

27/01/2013

Minutes of the meeting of the Graveyard Committee held on the 15th January 2013 at the Village Hall

Present: Trevor Cooper, James Rudgley, Di Ames

Apologies: Derrick Folbigg

Clerk: Anne Papé

Meeting opened 19:37

MINUTES

1. **To receive and approve apologies for absence**
 - 1.1 Apologies were received from Derrick Folbigg.
2. **Declarations of interest in any matter – being prejudicial or personal – None**
3. **To agree specifications for the contract for maintenance of the graveyard**
 - 3.1 Grasscutting
 - grass to be kept at a height of 50mm.
 - cuttings to be collected and removed after the 1st cut of the season
 - careful strimming to be carried out around the headstones and the boundary of the graveyard.
 - pathways to be edged.
 - 3.2 Hedges, shrubbery and trees
 - pruning, trimming, removal of suckers. Major tree works will be treated separately and not as part of this contract.
 - 3.3 Benches and noticeboard
 - benches and noticeboard to be kept clean and in a good state of repair. Benches to be cleaned twice a year as a minimum.
 - 3.4 Responsibilities
 - report any damage or defects to the Parish Council promptly.
 - undertake and keep a record of risk assessments for all tasks.
 - public liability insurance certificate to be supplied with the tender
 - undertake work using appropriate methods tools and machinery
 - invoice the Parish Council monthly
 - 3.5 The closing date for tenders agreed as Friday 01st February 2013. Two references would be requested.

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4. To consider any graveyard issues

4.1 Areas of the Garden of Remembrance look untidy due to items around the memorial stones. Any items should be moved onto the appropriate memorial stones.

4.2 Several graves need topping and reseeding. This will be carried out under the graveyard maintenance contract.

4.3 The need to carry out Topple Testing was discussed by the committee.

Action – Clerk to get further information

Di Ames joined the meeting at 19:55

4.4 An ornamental stone with a vase had been placed on burial plot 7G without permission. In addition, grass seedlings had been raked off from the area outside of the burial plot and marker stones removed.

Action – Clerk to write to the funeral directors to request that they take action to ensure that the graveyard regulations are adhered to.

Meeting closed at 20:08

Signed: _____



Date: _____

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Initial: 