

Malvern Wells Parish Council

Minutes of the **Cemetery Committee** held on Tuesday 20th February 2024 3.30pm
in Malvern Wells Village Hall Committee Room

Residents' comments – there were none in attendance.

Present: Cllrs. P. Stanier - PS, M. Birks – MB, C. Gates – CG.

In Attendance

Dr K Howe (Clerk).

1. Apologies

- a) Cllr. J. Black notified – committee accepted his apologies for absence.
- b) S. Maund notified unavailable due to work commitments – committee accepted apology.

2. Declarations of Interest¹

- a) Register of Interests: there were none further notified.
- b) To declare any Disclosable Pecuniary Interests: none notified.
- c) To declare any Other Disclosable Interests: none notified.
- d) To Consider Written Requests from Councillors for the Council to Grant a Dispensation: none.

3. Minutes

- a) CG proposed, PS seconded, committee **approved** the minutes of the last Cemetery Working Group meeting held 22nd November 2022.

4. Matters Arising

- a) Committee **noted** need for installation of Cemetery Noticeboard – Clerk to follow up with cemetery contractor.

5. Cemetery management

- a) Committee **noted** unexpected resignation of Burial Ground Manager in July 2023 with resultant issues impacting Green Lane Cemetery management. Committee also noted anomalies subsequently found in burial administration. Committee **noted** they are starting with new administration arrangement and are aware of the demanding workload for new permanent Clerk to catch up on outstanding issues and legacy projects. PS proposed, MB seconded, Committee **resolved** Clerk should attend burial ground management training course as soon as possible. Clerk to advise committee of costs.
 - b) Committee **noted** 27th September 2023 council meeting approved Cemetery WG be constituted as a committee with delegated authorities.
 - c) Committee **noted** Cllr. Birks was appointed as member of Cemetery Committee 27th September 2023 council meeting.
 - d) Committee **confirmed** other committee members as P. Stanier, C. Gates, J. Black, Vice Chair G. Turrell as ex officio member to notify to next council meeting. Committee will invite T. Kidwell and C. Fenn to join committee as non-council members for additional expertise.
 - e) MB proposed, PS seconded, Committee **approved**, and C. Gates accepted appointment administration as Chair Cemetery Committee.
 - f) Committee **noted** Cemetery WG not met since 22nd November 2022.
 - g) Committee **noted** consultant's advice that new Cemetery Committee requires delegated authority and new Terms of Reference.
 - h) Committee **approved** the proposed new Terms of Reference (TOR) for recommendation to next council meeting.
 - i) Committee considered and **approved** delegated authorities included within proposed TOR for recommendation to council for approval at next council meeting.
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- j) Committee **noted** Ann Dobbins (consultant) produced updated burial map and purchasers list in November 2023, using burial register she was supplied with, now found to be out of date against paper registers.
- k) Committee **noted** Ann Dobbins (consultant) supplied new documents for cemetery administration. Committee **considered** documents supplied and **agreed** to recommend to council. Council requested all documents be created in standardised corporate format.
- l) Committee **noted** Green Lane cemetery fees had not been reviewed since 2022.
- m) Committee **considered** benchmarked fees against neighbouring burial authorities. PS proposed, MB seconded, committee **approved** new fee structure for 2024-35 to recommend to next council meeting. If resolved by council new fees to be instigated and published on cemetery noticeboard and MWPC website from 1st April 2024.
- n) Committee **considered** cemetery memorial safety report and budget costs as previously circulated to council. Committee **noted** red alert items identified as £3,700 & VAT. Committee considered risk to public, contractors and potential liability, advice to 'lay down' memorials identified and visual impact on cemetery. CG proposed, PS seconded, committee **agreed** to recommend to next council meeting red alert items contracted immediately and grave owners notified and request for recompense of cost.
- o) Committee **noted** urgent need for cemetery mapping project, Clerk seeking quotes from specialist contractors. Committee **agreed** to recommend project to council if preferred contractor quote under budget sum agreed in 2024-25 council budget.
- p) Committee **considered** public requests, received since BGM resignation in July 2023. Committee **approved** responses to all enquires and **confirmed** urgent delegated authority already taken by Clerk and Chair.
- q) Committee **noted** contractor request to consider replacing formal 'rose beds' as seasonal bedding scheme. To consider when contractor available.
- r) Committee **noted** contractor advise bin lorries cutting up grass on cemetery verge. Committee **advised** Clerk to send letter to MHDC Refuse collection, cc. Chritine Wild can she request residents do not park near cemetery entrance on Wednesday / Thursday collection days, cc. Malcolm Victory (Highways). Committee noted damage to verge is not suitable appearance / reception for mourners and visitors to cemetery.

Meeting ended 5.30pm.