

## HARTLEY PARISH COUNCIL

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23<sup>rd</sup> January 2008

Dear Councillor

You are invited to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **Tuesday 29<sup>th</sup> January 2008** commencing at **7.00 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

**Julie Hoad**

Proper Officer

A visual inspection of the Burial Ground, Gardens of Remembrance and the Closed Church yard will take place at **9.00 a.m. on Tuesday 29<sup>th</sup> January 2008.**

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### **AGENDA**

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

To receive apologies for absence.

#### **2. Declarations of Interest**

To receive Members' declarations of interest.

#### **3. Minutes**

To approve the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 20<sup>th</sup> November 2007 as a correct record. (Annexed).

#### **4. Financial Report**

To receive and note a financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 23<sup>rd</sup> January 2008. (Annexed).

#### **5. Fees**

To review the charges in respect of the Burial Ground and Gardens of Remembrance for the period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009. The current charges in respect of Hartley Burial Ground are attached for Members attention. The fees charged by Ash-cum-Ridley Parish Council and Fawkham and Hartley PCC are attached for comparison purposes.

#### **Background documents**

*Hartley Burial Ground – Charges effective from 1<sup>st</sup> April 2007 to 31<sup>st</sup> March*

*Ash-cum-Ridley Parish Council – Ash Burial Ground applicable to 31<sup>st</sup> March 2008*

*Fawkham and Hartley PCC Fee Schedule 2008*

#### **6. Grass cutting and grounds maintenance contract 2008 – 10**

To consider quotations in respect of the grass cutting and general maintenance contract in the Burial Ground, Closed Church Yard and Gardens of Remembrance and appoint a contractor for the period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2010.

## **7. Burial Ground**

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

(b) To confirm the Clerk's actions to make arrangements for five fence panels and respective fence posts to be replaced which were damaged over the weekend of 12<sup>th</sup>/13<sup>th</sup> January 2008.

## **8. Garden of Remembrance**

To consider any matters arising from the visual inspection.

## **9. New Garden of Remembrance**

To consider any matters arising from the visual inspection.

## **10. Closed Church Yard**

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

(b) To consider a quotation in respect of the pruning of the ornamental hedge both sides of the lych-gate.

## **11. Memorial Safety**

(a) At the previous meeting of the Burial Grounds and Gardens of Remembrance Committee it was resolved that,

*(1) the Clerk be asked to prepare the necessary policy document/s to implement a testing regime in line with the guidelines set out by the Institute of Cemetery and Crematorium Management for further consideration by the Council and,*

*(2) quotations be sought to undertake a testing regime of the memorials in Hartley Burial Ground, as set out in the policy document/s in (1) above.*

The Committee is requested to consider the attached documents and to note that Ash-cum-Ridley Parish Council is interested in adopting a similar memorial inspection regime. It is therefore suggested that quotations to undertake the memorial testing regime, as set out in the aforementioned policies as yet to be adopted by the Council, should include the testing of memorials located in the burial grounds of Hartley and Ash-cum-Ridley, as due to economies of scale it is believed that doing so could be more cost effective for the Parish Council.

### Background documents

*Hartley Parish Council Memorial Safety Policy*

*Hartley Parish Council Memorial Safety Programme*

*Hartley Parish Council Memorial Testing Policy*

## **12. New Burial Ground**

To receive a report on progress to provide a new Burial Ground on land at Manor Field and to consider any actions required to further this project.

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

### List of circulated documents

1. Minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 20<sup>th</sup> November 2007
2. Financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 23<sup>rd</sup> January 2008
3. Hartley Burial Ground – Charges effective from 1<sup>st</sup> April 2007 to 31<sup>st</sup> March
4. Ash-cum-Ridley Parish Council – Ash Burial Ground applicable to 31<sup>st</sup> March 2008
5. Fawkham and Hartley PCC Fee Schedule 2008
6. Hartley Parish Council Memorial Safety Policy
7. Hartley Parish Council Memorial Safety Programme
8. Hartley Parish Council Memorial Testing Policy

#### Committee membership

Cllr Mr A Barnett  
Cllr Mr J Gaywood (ex-officio)  
Cllr Mr J Minns  
Cllr Mrs A Oxtoby

Cllr Mrs J Burns  
Cllr Mr M Harris (ex officio)  
Cllr Mr B Ramsay



