

BERKELEY BURIAL COMMITTEE

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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE CLERK

*Berkeley Burial Committee
Meeting On 13th April 2022
7.00 p.m.
At Hamfields Leisure*

MINUTES

Present: Councillor Phil Case (Chairman) (Ham & Stone)
Sue Dunbabin (Ham and Stone)
Ben Keene (Hamfallow)
John McStea (Hamfallow)
Martin Fryer (Hinton)
Dot Beard (Hinton)
Tony Tucker (Berkeley)

Clerk: Caroline Child

1.	Apologies and absence Cllrs Carter gave his apologies
2.	Declarations of Interest There were no declarations of interest from councillors relating to items on the agenda for the 13 th April 2022.
3.	Minutes of the last meeting The minutes of the meeting held on 17 th February 2022 were taken as read and signed by the Chairman.
4.	Cemetery Clerk Report – noted Cllr Case reported on an email received from the tenant of the Cemetery Lodge making the committee aware of some remedial work that is need on the Cemetery Lodge On a recent inspection of the cemetery (01/02/22 – 31/03/22) <ul style="list-style-type: none">• There have been 4 Interments of Ashes (1 Hinton, 1 Hamfallow and 1 Charfield)• There have been 1 Interments (1 Weston Super Mare and 1 Cornwall)
5.	Finance Report The committee agreed to approve the payments listed on the finance report.
6.	Budget Review – February and March 2022 The committee agreed to approve the payments listed on the budget review.

7.	<p>Meeting Dates The committee agreed to the dates for the Berkeley Burial Committee meetings for 2022</p> <p>Wednesday 20th July 2022 Wednesday 14th September 2022 Wednesday 16th November 2022</p> <p>The committee agreed these dates are subject to change due to unforeseen circumstances</p>
8.	<p>National Salary Award 2021 -2022</p> <p>The committee agreed to retrospectively to implement the 2021 – 2022 National Salary Award to all staff employed by Berkeley Burial Committee, which have been agreed between NALC and SLCC</p> <p>The committee agreed to retrospectively to make a pay increase to all staff employed by Berkeley Burial Committee backdated from 1st April 2021</p>
9.	<p>Correspondence from Berkeley Town Council</p> <p>The committee discussed the correspondence from Berkeley TC and agreed a Proposal to be sent to all members and participating parish clerks (Berkeley TC, Hamfallow PC, Hinton PC and Ham and Stone PC) to be discussed and approved at their council meetings Cllr Keene proposed the Proposal and Cllr Fryer seconded the proposal. All committee members in agreement,</p> <p>Correspondence from resident Mrs Bray</p> <p>The committee agreed for Cllrs Case and Dunbabin to meet with the resident to discuss the overhanging trees</p>
10.	Review of Terms of Reference – noted
11.	<p>Update of Digitising Burial Records and Maps progress Cllr Keene reported on the progress of the digitalising of the burial records, Cllr Keene reported the last part of digitalisation of the records would be completed in May.</p>
12.	<p>Stonemason Report</p> <p>Cllrs Case and Dunbabin agreed to meet with the stone mason to discuss his report at the cemetery</p>
13.	<p>Tree Planting</p> <p>The committee agreed to retrospectively to the planting of trees in Berkeley Cemetery, which was agreed by all via email in March before the bird nesting season begins on the 1st April</p>
14.	<p>Risk Assessment The committee agreed to defer the to review the Risk Assessment to the July meeting</p>
15.	<p>Staff Matters – noted</p> <p>The committee agreed to defer this item to the July meeting</p>
16.	Date of the next meeting of Berkeley Burial Committee will be on Wednesday 20 th July 2022 at Hamfields Leisure at 7pm

Meeting closed at 9.10pm

Signed..... Date...20th July 2022.....