



**BROMYARD & WINSLOW TOWN COUNCIL**

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Thursday 24<sup>th</sup> September, 2020

Burial B20/21 – B20/32

## Burial Committee

Dear Councillor,

You are summoned to attend a meeting of the Burial Committee of the Town Council to be held remotely via Zoom, on Tuesday 29<sup>th</sup> September, 2020 at 10.00am for the purpose of transacting the business identified on the Agenda below.

*(Local Authorities (Coronavirus)(Flexibility of Local Authority Meetings)(England) Regulations 2020)*

To join the meeting, please go to: <https://us02web.zoom.us/j/87300764961>

Meeting ID: 873 0076 4961

This meeting may also be accessed by telephone. Please call 01885 482825 for joining details.

Yours sincerely,

Karen Mitchell  
Town Clerk

Members: Cllrs Cooper (Chair), Churchill, Clark, Davies, Franklin and Dunne-Thomas.

## **AGENDA**

### **B20/021 Apologies**

*LGA 1972 S85 (1)*

To receive and approve any apologies for absence.

*Schedule 12 of the Local Government Act 1972 requires that a record be kept of the members present and that this record form part of the Minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.*

### **B20/022 Declarations of Interest and written requests for dispensation**

*Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*

Members are invited to declare disclosable pecuniary interests (DPI) and other interests in items on the agenda as required by the Bromyard and Winslow Town Council Code of Conduct for Members and by the Localism Act 2011.

*Note: Members will be placed in a virtual waiting room during discussion and voting on any matters in which they have declared a pecuniary interest. Requests for dispensations must be in writing, addressed to the Town Clerk and received as soon as possible before the meeting.*

### **B20/023 To receive, approve and sign the Minutes of the Meeting held on Monday 16<sup>th</sup> March, 2020**

*LGA 1972 Sch 12 para 41(1)*

### **B20/024 Terms of Reference**

To consider revised Terms of Reference for the Burial Committee (B19/53)

### **B20/025 Rules and Regulations**

To consider the setting up working party comprising the Chairman and two other members to conduct a review on the Rules and Regulations. Draft document to be presented to the Committee at the next meeting.

### **B20/026 Councillor Training – Burial Committee**

To consider a field visit to Herefordshire Council Crematoria (2021).

To receive an update on training plans for Burial Committee Members.

### **B20/027 Chairman's Report**

To receive the Chairman's report on recent site visit with Officers.

### **B20/028 Financial Update**

- a. Officers Proposal for amendments to current Fee Schedule – Paper B20/028
- b. 2021-2022 Budgeting

### **B20/029 Cemetery Management**

1. Day to Day Management
  - a. Officers recommendation for document signing to facilitate administration efficiencies.
2. Cremation Plot Creation

To consider the creation of new cremation plots (upper left-hand section/timber yard side). (Remaining current stock=3 available plots).

**B20/029 Cemetery Management (Continued)**

3. Health and Safety
  - a. Traffic Management Bollard  
Installation confirmed.
  - b. Grave Digging Practices  
To consider options for temporary soil containment during interment process.
  - c. Repairs to Cemetery entrance tarmac  
To consider (if available), the quotation for repair works to the entrance of the Cemetery.

**B20/030 Garden of Peace (B19/57)**

- a. Hereford Council Planning Application Ref [200557](#)  
Members are advised that approval has been received from Herefordshire Council.
- b. Spoil management  
To consider proposals for spoil management aimed at decreasing the volume of spoil to be stored, long term.

**B20/031 Memorial Applications**

To consider extending permission for photo plaques as permitted on memorial headstones, to include cremation plot tablets.

**B20/032 Correspondence**

To consider any correspondence.