



**HEATH & REACH PARISH COUNCIL  
Cemetery COMMITTEE**

**Minutes of Meeting held at 6pm on Monday 5<sup>th</sup> December 2016 at Heath Barn**

1. Present: Cllrs Fitzpatrick, Green and Owers. Clerk in attendance.
2. Apologies: Cllr Gell – childcare issues.
3. Declaration of Interests: None.
4. Review of Income and expenditure: Income to date is £3,570 (compared to annual budget allowance of £5000). Clerk has banked a further £1550 this week which has not yet cleared to the account, bringing income over budget. Expenditure to date is £1,848 (compared to annual budget allowance of £3950).
5. Groundworks tender The tender specification was discussed and it was agreed that although much of the work is carried out by the Community payback team, the Parish Council cannot rely on this continuing for the next three years. It was agreed to include for the whole scope of works and to explain to the tenderers that this may be reduced. Clerk to endeavour to send out to for contractors and to include a notice in the Leighton Buzzard Observer.
6. Discussion of future projects & maintenance for Budget purposes 2017/18, There is no major expenditure planned for the next three years. For budget purposes the Committee will request continuing to include for the ongoing maintenance and to include a contingency of £1000 per annum for any necessary headstone repairs.
7. Monument safety test date. Clerk to set a date for late January /early February.
8. AOB. Clerk to give a small gift on behalf of the Parish Council to the Payback team as a token of appreciation for their hard work and recognition of the large financial saving.<sup>7</sup>

Clerk to write to St Leonard's Church to progress the repair to the churchyard wall.

Meeting closed at 6.15pm

Chairmans Initials.....