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Minutes of a Cemetery Committee Meeting held by audio / video conferencing at 6.45 pm on Thursday 14 January 2021

Present: Councillors N Weston (Chair), and M Sneddon. Also in attendance Phil Dyer (PD) (Cemetery Administrator) and Caroline Emeny (Clerk). There were no members of the public present.

- 1 The Chair welcomed Mr Dyer's return as the Cemetery Administrator, taking over from the Clerk.**
- 2 Apologies for Absence** - There were no absences.
- 3 Declarations of Interest and Dispensations**
There were no declarations of pecuniary and non-pecuniary interests and no requests for dispensations and Councillors were reminded of their obligations under the Suffolk Code of Conduct.
- 4 Minutes of the previous meeting**
The minutes of the Cemetery Committee meeting of 14 November 2019 were accepted and signed by the Chair as a true record.
- 5 To note any matters arising**
There were no outstanding matters arising from those minutes not elsewhere on the agenda.
- 6 To consider approval of revised Terms of Reference (TOR) and o/s Committee Vacancy**
The TOR was initially adopted in July 2016. It was suggested it needed amending to be more inclusive for actual management of the cemetery. PD talked through the additional amends which were approved pending incorporation into the TOR. It was agreed a total 4 people on the committee plus the clerk therefore one vacancy exists for another Parish Councillor which will be brought up at the main meeting later. Note it was unanimously agreed who to ask to serve in the advisory capacity as per paragraph 5 of the TOR.
Note post meeting, TOR finalised for approval by Parish Council at next meeting
Clerk has contacted parishioner re advisory role and confirms all in order
- 7 Review of Fees and Charges and Income v Expenditure** – The clerk confirmed that SALC had carried out a benchmarking exercise covering cemeteries and that, as soon as that information was available, we should review our charges which have not increased for 3 years. According to that benchmarking event, our fees appear to be very low compared to other Councils. The clerk produced an income v expenditure table which showed the cemetery had brought in considerable funds over the last 4 years and therefore warrants spending some of this income on general cemetery maintenance.
Cllr Sneddon will also investigate local parishes via the contacts in the Parish benefice magazine and request they send their information to the clerk for compiling
Note post meeting, the benchmark information should be available from SALC by February latest
- 8 Cemetery Administration** - To note any matters relating to cemetery administration
The Chair noted the car park signs were not very robust and may need replacing with something more solid. The worn gate posts were discussed as well as the gate itself which has a very weathered top section with a view to enquiring about repairs. Several local tradesmen recommended which the clerk will contact and ask their expert opinion as to what they think the best solution is for the gate posts in particular the decaying finials. There was also a request for a covered bin store which the clerk still needs to source. PD also suggested we recognise the parishioner who cuts the grass around the graves and has done so for several years now. Suitable ways of thanking him were discussed. It was noted that if we paid someone commercially, it would cost us quite a lot of money. Fuel costs and wear and tear on the mower should be considered. Note the clerk always send an annual card of thanks to the volunteer.
It was agreed Cllr Sneddon will talk to him, agree the best outcome and revert back to the clerk
- 9 Date of next meeting – to be agreed but more regularly than previous**
The meeting closed at 1920 hours.