



CHILTON TOWN COUNCIL

Cemetery Committee

The next meeting of the Cemetery Committee will be held on Tuesday 23rd July 2024 following on from the Policy and Resources Committee Meeting in Hutton House, Chilton

AGENDA

1. To receive and accept apologies for absence
2. To receive declarations of interest on an agenda item
3. To receive Member Dispensations
4. To approve and accept the recommendations therein-
 - a. Minutes of Cemetery Committee Meeting held on 25th June 2024
5. To receive an update on the actions agreed at the meeting held on 25th June and Town Council Meeting on 9th July 2024 regarding–
 - a. Memorial Garden quotations
 - b. Water feature
 - c. Outside tap
 - d. Lights in the toilets and outside tap
6. To receive the year to date Financial Report and budget spend year to date
7. To review the Cemetery Regulations
8. To confirm the date of the next meeting

A handwritten signature in cursive script, appearing to read 'Dickinson'.

Joanne Dickinson,
Locum Town Clerk,
17th July 2024

Information for Councillors on each agenda item

Agenda item 1- Members are to resolve if they accept the reasons provided for the apologies for absence.

Agenda item 2- Members are to consider if any agenda item should be stated as a declaration of interest.

Agenda item 3- Member dispensations to be provided to the Proper Officer as per Standing Orders Section 13.

Agenda item 4- To approve the minutes which are published on the website [25.6.24-Cemetery-Committee-Meeting-Draft-and-unapproved-Minutes.pdf \(chiltondurham-tc.gov.uk\)](#) and should be signed immediately by the Chair of the Committee.

Agenda item 5a - The following was agreed as an action at the Town Council Meeting on 9.7.24-

RFO informed Members that a quotation has been received for £4500 for the area to be paved around the corners of the end path where it is churned up and around the edge of the Memorial Garden to tidy it up. The quotation will include sinking the ground slightly and placing gravel on the top so that it is level and includes repointing inside the Memorial Garden. The monies would be taken from the £10k budget for repairs and maintenance. Members were informed of the action agreed at the Cemetery Committee Meeting on 25.6.24, Minute number 17 regarding installing turf. Members considered the options available within the Scheme of Delegation for the matter to be discussed at this meeting and/or the Cemetery Committee Meeting so that the matter can be discussed in a timely manner. Members were informed that after a site visit the option of installing turf would require ongoing maintenance and that the ground would need to be dug up to install the turf. Stone chippings were identified as an easier maintenance option than grass. Members were informed that estimates/quotes should try to be obtained as per Financial Regulation 5.9.

RECOMMENDATION- RFO to seek further quotations and for the matter to be discussed at the next Cemetery Committee Meeting.

Members to receive an update on the above information

Agenda item 5b- The following action was agreed at the Cemetery Committee Meeting held on 25.6.24

The Chair advised that the water feature doesn't work consistently. Cllr English volunteered to take a look at this issue and report back at the next meeting.

Members to receive an update on the above information

Agenda item 5c- The following action was agreed at the Cemetery Committee Meeting held on 25.6.24

Members advised that the lights in the toilet don't work and the water from the outside tap only trickles. Cllr English to visit the site to ascertain what the issues are and provide an update at the next meeting.

Members to receive an update on the above information

Agenda item 5e- The following action was agreed at the Cemetery Committee Meeting held on 25.6.24

Chair has asked the RFO to obtain a quote. Members discussed options. Cllr English volunteered to install a sheet of white correx sheet to fix the noticeboard if the TC provided the sheet.

Members to receive an update on the above information

Agenda item 6- To receive the information from the RFO

Agenda item 7- To receive the information from the RFO

Agenda item 8- To be agreed at the meeting