of the court case outcome he explained that the Town Council could take a higher risk approach to the inspection of some of the trees in the cemetery such as the ones on the boundary and those which overhang highways or public footpaths.

Councillor Swinbank asked if there was different types of surveys. The Town Clerk advised that there were and that some even involved taking core samples of trees.

Councillor Swinbank felt that a balanced approach was needed.

Councillor Humphries asked if the Town Council's insurance company offered advice. The Town Clerk advised that they didn't.

The Assistant to the Town Clerk advised that the trees at higher risk could be marked on the plans so that a more detailed survey was carried on those.

The Town Clerk advised that the Woodman report in 2014/15 suggested that the tree survey was undertaken at different time of the year in each year to capture all possible issues. He added that an additional survey could be undertaken in Summer 2019.

RESOLVED: To accept the updates.

CEM 18/27 Recommended fees for 2019/20

The Town Clerk went through the charges sheet he had issued. He advised that the bottom line on the sheet provided a good comparison with other councils.

A slight amendment was agreed to the Search of Cemetery records (by post) and the Search Cemetery records with superintendent fee which would say from £30.

Councillor Swinbank proposed that the draft cemetery fees for 2019/20 be taken to Full Council for approval.

RESOLVED: To recommend the cemetery fees for 2019/20 (as contained at the end of these minutes) to Full Council for approval.

CEM 18/28 Proposed Budget 2019/20

The Town Clerk advised that there were a couple of new headings on the budget 2019/20 for Training and Safety Clothing. Councillors reviewed the draft proposals.

He advised that the figure for Building Repairs included money for improved lighting in the chapel and a rainwater collection system for the chapel roof to give people access to water at the front of the cemetery.

He advised that a £2k budget was included under the New Area heading for hedge planting and a footpath.

Councillor Swinbank asked how much of the wall had been pointed so far. The Town Clerk advised that he would bring a plan showing the work done to date to the next meeting.

RESOLVED: To recommend to Full Council that the Cemetery Committee budget for 2019/20 be £19,300.

CEM 18/29 Any Other Business

None.

The meeting closed at 8.23pm

Minute CEM 18/27. Proposed Cemetery Fees 2019/20.

COSTS FOR RESIDENTS	Proposed 2019/20
BURIALS	
Burial Rights for up to 100 years incl. right to erect headstone	£640
Burial Rights for child's plot (up to 12 yrs old)	Nil
Burial of person over 12 years old	
- Depth 4ft	£370
- Depth 5ft	£580
Burial of child (1 month old up to 12 years old)	
- Depth 4ft	Nil
- Depth 5ft	Nil
Burial of child (stillborn or child up to 1 month old)	Nil
Burial of Child (up to 12 years old, only charge is for out of parish)	£250 burial right + £160 burial fee
Natural/Woodland Burial	£1200 (incl shrub & stone)
CREMATED REMAINS	
Burial Rights for up to 100 years incl right to erect headstone	£350
Burial Charge	£210
Scattering of Ashes	£115
MEMORIALS ETC	
Right to erect headstone for graves prior to 1/4/12	£150
Right to place vase/shield/cross etc.	£65
Extra Inscriptions	£35
Headstone foundation	£125
Engraved plaque for fence (natural burial area)	£75
Inscription of slate mem. stone (natural burial area)	£75
Search of Cemetery records (by post)	From £30
Search of records with superintendent	From £30
Transfer of a Deed	£50
Use of Chapel	£170
Non residents	+100%
Saturday increase	+100%
Public Holiday increase	+100%