

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



High Street
Shropshire
tel. 01948 665761

website: www.whitchurchcouncil.uk

email: clerk@whitchurchcouncil.uk

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

MINUTES OF THE WHITCHURCH CEMETERY BOARD COMMITTEE MEETING HELD ON WEDNESDAY 10th JUNE 2020

PRESENT

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

IN ATTENDANCE

Nicola Young – Town Clerk
Jennifer Cadman – Cemetery Administration Officer

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

1. Apologies

Received from Cllr: J Briggs, Marbury & District Parish Council

2. Declarations of Interest

None

3. Minutes

After a proposal by Cllr Duffy, seconded by Cllr Shakeshaft, it was **WCB/01/2021 RESOLVED** that the minutes from the meeting held on 4th March 2020, be accepted, and are to be duly signed by Cllr Martin.

4. Public Participation

No members of the public present.

5. Councillor Vacancy for Cemetery Board Committee

Following the recent resignation of Cllr Neville, there is currently a vacancy for a Town Councillor to represent the Cemetery Board Committee and it is to be recommended that nominations will be invited at the next Full Council Meeting which is on the 18th June 2020.

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

The Cemetery Officer informed that funerals have continued to take place at gravesides in the Cemetery with specified measures in place following the Government's implementation of the Coronavirus Act 2020 and introduction of lockdown measures introduced on the 23rd March 2020.

Since the Government's Covid 19 Recovery Strategy was issued on the 11th May 2020 on how lockdown measures were to begin to be lifted there are no current planned changes to funeral services and the guidance states that they should continue to be attended by:

- Members of the person's household
- Close Family Members
- If neither household or family members are in attendance, then it is possible for a modest number of friends to attend.

Whilst no specific numbers have been set by the Government other than in Northern Ireland where the recommended number of mourners is 10, each venue may set a maximum number.

The recommended number of mourners at a funeral at Whitchurch Cemetery is 12 and social distancing guidelines must continue to be observed at all times during a funeral and when people are travelling to and from a funeral and whilst waiting in the Cemetery Car Park.

Public notices have been displayed regarding social distancing at the Cemetery and funeral directors/stonemasons / clergy have been advised of the procedures.

An update of the current guidance is to be placed in the Cemetery Section of the Town Council website.

7. Accounts

After a proposal by Cllr Duffy, seconded by Cllr Martin it was **WCB/02/2021 RESOLVED** the Accounts for Month No 1 were accepted and are to be duly signed by Cllr Martin as an accurate record.

8. WCB/16/1920 – Grounds Maintenance Contract for Whitchurch Cemetery

After a proposal by Cllr Martin, seconded by Cllr Shakeshaft a recommendation is to be made to the next Full Council Meeting which is to be held on the 18th June 2020 to consider that the current grounds maintenance contract for the Cemetery is to roll on until either a new contract is awarded or until the end of July 2020 whichever is the sooner.

9. WCB/23/1920 - Tree Survey

Following the WCB/23/1920 – Tree Survey proposal that prior to any arboriculture works on the ash trees that a complete survey of all the trees within the Cemetery was undertaken to ascertain their condition and for the quotes to be evaluated at the Parks and Public Realm Committee Meeting in April 2020.

Tenders were sent out to six companies and quotes received back from four. The tenders were not evaluated at the Parks and Public Realm Committee Meeting in April 2020 as the meeting was cancelled due to Covid-19.

The four quotations were therefore considered at this meeting. After a proposal by Cllr Martin, seconded by Cllr Wilson it was **WCB/03/2021 RESOLVED** that the tender should be awarded to Greenman Tree and Garden Services based upon the very comprehensive and detailed quote received at a competitive price.

10. Cemetery Website

Existing content from the old Cemetery website has been transferred to the Cemetery Section on the Whitchurch Town Council website with the new fees displayed whilst the new cemetery website is being developed by David Proctor, Corderra Ltd, Website Design and Development. It is envisaged that there will be sections for:

- Fees
- Cemetery Procedures (including all relevant forms), Policies and Committee Information.
- New Map of the Cemetery
- Updated Grave Index
- Customer Query Link for Customers to email comments / questions / queries
- Contact Numbers of Bereavement Services and contact details for general guidance purposes e.g. Cruse, SANDs, and advertising of local Funeral/Stonemason/Floristry services.

A link to the new website will be sent to Councillors for their perusal and comments.

11. Confidential Business (if any)

No Confidential Business.

The meeting closed at 18.52pm