

CEMETERY AND WAR MEMORIAL COMMITTEE MEETING
WEDNESDAY 20TH MARCH 2019
7:00pm Meeting Room 1, The Spetchells Centre

PRESENT

Cllr Andy Gill (Chair), Cllr Bryan Futers, Cllr Jennifer McGee, Cllr Duncan Couchman, Cllr Glenn Simpson

CEM 1819/008 Apologies for Absence

Cllr Angie Scott,

CEM 1819/009 Declarations of Interest None received**CEM 1819/010 DRAFT Minutes of Cemetery Meeting, held on 19th November 2018**

It was **AGREED** to receive and approve the minutes as a true record

Proposed: Cllr Jennifer McGee Seconded: Cllr Duncan Couchman

CEM 1819/011 Cemetery Committee Remit

It was **AGREED** to receive draft terms of reference and agree their recommendation to full council.

CEM 1819/012 Edgewell Cemetery Service Level Agreement (SLA)

It was **AGREED** to receive figures to be used by Northumberland County Council when processing actual on-costs for:

- a) Double and Single Burials **£369.06** Interment of Ashes **£43.42**
- b) Attending Memorial Masons **£16.74**
- c) All other maintenance as agreed in the Service Level Agreement, items 3 – 9 **£26,408**

CEM 1819/013 Cemetery Fees

It was **AGREED** to review cemetery fees with a report to be brought to the next Cemetery Committee meeting in May which reflects an inflationary increase across all resident rate fees and a doubling of non-resident rate fees. It was **AGREED** that a comparison with other authorities should be plotted against these before coming to a final decision.

Proposed: Cllr Glenn Simpson Seconded: Cllr Duncan Couchman

CEM 1819/014 Cemetery Chapel

It was **AGREED** to receive the list of jobs/repairs, following inspection by Cllr Gill and the Clerk.

Items expected to cost less than £250. It was AGREED to delegate that the Clerk arranges the repair of:

- a) The wooden threshold and locking mechanism on the door to the works side of the chapel.
- b) The locking mechanism on the 2nd door to the works side of the chapel.
- c) The internal door between the works side and the chapel itself.

Proposed: Cllr Jennifer McGee Seconded: Cllr Duncan Couchman

Items expected to cost more than £250. It was AGREED to delegate that the Clerk seek quotations for:

- a) Painting inside and outside of the Cemetery Chapel.
- b) Peddle-dashing the entry porch walls and roof of the Cemetery Chapel.

Proposed: Cllr Jennifer McGee Seconded: Cllr Duncan Couchman

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It was AGREED to liaise with Northumberland County Council to clear the equipment not needed in the works side of the chapel and to request that any works equipment is stored in the smaller area.

CEM 1819/015 Cemetery Chapel Telephone Line

It was AGREED to cancel the contract with Gamma Telecommunications for the telephone in the cemetery chapel. Annual cost £240+vat.

CEM 1819/016 Suspension of Standing Order 68

It was AGREED to approve a motion, that in view of the confidential nature of the business to be transacted, the press and public be excluded for consideration of the following items 7 and 8, in accordance with Section 68 of the Council's Standing Orders

CEM 1819/017 Memorial Stability Testing

It was AGREED to instruct Northumberland County Council to carry out Memorial Stability Testing at the earliest convenience, the cost is estimated at £2,033, but may change depending on the number of memorials.

It was AGREED that following confirmation of the date of stability testing, the Clerk will issue publicity and gate signage advising that testing will be carried out (6 weeks minimum notice).

It was AGREED to instruct Northumberland County Council to make 300 'Fail Signs' at a cost of £420 and 200 'Make Safe' signs as a cost of £280.

The strategy to be applied when memorials fail was discussed and a common-sense, risk-based approach was agreed.

It was AGREED that the Clerk should prepare a letter, for approval by the committee, to send out to deed holders where memorials have failed.

CEM 1819/018 Improvement and Essential Works at Edgewell Old Cemetery

The tender process and contract were discussed for works to carry out substantial groundworks at Edgewell Old Cemetery which would include a new pedestrian/works entrance into the Old Cemetery off Edgewell Road and a new wooden boarded fence to the east boundary with 1 Edgewell Road.

It was AGREED that the work should be carried out by a Contractor A at a cost of £15,574.82 (full details remain commercially sensitive until the contract has been accepted).