



CEMETERY COMMITTEE
Local Government Act 1972 section 101

Committee members:

Cllr Stewart Cllr Baker Cllr Pearce
Cllr Truelove Cllr Whittaker Cllr Wilson

EPWORTH TOWN COUNCIL

Cemetery Lodge
Burnham Road
Epworth
Nr. Doncaster
North Lincolnshire
DN9 1BY

Minutes of a Cemetery Committee meeting of Epworth Town Council held on
Tuesday July 31st 2018 at 7pm at Cemetery Lodge.

The following paragraphs were taken as read:

This Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded.

Tel: (01427) 872086

Public Participation session: Residents are invited to give their views and question the Town Council on issues on this agenda or, issues for future consideration. **(Members of the public are reminded that each presentation should take no more than three minutes).**

To receive Stuart Wallace of R Wallace & Son regarding the Chapel of Rest

Mr Wallace introduced himself; R Wallace & Son business started in 1971 as Memorial Masons becoming a Funeral Director in 1989. Currently with offices in Crowle and West Butterwick, business spreading into the South of the Isle. Chapel of Rest in Crowle. New opportunity as a Funeral Director in Epworth with premises on the High Street which should generate more funerals especially from Westwoodside and Haxey. Mr Wallace questioned the current state of the Chapel of Rest at the Cemetery and had been (pleasantly) surprised by the condition of the Chapel, now fit for use. Hoping to be able to use the Chapel for people in the area and prepared to put in a carpet. Concerned about the charge of £50.00 for each 24 hours use of the Chapel for non-Epworth residents. Future consideration – installation of refrigeration unit.

Cllr Baker thanked Mr Wallace for his attendance; Mr Wallace left the meeting at 7.15pm

1. **To elect** a Committee Chairman. Item deferred as Cllr Stewart not present; Cllr Baker temporary Committee Chairman.
2. **To record** the names of members present. Cllrs Baker, Pearce, Truelove, Whittaker and Wilson.
3. **Apologies** for absence for absence were received from Cllr Stewart.
4. **To receive** declarations of interest (*existence and nature with regard to items on the Agenda Localism Act 2011*). None declared.
5. **To receive notification of dispensations** approved by the clerk with reference to items on the agenda (*Code of Conduct and Localism 2011*). None requested.
6. **To discuss** final refurbishment of the Chapel of Rest prior to re-opening to the public. Items required to finish the project: carpet, 4 lampshades, box in electric meter, a clean, (cost of running a refrigeration unit unknown) Proposed by Cllr Wilson that Epworth Town Council pays for the carpet and arranges for other items to be purchased/done for the maximum cost of £1000.00 seconded by Cllr Pearce and **RESOLVED proposal to full council.**
7. **To receive a DRAFT Risk Assessment** form in relation to the Cemetery for discussion and amendment. Minor amendments were made. Memorial Inspections: proposal to full council to inspect every 3 years, inspection due; **Proposal that clerk arranges full inspection.**

A161 entrance; proposal that clerk contacts North Lincolnshire Council to seek advice for obtaining a mirror on opposite side of road to entrance.

Clerk: Caroline Maguire Tel: 07734386628
8.30 a.m. – 6.00 p.m. Monday – Friday
E-mail: epworth.council@btconnect.com



8. **Cemetery Records** to discuss the requirement for an audit of “purchased empty” burial rights and the best process to adopt. Clerk in process of checking records and creating new computer records of burials starting with section “A”. Plan produced for the committee. Committee members thanked the clerk for **EPWORTH TOWN COUNCIL** work done.
9. **Cemetery paths:** to discuss progress on quotations for path works. One Quote received, 2 other companies contacted. Clerk to contact them again asking for quotations (even if cannot be done yet) and asking for alternative suggestions for the path-works specifications. Clerk to contact ward councillors for advice on who to contact.
10. **To discuss** signage requirements and costs. Clerk to obtain best value signage replacement “polite” notice and 2 “caution – uneven surface” signs.
11. **Cemetery storage shed:** to discuss additional requirements to make shed secure and fit for the purpose of locked storage for groundsman’s equipment. Clerk to contact APD Steels in the first instance (contact details from Cllr Pearce for second option) for costs for a secure metal door.
12. **To discuss** issues raised by the cleaner in relation to the office entrance refurbishment.
1. remove/replace entrance area carpet – discuss next meeting.
 2. re-varnish front door inside and out, Cllr Wilson volunteered to re-varnish the door.
 3. remove nails (risk element) from steps to upstairs make good surfaces and paint. Cllr Baker to attend and remove nails.
 4. replace/repair cupboard door to electric meters – discuss next meeting.
 5. refurbish brick-work around entrance – discuss next meeting
 6. re-secure laminate flooring in kitchen and toilet area, Cllr Pearce to contact contractor (Mr K Walters) to make good floor.
13. **Memorial safety:** to discuss in relation to unstable memorials; during process of checking documents and plots, clerk found 3 Memorial stones that require fixing in “A” section;
Proposal to full council that clerk arranges for the 3 memorials to be fixed – no family information on file.
14. **To resolve** items for facebook. No items suggested
15. **To record** the closure of the meeting at 8.05pm

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cm 02.08.18



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