

**PONTELAND TOWN COUNCIL
CEMETERY COMMITTEE
20 JUNE 2017**

Present – Councillors Mrs C Caisley, L Darwin, T Edwards-Clay, A Shanley and A Varley

1. Election of Chair 2017-18

Councillor A Varley was elected Chair of the Committee for 2017-18.

2. Election of Vice Chair 2017-18

Councillor A Shanley was elected Vice Chair of the Committee for 2017-18.

3. Apologies for Absence

An apology for absence was received from Councillor Mrs C Greenwell.

4. Minutes of last meeting held on 10 April 2017

A copy of the minutes had been circulated.

RESOLVED – The minutes be approved.

5. Matters Arising

In relation to item 5 the Committee discussed the suggestion to form a Cemetery supporters group. Members felt that users could go in and litter pick etc without the need to set up a formal group at this time.

Further to item 6 the Clerk reported that former Councillor Robin Ramsay had agreed to produce an information booklet to funeral directors and clients prior to his departure from the Council. He had indicated that he was still willing to produce this document and it would be circulated to members of the Committee once available.

6. Update re landscaping project

The Clerk had circulated a report updating members on the current position with the landscaping project.

Work to date included the installation of paths and kerbs in the woodland area, provision of some grassed areas and wildflower planting, works to the car park and creation of a compound, creation of a remembrance wall, creation of paths and kerbs for the remembrance garden and a foundation for the columbaria. Tree planting would take place in the autumn.

Certain variations to the contract had been necessary as it progressed. The main one related to the columbaria. It was found to be a cheaper alternative if PTC ordered the columbaria direct from the manufacturer as PTC could re-claim the VAT and it would be paid for on delivery. This was due to be delivered and installed in the autumn. Other minor variations were agreed but these were covered by a large reduction in the cost quoted for the construction of the remembrance wall.

The Clerk reported that the plots in the woodland area needed to be marked in some way and one suggestion was the use of concrete blocks. A price had been obtained from Bespoke Concrete of Prudhoe for the supply of 50 blocks to mark the plots.

There were two options, one with a flat surface (£22.75 per block total cost £1137.50) or with an indent (£24.50 per block – total cost £1225.00). It was likely that the costs would be recouped from the fees.

The Committee preferred the option with the indent and agreed to proceed with this order as the sum involved was under the amount agreed for their delegated authority.

RESOLVED –

- (i) The information relating to the progress of the landscaping project be noted.
- (ii) Agree to proceed with the order for 50 concrete blocks with an indent (option B) at a total cost of £1225.00

8. Correspondence

There had been no correspondence received.

EXCLUSION OF PRESS AND PUBLIC

8. Report re erection of a memorial application

A report by the Clerk in relation to the above had been circulated.

This related to a request for a memorial that had been passed on by NCC for a decision by the Cemetery Committee.

The background to this case was outlined to members and after discussion it was agreed that the application be approved subject to further investigation as to the colour to be used for the memorial stone.

RESOLVED – The application be approved subject to further investigations as to the colour(s) to be used for the memorial stone.

9. Any other business

(i) E mail from Councillor Mrs Armstrong

The Clerk reported on a query that had been received from Councillor Mrs Armstrong regarding problems with memorial stones in family graves.

The Clerk had replied to Councillor Mrs Armstrong advising her that she would need to organise repairs as the deed holder.

(ii) Information to new Members

The Clerk agreed to send the current Cemetery fees and the regulations to members of the Committee.

The Clerk and Councillor Mrs Caisley outlined several problems areas that had arisen over the last few years in relation to the Cemetery. This was provided as background for new members of the Committee

Councillor Mrs Caisley asked if the outstanding item relating to the electronic book of remembrance could be discussed at the next meeting.

The issue relating to the burial of the perpetrator of the recent Manchester bomb attached was raised and it was suggested that this should be discussed by the Cemetery Committee with a view to formulating a policy.

10. Date of next meeting

The next scheduled meeting would be held on Tuesday 26th September at 6.30 p.m.