



# Prudhoe

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## TOWN COUNCIL

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

20 March 2026

### **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 26<sup>th</sup> March 2026 at 6.00pm, the Council Office, 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 'Shirley Ann Gaut Hall'.

Shirley Ann Gaut Hall  
Town Clerk

**[www.prudhoetowncouncil.gov.uk](http://www.prudhoetowncouncil.gov.uk)**

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**AGENDA FOR THE CEMETERY COMMITTEE MEETING OF PRUDHOE TOWN COUNCIL  
to be held at Council Office, The Spetchells Centre, Front Street, Prudhoe  
on Thursday 26<sup>th</sup> March 2026 at 6.00PM**

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

**1. Welcome by the Chair**

Cllr Angie Scott 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 25<sup>th</sup> March 2026**.

**6. Minutes of the Cemetery & War Memorial Committee Meeting held on 12<sup>th</sup> February 2025**

To receive and agree as a true record (enc)<sup>i</sup> Please note minutes were received at the Ordinary Meeting held 26<sup>th</sup> February 2026 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) 2025/26**

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

**b) Cemetery Budget Summary 2025/26**

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

**9. Edgewell Cemetery Inspection**

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

**10. Memorial Garden Tender**

To receive an update from the Clerk following the publication of the Memorial Garden tender contract and to consider and agree next steps for the ongoing development and management of the Memorial Garden.

**11. Date of Next Meeting**

To agree the date of the next meeting.

**12. Exclusion of the Press and Public**

To agree to approve a motion to invoke Standing Order 3d) 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. Burial Registers Transcription**

Following the scanning of burial and purchase records undertaken by Pear Technology to receive and consider (enc)<sup>iv</sup> for the transcription of back-data entry historical data into cemetery management software.

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<sup>i</sup> Draft Minutes Cemetery Meeting 26<sup>th</sup> February 2026

<sup>ii</sup> Cemetery Activity To Date 2025/26 – to follow

<sup>iii</sup> Cemetery Budget Summary 2025/26 – to follow

<sup>iv</sup> Cemetery Transcription Quote