



BROMYARD AND WINSLOW TOWN COUNCIL

BURIAL COMMITTEE

Minutes of a meeting held on Monday 20th September 2021
At 2:30pm in the Council Chamber, Council Offices, Rowberry Street, Bromyard

MINUTES
B21/08 – B21/19

Present: Cllrs Dr Dunne-Thomas (Chairman), Davies, Clark, Hughes and Franklin

Officers Present: Karen Mitchell, Town Clerk (part) and Jennifer Eva, Burials Officer

Members of the Public: 4 members of the public spoke prior to the start of the meeting regarding their dissatisfaction over grass cutting at the cemetery and left before the meeting commenced.

B21/08 To appoint a Chairman for the meeting

This item was withdrawn due to a clerical error. Cllr Dunne-Thomas had been elected as the committee Chairman at the Annual Council Meeting in May.

B21/09 Apologies for absence

No apologies were received.

LGA 1972 S85 (1)

B21/10 Declaration of interests and written requests for dispensation

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

None received.

B21/11 To receive, approve and sign the Minutes of the Meeting held on 7th April, 2021.

LGA 1972 Sch 12 para 41(1)

The Minutes of the meeting held on 7th April were received, approved and duly signed by the Chairman.

B21/12 Call for Sites

The Burials Officer gave a verbal update on the recent Call for Sites. (Refer B21/06) advising that it had taken place earlier this year and was publicised on the Town Council's noticeboard, website, and Bromyard Info.

Just one response was received from an associate of a local landowner. On further enquiries it was established that the landowner was not interested in this matter.

Members considered other advertisement options, such as a one-off notice in the Hereford Times.

IT WAS RESOLVED to advertise the Call for Sites in the Hereford Times, at an approximate cost of £500.00. This will take place during the first week of October.

Chairman initialsDate

B21/13 Plot Provision

Members noted the remaining burial and cremation plot availability in the cemetery.

- Burials – one double plot is available in the last row.
- Burials – the single plots identified during test digs, near the cremation beds, have not yet been used.
- Cremations – three vacant cremation beds are available and each one provides 42 double plots.

B21/14 Cremation Plots

Members noted that the grounds maintenance contractor will dress the 3 new cremation plot beds with gravel in September 2021.

B21/15 Memorial Application

Members considered a request for the installation of a memorial bench and a living memorial with a bronze plaque in the new cremation plot area and agreed that a memorial bench in that area would be a nice addition to the cemetery. For maintenance purposes, members would prefer a bench made of durable material.

IT WAS RESOLVED to request further details from the family, in relation to the bench dimensions, materials and design. These details will be considered at the next committee meeting.

B21/16 Unmarked Graves

Members considered a proposal from Cllr Davies, for a memorial to mark those that died in the Work House.

Cllr Davies set out the proposal, which included an initial design sketch, wording, and dimensions. Cllr Davies confirmed that she has been in discussions with a local blacksmith, who has offered to provide his time, free of charge, for this project. Other costs attributable to the Town Council will include those of materials and if other workers are required.

Members liked the concept of the design but felt the wording should be more representational of the people of the Work House. Cllr Davies was requested to invite the blacksmith to the next meeting to provide further information regarding the design, materials, and wording. It is envisaged that the project will take several months to complete.

IT WAS RESOLVED to recommend the Full Council allocates a budget of £5,000 for this entire project from the Burial Earmarked Reserves.

B21/17 Grounds Maintenance 2022-2025

Members considered whether any changes are required to the specification for the contract renewal in April 2022.

No changes were identified.

IT WAS RESOLVED not to make any changes to the specification, as presented.

Chairman initials Date

B21/18 Budget Requirements 2022/23

Members considered the budget requirements for the Burial Committee for the financial year 2022/23.

The following increases to the Burial Committee Budget for 2022/23 were considered.

Income

- Burial Fees – increase to £3,000
- Plot Purchase Income – increase to £2,500
- Cremation Plot Purchase – increase to £1,000

Total Income – increase to £11,300

Expenditure

- Grass Cutting – increase to £8,000
- Waste Disposal – increase to £1,500

Total Expenditure – increase to £13,500

B21/19 Correspondence

Members noted the complaints received regarding the maintenance of the cemetery. Several members of the committee visit the cemetery on a regular basis to ensure good levels of maintenance are upheld.

The meeting closed at 3:32pm

Chairman Date