

Whitchurch Town Council

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WHITCHURCH CEMETERY BOARD (Joint Authority that is Not an Entity)

MINUTES OF THE WHITCHURCH CEMETERY BOARD COMMITTEE MEETING HELD ON WEDNESDAY 2nd DECEMBER 2020

PRESENT

Cllrs: B. Duffy, J Martin, Whitchurch Town Council and Cllrs: P Shakeshaft, F Wilson Marbury & District Parish Council.

IN ATTENDANCE

Jennifer Cadman, Cemetery Administration Officer.

The meeting was held via Zoom and recorded for accuracy of the minutes.

22.Apologies

Received from Cllr: J Briggs Marbury & District Parish Council

23.Declarations of Interest

None

24.Minutes

After a proposal by Cllr Duffy, seconded by Cllr Martin it was **WCB/07/2021 RESOLVED** that the minutes from the meeting held on 2nd September 2020, be accepted, and are to be duly signed by Cllr Martin.

25.Public Participation

No members of the public present.

26.COVID-19 Update regarding the Burial Authority Services during the Pandemic.

Graveside burials have continued to take place in the Cemetery with specified measures in place following the Government's Coronavirus Guidance on attending funerals during the pandemic. The current number of mourners remains 30 at the graveside. Whitchurch Town Council has seen an increase in the number of interments this year compared to last year.

27.Accounts

After a proposal by Cllr Martin, seconded by Cllr Duffy it was **WCB/08/2021 RESOLVED** the Accounts for Months 5-7 were accepted as an accurate record.

28. Tree Survey

The Tree Survey was completed in the Cemetery on the 5th November 2020. Copy of the Arboricultural Survey Method Statement, Site Specific Risk Assessment and Recommendations from Survey have been received. After a proposal by Cllr Duffy, seconded by Cllr Shakeshaft it was **WCB/09/2021** recommended that the Facilities Team undertake the low-level tasks required and the remaining tasks to go out to tender.

29. Memorial Safety Inspection

After a proposal by Cllr Wilson, seconded by Cllr Duffy it was **WCB/10/2021** recommended that a further quote needed to be obtained and to establish if there could be any reduction in the cost per memorial to be inspected on the basis there are approximately 4000 memorials requiring inspection within the Cemetery and the quotes received were based on a figure of 1000 memorials. This matter is to be considered further by the Committee on the 3rd March 2021.

30. New Cemetery Website.

After a proposal by Cllr Wilson, seconded by Cllr Martin it was **WCB/11/2021** recommended that the 'New Cemetery Website' should be taken to Full Council in March 2021 with a view to it going live on the 1st April 2021.

31. New Clerk to Marbury & District Council

Debbie Foulkes has recently taken over the role of Clerk for Marbury and District Parish Council.

31a. Emergency Item. After a proposal by Cllr Duffy, seconded by Cllr Martin.

An emergency item was raised to consider the Cemetery Budget 2021/2022. Following a proposal by Cllr Shakeshaft, seconded by Cllr Duffy it was **WCB/12/2021** recommended that the precept should be the existing budget plus an additional £12,500.00 for the Safety Memorial Inspection to be undertaken during the Summer 2021 and that there needed to be a schedule of costs for a rolling inspection every 3-5 years (to spread the cost of regular inspections throughout the different parts of the cemetery).

32. Confidential Business (if any)

No Confidential Business.

The meeting closed at 19:04pm