

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT BURNTWOOD CEMETERY, ST MATTHEWS ROAD, BURNTWOOD
ON WEDNESDAY 24 JUNE 2015 COMMENCING AT 6.00 P.M.**

PRESENT

Councillor Mrs Stokes (in the Chair)
Councillors Bamborough, Mrs Conolly and Mrs Evans

In attendance

B Cooper, Senior Administrative Assistant

1. APOLOGIES FOR ABSENCE

Councillor Mrs Rigby.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 18 September 2014 (Minute Nos. 9 - 16) be received and noted.

4. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

4.1 Burntwood Cemetery

Members were advised that the Committee Meeting had been arranged to take place at the Cemetery to familiarise Members with the area.

Compound

The compound was visited and an agenda item regarding the need for a purpose-built ramp (as noted in the Senior Administrative Assistant's report) and the reason for it was discussed at length. A new purpose-built metal ramp 12 feet long x 3 feet high x 3 feet wide with handrails had been sourced at a cost of £1,265 plus delivery and VAT. All Councillors present agreed that it was a necessary expenditure and that the ramp should be ordered.

General

Members were shown the layout of the cemetery and the Senior Administrative Assistant gave information with regard to:

- a) The rules pertaining to the eligibility to purchase a grave and cremated remains plot
- b) The procedures for purchasing grave and cremated remains plots
- c) The procedures and the rules relating to the installation of memorials
- d) The routine maintenance of the cemetery

All of the above were subject to Council scrutiny and are included in the Rules and Regulations of the Cemetery which were approved by the Full Council in 2013.

Members also considered the cremated remains (scattering of ashes) area at Burntwood Cemetery.

4.2 Coulter Lane Burial Ground

Boundary Wall

Members were advised that no report had been prepared on the Coulter Lane boundary wall for inclusion in the Burial Committee Agenda as the Senior Administrative Assistant had only been made aware **after** the agenda had been sent out that a section of the wall was leaning against a lamp post by the contractor who had repaired another section of the wall on 16/17 June 2015. Any details of costs were part of an informal discussion only without the benefit of expert professional advice being available at that time.

Grounds Maintenance

Members considered the length of the grass resulted in an unkempt appearance at the Coulter Lane Burial Ground, adding that a decision needed to be made regarding the grounds maintenance regime of the site and that this should be included on the agenda for the next meeting.

4.3 Members received the Senior Administrative Assistant's report.

RESOLVED THAT:

- a) The report be received and noted.
- b) A new purpose-built metal ramp 12 feet long x 3 feet high x 3 feet wide with handrails be purchased at a cost of £1,265 plus delivery and VAT.
- c) The Coulter Lane Burial Ground grounds maintenance regime be an agenda item for the next meeting of the Committee.

(The Meeting closed at 7.15 p.m.)

Signed

Date