



Banwell Parish Council

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MINUTES OF A MEETING OF THE CEMETERY & MEMORIALS COMMITTEE HELD AT BANWELL VILLAGE HALL AT 7.00 P.M. ON TUESDAY 23rd JANUARY 2018

Present: Cllr Paul Blatchford (Chairman), Cllr Steve Davies, Cllr Phil Hale, Cllr Paul Harding, Cllr Maggie McCarthy, John Keate (co-optee).

In attendance: Liz Shayler (Clerk).

1/18 To receive apologies for absence (agenda item 1).

Apologies were received from Cllr Haden, Cllr Weston and Richard Tolmie (co-optee)

2/18 To receive members' declarations of interest on any agenda item (agenda item 2).

John Keate declared an interest in all agenda items.

3/18 To approve as a correct record the minutes of the Cemetery and Memorials committee on 23rd November 2017 (agenda item 3).

Resolved – That the minutes be approved as a correct record of the meeting with the addition of Cllr Harding to members present.

The resolution was correctly proposed and seconded (4 in favour 1 abstention due to absence at the last meeting).

The minutes of the meeting were signed by the Chairman as a correct record.

4/18 To invite public participation (agenda item 4)

There were no members of the public present.

5/18 Matters for Information / Clerks Report (agenda item 5).

- i. **Update on reburial of the final exhumation** – The final set of ashes have now been reburied.
- ii. **Update on the Cemetery headstones work** – Phase 2 was due to be completed during January, but due to illness it has been postponed until February. Cllr Blatchford and the Clerk to undertake a further check to see if any more work had been undertaken in the Cemetery by the next of kin before Phase 2 begins.
- iii. **Church parking issues** – Following a parking problem at a recent funeral, New Creation Churches has agreed to liaise with the Clerk when there is a funeral (not booked in to the Cemetery) and any weddings. In turn the Clerk will let New Creation Churches know of any funerals that are booked into the Cemetery but do not require a service.
- iv. **Funeral Directors** – The Clerk to write to all local funeral directors giving them a copy of the fees, interment forms and current cemetery regulations.

6/18 To consider whether the war memorial should be cleaned in the financial year 2018/2019 and whether to apply for a grant (agenda item 6).

This was discussed at length. The consensus was that with the exception of the surrounding hard surface, the appearance of the War Memorial was still acceptable and that the inscriptions are legible but that it would be necessary for any future cleaning to be done carefully as otherwise this might further disintegrate the surface.

Resolved – That the War Memorial does not need to be cleaned in the financial year 2018/2019 to minimise damage from cleaning and therefore a grant was unnecessary. The War Memorial to be assessed annually. The Clerk to write to the British Legion to let them know of the Committee decision and give them a copy of the War Memorial Trust's guidelines on cleaning.

The resolution was correctly proposed and seconded (unanimous).

7/18 To consider a proposal to move the cemetery meeting to every three months from May 2018 (agenda item 7).

Resolved – To move the cemetery meeting to every three months from May 2018.

The resolution was correctly proposed and seconded (unanimous).

8/18 To agree the cost of £8 (A3) or £12 (A2) to have a Cemetery Map printed for the Parish Office.

Resolved – The cost of £20 was agreed for an A2 & A3 map to be produced.

The resolution was correctly proposed and seconded (unanimous).

9/18 To review the Cemetery Regulations (agenda item 9).

Resolved – That following further editing of presentation by Cllr Hale and with the following changes;

6.2 'twenty four hours' to become 'at least forty eight hours'.

7.1 the addition of 'before the funeral' at the end of the sentence.

14 'wooden coffin' to become 'coffin made of wood or similar material'.

15.7 the addition of 'after settlement' at the end of the sentence.

16.2a the addition of 'and other decorative aggregate' to the second to last sentence.

17.3 the removal of the final sentence.

To approve the Cemetery Regulations

The resolution was correctly proposed and seconded (unanimous).

10/18 To agree the cost of trimming the War Memorial hedge.

