

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
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28th April 2009

Dear Councillor

You are invited to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **Tuesday 5th May 2009** commencing at **6.00 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 **5.30 p.m. on Tuesday 5th May 2009.**

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 3rd March 2009 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 28th April 2009. (Annexed).

5. Fees for use of the car park at Manor Field

The Burial Ground and Gardens of Remembrance Committee last reviewed the annual fee of £25 for the use of the car park in Manor Field by All Saint Church for weddings, funerals and christenings at a meeting held on 4th September 2007. The Committee is requested to consider a review the fees to be charged.

6. Burial Ground

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

(b) To consider a letter dated 25th March 2009 from the sister of the late John Field requesting the Council's permission to plant a commemorative tree with suitable plaque.

7. Garden of Remembrance

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

(b) To consider a request to plant a rose bush in the Garden of Remembrance near the ashes of the late Evelyn Hunt.

8. New Garden of Remembrance

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

(b) To consider a complaint from a member of the public regarding the inscription permitted on the tablets in the new garden of remembrance.

The rules and regulation approved by the Council on 14th July 2008, paragraph 12, only permits the following information to be inscribed on the tablet; name/s, date/s of birth and date/s of death. (Annexed).

Background documents

Rules and regulations of gardens of remembrance

9. Closed Church Yard

To consider any matters arising from the visual inspection.

10. Memorial Safety

To consider proposed amendments to the Council's policy on memorial inspection and testing, redrafted to line with new guidance issued by the Ministry of Justice, and to approve two risk assessments of memorials located (1) next to the main tarmac path and (2) away from the main tarmac path.

Background documents

Draft policy on memorial inspection and testing

Risk assessment of memorials located next to path

Risk assessment of memorials located away from the path

11. 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 3rd March 2009.
2. Financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 28th April 2009.
3. Rules and regulations of Gardens of Remembrance
4. Draft policy on memorial inspection and testing
5. Risk assessment of memorials located next to the path
6. Risk assessment of memorials located away from the path

Committee membership

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

Cllr Mrs J Burns
Cllr Mr J Minns
Cllr Mr B Ramsay