



# Banwell Parish Council

Banwell Village Hall

Westfield Road

Banwell. BS29 6BS

Telephone: (01934) 820442

Email: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)

## **MINUTES OF A MEETING OF THE CEMETERY & MEMORIALS COMMITTEE HELD AT BANWELL CEMETERY AT 7.00 P.M. ON TUESDAY 27<sup>th</sup> NOVEMBER 2018**

Present: Cllr Paul Blatchford (Chairman), Cllr Phil Adams, Cllr Hale, Cllr Paul Harding (ex-officio), Cllr Maggie McCarthy (Vice Chairman), Cllr Weston, John Keate (co-optee) & Richard Tolmie (co-optee).

### **Before the meeting opened Members of the public were invited to speak;**

There were no members of the public present.

### **The meeting was convened**

#### **42/18 To receive apologies for absence (agenda item 1).**

Apologies were received from Cllr Steve Davies

#### **43/18 To receive members' declarations of interest on any agenda item (agenda item 2).**

John Keate declared an interest in all agenda items.

#### **44/18 To approve as a correct record the minutes of the Cemetery and Memorials committee on 28<sup>th</sup> August 2018 (agenda item 3).**

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

**The resolution was correctly proposed and seconded (Unanimous with 1 abstention due to absence.).**

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

#### **45/18 Matters for Information / Clerks Report (agenda item 4).**

- i. **South Wall** – Thanks was given to Tony Yard for planting the daffodils along the South Wall.

#### **46/18 To discuss the installation of a Parish Council owned bench for memorial plaques (agenda item 5).**

**Resolved** – To agree the erection of Parish Council owned memorial benches for memorial plaques. The Committee to investigate the types of benches available and report back to the next meeting.

**The resolution was correctly proposed and seconded (unanimous).**

**47/18 To discuss any work needed on paths, trees and the compost area in the cemetery (agenda item 6).**

**Resolved** – To weed spray the paths to remove the grass and moss.

**The resolution was correctly proposed and seconded (unanimous).**

**48/18 To agree the purchase of six reserve plaques (agenda item 7).**

**Resolved** – To agree the purchase of six reserve plaques.

**The resolution was correctly proposed and seconded (unanimous).**

**49/18 To review and approve the following documents (agenda item 8).**

(i) Amendments to the Interment Application Form

**Resolved** – To approve the amendments to the Interment Application Form

**The resolution was correctly proposed and seconded (unanimous).**

(ii) Amendments to the Memorial Application Form

**Resolved** – To approve the Memorial Application Form

**The resolution was correctly proposed and seconded (unanimous).**

(iii) Transfer / Additional ownership of a grave / cremation plot form.

The Clerk to speak to NALC/SLCC/ILCM to ensure that this form meets their requirements.

(iv) Cemetery Risk Assessment

Cllr Blatchford to work with the Clerk to look at shortening the Risk assessment

**50/18 To review the Cemetery fees (agenda item 9).**

**Resolved** – To agree the new table of fees (see attached) for implementation from the 1<sup>st</sup> January 2019.

**The resolution was correctly proposed and seconded (unanimous).**

**51/18 To agree the Cemetery and Memorials budget request to present to the Parish Council (agenda item 10).**

**Resolved** – To agree the Cemetery and Memorials budget request to present to the Parish Council

**The resolution was correctly proposed and seconded (unanimous).**

**52/18 To note the Cemetery and Memorials Budget (agenda item 11)**

The budget was noted

**53/18 Date of next meeting (agenda item 12)**

Tuesday 25<sup>th</sup> February 2019 venue to be determined at a later date.

The meeting closed at 7:45pm.

Chairman.....

Date.....

Cemetery Committee Papers 26th Feb 2019  
Agenda Item 6

Company	Material	Size	Cost	Photo
GE Views Western Park	Wooden	1240 x 700 x 900	TBA	
GE Views Western Park	Wooden	1540 x 700 x 900	TBA	As above
Glasdon Elwood	Recycled plastic  Available in different colours	1985 x 675 x 470	£700.82	
Glasdon Lowther	Recycled plastic  Available in different colours		£472.50	
NBB Recycled Furniture Captains Treble	Recycled plastic  Available in different colours	895 x 1671 x 650	£245 / £265	

**Agenda item 7**

ICCM Corporate Membership - Authorities and companies now have access to Institute membership benefits and can have a direct say in steering the industry forward.

Corporate members are those authorities and companies that provide burial and/or cremation facilities directly to the bereaved.

- Representation at Government level providing a single united voice.
- Democratically elected Board to serve your interest.
- A right to stand for election to the Board.
- Ballots of membership prior to change.
- Access to support, help and advice from full-time officers (Diploma Qualified).
- Reduced rates for the annual Learning Convention.
- Best Practice Guidance and information on a vast range of subjects.
- 4 quarterly copies of The Journal.
- Comprehensive website.
- Access to **accredited** training and educational initiatives for your staff.
- Reduced rates for short training events.
- Access to branch meetings to discuss common problems with like-minded people.
- Board reports posted in the Member's area.
- An editable entry for your service(s) on the Bereavement Services Portal.
- E-Newsletters designed to keep you up to speed.
- Recruitment Service.

