

 *Devizes*  
*& Roundway*  
*Joint Burial Committee*

Town Hall  
St. John's Street  
Devizes  
Wiltshire SN10 1BN  
Clerk: Mrs Sarah Todhunter

Clerk: Sarah Todhunter  
Tel: 01380 722160  
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## **MEETING**

Date: Thursday, 4 June 2015

Time: **7pm**

Venue: Council Chamber, Town Hall, St John's Street, Devizes

Enquiries: Town Hall - 01380 722160

### **MEMBERS**

#### **Devizes Town Council:**

Councillors: Mrs Burton  
Mrs Bridewell  
Giraud-Saunders  
Nash  
Parker  
Smith  
Wooldridge

#### **Roundway Parish Council:**

Councillors: Batchelor  
Callow  
Parsons  
Stevens

## **AGENDA**

1. TO CONFIRM THE MAYOR OF DEVIZES AS CHAIRMAN FOR THE YEAR 2015/2016 IN ACCORDANCE WITH THE CONSTITUTION

2. TO CONFIRM THE CHAIRMAN OF ROUNDWAY PARISH COUNCIL AS VICE CHAIRMAN FOR THE YEAR 2015/2016 IN ACCORDANCE WITH THE CONSTITUTION

3. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meetings held on the 5 March 2015, which have been circulated with the agenda.

4. APOLOGIES FOR ABSENCE

**5. DISCLOSURE(S) OF INTEREST**

To receive any disclosures by a Councillor(s) and/or Officers in matters to be considered at this meeting in accordance with the provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

**6. PUBLIC PARTICIPATION**

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the committee upon a matter of concern, which is relevant to the Committee. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Committee for this item of business.

**7. REPORT FOR DECISION - FINANCIAL MATTERS**

(a) Schedule of Payments: Since the last meeting accounts to £13259.80 (net) have been paid (Doc 7/1).

(b) Year End Accounts (1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015): Attached at Doc 7/2 is a copy of the Annual Return and Annual Governance Statement and Docs 7/3 – 7/6 Annual Statement of Accounts as at 31st March 2015 for acceptance by the Committee.

Members of the committee need to decide acceptance or otherwise of the attached financial statements and thereby enable the chairman of this committee to sign the 2014/15 accounting statements and annual governance statement on the Annual Return Form. This will additionally be signed by the internal auditor Mr Alistair Morrison and then sent to the external auditors Grant Thornton for their approval.

**8. REPORT FOR INFORMATION – CEMETERY ADMINISTRATION**

The Town Council has recently reviewed the number of hours worked by the member of staff responsible for the day to day financial and cemetery administration for both the Town Council and the Joint Burial Committee.

The review follows concerns that the amount of time undertaken on burial administration and the processing of grave transfer over recent years has been steadily increasing and this has not be reflected in the time allocated for these tasks.

As a result of the review, the staff member undertaking the work has had her hours increase by an hour per day which will provide more time to process burial applications in a timely manner without compromising other tasks which also need to be undertaken.

## DEVIZES & ROUNDWAY JOINT BURIAL COMMITTEE – 4 JUNE 2015

Whilst the Service Level Agreement has been set for the current financial year, the Town Council will seek to amend this in 2016/2017 to reflect this increased cost of delivering the service.

### **9. REPORT FOR INFORMATION – CEMETERY OPEN DAY**

The Committee is reminded that the Cemetery Open Day for 2015 will be on the 25 June. A rota for manning the event has been drawn up and committee members are asked to support the open day by giving some time to help visitors find the information they may be looking for.

### **10. REPORT FOR INFORMATION – MOLES IN CEMETERY**

A number of molehills have appeared in the cemetery over the past months. Merlin Services Wiltshire Ltd Pest Control has been engaged to deal with this issue and have laid a number of traps around the cemetery. Mr Howes of Merlin Services has advised that, owing to the number of people who visit the cemetery, this is a much safer option than using gas as in previous years.

Mr Howes and the Direct Services Manager are currently looking at putting in place a three year rolling programme which is aimed at keeping the issue under control.

### **11. REPORT FOR INFORMATION – CEMETERY LODGE**

Long-term residents Mr & Mrs Fennell vacated the above premises on 6 February 2015. Officers inspected the premises are resolved that the premises required a full repaint of the interior and new carpets throughout.

This work was completed during April 2015 and officers requested Strakers, local estate agents to market the property on behalf of the Joint Burial committee on a one off fee basis.

A new tenant, Mr Edwards signed a new 6 month tenancy agreement on Saturday the 24<sup>th</sup> of May 2015 with a view to a rolling contract.

Upon moving into the premises a leak appeared in the kitchen ceiling caused by a perforated float valve in the cold water tank. This was rectified solving the immediate problem. The damage which was quite limited will be resolved in the next 10 day period. The new tenant was content with the remedial action taken.

### **12. QUESTION TIME**

Members will be allowed a short period in which to put questions on matters of concern to the Committee, which are not contained in the report of matters formally considered by the Committee at this meeting. The question may be answered at the meeting or may be referred back to the Committee at a later date. The question may not be the subject of any further debate.

CLERK TO THE JOINT BURIAL COMMITTEE