

Minutes of the proceedings of the **CEMETERY COMMITTEE MEETING** held at  
Hutton House, Chilton on Tuesday 4<sup>th</sup> June 2024.

**Present: -- Chair** Cllr. P. Malpas  
**Cllrs: -** E. Bruce, V. Collinson, D. English, P. Herbert, J. Houlihan, S. Reece  
S. Sutherland (Mayor)  
**Locum Town Clerk: -** Mrs. Joanne Dickinson  
**Members of the public- None**

1. **Apologies for Absence** – Cllr C. Kipling
2. **Declarations of Interest-** None
3. **Member Dispensation** – None received
4. **Public Participation-** None present
5. **Minutes of the Cemetery committee meeting held 12<sup>th</sup> January 2024**  
To be deferred to the next meeting for the minutes to be circulated for review.
6. **General Maintenance-** Chair provided members with a schedule of works carried out by the contractor. Previously it had been agreed for regular monitoring meetings to be held with the contractor. The monies paid by the council for the grounds maintenance is a high amount of allocated annual budget. Sunken graves have not been repaired.  
**RECOMMENDATION-** Cllr Malpas requested that the contractor is asked to attend a meeting with her to review the schedule of works. There were no objections to this request.
7. **Cemetery extension-** There has been an allocated annual budget for the cemetery and there is also a ring-fenced amount for the cemetery extension. When a new Chair of a Committee is appointed then the budget spend year to date should be provided to them. Members agreed for the budget spend year to date for each committee to be included as an agenda item at the next council meeting.
8. **Noticeboard-** Information put into the noticeboard to be updated with general information. There is a gap in the noticeboard which needs boarding in for it be used. The information should be also included on the website as well and to be included in the communications policy. The location of the key was queried which may be in the office. Town Clerk was carrying out administrative work for the Letters for Heaven Post Box. Members agreed that this should be carried out by the Deputy Town Clerk. Staining of the 3 benches to be carried out when the weather is better. Cllr Herbert and Cllr English volunteered to carry out this work.
9. **Cemetery Budget-** Discussed in agenda item 7
10. **Tree Survey and Prices-** Tree Survey invoice to be paid, further information to be obtained from Responsible Financial Officer. Tree survey advised there were only several trees that needed urgent attention. There is money within the budget for the work to be carried out as this work was considered during the budget process. The tree survey contractor has queried if the council are going ahead with the recommendations. A Member queried if any of the trees were sentimental to anyone. The Member was advised that they were not to the best of local knowledge.

Signed by Chair \_\_\_\_\_ on 25<sup>th</sup> June 2024

**11. Items to be taken to next council meeting-** Consider including in the tree management policy provision for not permitting new trees to be planted.

**12. Date of next meeting** – Tuesday 25<sup>th</sup> June 2024

Meeting Closed at 7.35pm.

Cllr Pearl Malpas  
Chair of the Committee,  
25<sup>th</sup> June 2024

Signed by Chair \_\_\_\_\_ on 25<sup>th</sup> June 2024