

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
B20/001 – B20/010

Burial Committee

Minutes of a meeting held on **Monday 20th January 2020** at 7.00pm
in the Council Chamber, Council Offices, Bromyard.

Present: Cllrs Cooper (Chair), Dunne-Thomas (Vice-Chair), Churchill, Clark, Davies, Franklin
Officers Present: Kym Wild, Deputy Town Clerk (DTC)
Observing: Cllr Graham Collins

The Fire Procedure and Recording of Meetings advice were read to those present

		Action
B20/001	Apologies All committee members present	
B20/002	Declaration of Interest No declarations of interest were made	
B20/003	Minutes The Minutes of the meeting held on Monday 18 th November 2019 were received, approved and signed, by the Chairman, as a correct record.	
B20/004	Cemetery Management 1. Staff Development and Training i. Mentoring The DTC reported on the offer from Stourport-On-Severn's Cemetery Manager to act, as a professional courtesy, in the capacity of mentor to the Council's staff tasked with the day to day management of the cemetery to develop their skill set. Members discussed this matter and indicated their support of this approach to staff development. ii. Interaction with other municipal cemetery management teams The DTC reported on the potential for developing relationships with other municipal cemetery managers and their teams to draw on best practice and experiences. Members discussed this matter and indicated their support of this approach to staff development.	

B20/004 (continue d)	iii. Training Opportunities	Action
	<p>a. ICCM Training Event</p> <p>On behalf of the Clerk, the DTC brought to the Committee's attention the Institute of Cemetery and Crematorium Management (ICCM) and Worcestershire County Association of Local Councils (Worc CALC) devised training day for new cemetery managers which is to be run in February 2020.</p> <p>The Clerk has advised that this matter will be taken before the Staffing Committee meeting (22/02/2020) to request that two members of staff attend this event, funded from the central training budget.</p> <p>The Committee discussed this matter and the Chair directed the DTC to inform the Clerk that the training of staff, particularly via this event, was a matter which received the full support of the Burial Committee. Committee members who serve on both the Burial and Staffing committees would carry the support of members into the Staffing Committee meeting.</p> <p>b. Digital Mapping (Pear Tree Software)</p> <p>The on-site training event for the existing software will be £500 for up to six attendees. IT WAS RESOLVED that this training event be arranged with officers forming the primary pool of trainees.</p> <p>c. Rialtas Business Solutions Cemetery and Memorial Management Software Suite.</p> <p>The DTC advised Committee members that the roll out of this previously authorised purchase had been put on hold in light of the Council's investigation into managed IT services.</p>	<p>DEPUTY TOWN CLERK</p> <p>DEPUTY TOWN CLERK</p>
2.	<p>Ground Penetrating Radar Survey (B19/56)</p> <p>The DTC updated Committee members with the outcome of conversations with Rowland Brothers Exhumation Services representatives.</p> <p>The Chair directed members to consider their questions in relation to the report and to send them to the DTC for compiling. The DTC would then make arrangements for the compiled list of questions to be available to members at 1.30pm on 10th February 2020 in the Council Chamber. The final list would be produced and sent to Rowland Brothers Exhumation Services along with the confirmed invite to attend the meeting scheduled for Monday March 16th 2020.</p>	<p>Members and Deputy Town Clerk</p>
3.	<p>Health and Safety (B19/55)</p> <p>i. Bollard Placement</p> <p>Following recent damage to a memorial and the clear vehicular damage to the grassed areas in the upper part of the cemetery, the siting of a droppable bollard which purpose would be to restrict unauthorised vehicular access was discussed.</p>	

		Action
<p>B20/004 (continued)</p>	<p>The DTC was instructed to obtain costings for purchase and installation of such item and for signage identifying the contact point for individuals with restricted mobility who wished to make arrangements to gain vehicular access to the upper section of the cemetery.</p> <p>ii. Risk Assessment at the top end of the cemetery This item remains with the DTC to activate.</p> <p>iii. Winter Weather Planning (Hearse and other vehicles). The DTC confirmed that main service users had been advised of the location of the cemetery grit bin and also the need to spread the grit/salt themselves.</p> <p>iv. Grave Digging Practices This matter was deferred until after the Staffing Committee meeting regarding staff training.</p> <p>v. Spoil Management This matter was discussed. The DTC was asked to be observant of correct practices regarding spoil management and to be aware of same when drafting the Rules and Regulations.</p> <p>4. Terms of Reference (B19/53) and Rules and Regulations (B19/54) The DTC advised members that work on this had started. Members commented that both items would need to be placed before the Committee to ensure that the Terms of Reference review, normally conducted annually in May/June could be delivered.</p>	<p>DEPUTY TOWN CLERK</p>
<p>B20/005</p>	<p>Forward Planning</p> <p>Space Management</p> <p>i. Creation of new space, tree management. Quotation for works was expected. Concern was expressed that plots acquired in this manner would need to be carefully managed to ensure that the soil had settled prior to excavation for interment.</p> <p>ii. Creation of new space, footpath narrowing. These proposals were revisited. It was observed that wheelchair access to the planned Garden of Peace should not be compromised.</p> <p>iii. Creation of new space, tree management. Grinding out the tree stump. Concern was expressed that plots acquired in this manner would need to be carefully managed to ensure that the soil had settled prior to excavation for interment.</p> <p>iv. Creation of new space, footpath narrowing. These proposals were revisited. It was observed that wheelchair access to the planned Garden of Peace should not be compromised.</p>	

		Action
B20/006	<p>Garden of Peace (B19/57)</p> <p>The DTC updated members. The plans have been updated to reflect Low Maintenance Planting and are ready for submission to Herefordshire Council (Change of Use). The new invoice for disbursements (planning fees) and architects fees has been received in the sum of £832.00 and this will now go straight to the next Finance Committee. The Architect has suggested that the committee consider that the ironworks be priced by Bringsty Forge Blacksmiths.</p>	
B20/007	<p>Exclusive Rights of Burial</p> <p>a. New Applications – None b. Assignment (Transfers) – None</p>	
B20/008	<p>Memorial Applications</p> <p>a. Additional Inscriptions – None b. New Memorials – None c. Cancelled Memorial Permits</p> <p>IT WAS RESOLVED that the sum of £255.00 be refunded to Peglers (Monumental Masons) in respect of a cancelled permit.</p>	
B20/009	<p>Correspondence</p> <p>Road Works, Station Road, Bromyard (BBLP)</p> <p>The DTC confirmed that notification of works had been sent to primary service users.</p>	
B20/010	<p>Date and Time of Next Meeting</p> <p>The next meeting was confirmed as Monday 16th March 2020 at 7pm</p>	

The meeting closed at 20.10pm