

## MUCH HADHAM PARISH COUNCIL

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Notice is hereby given that the meeting of the Much Hadham Parish Council **Burial Authority** will be held on Tuesday, **5 September 2017**, in the **Much Hadham Village Hall Green Room**, 6:45pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

*F.M.Forth*  
Fiona Forth  
Clerk of the Council

30 August 2017

### A G E N D A

- 17/39. Apologies for absence
- 17/40. Declarations of Interest
- 17/41. Chairman's announcements
- 17/42. Minutes of the last meeting held on 4 July 2017
- 17/43. Reports on outstanding matters
- 17/44. Burial fees
  - To formally note Clerk's action to charge resident fee for former resident
  - To agree process for the Clerk to charge resident fees for former residents
- 17/45. Financial
  - (i) Payment of Accounts
    - None
  - (ii) Financial Statement
    - To receive the current financial position
- 17/46. Urgent business
- 17/47. Confirmation of date of next meeting – Tuesday, 2 November 2017, in the Much Hadham Village Hall

## MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority held on Tuesday, 5 September 2017, in the Much Hadham Village Hall Green Room.

Members:      \*Cllr Mrs J Liversage                      \*Cllr Mrs P Taylor (Chairman)  
                     \*Cllr Mrs M O'Neill                         \*Cllr K Twort  
                     \*Cllr W O'Neill

\* denotes present.

In attendance: F Forth, Parish Clerk and no members of the public.

### 17/39. APOLOGIES FOR ABSENCE

None.

### 17/40. DECLARATIONS OF INTEREST

None.

### 17/41. CHAIRMAN'S ANNOUNCEMENTS

None.

### 17/42. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 4 July 2017 be accepted as a correct record of the proceedings and be signed by the Chairman.

### 17/43. REPORTS ON OUTSTANDING MATTERS

Report noted.

Following discussion on the pros and cons for cleaning the fence, it was agreed to leave as is and periodically monitor to ensure that the fence remains in a satisfactory condition.

Agreed that a working party consisting of the Chairman, Cllr Mrs J Liversage and the Clerk would meet to prepare the annual programme of maintenance.

#### 17/44. BURIAL FEES

In consultation with the Vice-Chair, the Clerk approved a burial of a non-resident on the 7<sup>th</sup> August at the resident rate due to the deceased's strong links with Much Hadham. The reasons for the decision were documented and emailed to the Burial Authority members at the time of the decision. Agreed to ratify that decision.

When making this decision, it was evident that clear guidelines are required to enable a prompt response to be made by the Clerk to requests received for a non-resident burial at the resident fee. Following discussion, it was agreed to continue with decisions on a case by case basis, following the process outlined below:

- The Clerk obtain the evidence to support the request for a non-resident to be buried at the resident rate;
- The Clerk circulates this information to all members of the Burial Authority, requesting a response within a specified time frame;
- Request can be approved if a minimum of three positive responses to the request are received by the Clerk; and
- Decision to be formally ratified at the subsequent Burial Authority meeting.

Effectiveness of this process to be reviewed when reviewing the burial fees in March 2018.

#### 17/45. FINANCIAL

##### (i) Payment of Accounts

None

##### (ii) Financial Statement

New financial statement prepared to show the detailed income and expenditure specific to the burial ground, exclusive of VAT as this is reclaimed. For comparison purposes, a budget has been calculated on the basis of:

- Income: 4 resident rate internments and 4 memorials; and
- Expenditure: costs based on the prior year actual for water and church yard maintenance with an allowance for other maintenance.

It was noted that the assumption of 4 resident internments and memorials results in the expected costs being covered.

In response to a question, the ownership of the ivy-covered wall at the St Andrew's burial ground is to be clarified.

17/46. URGENT BUSINESS

None.

17/47. DATE OF NEXT MEETING

Tuesday, 7 November 2017 in the Much Hadham Village Hall at 6:45pm.

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There being no further business the meeting closed at 7:15 pm