

## **HARTLEY PARISH COUNCIL**

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8<sup>th</sup> June 2005

Dear Councillor

You are invited to attend a meeting of the Burial Ground and Garden of Remembrance Committee to be held on **Tuesday 14<sup>th</sup> June 2005** commencing at **6.15 p.m.** at the Pavilion, Manor Field.

Yours sincerely

**Julie Hoad**  
Proper Officer

Please convene in the burial ground at 5.15 p.m. to carry out an inspection of the burial ground, garden of remembrance and closed church yard.  
A meeting has been arranged with Mrs Munns at 5.30 p.m. to discuss the design and materials to be used for the memorial tablets in the new garden of remembrance.  
A meeting has been arranged with Mr Scott of the Hartley and District Horticultural Society to discuss a planting scheme for the old garden of remembrance which is currently being rested.

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### **AGENDA**

#### **1. Apologies for absence**

To receive apologies for absence.

#### **2. Election of Chairman**

To elect a Chairman of the Burial Ground and Garden of Remembrance Committee until the Annual Meeting of the Council in May 2006.

#### **3. Election of Vice Chairman**

To elect a Vice Chairman of the Burial Ground and Garden of Remembrance Committee until the Annual Meeting of the Council in May 2006.

#### **4. Declarations of Interest**

To receive Members declarations of interest.

#### **5. Terms of Reference**

To review the Committee's Terms of Reference, attached as appendix 1.

#### **6. Minutes**

To approve the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 14<sup>th</sup> April 2005 as a correct record (annexed).

## **7. Financial Report**

To receive and note a report indicating the current net position of the Burial Ground and Garden of Remembrance Committee as at 8<sup>th</sup> June 2005 (annexed).

## **8. Health and Safety**

To receive and note a letter received on 25<sup>th</sup> May 2005 from the Council's insurers (annexed).

## **9. Burial Ground**

To consider any matters arising from the site inspection.

## **10. Garden of Remembrance**

(a) To consider views expressed by representatives of the Hartley and District Horticultural Society on any new planting in the old garden of remembrance whilst the area is being rested.

(b) To consider any other matters arising from the site inspection.

## **11. New Garden of Remembrance**

(a) To consider views expressed by Mrs Munns in respect of the memorial tablets in the new garden of remembrance.

(b) To consider the purchase of "Gravshore" walkways to be used as a temporary path during interments to protect the surface of the new garden of remembrance and for the benefit of those attending the interment.

The cost of the walkways is set below:

2500mm x 1000mm sections may be purchased for £162.50 plus VAT and 760mm x 1520mm sections for £75.09 plus VAT, plus delivery costs which is likely to be in the region of £50.

The Rector supports the purchase of the walkways explaining that during the winter months the ground becomes quite muddy under foot and would recommend the purchase of the larger size, as the numbers attending interment of ashes can range from 2 to 20 with an average of about 6.

(c) To consider any other matters arising from the site inspection.

## **12. Closed Church Yard**

To consider any matters arising from the site inspection.

## **13. New Burial Ground**

To receive a report on the New Burial Ground Working Group and further to this to consider a course of action to design and establish a new burial ground.

## **14. Date of the next meeting**

### **List of circulated documents**

1. Minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 14<sup>th</sup> April 2005
2. Financial report indicating the Committee's net position at 15<sup>th</sup> March 2005
3. Letter from the Council's insurers received by the Council on 25<sup>th</sup> May 2005
4. Letter from the Council to the insurers dated 19<sup>th</sup> April 2005

#### Committee membership

Cllr Mr A Barnett (ex-officio)  
Cllr Mrs Y Coutts  
Cllr Mrs A Oxtoby

Cllr Mrs J Burns  
Cllr Mr J Gaywood (ex-officio)

## **Burial Ground and Garden of Remembrance Committee**

### **Terms of Reference**

1. To ensure the Burial Ground and Garden of Remembrance remain areas of peace and tranquillity for the benefit of the residents.
2. To make arrangements for the general maintenance of the Burial Ground and Garden of Remembrance subject to the approval of the Parish Council.
3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and ensure these are observed.
4. To work towards establishing a new Burial Ground and obtain the necessary costings.

### **Delegated Powers**

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. The Clerk, in consultation with the Chairman of the Burial Ground and Garden of Remembrance Committee, be authorised to approve applications to place memorials, inscriptions and additional inscriptions on memorials in the Burial Ground and to approve applications to place plaques in the Garden of Remembrance, provided such applications comply with the Council's rules and regulations.

Approved by the Council at its Annual meeting held on 9<sup>th</sup> May 2005