



**Minutes of the Cemetery Committee meeting held
on Thursday 6th August 2020 via Zoom at 6.30pm**

Present: Cllrs J Humphries (Chair), S Allcroft, M Swinbank, A Waton, G Watson and L Wearn.

In attendance: J Pibworth, Assistant to the Town Clerk; Councillor A Symmonds.

CEM20/01 Apologies

None.

CEM20/02 Questions from the public

None.

CEM20/03 Declarations of Interest

None.

CEM20/04 Minutes of Last Meeting

The minutes of the Cemetery Committee meeting held on 27th February 2020 were tabled for approval.

RESOLVED: The minutes of the meeting held on 27th February 2020 were agreed as a true record.

CEM20/05 Minutes of Last Meeting – to raise any matters not covered by the agenda

CEM 19/38 Councillor Swinbank reported that he had done a litter-pick near Sainsbury's and there seemed less litter in their car park. He asked if NCC could be contacted regarding installing a litterbin near the path between Sainsbury's and the cemetery.

CEM20/06 Cemetery Activity

The Assistant to the Town Clerk took councillors through the end of year Cemetery activity data as at March 31st 2020 and the year to date activity as at June 30th 2020.

2019/20

In 2019/20, there had been a total of 35 burials (28 burials and 7 ashes burials). There were 7 plots purchased with burial in area 37A and 28 burials in pre purchased plots including 1 burial from Denwick. The Chapel was used on 5 occasions and an additional surcharge of £1,120 was charged.

Remaining plots – At the end of the year the Old part in area 19A had 7 plots available, the Natural Burial Area had 32 plots available (7 have been sold but not used); area 37A (consecrated) had 27 plots available, area 37A (un-consecrated) had 16 plots available plus ashes plots.

The chapel was used on 3 occasions and there was an additional surcharge of £1,020.

2020/21

So far in 2020/21 (to the end of June 2020), there had been 16 burials (14 burials and 2 ashes burials). There were 4 plots purchased with a burial in area 37A and 12 burials in pre purchased plots. The Chapel has been used on 3 occasions and an additional surcharge of £1,200 has been made.

Remaining plots – Old part area 19A has 7 plots available, the Natural Burial Area has 32 plots available (7 have been sold but not used); area 37A (consecrated) has 23 plots available, area 37A (un-consecrated) has 16 plots available plus ashes plots.

The chapel was used on 3 occasions and there was an additional surcharge of £1,020.

RESOLVED: To note the activity update.

CEM20/07 2019/20 Final budget position

The Assistant to the Town Clerk took councillors through the budget sheet as at 31st March 2020. She explained that income had been well at end of the year at £25,252 compared to a budgeted figure of £43,000. The net loss for the year was also below budget at £40,544.85 compared to a budgeted figure of £52,300. This was due to an decrease in expenditure with the final year end expenditure figure at £66,069.85.

She advised that officers suggested carrying forward the following budget for 2 lines of expenditure:

Grounds maintenance	£4,500	to undertake specific Lime tree pollarding
New area	£5,000	to purchase and plant mature hedging to create the next burial areas

RESOLVED: To receive the 2019/20 year end budget figures.

CEM20/08 Budget update 2020/21

The Assistant to the Town Clerk took councillors through the budget sheet as at 30th June 2020 and highlighted the following lines of expenditure

Expenditure for 2019/20 is currently £54,924 and noted the following lines:

Wages, PAYE – £10,957.79 for 3 months wages.

Rates - £459.08 (water rates for the full year 2020/21).

Grounds maintenance and tree works – £1,825.49 (tree pollarding £900, specialist tree survey £575, trade waste £224.46, supplies £126.03).

Water - £180.71 – 1 quarter water bills for Lodge and ground taps.

Income for 2020/21 is currently £7,450.

RESOLVED: To receive the 2020/21 budget figures.

CEM20/09 Updates

a) Works

The Assistant to the Town Clerk reported no additional works had been undertaken since the last meeting. She advised that she had received the quote from Pickard Electricals to replace the storage heaters in the chapel to more efficient high-level infrared heaters and the lighting to halo lights. The cost of the upgrading the heating system is £975 and the lighting £967.20.

Councillors felt that the heating should be upgraded to infrared heaters as soon as possible but that an additional quote be obtained to ensure value for money.

RESOLVED: To obtain another quote for the heating works then select a contractor in consultation with the Cemetery Chair.

b) Tree Works

Tree works – The Assistant to the Town Clerk reported that the 6 new trees for the cemetery had arrived and been planted.

Lime Strategy – The Assistant to the Town Clerk reminded councillors that the trees in Cycle 1 of the Lime Tree Strategy (in area 4 of the Cemetery) had now all been pollarded.

RESOLVED: To accept the updates.

CEM20/10 Garden of Remembrance Arch

Councillor Humphries explained that he wanted to progress works in the new ashes scattering area beside the workshop. Having spoken to the Cemetery Superintendent he felt that the wood chippings from the tree pollarding could be used to create a suitable path. He also felt that a wooden arch would also enhance the area. Councillor Symmonds thought that a metal arch might be better suited to the cemetery.

Councillor Watson thought seats would also enhance the area and they could be dedicated to the NHS. Councillor Waton felt that key workers might be more relevant..

RESOLVED: The Chair to select an appropriate arch (or other feature) and seat in conjunction with the Town Clerk.

CEM20/11 Any Other Business

Councillor Humphries reported that the tap was sticking on and wasting water.

The meeting closed at 7.14pm