



**HEATH & REACH PARISH COUNCIL
Cemetery COMMITTEE**

September Minutes 2014

Minutes of Meeting held on Thursday 25th September at 9.00am at Heath and Reach Cemetery

1. **Present** Cllrs: Fitzpatrick, Hawes, Francesca Sheppard Clerk in attendance
2. **Apologies** Cllr Beilby, Malone,
3. **Declaration of Interests** None
4. **Community Payback Scheme** have confirmed 4 new dates and a scope of works was agreed and they will be asked to concentrate on tidying the cremation plot area, remove dead flowers, prepare the gates for painting, clear the rear of the old compost site.
5. **Income & Expenditure** Clerk reported an income of £1900 and expenditure of £1313 at the end of September against the annual budget of £5000 income £4830 expenditure.
6. **Prepare Budget.** Clerk reported a number of complaints about the condition of the cemetery and advised that in the absence of volunteer the committee should consider the services of a gardener/handyman. It was agreed to include an amount in the budget. In addition to the standing costs other items to include are repairs to the wall, repainting the gates and a tree survey. Clerk to draw up budget for approval prior to submission to the finance committee.
7. **3 year plan for future projects.** It was agreed that the work at the Cemetery is maintenance and as such a 3 year plan is unnecessary as long as the annual budgets are realistic.
8. **The internal audit** was discussed and administrative points raised will be addressed by the Clerk
9. **Monument safety test** was set for 9am 5th November. Clerk to advertise.
10. **AOB.** Clerk to issue reminders that glass is not permitted in the Cemetery.

The meeting ended at 9.45am

Chairmans Initials.....