

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, **1 May 2018**, in the **Much Hadham Village Hall Green Room**, 6:45 pm, 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

26 April 2018

A G E N D A

- 18/20. Apologies for absence
- 18/21. Declarations of Interest
- 18/22. Chair's announcements
- 18/23. Minutes of the last meeting held on 6 March 2018
- 18/24. Reports on outstanding matters
- 18/25. Management update
To cover:
- inspection of burial grounds;
 - maintenance;
 - ICCM membership;
 - post burial action;
 - markers for unmarked graves; and
 - burial registers.
- 18/26. Financial
- (i) Payment of Accounts
- | | | |
|-------------------|---|---------------|
| MH Landscapes Ltd | Churchyard maintenance
Jan – Mar 2018 | £450.00 + VAT |
| ICCM | Membership fee relating
to cemetery management | £90.00 |
- (ii) Financial Statement
To receive the current financial position
- 18/27. Urgent business
- 18/28. Confirmation of date of next meeting – Tuesday, 3 July 2018, in the Much Hadham Village Hall

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority held on Tuesday, 1 May 2018, in the Much Hadham Village Hall Green Room, at 6:53 pm.

Members: *Cllr Mrs J Liversage (late) *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.

18/20. APOLOGIES FOR ABSENCE

None.

18/21. DECLARATIONS OF INTEREST

None.

18/22. CHAIR'S ANNOUNCEMENTS

None.

18/23. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 6 March 2018 be accepted as a correct record of the proceedings and be signed by the Chair.

18/24. REPORTS ON OUTSTANDING MATTERS

Report noted.

18/25. MANAGEMENT UPDATE

(i) Inspection of burial grounds

Cllr K Twort and the Clerk undertook the inspection of both burial grounds at the end of April. In general, the burial grounds were in a good condition: grass at St Andrews had been recently cut and Perry Green was due to be cut. A random test check of gravestones at Perry Green identified one in particular that was loose on the plinth and action to be taken to correct this.

In St Andrew's Burial Ground, a metal bin has appeared, and the Clerk is to check with the Church to clarify ownership, and subsequent removal.

Cllr J Liversage to undertake next inspection in June.

(ii) Maintenance

The Clerk had discussed the elements of the quote from Much Hadham Landscapes that were approved at the last meeting and these are in hand. In addition, it was identified that it would not be appropriate to top up the level of graves using the spoil as this was mainly clay.

(iii) ICCM membership

During the course of the recent Internal Audit review, it was highlighted that membership of the Institute of Cemetery and Crematorium Management is useful for support and guidance. The Clerk has applied for this membership which costs £90. (Payment is noted at 18/26(i))

(iv) Post burial action

Following the query that had been raised at the last meeting, the Clerk confirmed that it was the responsibility of the family to remove floral tributes within 30 days of an interment.

(v) Markers for unmarked graves

The Clerk highlighted that there are some graves within the Perry Green Burial Ground that do not have a headstone or marker of any kind. The Parish Council's Burial Regulations state that if, after a period of 2 years from interment, there is nothing, it may place a numbered marker for identification purposes. The records held are sufficient to know who is occupying a plot and the Clerk suggested that simple markers should be erected. This was agreed.

(vi) Burial registers

Due to a memorial application being passed to the Clerk from the St Andrew's Church, it was identified that a number of ash burials in recent years have taken place within St Andrew's Burial Ground that have not been recorded in the Parish Council's registers. Work will be undertaken to correct the registers in question.

18/26. FINANCIAL

(i) Payment of Accounts

Noted that the following payments were due for approval at the subsequent Parish Council meeting:

MH Landscapes Ltd	Churchyard maintenance Jan – Mar 2018	£450.00 + VAT
ICCM	Membership fee relating to cemetery management	£90.00

(ii) Financial Statement

The current financial position was noted (Appendix A). In addition, it was agreed to make future payments for the water supply to the burial grounds by direct debit.

18/27. URGENT BUSINESS

None.

18/28. DATE OF NEXT MEETING

Tuesday, 3 July 2018 in the Much Hadham Village Hall at 6:45pm.

There being no further business the meeting closed at 7:12 pm

MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

YEAR ENDED 31 MARCH 2019

BUDGET TO ACTUAL COMPARISON AS AT 1 MAY 2018

(Excludes VAT)	FULL YEAR	YEAR TO	COMMENT
	2019 BUDGET £	DATE 2019 ACTUAL £	
INCOME			
Burial	2,200.00	600.00	
Memorial	440.00	110.00	
TOTAL INCOME	2,640.00	710.00	
EXPENDITURE			
Water	100.00	34.44	
Church yard maintenance	1,800.00	450.00	
Other maintenance	500.00	-	
Other	100.00	90.00	Membership of ICCM
TOTAL EXPENDITURE	2,500.00	574.44	
ANNUAL RECONCILIATION			
Opening balance - 1 April 2018	14,249.65	14,249.65	
Income	2,640.00	710.00	
Expenditure	- 2,500.00	- 574.44	
Closing balance	14,389.65	14,385.21	