



# Prudhoe

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## TOWN COUNCIL

Prudhoe Town Council  
The Spetchells Centre  
58 Front Street  
Prudhoe  
Northumberland  
NE42 5AA

31 January 2025

### **To all members of the Town Council Cemetery & War Memorial Committee**

You are hereby summoned to attend a meeting of Prudhoe Town Council, Cemetery & War Memorial Committee on Thursday 6<sup>th</sup> February at 6.00pm Room 1, The Spetchells Centre, Front Street, Prudhoe, for the purpose of transacting the following business.

Please find as a 'footnote' the items you should expect to be enclosed. If you find that any items are missing, please contact me. If there is anything on the agenda that you would like further information on, or that you are unclear of, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Gaut', is written over a faint circular stamp.

Shirley Ann Gaut Hall  
Town Clerk

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**AGENDA FOR THE CEMETERY COMMITTEE MEETING OF PRUDHOE TOWN COUNCIL**  
**to be held at Town Council Office, Council Office, The Spetchells Centre, Front Street, Prudhoe**  
**on Thursday 6<sup>th</sup> February 2025 at 6.00PM**

This meeting is open to the press and public (except for confidential items.)

**1. Welcome by the Chair**

Cllr Jonathan Wheeler to welcome everyone to the meeting.

**2. Apologies for Absence**

To receive apologies for absence.

**3. Declarations of Interest**

To receive any declarations of interest.

**4. Dispensations**

To receive and agree.

**5. Public Participation**

Please email/telephone the Clerk with any questions or comments on matters being considered, no later than **5pm on Wednesday 5<sup>th</sup> February 2025.**

**6. Minutes of the Cemetery & War Memorial Committee Meeting held on 11<sup>th</sup> November 2024**

To receive and agree as a true record (enc)<sup>i</sup> Please note minutes were received at the Ordinary Meeting held 28<sup>th</sup> November 2024 for information only.

**7. Clerk's Report**

To receive a verbal update on items actioned since the last meeting and matters to note.

**8. Edgewell Cemetery Service Level Agreement (SLA)**

**a) Cemetery Activity Up to Date (Q1, Q2, Q3, Q4) 2024/25**

To receive 'to date' financial year figures relating to burials, interments, and memorial work (enc)<sup>ii</sup>

**b) Cemetery Budget Summary 2024/25**

To receive 'to date' costs for Edgewell Cemetery (en)<sup>iii</sup>

**9. Edgewell Cemetery Inspection**

To receive verbal report following inspections carried out to date and discuss any further action needed.

**10. Friends of Edgewell Cemetery**

To receive an update on the progress made following the open event held at Edgewell Old Cemetery on Sunday, 27<sup>th</sup> October 2024.

**11. Foster Memorial**

To consider and approve the proposed month of April 2025 (date to be confirmed) for the official unveiling following the installation of the new memorial. Additionally, to discuss and plan the details of the unveiling event, including arrangements for attendees, the format of the ceremony, publicity, and any other relevant considerations to ensure the occasion is appropriately commemorated.

**12. Exclusion of the press and public**

To agree to approve a motion to invoke Standing Order 2d) to exclude the press and public, for the remainder of the meeting, in view of the confidential nature of the business to be transacted, permitted under Schedule (12A) Local Government Act 1972, paragraph 3.

**13. Quote for Concrete Pad (old toilet block, old cemetery)**

To receive and agree quotes for installation of concrete pad concrete pad following the removal of the toilet block. (enc)<sup>iv</sup> – *to follow*

**14. Quote for Fencing (old toilet block)**

To receive and agree quotes installing section of fencing following the removal of the toilet block. (enc)<sup>v</sup> – *to follow*

## 15. Quote for Cemetery Software/Mapping

To review and consider the implementation of cemetery software and mapping solutions, and to receive the associated quote(enc)<sup>vi</sup> – *to follow*

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<sup>i</sup> Draft Minutes Cemetery Meeting held 11<sup>th</sup> November 2024

<sup>ii</sup> Cemetery Activity To Date 2024/25

<sup>iii</sup> Cemetery Budget Summary To Date 2024/25

<sup>iv</sup> Concrete Pad Quotes – Old Cemetery

<sup>v</sup> Fencing Quotes – Old Cemetery

<sup>vi</sup> Cemetery Software/Mapping