

## HARTLEY PARISH COUNCIL

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23<sup>rd</sup> September 2009

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> September 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 29<sup>th</sup> September 2009.**

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### **AGENDA**

#### **Apologies for absence**

To receive apologies for absence.

#### **1. Election of Chairman**

To elect a Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council in May 2010.

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

To elect a Vice Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council in May 2010.

#### **3. Declarations of Interest**

To receive Members' declarations of interest.

#### **4. Minutes**

To approve the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 5<sup>th</sup> May 2009 as a correct record. (Annexed).

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

To review the Terms of Reference of the Burial Grounds and Gardens of Remembrance Committee approved by the Council at the Annual meeting held on 11<sup>th</sup> May 2009. (Annexed).

#### **Background document**

*Terms of reference*

#### **6. 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> September 2009. (Annexed).

## **7. Budget 2010/11**

To consider a draft budget for 2010/11. (Annexed).

Background document

*Draft budget 2010/11*

## **8. Burial Ground**

To consider any matters arising from the visual inspection.

## **9. Rules and Regulations – Gardens of Remembrance**

Concerns have been expressed about the placing of wreaths, vases and floral tributes on the plinths in the Gardens of Remembrance. The Committee is requested to give this matter due consideration. (Annexed).

Background documents

*E mail dated 12<sup>th</sup> August 2009 from Cllr Coates*

*Rules and regulations of gardens of remembrance*

## **10. Garden of Remembrance**

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

(b) To consider a letter dated 20<sup>th</sup> June 2009 from a resident in respect of floral tributes left on the plinth next to the old Garden of Remembrance. (Annexed).

(c) To consider a request from a resident for her Grandmother's ashes to be interred in the old Garden of Remembrance.

Background documents

*Letter dated 20<sup>th</sup> June 2009 from a resident*

*Letter dated 30<sup>th</sup> June 2009 from HPC*

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

To consider any matters arising from the visual inspection.

## **12. Closed Church Yard**

To consider any matters arising from the visual inspection.

## **13. Memorial Safety Programme and Testing Policy**

To receive and note a letter dated 25<sup>th</sup> June 2009 from the Diocese of Rochester approving the amendment to the Faculty in respect of the inspection, testing and making safe of memorials in the consecrated area of Hartley Burial Ground as detailed in a letter dated 12<sup>th</sup> August 2008 and the amended Memorials Safety Programme and Testing Policy annexed to letter dated 11<sup>th</sup> June 2009.

Background documents

*Memorial Safety Programme and Testing Policy approved 11<sup>th</sup> May 2009*

*Risk assessment of memorials located next to path*

*Risk assessment of memorials located away from the path*

*Letter dated 11<sup>th</sup> June 2009 from HPC to Diocese of Rochester*

*Letter dated 12<sup>th</sup> August 2008 from HPC to Diocese of Rochester*

*Amended Faculty no 0682 dated 25<sup>th</sup> June 2009*

*Schedule*

*Certificate of completion of works authorised by Faculty [page 1](#) and [page 2](#)*

*Letter dated 25<sup>th</sup> June 2009 from Diocese of Rochester*

#### **14. Ministry of Justice**

To consider a letter dated May 2009 from the Parliamentary Under Secretary of State for the Ministry of Justice.

For the latest burial advice Members are advised to view the following website:

<http://www.justice.gov.uk/latest-updates/burials.htm>

##### Background documents

*Letter dated May 2009 from the Parliamentary Under Secretary of State for the Ministry of Justice*

*Guide for Burial Ground Managers November 2005*

*Managing the safety of Burial Ground memorials January 2009*

*Memorial safety guidance FAQ*

#### **15. ICCM**

(a) To consider the ICCM's Environmental Initiative in respect of flowers at funerals

##### Background documents

*ICCM environmental initiative page 1 and page 2*

(b) To consider the ICCM newsletter issue no 12

##### Background documents

*ICCM newsletter issue no 12*

(c) To receive and note the Autumn 2009 edition of The Journal of the Institute of Cemetery & Crematorium Management. (Available at the meeting).

#### **16. 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 5<sup>th</sup> May 2009.
2. Terms of Reference as approved by the Council on 11<sup>th</sup> May 2009
3. Financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 23<sup>rd</sup> September 2009.
4. Draft budget 2010/11
5. E mail dated 12<sup>th</sup> August 2009 from Cllr Coates
6. Rules and regulations of Gardens of Remembrance
7. Letter dated 20<sup>th</sup> June 2009 from a resident re: floral tributes in Garden of Remembrance
8. Letter dated May 2009 from Parliamentary Under Secretary of State for the Ministry of Justice
9. ICCM environmental initiative
10. ICCM newsletter no 12

##### Committee membership

Cllr A Barnett

Cllr R Coates

Cllr Mr J Minns

Cllr Mr B Ramsay

Cllr Mrs J Burns

Cllr Mr J Gaywood (ex-officio)

Cllr Mrs A Oxtoby (ex officio)