

Malvern Wells Parish Council

From the Clerk, Kate Howe

Email: clerk@malvernwells-pc.gov.uk Tel: 07988 427 507 Website: www.malvernwells-pc.gov.uk

Notice is hereby given that a meeting of the **Cemetery Committee** will be held on Tuesday **20th February 2024 in Malvern Wells Village Hall Committee Room at 3.30pm**

Agenda

1. Apologies

- a) To receive and consider apologies for absence.

2. Declarations of Interest¹

- a) Register of Interests: Councillors are reminded of the need to update their register of interests.
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c) To declare any Other Disclosable Interests in items on the agenda and their nature.
- d) To Consider Written Requests from Councillors for the Council to Grant a Dispensation. (S33 of the Localism Act 2011)

3. Minutes

- a) To consider, if agreed, **approve** the minutes of the last Cemetery Working Group meeting held 22nd November 2022 (circulated).

4. Matters Arising

5. Cemetery management

- a) To **note** contracted MWPC Burial Ground Manager and Chair of Cemetery Working Group resigned (unexpectedly no notice) in July 2023 with resultant issues impacting MWPC council / Green Lane Cemetery administration and management.
- b) To **note** 27th September 2023 council meeting approved Cemetery WG be constituted as a committee with delegated authorities.
- c) To **note** Cllr. Birks was appointed as member of Cemetery Committee 27th September 2023 council meeting.
- d) To **confirm** other committee members to next council meeting.
- e) Committee to **appoint** a Chair.
- f) To **note** Cemetery Working Group has not met since 22nd November 2022.
- g) To **note** Cemetery has previously been a working group. Consultant advised Cemetery Working Group (WG) should be convened as Committee with delegated authority and new Terms of Reference.
- h) Newly confirmed Cemetery Committee to consider and **resolve** to approve new Terms of reference to recommend to council for approval at next council meeting.
- i) Newly confirmed Cemetery Committee to consider and **resolve** to approve new delegated authorities and recommend to council for approval at next council meeting.
- j) To **note** Ann Dobbins (consultant) supplied updated burial map and purchasers list (November 2023).
- k) To **note** Ann Dobbins (consultant) supplied new documents for cemetery administration. **Consider** (documents supplied) and if agreed **recommended** to council.
- l) To **note** MWPC cemetery fees should be reviewed. Latest published are 2022-23.
- m) To **consider** benchmarked fees to **recommend** to next council meeting.
- n) To **consider** cemetery memorial safety check report and budget costs (previously circulated to council). Red alert items identified. To **resolve** appropriate actions and budget implications and recommend to next council meeting.

¹ Councillors who have declared a Disclosable Pecuniary Interest, or another Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, **must leave the room** for the relevant items unless a Dispensation has been requested/granted. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

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- o) To consider cemetery mapping project as (previously advised) Clerk seeking budget costs, if agreed **recommend** to council.
- p) To **consider** public requests, received by Clerk since BGM resignation in July 2023, and **recommend** appropriate responses / **confirm** urgent delegated authority taken by Clerk and Chair..
- q) To **consider** formal 'rose beds' / advice from contractor to re-plant as seasonal bedding scheme. If approved **resolve** re-planting / budget implications / ongoing maintenance accordingly.
- r) To **note** contractor advising bin lorries are cutting up grass on cemetery verge and **consider** any appropriate action.