## **MUCH HADHAM PARISH COUNCIL**

Fiona Forth 40 Calverley Close Clerk of the Council Bishop's Stortford

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Notice is hereby given that the meeting of the Much Hadham Parish Council **Burial Authority** will be held on Tuesday, **3 December 2019**, 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.

FM Forth Fiona Forth

Clerk of the Council 28 November 2019

## AGENDA

19	/56.	Ano	logies	for	absence
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- 19/57. Declarations of Interest
- 19/58. Chair's announcements
- 19/59. Minutes of the last meeting held on 1 October 2019
- 19/60. Reports on outstanding matters
- 19/61. Residents' comments
- 19/62. Management update

To receive an update on managing the burial grounds, to include:

- inspection of burial grounds;
- Garden of Remembrance progress; and
- initial draft of revised Burial Regulations

#### 19/63. Financial

(i) Payment of Accounts

None

(ii) Financial Statement

To receive the current financial position

- 19/64. Urgent business
- 19/65. Confirmation of date of next meeting Tuesday, 4 February 2019, in the Much Hadham Village Hall

## **MUCH HADHAM PARISH COUNCIL**

MINUTES of the Much Hadham Burial Authority held on Tuesday, 3 December 2019, in the Much Hadham Village Hall Green Room, at 6:53 pm.

Members: Cllr Mrs J Liversage

\*Cllr Mrs P Taylor (Chairman)

Cllr M MacPherson-Pottle

\*Cllr K Twort

\*Cllr B O'Neill

\* denotes present

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

19/56. APOLOGIES FOR ABSENCE

Apologies for absences were received and approved from Cllr Mrs J Liversage. No apologies were received from Cllr M MacPherson-Pottle so his absence was not approved.

19/57. DECLARATIONS OF INTEREST

None.

19/58. CHAIR'S ANNOUNCEMENTS

None.

19/59. MINUTES OF THE LAST MEEETING

RESOLVED that the minutes of the last meeting held on 1 October 2019 be accepted as a correct record of the proceedings and be signed by the Chair.

19/60. REPORTS ON OUTSTANDING MATTERS

The Clerk stated that outstanding matters would mainly be covered by subsequent agenda items. The following updates were provided as part of this agenda item:

- <u>damaged fence at Perry Green</u> timescale given by Weld Design after the November Parish Council meeting means that the damaged fence should be removed shortly for repair. The Clerk was to be notified prior to the fence removal and this has not happened. The Chair agreed to follow up with Weld Design; and
- tree quote Cllr K Twort confirmed that this was in progress.

19/61. RESIDENTS' COMMENTS

None.

19/62. MANAGEMENT UPDATE

No formal inspection of the burial grounds had taken place prior to this meeting. However, Cllr Mrs J Liversage and Cllr B O'Neill had visited the burial grounds in recent weeks and there were no concerns to report. It was agreed that the Chair and the Clerk would inspect the burial grounds prior to the February meeting, on 22<sup>nd</sup> January.

On behalf of Cllr Mrs J Liversage, the Chair provided an update on the Garden of Remembrance project. Work is still required to develop a project plan for approval that covers layout of the Garden, confirmation on the size and material of the memorial plaque, as well as the wording and font style to be used.

The Clerk reported that revisions to the Burial Regulations were in hand. In addition, separate Terms of Reference for the Burial Authority, as a Committee of the Parish Council, were required and these will be drafted for approval at the February meeting, along with the revised Regulations. The Clerk also stated that it was possible that a Management of Memorials Policy would be required, and she was looking into this.

19/63. FINANCIAL

#### (i) Payment of Accounts

None.

### (ii) Financial Statement

The current financial position was noted (Appendix A). The Clerk reminded those present that it is difficult to predict the income but that a further funeral would be taking place on the 16<sup>th</sup> December. Whilst taking the booking, it was identified that a different gravedigger was being used to that expected and the Clerk was clarifying why this was the case.

19/64. <u>URGENT BUSINESS</u>

None.

19/65. DATE OF NEXT MEETING

Tuesday, 4 February 2020 in the Much Hadham Village Hall, Green Room at 6:45 pm.

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There being no further business the meeting closed at 7:16 pm

# MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY YEAR ENDED 31 MARCH 2020

## **BUDGET TO ACTUAL COMPARISON AS AT 3 DECEMBER 2019**

(Excludes VAT)	FULL YEAR	YEAR TO DATE	
	2020	2020	
	BUDGET	ACTUAL	
	£	£	COMMENT
INCOME			
Burial	2,200.00	2,920.00	Hard to predict burials. This year have had one interment of ashes from out of the parish.
Memorial	440.00	690.00	Hard to predict memorials. As above, have had one memorial from out of the parish.
TOTAL INCOME	2,640.00	3,610.00	
EXPENDITURE			
Water	100.00	72.00	
Church yard maintenance	1,800.00	900.00	
Other maintenance	500.00	-	
Other	100.00	230.00	Membership of ICCM £95 + training course £135
TOTAL EXPENDITURE	2,500.00	1,202.00	1155
ANNUAL RECONCILIATION			
Opening balance - 1 April 2018	17,037.46	17,037.46	
Income	2,640.00	3,610.00	
Expenditure	- 2,500.00	- 1,202.00	
Closing balance	17,177.46	19,445.46	