Resolved – That £40 was agreed to trim the War Memorial hedge.

The resolution was correctly proposed and seconded (unanimous).

11/18 To note the Cemetery and Memorials Budget (agenda item 11)

The budget was noted.

12/18 Date of next meeting (agenda item 12)

Tuesday 27th March 2018 at 7pm in Banwell Village Hall.

The meeting closed at 7:45pm.

Chairman.....

Date.....

Banwell Parish Council
Summary of Receipts and Payments
Cost Centre Cemetery & Memorials

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
1	Grass cutting (Cem)				1,950.00	1,787.50	163		163
2	Paths & trees				250.00		250		250
3	Garden maintenance				100.00		100		100
4	Making up graves				100.00	240.00	-140		-140
5	Cemetery Contingency Fund				10,000.00	23,011.42	-13,011		-13,011
6	Village memorials maintenance				600.00	1,214.75	-615		-615
NET TOTAL					13,000.00	26,253.67	-13,254		-13,254
V.A.T.						4,102.28			
GROSS TOTAL						30,355.95			
			0.00						

Banwell Parish Council
Listing of Payments in each Code for Cost Centre - Cemetery & Memorials
(Between 01/04/2017 to 21/03/2018)

Cost Centre Cemetery & Memorials**Code Number 1 Grass cutting (Cem)**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	11/04/2017	99/17	Current account (5:	005129	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
51	10/05/2017	132/17	Current account (5:	005148	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
78	20/06/2017	160/17	Current account (5:	005172	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
99	12/07/2017	181/17	Current account (5:	005184	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
119	22/08/2017	211/17	Current account (5:	005197	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
134	14/09/2017	234/17	Current account (5:	005203	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
159	12/10/2017	263/17	Current account (5:	005212	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
189	14/11/2017	286/17	Current account (5:	005227	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
217	19/12/2017	313/17	Current account (5:	005244	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
236	11/01/2018	14/18	Current account (5:	005259	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
260	12/02/2018	45/18	Current account (5:	005269	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
Subtotal for Code: Grass cutting (Cem)								£1,787.50	£0.00	£1,787.50

Code Number 4 Making up graves

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
53	10/05/2017	132/17	Current account (5:	005148	Cemetery Env Fee	J K Gardening	X	80.00	0.00	80.00
121	22/08/2017	211/17	Current account (5:	005197	Cemetery Env Fee	J K Gardening	X	40.00	0.00	40.00
163	12/10/2017	263/17	Current account (5:	005212	Cemetery Env Fee	J K Gardening	X	40.00	0.00	40.00
262	12/02/2018	45/18	Current account (5:	005269	Cemetery Env Fee	J K Gardening	X	80.00	0.00	80.00
Subtotal for Code: Making up graves								£240.00	£0.00	£240.00

Code Number 5 Cemetery Contingency Fund

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	06/04/2017	99/17	Current account (5:	005135	Cemetery Wall Work	Dan's Engineering Ltd	S	14,035.00	2,807.00	16,842.00
40	10/05/2017	222/16	Current account (5:	005154	Cemetery Wall Work	Dan's Engineering Ltd	S	5,625.00	1,125.00	6,750.00
41	10/05/2017	224/16	Current account (5:	005153	Cemetery Wall Work	C V Gower	X	2,500.00	0.00	2,500.00
86	24/06/2017	148/17 (iv)	Current account (5:	005180	Cemetery Wall Work	Steve Bailey	S	250.00	50.00	300.00
249	12/02/2018	45/18	Current account (5:	005277	Cemetery Wall Work	Jenkins and Potter	S	571.42	114.28	685.70
250	12/02/2018	c8/18	Current account (5:	005276	Office equipment	Pear Technology	S	30.00	6.00	36.00
Subtotal for Code: Cemetery Contingency Fund								£23,011.42	£4,102.28	£27,113.70

