



DRAFT MINUTES of Cemetery Committee Meeting held at 6.45pm on Thursday 14 November 2019 at Palgrave Community Centre

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

1 Apologies for Absence

All present so no apologies.

2 Declarations of Interest and Dispensations

There were no declarations of pecuniary and non-pecuniary interests and no requests for dispensations.

3 Minutes of the previous meeting

The minutes of the Cemetery Committee meeting of 20 February 2019 were accepted and signed by the Chair as a true record.

4 To note matters arising from those minutes

There were no outstanding matters arising from those minutes not already actioned.

5 Review of Fees and Charges

It was agreed to review the charges after a 3-year period i.e. end of 2020 for a possible increase on 1 Jan 2021 if our charges are deemed to be faking behind other local cemeteries.

6 To note any matters relating to cemetery administration

The current administrator was retiring with immediate effect having advised the clerk sometime ago of his wishes to take a step back. He gave an update of the current capacity as a minimum of 10-15 years but he will confirm this. There have been 73 burials since 1991. One year resulted in 13 burials which was unusual but usually there are only 3-4 per annum.

There is plenty of space in the Garden of Remembrance, which is laid in rows with defining borders. There is an unconsecrated strip of ground near the water works.

The middle section is now beginning to fill up – about 3/4 of it is left at present. The bottom section cannot be used for burials due to the underground water course.

When there is a burial, first call will be from the funeral directors (predominantly Rosedale’s) enquiring as to a burial date. Important to ensure there is no cemetery maintenance the day / week of the burial. The grave is marked with a stake in the ground (usually M Locket but Phil does it in his absence). Note the stake goes at the head of the site pointing towards the sunrise. The funeral directors organise the grave digger etc. We organise the plot and the fees. There is a rule about no personal images on headstones, also size restrictions.

It was agreed that we should still seek a local person to take on this voluntary role. The clerk will act as the temporary contact and Phil will contact the local funeral directors to advise them of this.

Phil was thanked for his commitment over the last 5 years and for his offer of continuing help with the clerk in the future. He offered to continue to be the on-site contact re marking the grave etc.

Action: Phil to confirm approximate lifetime of cemetery

7 Date of next meeting

Date of next meeting to be confirmed depending on uptake of voluntary administrator position.

The meeting closed at 1922 hours.