

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
Tel/Fax No: 01474 709441
E mail mail@hartleyparishcouncil.com

21st June 2006

Dear Councillor

You are invited to attend a meeting of the Burial Grounds and Garden of Remembrance Committee to be held on **Tuesday 27th June 2006** commencing at **6.00 p.m.** at the **Pavilion, Manor Field, Church Road.**

Yours sincerely

Julie Hoad
Proper Officer

Members of the Committee are invited to inspect the Burial Ground, Gardens of Remembrance and Closed Church Yard before the committee meeting. Please meet in the Burial Ground on **Tuesday 27th June 2006 at 5.30 p.m.**

AGENDA

1. Apologies for absence

To receive apologies for absence.

2. Election of Chairman

To elect a Chairman of the Burial Grounds and Garden of Remembrance Committee until the Annual meeting of the Council in May 2007.

3. Election of Vice Chairman

To elect a Vice Chairman of the Burial Grounds and Garden of Remembrance Committee until the Annual meeting of the Council in May 2007.

4. Declarations of Interest

To receive Members' declarations of interest.

5. Minutes

To approve the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 2nd May 2006 as a correct record (annexed).

6. Terms of Reference

To review the Terms of Reference of the Burial Grounds and Garden of Remembrance Committee, attached as appendix 1.

7. Financial Report

To receive and note a financial report indicating the current net position of the Burial Ground and Garden of Remembrance Committee as at 21st June 2006 (annexed).

8. Burial Ground

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

(b) To consider a quotation to clear the bed and replant with the planting scheme as agreed at the previous meeting, (see minutes of the meeting held on 2nd May 2006, page 1, minute item 5 (b)).

(c) To consider a quotation to re plant the bed behind the grave of the late J Elvin with 4 no Viburnum Tinus.

(d) To consider two alternative quotations in respect of (1) the repair of the existing dilapidated kerb stone on the grave of the late John Francis White and (2) the removal of the existing dilapidated kerb stone on the aforementioned grave and turfing of the grave.

The Committee is requested to note that no response has been received to a notice placed on the grave of the John Francis White on 3rd May 2006.

9. Garden of Remembrance

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

(b) To consider a quotation in respect of re pointing the paving slabs in the Garden of Remembrance.

10. New Garden of Remembrance

To consider any matters arising from the site inspection.

11. Closed Church Yard

To consider any matters arising from the site inspection.

The Committee is requested to note that the ornamental hedge located to the north of the lych gate has been pruned.

12. New Burial Ground

To receive a progress report on the submission of a planning application for a new Burial Ground on land known as the Orchard in Manor Field.

13. Date of the next meeting

List of attached documents

1. Minutes of the meeting held on 2nd May 2006
2. Financial report dated 21st June 2006

Committee membership

Cllr Mr A Barnett

Cllr Mrs Y Coutts

Cllr Mr M Harris (ex officio)

Cllr Mrs J Burns

Cllr Mr J Gaywood (ex-officio)

Cllr Mrs A Oxtoby

TERMS OF REFERENCE

Burial Grounds and Garden of Remembrance Committee

1. To ensure the Burial Ground and Gardens 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 Gardens 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 Gardens 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 and tablets in the Garden of Remembrance, provided such applications comply with the Council's rules and regulations.