



Quarterly Cemetery Report (July/ August/September 2024)

The last monthly Cemetery Report was presented at the 25th of July 2024 Full Council Meeting.

Actions from last report

- **Cemetery Working Group** carried out a site meeting on the 5th of September 2024 to consider next steps in line with the Action Plan and delegated tasks from the July Full Council meeting.

See Appendix 1 of this report for a summary of the most recent working group meeting and recommendations.

Updates since the last report

Interments since the last report and up to end of September 2024

- 3 Full Burials
- 4 Ashes
(of these 7 interments 4 were into pre-selected graves and 3 were new graves)
- 0 Scattering of ashes

Memorials approved since the last report and up to end of September 2024

- 6 memorial applications have been approved.

Administration work since the last report and up to end of September 2024

- 1 Assent of executor transfers
- 0 Statutory Declarations
- 0 Deeds written
- 2 Living owners amending ownerships
- 3 Preselect graves purchased

Complaints – direct to the Town Council

- A member of the public complained about rabbit holes and mole hills in parts of the cemetery. It has been reported to the pest controller who makes regular site visits.
- A member of the public complained about an overhanging conifer in the cemetery. The Community payback team have added it to their list of jobs.



Officer tasks for the next quarter

- Catch up on x16 deeds for new interments outstanding from August 2023 to the end of June 2024.
- Issue deeds for new interments July 2024 onwards once funeral finance has been paid.
- To co-ordinate planting of 4 trees at Atherstone Cemetery within budget set by Full Council and with the advice of HRJ Gould Ltd. To be publicised once completed.
- Action the recommendations in the Appendix 1 Report in conjunction with the Cemetery Working Group where necessary.

Cemetery Working Group tasks for the next quarter:

- Review of the Cemetery and Memorial Regulations – last reviewed 21st July 2021.
- Cemetery Charges and Fees 2024-25 – draft recommendations for budget review.
- Law Commission's Consultation Paper on Burial and Cremation (deadline 9th January 2025). Download information here:
[Burial and Cremation - Law Commission](#)

Action Plan: Cemetery Management 3.2 - Objectives 1 and 2.

See attached reports in Dropbox for updates.



**Appendix 1
Cemetery Extension Working Group Meeting – 5th September 2024. 10am
at Cemetery**

Group Members:

Cllrs J Chambers (Chair) K Barnett, S Bishop, J Braithwaite, C Jones.

In attendance: Deputy Clerk, Cllr Chambers, Cllr Jones.

Recommendation 1 - Perennial Landscape to carry out in lieu of grass cutting when appropriate.

- Inside old graves self – set saplings/ weeds to be cut down.
- Sheepy Rd footpath – keep overhanging trees and shrubs cut back.
- Weed area by wooden fence frontage of Cemetery Extension Ground.

Recommendation 2 - Jobs identified as suitable for gravedigger / general contractor – quotations to be obtained for Full Council.

- Surplus soil to be used to fill in uneven ground
- Grave digger to be asked to clear and tidy the shuttered area at the bottom of the cemetery.
- Re-lay x6 blue brick cappings missing on front wall.
- Repair wooden fence on Sheepy Rd boundary.

Recommendation 3- Jobs for Community Payback to carry out at the cemetery

Whilst on site a few jobs were pointed out to the Team Leader and before the site meeting ended these had been immediately addressed. A yew was in danger of being overwhelmed by bindweed and a tree stump was sprouting significant growth. We were not quick enough to get “before” pictures just the end result!



Examples of the good work already ongoing to keep pathways looking tidy.





Community Payback recommended ongoing jobs list:

- Branches / twigs / leaf collecting
- Keeping pallisade edges of cemetery boundary clear of weeds.
- Self-set saplings growing out the bottom of mature trees
- Edging footpaths
- Keep Armistice gate clear of weeds all year round
- Keep War Memorial area tidy all year round – edging and weeding
- Ashes Scattering Area needs a good tidy up – paths and borders.

Recommendation 4 – Cemetery of the Year ICCM Self-Assessment questionnaire to review general standards and identify potential improvements.

This had been completed by the Deputy Clerk and a score of 43 points was noted which is below the acceptable level of 50.

The Deputy Clerk is asked to review the items requiring improvement with a view to raising the score to between 50-60.

See Dropbox for completed questionnaire.



Appendix 2 Terms of Reference for Cemetery Extension Working Group.

Cemetery Extension Working Group – Terms of Reference

1. The purpose of the Cemetery Working Group is to perform preliminary or investigative activities in matters directly affecting the cemetery extension project as directed by Full Council.
2. The working group may formulate budget proposals related to the cemetery extension project for submission as part of the annual budget review process.
3. carry out further research and development of the Cemetery Extension project as directed by Full Council
4. The working group may also discuss the general management and policies relating to the Cemetery and make recommendations to full Council regarding the improvement of its existing management, policies, and controls.
5. The Working Group shall appoint a Chairman at its first meeting.
6. The Working Group shall appoint a person to take notes at each meeting. The notes should accurately record the agreed actions and recommendations of the Working Group and be circulated to the Council in an accessible format within a reasonable time frame. Any notes or reports which are considered confidential to the Council should be clearly marked to ensure these are not published.
7. The Clerk will place any Working Group notes / updates circulated upon the following agenda for the Council to note. Any recommendations requiring a council decision will be placed on the agenda; the Clerk may contact the Chairman for a motion request form should any further clarification or background information be required for Councillors to make an informed decision.
8. The Chairman may consult with the Clerks in drafting amendments to existing Cemetery policies and documents, to be submitted to full council for approval.
9. Any recommendations made by working parties are subject to approval by the General Purpose Committee or Full Council as appropriate.
10. Working group meetings are subject to the rules surrounding sub-committee meetings within the Town Council's Standing Orders. Sub-Committee meetings do not require public notice, do not need to be held in public and may be conducted remotely.
11. All councillors must be invited to any working group meeting, those who are not members are welcome to attend and contribute to discussions but will have no voting rights.
12. Members of the Cemetery Working Group will be appointed by the Full Council and will be reviewed at the Annual Town Council meeting each May.

This report was prepared by the Deputy Town Clerk 08.10.24