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## Minutes of a Cemetery Committee Meeting held in the Community Centre at 7 pm on Thursday 8 September 2022

Present: Councillors N Weston (Chair) and Sneddon. Also in attendance Phil Dyer (PD) (Cemetery Administrator), Jane McClintock (JMcC) in an advisory capacity and Caroline Emeny (Clerk). There were no members of the public present.

- 1 **The Chair welcomed** everyone to the meeting.
- 2 **Apologies for Absence** – Apologies were accepted retrospectively from Cllr Pudney.
- 3 **Declarations of Interest and Dispensations**  
There were no declarations of pecuniary and non-pecuniary interests and no requests for dispensations and Councillors were reminded of their obligations under the Suffolk Code of Conduct.
- 4 **Minutes of the previous meeting**  
The minutes of the Cemetery Committee meeting of 17 February 2022 were approved and signed by the Chair.
- 5 **To note any matters arising**  
The Clerk confirmed the maximum length of time allowed for a plot reservation is 100 years. This can vary from 25 – 100 years depending on the rules of any particular cemetery.  
The GoR border is in hand and costed. A mini digger is required, PD has a contact for this. Chalk is currently being laid on the surrounding fields which is a cheaper but viable alternative to the white gravel border previously discussed. All in hand.
- 6 **Cemetery Administration** – It has been a very quiet year to date with no matters to note in regard to the administration aspect of the work. There are some maintenance issues that need addressing as follows:  
i) The double gates are rotten at the ground level section and do not shut properly.  
**Action:** Clerk to investigate who did the last repair and ask him to look at the gates and provide an estimate  
ii) The old bench needs a clean down and teak oil applying.  
**Action:** Clerk to review this next week when all the physical assets are inspected  
iii) The lower section of the Cemetery now needs the grass cutting as the re-wilding for this year is finished.  
**Action:** Clerk to arrange asap
- 7 **Date of next meeting – Thursday 9 March 2023 at 7 pm**

The meeting closed at 1920 hours.