

Duffield Parish Council

Minutes of the Meeting of the Cemetery Committee held on Tuesday 15 June 2004 at 8.05pm in the Committee Room, Hazelwood Road, Duffield

Present: Councillors Fletcher, Knibbs, Rice, Rowlands &
Mrs B Woodings

Also in attendance: D R Bostock – Parish Clerk & R F O
Mrs S Bygraves – Assistant Clerk/Treasurer

Apologies: Councillors Hibbert, Sartin and Storer

The Parish Clerk opened the meeting and requested nominations for the position of Chairman of the Cemetery Committee:

C/14/04 Election of Chairman of the Committee

On the proposal of Councillor Knibbs, duly seconded by Councillor Rowlands, it was unanimously:

Resolved: that Councillor Mrs B Woodings be elected Chairman of the Cemetery Committee for the ensuing year.

C/15/04 Election of Vice Chairman of the Committee

On the proposal of Councillor Rowlands, duly seconded by Councillor Knibbs, it was unanimously:

Resolved: that Councillor J Rice be elected Vice Chairman of the Cemetery Committee for the ensuing year.

C/16/04 Terms of Reference of the Cemetery Committee

Resolved: that the present Terms of Reference of the Cemetery Committee be reaffirmed, as attached to these minutes.

Page two

C/17/04 Minutes

Resolved: that the Minutes of the Cemetery Committee held on 23 March 2004, be confirmed as a correct record and signed by the Chairman.

C/18/04 Matters Arising

02/04(35/03) The Clerk reported that as re-pointing of the Meeting Room could not take place until ground levels have been lowered he felt that the pointing of the Cemetery Lodge should be instigated to keep the programme of refurbishment rolling.

03/04 The Clerk confirmed that the new Honda Mower and Vac/Blower had been purchased as agreed from Desboroughs of Derby, as authorised.

06/04 The Clerk confirmed that the Cemetery Lodge Roof had been repaired urgently as requested.

09/04 The Clerk confirmed that Maurice Mitchell had returned to repair the frost damaged areas of pointing in the Cemetery boundary wall.

Resolved: that the above actions of the Clerk be noted and approved and that he be authorised to seek quotations for the re-pointing of the Cemetery Lodge.

C/19/04 Cemetery Superintendent's Report

The Cemetery Superintendent's report was circulated to the Chairman, Members and the Clerk immediately prior to the meeting, the content of which was as follows:

Since the last meeting there have been 4No. burials, 2No. interments in the Garden of Remembrance, 3No. pre-purchase of exclusive right of burial and 2No. items of monumental work, giving a total income of £1,639.10.

He further reported that Cemetery grass cutting was currently the main job and the planting placing of flower tubs had taken place with voluntary help of his wife.

C/20/04 Clerk's Report

The Clerk reported that he felt the Cemetery Superintendent was struggling with the maintenance of the Cemetery in the peak growing season, but was managing to keep the grassed areas under control.

He repeated that a final decision regarding future maintenance will need to be made at the next meeting.

He noted that the 2003/04 income for the Cemetery had been £6,587.00, against an expenditure of £24,743.00 on the Cemetery functions, giving a net expenditure of £18,156.00. He further pointed out that in the last full year of maintenance under the Grounds Maintenance Contract in 2002/03 the expenditure on maintenance had been £4,450.00.

C/21/04 2004/2005 Budgetary Control and End of year situation 2003/04

The Clerk reported that the current budgetary control situation 2004/05 for the Cemetery Committee and the 2003/04 year end situation, as follows:

Actual	Budget		Actual	
	¾	¾	04/05	04/05
	£	£	£	£
Exceptional Expenditure				
Footpath resurfacing programme	1,000	792	-	-
Meeting Room repairs & heating	4,000	2,535	5,000	-
Lodge rolling programme	1,000	620	1,000	-
Contingency Sum (inc. Notice Board)	1,000	-	-	-
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Total Exceptional Expenditure	7,000	3,947	6,000	-
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Normal Expenditure				
Superintendent's Salary and N I	10,000	9,471	11,600	
2,491				
Caretaking – Meeting Room	1,100	859	1,350	
-				
Lodge Telephone	250	192	250	
64				
Water rates	250	226	250	
-				
Business rates	450	482	500	
266				
Council tax	1,500	1,437	2,000	
1,508				
Engraving work	1,000	348	1,000	
137				
Equipment maintenance	500	486	1,000	
84				
Lodge maintenance	500	286	500	
55				
Seeds, sundries etc	500	796	500	
96				

	Miscellaneous small items	250	88	250
	46			
	Replacement equipment	500	767	500
	614			
	Cremation Plaques	600	-	500
	-			
	Supply Labour	500	463	500
	-			
61	Meeting Room & Chapel Energy	-	468	50
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	Total Normal Expenditure	17,900	16,369	20,750
	5,422			
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	Grand Total	24,900	20,316	26,750
5,422		-----	-----	-----

Page four

Resolved: that the above 2004/05 Budgetary Control situation and the year end situation for the 2003/04 financial year, be noted.

