



Order of meetings 17th October 2018:
7.00pm Cemetery Management
7.45pm Buildings Management

STOTFOLD TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend a meeting of the Cemetery Management Committee, on Wednesday 17th October 2018, at 7.00pm, in the Council Chamber, Greenacre Centre, Stotfold

AGENDA

1. **Apologies for absence**
2. **Disclosures of Members Interest on matters contained in this agenda**
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
3. **Public participation – questions, comments and responses**
Up to 3 members of the public are given 3 minutes each to speak on any item relating to this Committee.
4. **Executive action – Chapel lease**
To approve executive action taken by the Clerk, in consultation with the Vice-Chairman, to agree a revised lease for the Cemetery Chapel. The tenants of the Chapel did not agree to a rent review after the second year of a new five year lease, due to the amount of work and money they spent on the Chapel before commencing their previous five year lease. Therefore, as this lease should have been renewed in January of this year, executive action was taken to continue the lease at the rate of £2,000 per annum, for a further five year lease period, with no rent review during that time. They have subsequently agreed to renew the lease, and paperwork is being finalised.
5. **Review charges policy regarding treble fees for non-Stotfold residents**
Further to the last Committee meeting, Members are asked to consider the current charging policy, as follows, and whether they wish to make any amendments:

Unless the person being buried, or the applicant in the case of the pre-purchase of a plot, has lived in Stotfold within two years of the application for burial, they will be charged treble fees.

This means that:

- *If the person lived in Stotfold when they died, single fees will be charged;*
- *If they moved out of Stotfold up to 2 years before they died, single fees will be charged;*
- *If they moved away more than 2 years before they died triple fees will be charged;*
- *If the person moved out of Stotfold into a care home, hospital or similar facility – direct from living in Stotfold, however long they have been living in that facility, single fees will be charged.*

In all cases proof of period of time living in Stotfold must be provided.

6. **Consider individual case – request for not charging treble fees**
Further to the last Committee meeting, Members are asked to consider a request from a bereaved family member for treble fees not to be charged in their case.

The person's parent used to live in Stotfold, but moved to live with them in Biggleswade, rather than go into a 'care home, hospital or similar facility'. The parent was residing outside Stotfold when they died, moved there over two years before they died, and hadn't moved to such a facility,

as per our regulations, they were therefore charged treble burial fees. The family member is not requesting a refund of these fees, but wants consideration given to charging treble fees for the memorial.

7. Cemetery charges

To review the list of Cemetery charges for 2019/2020.

8. Review of activities and expenditure prior to considering estimates

9. Estimates for year 2019/2020

To consider the estimates for the year 2019/2020 (Clerk's estimates appended for Members).

10. Items for information purposes, relevant to this Committee only

KA Elliott-Turner

**Kate Elliott-Turner
Town Clerk**

12th October 2018

To: Members of the Cemetery Management Committee: Councillors Collier, Cooper, Mrs Cooper, Dhaliwal, Mrs Hyde, Pickering and Saunders. All other Councillors for information only

AGENDA REPORTS

CEMETERY MANAGEMENT COMMITTEE

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| AGENDA ITEM 8 | Meeting date: 17th October 2018 |
| Review of activities and expenditure prior to considering estimates | |
| <p>Income</p> <p><u>Income – Burials, Memorials & Plaques, Plot purchase</u> Income in these budget lines is quite high this year, but predicting the number of burials, etc is almost impossible, and so by the end of this financial year, income is likely to be much higher than budgeted.</p> <p><u>Income – Mast money</u> Another new company has taken over responsibility for the telecommunications mast at the Cemetery, resulting in an increase in income received.</p> <p>Earmarked Reserves (EMR) Despite the change in direction with regard to provision of additional Garden of Rest space, Committee is urged to consider continuing to increase Earmarked Reserves held, as the original intention for these was to extend the Cemetery itself to increase overall interment provision.</p> | |
| Decision required: review activities and expenditure and consider whether any changes are required which may affect estimates | |
| Expenditure required: n/a | |