

MUCH HADHAM PARISH COUNCIL

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Notice is hereby given that the **virtual** meeting of the Much Hadham Parish Council **Burial Authority** will be held on **Tuesday, 9 June 2020, 7:30 pm**, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

For access to this virtual meeting, please request details using email address above or visit the Parish Council website.



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4 June 2020

A G E N D A

- 20/11. Apologies for absence
- 20/12. Declarations of Interest
- 20/13. Chair's announcements
- 20/14. Minutes of the last meeting held on 4 February 2020
- 20/15. Reports on outstanding matters
- 20/16. Residents' comments
- 20/17. Management update
 - To receive an update on managing the burial grounds
- 20/18. Garden of Remembrance
 - To approve the proposed Garden of Remembrance
- 20/19. Burial charges
 - To approve the burial ground charges for the remainder of the financial year
- 20/20. Financial
 - (i) Payment of Accounts
 - None
 - (ii) Financial Statement
 - To receive the current financial position
- 20/21. Urgent business
- 20/22. Confirmation of date of next meeting – Tuesday, 4 August 2020 – arrangements to be confirmed

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority virtual meeting held on Tuesday, 9 June 2020 at 7:30 pm.

| | | |
|------------------------|-----------------------|------------------------------|
| <u>Members:</u> | *Cllr Mrs J Liversage | Cllr Mrs P Taylor (Chairman) |
| | *Cllr B O'Neill | *Cllr K Twort |

* denotes present

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

20/11. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr Mrs P Taylor. In Cllr Mrs P Taylor's absence, Cllr Mrs J Liversage chaired the meeting.

20/12. DECLARATIONS OF INTEREST

None.

20/13. CHAIR'S ANNOUNCEMENTS

None.

20/14. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 4 February 2020 be accepted as a correct record of the proceedings and be signed by the Chair.

20/15. REPORTS ON OUTSTANDING MATTERS

The Clerk stated that outstanding matters would be covered by subsequent agenda items.

20/16. RESIDENTS' COMMENTS

None.

20/17. MANAGEMENT UPDATE

No formal inspection had been undertaken but Cllr B O'Neill reported he had been to Perry Green Burial Ground. The grass had been cut and the gates were level. It was noticed that the soil spoil was pushed to the left hand side. The Chair reported that the soil spoil bank

had been created to tidy the area up. It was acknowledged that it was mainly clay soil so nothing will grow.

The Clerk reported that a request had been received to allow an urn of ashes to be interred inside the coffin of another. Consultation with the Institute of Cemetery and Crematorium Management identified that this was acceptable provided an interment form was received. Following discussion, it was agreed that an administration fee would be charged of £50.

20/18. GARDEN OF REMEMBRANCE

The proposed layout for the Garden of Remembrance was virtually shown by the Clerk. In discussion, it was agreed that 3 in a row was appropriate given that the burial plot size was 2' by 2'. The memorial tablets will be granite – to match the majority of existing stones in the Burial Ground – and 12" by 12" in size. The memorial tablets have been quoted at £360, inclusive of an inscription up to 50 letters.

The proposed fee structure to be discussed as part of the next agenda item.

RESOLVED to approve the proposed Garden of Remembrance.

20/19. BURIAL CHARGES

The Clerk virtually shared the proposed Burial Charges, highlighting that the proposed changes related to:

- increasing the charge in relation to the right to erect a memorial for a resident to £140 to bring the charge in line with parochial charges;
- increasing the right to add an inscription for non-residents to differentiate it to the charge payable by residents; and
- to include a section for the proposed Garden of Remembrance charges.

Following discussion, it was agreed that the Clerk should undertake further work to provide an understanding of how the proposed charges compare to neighbouring burial grounds. In addition, to clarify the reasoning behind the differentiation of charge between resident and non-resident as these have not all been increased in the same way.

20/20. FINANCIAL

(i) Payment of Accounts

None.

(ii) Financial Statement

The current financial position was noted (Appendix A).

20/21. URGENT BUSINESS

None.

20/22. DATE OF NEXT MEETING

Tuesday, 4 August 2020 at 6:45 pm. Arrangements to be confirmed but likely to be in the same format as tonight if restrictions are not lifted.

There being no further business the meeting closed at 8:18 pm

MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

YEAR ENDED 31 MARCH 2021

BUDGET TO ACTUAL COMPARISON AS AT 2 JUNE 2020

| (Excludes VAT) | FULL YEAR | YEAR TO DATE | COMMENT |
|--------------------------------|------------------|------------------|---------|
| | 2021 | 2021 | |
| | BUDGET £ | ACTUAL £ | |
| INCOME | | | |
| Burial | 2,200.00 | 330.00 | |
| Memorial | 440.00 | - | |
| TOTAL INCOME | 2,640.00 | 330.00 | |
| EXPENDITURE | | | |
| Water | 100.00 | 17.70 | |
| Church yard maintenance | 1,800.00 | 450.00 | |
| Other maintenance | 500.00 | - | |
| Other | 100.00 | 95.00 | |
| TOTAL EXPENDITURE | 2,500.00 | 562.70 | |
| ANNUAL RECONCILIATION | | | |
| Opening balance - 1 April 2020 | 18,742.76 | 18,742.76 | |
| Income | 2,640.00 | 330.00 | |
| Expenditure | - 2,500.00 | - 562.70 | |
| Closing balance | <u>18,882.76</u> | <u>18,510.06</u> | |