At this point the Chairman suspended Standing Orders and invited members to leave the Meeting Room in order to view the Cemetery Grounds and inspect the Evergreen Trees to be debated in the next agenda item, following which Standing Orders were reinstated.

C/22/04 Cemetery Pasture and Evergreen Trees

The Clerk advised members that the Parish Council should be making some effort to restore the Cemetery Pasture boundary, which had been removed by Mrs C Gibson the owner of the adjoining field, without authority.

He also confirmed that he had contacted the Borough Council regarding Mr & Mrs Gibson's request that the two remaining Evergreen trees should be removed from our mutual boundary. They had confirmed that as the trees in question were not in a Conservation Area, they could be removed or reduced as required.

Resolved:

- a) that the Clerk checks the situation with the damage to the Cemetery Pasture boundary and obtains quotations for its reinstatement.
- b) That the Clerk obtains quotations for the (1) the removal and (2) the reducing of the two Evergreen trees on the Cemetery boundary.

C/23/04 Safety in Burial Grounds

The Clerk reported that he had not received any response to his article in the April News Letter, advising the residents of Duffield of the imminent Health and Safety Risk Assessment of the Duffield Cemetery Memorials.

He circulated extracts from the latest ABA Information Magazine No.26, giving the latest thinking on dealing with memorial safety.

The Clerk further confirmed that he hoped to make some progress with the inspection of memorials in the summer and that Mr W Lenton, who had helped with the risk assessment for our last Firework Display had offered to help with the memorial checks.

Page five

Resolved: that the Clerk's actions be noted and approved and that he arranges for the Cemetery Superintendent to remove any small bushes growing in or around the graves.

C/24/04 Cemetery Rules and Regulations

The Clerk confirmed that this matter remained on hold.

C/25/04 Allotment Matters

The Clerk reported that all 13 allotments on the Cemetery were now taken and a substantial waiting list had formed.

The Clerk also reported on a request from Mrs L Rodger the tenant of Allotment No.1, for her to be allowed to erect a small garden storage unit on the allotment.

Resolved: that Mrs L Rodger be allowed place a garden storage unit on Allotment No.1, at her own risk.

C/26/04 Quotations for Garden of Rest tablets

The Clerk reported that he had received two quotations for the provision of grey granite cremation tablets, for the Garden of Rest as follows:

James Beresford & Sons	£25.00/tablet.
L Petts Stonemasons Ltd	£30.00/tablet

Resolved: that the quotation received from James Beresford & Sons for the supply of grey granite cremation tablets in the sum of £25.00/each, be accepted.

C/27/04 Other Business

The Assistant Clerk reported that she had obtained a £200.00 quotation for the provision of a scaffold to allow the Cemetery Superintendent to cut the Cemetery hedges safely.

The Clerk reported on a letter from St. Alkmund's Parish Church, confirming the replacement of their Cemetery Notice Board.

Resolved: that the Clerk obtains quotations from suitable Contractors for the maintenance of Cemetery hedgerows.

Page six

C/28/04 Date of Next Meeting

Resolved: the next meeting of the Cemetery Committee will take place at 8.00pm on 19 October 2004.

There being no other business to discuss the Chairman closed the meeting at 9.15pm.

Signed _____ Date _____

Duffield Parish Council

Terms of Reference of the Cemetery Committee

1. The Committee is responsible for carrying out the policy related to the Cemetery as determined by the Parish Council and also any other matters referred to the Committee by the Council. The policy includes maintaining the Cemetery via safe working practices in accordance with current regulations.
The word Cemetery shall include: Cemetery and Garden of Remembrance; Cemetery Lodge; All Saints Chapel; the Parish Council Committee Room and equipment; other Cemetery buildings; the allotments and Council owned pasture adjacent to the Cemetery on its south western boundary.
2. The Committee shall have delegated powers to direct the activities of the Cemetery Superintendent and any Contractors, who are engaged on work (which has been included in the annual budget and authorised by the Council) within the Cemetery precincts.
3. Instructions to the Cemetery Superintendent will normally be issued by the Parish Clerk. In exceptional circumstances instructions may be issued by the Chairman of the Cemetery Committee and / or by the Chairman of the Council.
4. The Chairman of the Cemetery Committee and the Parish Clerk acting jointly, have delegated powers (renewable annually), to authorise non-controversial revenue expenditure up to a value determined annually by the Council (£300.00 was agreed for the 2003/04 financial year). Such expenditure shall be placed before the Committee for endorsement at the next meeting and included on the monthly schedule of accounts. Items below a value of £25.00 may be purchased through the petty cash account if similarly authorised by the Chairman and Parish Clerk.

5. The schedule of Cemetery charges shall be reviewed bi-annually by the Cemetery Committee and submitted for approval to the Parish Council, unless otherwise determined by the Committee.
6. The terms of employment and remuneration of the Cemetery Superintendent are outside the remit of the Cemetery Committee.

Reviewed at the Cemetery Committee held on the 15 June 2004.