Code Number 6 Village memorials maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
64	24/05/2017	36/17	Current account (5:	005167	Memorial work including hedge	A M Griffin	X	1,174.75	0.00	1,174.75
263	12/02/2018	45/18	Current account (5:	005269	Memorial work including hedge	J K Gardening	X	40.00	0.00	40.00
Subtotal for Code: Village memorials maintenanc								£1,214.75	£0.00	£1,214.75

Subtotal for Cost Centre: Cemetery & Memorials 26,253.67 4,102.28 30,355.95

TOTALS £26,253.67 £4,102.28 £30,355.95

Banwell Parish Council
Listing of Receipts in each Code for Cost Centre - Income
(Between 01/04/2017 to 21/03/2018)

Cost Centre Income

Code Number		48 Cemetery income								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	24/04/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	50.00	0.00	50.00
4	24/04/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	135.00	0.00	135.00
5	24/04/2017		Reserve Account (£		Cemetery income	Elms Funeral Directors	X	180.00	0.00	180.00
13	16/05/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	50.00	0.00	50.00
14	17/05/2017		Reserve Account (£		Cemetery income	C V Gower	X	580.00	0.00	580.00
16	25/05/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	135.00	0.00	135.00
20	08/06/2017		Reserve Account (£		Cemetery income	C V Gower	X	180.00	0.00	180.00
21	12/06/2017		Current account (£		Cemetery income	Adams Memorials	X	60.00	0.00	60.00
25	07/07/2017		Reserve Account (£		Cemetery income	C V Gower	X	220.00	0.00	220.00
28	05/07/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	30.00	0.00	30.00
30	04/07/2017		Reserve Account (£		Cemetery income	Gwyn	X	220.00	0.00	220.00
31	10/08/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	60.00	0.00	60.00
33	15/08/2017		Reserve Account (£		Cemetery income	Adams Memorials	X	50.00	0.00	50.00
38	12/09/2017		Reserve Account (£		Cemetery income	C V Gower	X	100.00	0.00	100.00
41	21/09/2017		Reserve Account (£		Cemetery income	M J Sheppard	X	70.00	0.00	70.00
43	05/10/2017		Reserve Account (£		Cemetery income	C V Gower	X	360.00	0.00	360.00
45	12/10/2017		Reserve Account (£		Cemetery income	Stylish Plaques and Memorials	X	40.00	0.00	40.00
49	08/11/2017		Reserve Account (£		Cemetery income	Andrea Hayes	X	74.00	0.00	74.00
53	27/11/2017		Reserve Account (£		Cemetery income	Con Mahoney	X	110.00	0.00	110.00
58	07/12/2017		Reserve Account (£		Cemetery income	Andrea Hayes	X	74.00	0.00	74.00
59	07/12/2017		Reserve Account (£		Cemetery income	Stylish Plaques and Memorials	X	20.00	0.00	20.00
61	19/12/2017		Reserve Account (£		Cemetery income	Andrea Hayes	X	74.00	0.00	74.00
62	22/12/2017		Reserve Account (£		Cemetery income	C V Gower	X	180.00	0.00	180.00
65	11/01/2018		Reserve Account (£		Cemetery income	A E Davey	X	180.00	0.00	180.00
66	11/01/2018		Reserve Account (£		Cemetery income	Adams Memorials	X	50.00	0.00	50.00
70	03/02/2018		Reserve Account (£		Cemetery income	Elms Funeral Directors	X	300.00	0.00	300.00
71	13/02/2018		Reserve Account (£		Cemetery income	Philip Hale	X	60.00	0.00	60.00
72	08/02/2018		Reserve Account (£		Cemetery income	Andrea Hayes	X	74.00	0.00	74.00
73	08/02/2018		Reserve Account (£		Cemetery income	Andrea Hayes	X	74.00	0.00	74.00
74	08/02/2018		Reserve Account (£		Cemetery income	Elms Funeral Directors	X	300.00	0.00	300.00
Subtotal for Code: Cemetery income								£4,090.00	£0.00	£4,090.00
Subtotal for Cost Centre: Income								4,090.00	0.00	4,090.00
TOTALS								£4,090.00	£0.00	£4,090.00