Town or Parish Council - £90.00

Ardleigh Parish Council  
Craig Community Council  
Coningsby Town Council  
Duxford Parish Council  
Hartley Wintney Parish Council  
Horncastle Town Council  
Ottery St Mary Town Council  
Syston Town Council  
Waltham Parish Council

**Banwell Cemetery Risk Assessment**

Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score	Action Plan
Administration /Legal	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Loss of burial records through theft or natural disaster.	All information currently held online with appropriate back ups. Hard copy in files in locked office. New information should be added to current data bases as soon as possible.	As and when	Low	Medium	2	
Environmental	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Maintenance of Cemetery including grass cutting.	The Cemetery Committee is responsible for standards for cemetery maintenance and ensures that a planned programme is in place. Public liability is in place for the Parish Council and any contractor working within the cemetery.	Annually	Medium	Low	2	No contract exists at present with Cemetery orderly. Memorial training to be undertaken by committee.
Environmental	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Vandalism.	Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Medium	2	
Financial	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Failure to review charges.	Cemetery fees are reviewed annually (November) as an integral part of the budgetary process.	Annually	Low	Low	1	
Financial	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Failure to collect charges.	The RFO is responsible for collection of cemetery income. Prepare debtor accounts promptly. Ensure appropriate internal audit testing procedures are in place. Ensure council approval required for write-off of any bad debts.	Annually	Low	Low	1	
Financial	Cemeteries/Churchyards	Power to provide	s 214(2) Local Government Act 1972	Failure to bank income.	Prompt collection of banking of income received as specified in the Councils Financial Regulations. Regular statement of income are provided to Council/ Cemetery Committee. Provide for internal audit testing of income banked against underlying records.	Annually	Low	Low	1	
Physical	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Security of cemeteries and buildings.	Key to be held by Cemetery Orderly and Parish Office.	Annually	Medium	Low	2	Ensure the Parish Poffice has a shed key. Audit of Parish Council owned items held in any buildings.

**Banwell Cemetery Risk Assessment**

Physical	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Maintenance of buildings.	Property maintenance is the responsibility of the Cemetery Committee. In conjunction with the Cemetery orderly regular inspections are carried out. Minutes of the Cemetery Committee record work undertaken.	Annually	Low	Medium	2	
Physical	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Personal injury.	Ensure that all relevant contractors and Councillors have read and are adhering to the Council's health and safety policy. Where relevant ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Gravedigging and Cemetery Maintenance is contracted out and a copy of their Public Liability Insurance is kept on file.	Annually	Low	Medium	2	
Physical	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Headstones/kerbstones safety survey.	An Annual memorial safety survey is undertaken by the cemetery committee. Arrange for completion of any necessary work in an appropriate time frame. Ensure that facility users are aware of danger. Maintain appropriate records of work undertaken. Adequate insurance cover is in place.	Quarterly	Medium	Medium	4	Contact ILCM for on site training.

Just to update you, this is our newly released 2<sup>nd</sup> generation of the product that is now self- installed. It has all of the key benefits of the first system with greater flexibility / adaptability. It comes as a flat pack and clicks together to form a ring section. Rings can be built to any depth and size required by adding additional pieces/sections.



## ENVIRONMENTALLY ENGINEERED CEMETERY SOLUTIONS



### Self-assembly composite shoring system

Pre-installed interlocking modular shoring system completely eliminates grave subsidence or collapse.



Supports and retains loose and unstable ground surrounding open graves, improving graveyard safety.

Perfect for use as Grave Extension rings to achieve additional interment capacity.

### Grey water neutralising cushion

A proven, cost effective solution to address the multiple contaminants and gases found within cemeteries, known as "Grey Waters".

This pioneering scientific advancement has been tested by Queen's University Belfast.



### Contact Us

#### Phone

UK Mainland: 01746 710 069 / 07812 198 175  
Northern Ireland: 02891 272 904 / 07802 414 985

#### Email

info@greenacreinnovations.com  
clive@greenacreinnovations.com  
david@greenacreinnovations.com

[www.greenacreinnovations.com](http://www.greenacreinnovations.com)

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

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
101	Grass Cutting				1,950.00	1,625.00	325		325
102	Paths / Trees / Garden				350.00	60.00	290		290
103	Making up Graves				280.00		280		280
104	Cemetery / Memorial Maintenance				4,000.00	3,092.00	908		908
105	Environmental Fee					320.00	-320		-320
<b>NET TOTAL</b>					<b>6,580.00</b>	<b>5,097.00</b>	<b>1,483</b>		<b>1,483</b>
<b>V.A.T.</b>									
<b>GROSS TOTAL</b>			<b>0.00</b>			<b>5,097.00</b>			

**Banwell Parish Council**  
**Summary of Receipts and Payments**  
**Cost Centre Cemetery Income**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
908	Cemetery Income	2,500.00	6,095.00	3,595				3,595	
<b>NET TOTAL</b>		<b>2,500.00</b>	<b>6,095.00</b>	<b>3,595</b>				<b>3,595</b>	
<b>V.A.T.</b>									
<b>GROSS TOTAL</b>			<b>6,095.00</b>			<b>0.00</b>			