



# Banwell Parish Council

## MINUTES OF THE MEETING OF THE CEMETERY & MEMORIALS COMMITTEE HELD AT BANWELL CEMETERY AT 7.00 P.M. ON 22<sup>nd</sup> May 2018

**Present:** Cllrs Paul Blatchford (Chairman), Phil Adams, Steve Davies, Paul Harding (ex-officio), Maggie McCarthy (Vice-Chairman), Jimmy Weston (ex-officio), John Keate and Richard Tolmie (co-optees).

**In attendance:** Liz Shayler (Clerk).

**20/17 To appoint a Chairman of the Cemetery & Memorials Committee for 2018-19 (agenda Item 1)**

**Resolved** – To appoint Cllr Blatchford as Chairman.

**The resolution was correctly proposed and seconded (Unanimous)**

**21/17 To appoint a Vice Chairman of the Cemetery & Memorials Committee for 2018-19 (agenda Item 2)**

**Resolved** – To appoint Cllr McCarthy as Vice Chairman

**The resolution was correctly proposed and seconded (Unanimous)**

**22/17 To receive and accept apologies for absence (agenda Item 3)**

Apologies were received from Cllr Hale.

**23/17 To receive members' declarations of interest on any agenda item (agenda Item 4)**

John Keate declared an interest in all agenda items.

**24/17 To approve as a correct record the minutes of the meeting of the Committee held on 28<sup>th</sup> March 2017 (agenda Item 5)**

**Resolved** – That the minutes be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (5 in favour with 3 abstentions due to absence at the last meeting)**

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

**25/17 To invite public participation (agenda Item 6)**

There were no members of the public present.

**27/17 Matters for information (agenda Item 7).**

- i. **Update on the Cemetery headstones work** – The last few headstones in phase 2 are due to be completed in the next month.
- ii. **Magnolia located in the Children's Section** – Unfortunately, the bush had not transplanted well and was now dead. The Cemetery orderly was asked to remove it.

**28/17 To note the Cemetery and Memorials Budget (agenda Item 8).**

The budget was noted

**29/17 To undertake the annual Cemetery and Memorials safety check (agenda Item 9).**

The annual safety check of memorial stones took place. The clerk recorded the headstones requiring work and was asked to check this against the headstones left in phase 2 and add any additional ones to the list.

**30/16 Date of next meeting – Tuesday 28<sup>th</sup> August 2018 in the Cemetery (agenda Item 10).**

The meeting closed at 7.40pm.

Signed..... Date.....

**Agenda Item 6**

A request has come in from a lady who has just lost her husband and who would like to put a memorial bench into the Cemetery. Currently the plot for her husband is along the North Wall next to her best friend but she has put no request in for a location. She is asking for two plaques and possibly a third. She has requested that it be a 5ft bench but understands that length might be an issue so would be happy with a 4ft one.

I have explained that the bench remains her responsibility and she has taken a copy of our Cemetery regulations.



## Cemetery Committee Papers 28/08/18

<b>Financial Year</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
<b>2013/14</b>	Consultation Fee	Jenkins and Potter	450	90	540
	Safety Fence for Cemetery	Kent Plant Group	120.94	24.19	145.13
	Misc environmental Work	Kent Plant Group	64.5	12.9	77.4
<b>2014/15</b>	Headstone removal	Jk Gardening	290	0	290
<b>2015/16</b>	Consultation Fee	Jenkins and Potter	1324.01	264.8	1588.81
	Repurchase or reserved plots	Starks, Green & Newton	330	0	330
<b>2016/17</b>	Temporary Fencing	Steve Bailey	2100	420	2520
	Planning Permission	North Somerset	97.5	0	97.5
	Diocese exhumation fee	Harris & Harris	249	40	289
	Consultation Fee	Jenkins and Potter	2096.93	419.39	2516.32
	Exhumation fee	CV Gower	4418	0	4418
	Exhumation fee	Adams	2000	0	2000
<b>2017/18</b>	Steels	Dans Engineering	14035	2807	16842
	Groundworks	Dans Engineering	5625	1125	6750
	Headstone replacement	CV Gower	2500	0	2500
	Fence removal	Steve Bailey	250	50	300
	Consultation Fee	Jenkins and Potter	571.42	114.28	685.7
		<b>Total</b>	<b>36522.3</b>	<b>5367.56</b>	<b>41889.86</b>

**Agenda item 9**

At present we have 80,929.20 (as of the 31<sup>st</sup> July) in the Cemetery account accruing approximately £3.50 per month (approximately £35 annually which works out as 0.05%). To offer the Parish Council the best possible protection under the FSCs and more interest I suggest that two accounts are set up and that the day to day transactions go through our new online banking system.

- The first account, a high interest account with £70,000 (under the £75,000 threshold and allowing for at least 10 years' worth of interest).
- The second account which will contain the rest of the money as of the 31<sup>st</sup> July £10,929 will have the cemetery money paid into it quarterly / six monthly / annually.
- The day to day money to go into the new online banking account. At present I have to travel into Weston to bank any cheques or cash. The new online banking account allows me to send cheques through the post and bank any cash at a post office. It would also save having to transfer the environmental fee which would already be in the current account for payment to the grave digger.

**Banwell Parish Council**  
**Listing of Payments in each Code for Cost Centre - Cemetery and Memorials**  
**(Between 01/04/2018 to 23/08/2018)**

**Cost Centre Cemetery and Memorials****Code Number 101 Grass Cutting**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	09/04/2018	91/18	Current account (5:	005293	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
42	21/05/2018	131/18	Current account (5:	005304	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
81	19/06/2018	156/18	Current account (5:	005321	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
105	16/07/2018	124/18	Current account (5:	005339	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
127	23/08/2018		Current account (5:	005346	Grass cutting (Cemetery)	J K Gardening	X	162.50	0.00	162.50
<b>Subtotal for Code: Grass Cutting</b>								<b>£812.50</b>	<b>£0.00</b>	<b>£812.50</b>

**Code Number 103 Making up Graves**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
44	21/05/2018	131/18	Current account (5:	005304	Environmental fee	J K Gardening	X	40.00	0.00	40.00
83	19/06/2018	156/18	Current account (5:	005321	Environmental fee	J K Gardening	X	40.00	0.00	40.00
129	23/08/2018		Current account (5:	005346	Environmental fee	J K Gardening	X	40.00	0.00	40.00
<b>Subtotal for Code: Making up Graves</b>								<b>£120.00</b>	<b>£0.00</b>	<b>£120.00</b>

**Code Number 104 Cemetery / Memorial Maintenance**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
130	23/08/2018		Current account (5:	005346	Memorial work including hedge	J K Gardening	X	40.00	0.00	40.00
<b>Subtotal for Code: Cemetery / Memorial Mainten</b>								<b>£40.00</b>	<b>£0.00</b>	<b>£40.00</b>
<b>Subtotal for Cost Centre: Cemetery and Memorials</b>								<b>972.50</b>	<b>0.00</b>	<b>972.50</b>

**TOTALS . . . . . £972.50 £0.00 £972.50**