



Banwell Parish Council

Banwell Youth & Community Centre

West Street, Banwell. BS29 6DB

Telephone: (01934) 820442

Email: clerk@banwellparishcouncil.gov.uk

MEETING: Cemetery and Memorials Working Group.

DATE & TIME: **Wednesday**, 21st October 2026 at 5:30pm.

LOCATION: Banwell Cemetery, St Andrews Church, Church Street, Banwell.

PRESENT: Parish Councillor Paul Harding, together with co-opted members John Keate (Cemetery Orderly) and Maggie McCarthy (Church Warden).

Also present: Liz Shayler (Clerk).

NOTES

10/26 To elect a chair of the meeting

Resolved: That in the absence of the Chairman Cllr Paul Harding was elected to Chair the meeting.

The resolution was correctly proposed and seconded (unanimous)

11/26 To receive apologies for absence (agenda item 1)

Apologies were received from Cllr Thomson.

12/26 To receive members' declarations of interest on any agenda item (agenda item 2)

John Keate as Cemetery Orderly declared an interest in all matters of expenditure.

13/26 To agree the notes of the meeting held on the 8th of July 2026 (agenda item 3)

Resolved: To agree the notes of the meeting held on the 8th of July 2026.

The resolution was correctly proposed and seconded (unanimous)

14/26 Matters for Information / Clerk's Report (agenda item 4)

i) **Remembrance Garden**

The soft landscaping had begun and was expected to be completed late November when the Environment and Biodiversity Officer returned.

ii) **Cemetery Capacity**

The remaining undeveloped area of the cemetery was measured to estimate future burial capacity. It could accommodate approximately 60 new full-burial plots, plus a separate row for cremated remains. Interments do not necessarily require new plots because existing graves may be reopened. For example, all 12 interments in 2025 used existing plots, whereas four of the five burials so far in 2026 required new grave spaces. The cemetery's remaining lifespan is therefore difficult to predict but is estimated at 12–15 years.

15/26 To review and recommend approval of the following documents (agenda item 5)

i) **Cemetery and Memorials Working Group Terms of Reference**

Resolved: To recommend to the Parish Council that no changes be made to the Cemetery and Memorials Working Group Terms of Reference.

The resolution was correctly proposed and seconded (unanimous)

ii) **Interment Application Form**

Resolved: To approve the updated Interment Application Form with the removal of cheque payment option.

The resolution was correctly proposed and seconded (unanimous)

iii) **Memorial Application Form**

Resolved: To approve the updated Memorial Application Form with the removal of cheque payment option.

The resolution was correctly proposed and seconded (unanimous)

iv) **Cemetery Fees**

Resolved: To recommend to the Parish Council that there be no increase to cemetery fees for 2027 and that the cheque payment option be removed from the fee schedule.

The resolution was correctly proposed and seconded (unanimous)

v) **Suggested Cemetery Budget for 2027/28**

Resolved: To recommend to the Parish Council that the cemetery budget be set at £8,750 and that cemetery income be used to offset cemetery expenditure for the financial year 2027/28.

The resolution was correctly proposed and seconded (unanimous)

16/26 To note the Cemetery and Memorials Budget and income (agenda item 6)

The Cemetery and Memorials Budget and income were noted.

17/26 To suggest any work needed on the paths, trees, garden and the bin in the Cemetery (agenda item 7)

No additional works were identified.

18/26 To undertake the annual memorial inspection (agenda item 8).

The annual memorial safety inspection was undertaken.

The following memorials were identified for referral to a memorial mason for further inspection:
39 – Gent, 70 – Warner and 82 – Tripp (cement)

19/26 Date of next meeting (agenda item 9)

TBD Wb 8th June 2027 Banwell Cemetery

The Chairman closed the meeting at 17:50

.....Chairman

.....Date