



MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S BURIAL BOARD MEETING HELD ON THURSDAY 5TH APRIL 2018 AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 9.30 AM

PRESENT: Councillors: C Smalley (Chairman), J Davies, M Moseley, A White, J Scarsbrook & Mrs H Siphthorp, Clerk/RFO of the Council & no members of the public

Also in attendance: Advisor: Mr G Golby

Public Participation: None as no members of the public were present.

1. **APOLOGIES FOR ABSENCE:** Cllr V Davies & Advisor Mr D Magson
2. **DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA:** None.
3. **MINUTES OF MEETING HELD ON 15TH FEBRUARY 2018**
The meeting was inquorate to sign the minutes. **RESOLVED** – Proposed Cllr J Davies, seconded Cllr Smalley that as the minutes had been circulated and no comments received that the chairman should sign the minutes as a true and accurate record of the meeting. **RECORD OF VOTING** – All in favour. **Motion carried.**
4. **CHAIRMAN'S ANNOUNCEMENTS**
None.
5. **CLERK'S REPORT AND MATTERS ARISING FROM ABOVE MINUTES**
Committee Terms of Reference document has been adopted by council.
Council 3 year Strategic Plan is still on ice pending a 3 year financial budget from Finance & General Purpose committee.
Churchyard stump grinding. Clerk had spoken to a tree surgeon and will arrange for a site visit so he can give a firm estimate for the work. Agreed this was not urgent as currently no budget for this.
Cllr Smalley will relocate the tap when time permits.
Memorial testing by a volunteer was requested to be put on the agenda for this meeting. The council's 3 year term with current insurance company comes to an end in May and in view of this and possibility of changing the provider this is on ice until council make a final decision.
6. **REVIEW OF ACTUAL INCOME/EXPENDITURE AGAINST BUDGET TO 28TH FEBRUARY 2018**
Draft figures presented currently show that the anticipated income is down by circa £2K. In view of this the board decided that no further spending would take place before the end of the financial year so the budget could be balanced.
RESOLVED – Proposed Cllr Smalley, seconded Cllr Scarsbrook approve this action.
RECORD OF VOTING – All in favour. **Motion carried.**
7. **TO REVIEW BURIAL FEES EFFECTIVE FROM 1ST APRIL 2018**
RESOLVED – Proposed Cllr White, seconded Cllr Moseley that recommendation to council will be to increase all fees by 5%. **RECORD OF VOTING** – All in favour.
Motion carried.

8. ST EDWARD'S CHURCHYARD UPDATE

Nothing to report.

9. CEMETERIES UPDATE

- i) Discuss estimates for resurfacing overflow car park**
Clerk presented a spreadsheet with comparison quotes from three separate companies. Clerk is to contact the company giving the lowest estimate to ascertain what edging they have allowed for; to confirm that the surface under the container is included; and finally to confirm what the length of guarantee is on the new surface.
Clerk pointed out that there was not enough in the new budget to cover this scheme as the surfacing specification had been upgraded in the meantime to tarmac. It was unanimously agreed that the clerk should ask the Finance & General Purpose committee that if there is any money unspent in current financial year that they consider making up the balance to allow this job to go ahead.

- ii) Discuss estimate for refurbishing benches, stain fence and posts including 5 bar gate at entrance to new cemetery**
Meeting discussed the estimate this work. This work is likely to have to wait until the financial year effective 1st April 2019 unless the burial fees exceed the budget.

- iii) Repainting gate into Millennium cemetery**
As above.

- iv) Refurbishment of Lych Gate and reinstallation**
This is in hand.

- v) Racking in Bier House**
Unanimously agreed that no further action would be taken on this.

- vi) No overnight parking signs**
Clerk will order a replacement sign.

10. ANY OTHER BUSINESS AND ITEMS FOR THE AGENDA FOR THE NEXT MEETING

None.

11. MEETING CLOSED: At 10.18 am.

12. NEXT MEETING: Thursday 17th May 2018 at 9.30 am.

Signed: _____ Chairman Dated: _____