

Northborough Parish Council

Northborough Village Hall, Cromwell Close, Northborough, Peterborough, PE6 9DP

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To Members of the Committee:

You are summoned to attend a **Meeting of the Burials Committee** to be held on **Thursday 26th October 2023** at **6.30pm** in the Cromwell Suite at Northborough Village Hall, Cromwell Close, Northborough, PE6 9DP.

Members of the public and media representatives are welcome to attend.



Elinor Beesley, Clerk

Committee Members: Resident Margaret Sleet (Chair)
Councillor John Dadge
Councillor Malcolm Spinks
Councillor Steve Parker-Brown
Resident Jane Knott

AGENDA**ATTENDANCE****PUBLIC FORUM**

Members of the public may comment on any further item on the agenda.

BC23.22 APOLOGIES FOR ABSENCE

BC23.23 TO CONFIRM MINUTES OF THE PREVIOUS MEETING, held on 26th June 2023.

BC23.24 TO CONSIDER APPLICATIONS received for membership of the Committee.

BC23.25 DECLARATIONS OF INTEREST: To receive declarations of interest in items on the agenda.

BC23.26 CLERK'S REPORT:

- a) On recent burials activity.
- b) On the new Grounds Maintenance contract.
- c) On the electronic transfer of burial documents to Scribe.

BC23.27 REPORTS FROM CHAIR AND COMMITTEE MEMBERS.

BC23.28 BURIAL GROUNDS RISK MANAGEMENT POLICY:

- 28.1 To review the Risk Management Policy for approval by Council at the meeting on 8th November 2023.
- 28.2 To agree the schedule for inspection of memorials.

BC23.29 MAINTENANCE WORKS:

- 29.1 To note the plaque commemorating the Coronation of King Charles III has been ordered.
- 29.2 To note the latch for the Cemetery Gate was deemed as beyond repair and will be replaced by Bespoke Timber Frames at no cost to Council.
- 29.3 To note the installation of the new Cemetery Gates and Pergolas has been completed.

BC23.30 TO IDENTIFY ANY ADDITIONAL MAINTENANCE OR ADMINISTRATION REQUIREMENTS.

BC23.31 FINANCE:

- 31.1 To review the financial position against budget for the Burial Grounds to end of September 2023.
- 31.2 To review planned projects and expenditure for the burial grounds.
- 31.3 To agree any recommendations for expenditure to be taken to full Council for:
 - a) The remainder of the financial year 2023/24.
 - b) The financial year 2024/25.

BC23.32 TO NOTE UPCOMING TRAINING for the Chair and Clerk:

- 32.1 Exclusive Rights of Burial training course, 9.30am to 12.30pm on 28th and 29th November 2023.
- 32.2 Sexton training course, 9.30am to 1.00pm on 23rd November 2023.

BC23.33 NEXT MEETING: To confirm the date of the next meeting as 29th February 2024.